

COALITION FOR THE INTERNATIONAL CRIMINAL COURT
NEW YORK SECRETARIAT
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CICC NEW YORK INTERNSHIP MANUAL

INTRODUCTION: ABOUT THE CICC

The Coalition for the International Criminal Court (CICC) welcomes your interest in our organization. The CICC is a global network of NGOs advocating for a fair, effective and independent International Criminal Court. The Coalition is comprised of over 2,500 Non Governmental Organizations, collaborating with individual activists, governments, intergovernmental bodies, academics and other international law experts from around the world.

The multi-track approach of the Coalition involves:

- Promoting education and awareness of the ICC and the Rome Statute at the national, regional and global level;
- Monitoring and supporting the work of the Assembly of States Parties of the ICC and facilitating NGO involvement in the process
- Promoting the universal acceptance and ratification of the Rome Statute;
- Including the adoption of comprehensive implementation legislation;
- Expanding and strengthening the Coalition's global network.

Situated right next to The Hague Central Station, the Coalition has openings for interns who are interested in learning more about international law, human rights enforcement, the role of NGOs in the development of international law, government relations and related issues. Internships allow students the opportunity to be part of a dynamic global movement seeking to strengthen the mechanisms for enforcing international justice. The CICC Secretariat is a project of the World Federalist Movement, which has United Nations ECOSOC Consultative Status.

KEY ACTIVITIES

To achieve our goals, some of our key activities include:

- Convening sectoral caucuses (Women's, Children's, Faith, Peace, and Victims'), national and regional networks, and issue working groups.
- Maintaining a World Wide Web site and email lists to facilitate the exchange of NGO and expert documentation and information concerning the ICC negotiations and the ad hoc Tribunals and to foster discussion and debate about substantive issues relating to the International Criminal Court.
- Facilitating meetings between the Coalition and representatives of governments, UN officials and others involved in the ICC process.
- Promoting education and awareness of the ICC at relevant public and professional conferences - including UN conferences, committees, commissions and preparatory meetings.

- Producing newsletters, bulletins, media advisories, reviews and papers on all aspects of efforts to establish the ICC.
 - Other efforts to support the work of the ICC and member NGOs.
- The best way to learn more about what the CICC does is to visit our website at: <http://www.iccnnow.org>

DESCRIPTION OF THE INTERNSHIP PROGRAM

QUALIFICATIONS

Ideally, we are interested in applicants who are pursuing a course of study or practical training that is related to the establishment of the ICC. In the past, interns have included:

- Advanced undergraduates from a variety of disciplines (Political Science, Economics, International Relations, Government, Foreign Languages, Law, etc.)
- Graduate students (M.A./PhD candidates in International Relations, Area Studies)
- Law students (LLB, JD and LLM).

We also consider applications from volunteers who are currently not in an academic program. Preference is given to individuals who have past experience or training in international relations, human rights and international law. The CICC is committed to diversity in the workplace, and encourages applicants regardless of race, ethnicity, colour, creed, religion, sex, age, disability, veteran status, sexual orientation or gender identity. Desired qualifications may vary according to CICC project priorities.

SAMPLE PROJECTS

The following are just some examples of CICC intern projects:

LEGAL RESEARCH PROJECTS

- Varies widely, according to intern's legal background and abilities.

LANGUAGE BASED PROJECTS

- Assistance with translation of power point presentations.
- Assist with the translation of CICC documents into other languages: (French, Spanish, Japanese, Turkish, Arabic, others as needed)

DEVELOPMENT PROJECTS

- Support with letter writing, sending thank you notes, maintaining files for key supporters.
- Compiling background information for grant reports.

DESIGN PROJECTS

- Creation of campaign tools such as graphics, logos, postcards, etc.
- Creation of a CICC Triptych for presentations by coordinators / liaisons.

MEDIA PROJECTS

- Contacting journalists worldwide to urge coverage of a particular development
- Assistance with writing press releases, doing background research.

OUTREACH PROJECTS

- Developing and supporting relations with NGOs in a target country.
- Distributing CICC outreach materials worldwide.

ADMINISTRATIVE ASSISTANCE

- Producing and updating Press Kits and Info-Kits for outreach efforts.
- Cataloging CICC / WFM photographs.
- Assisting with tasks relating to the daily operation of a large international NGO coalition.

DURATION OF INTERNSHIPS

Internships typically last between 2-3 months depending on the intern's availability. Interns work at least 2 days a week, and are expected to be at the office between 9:30 AM and 6 PM, unless other arrangements have been made.

Short Term internship requests are also considered during Assembly of States Parties meetings, special media events, and other important meetings and conferences.

VISAS AND US RESIDENCE PERMITS

The CICC values the global diversity of its members and staff, and is interested in candidates from diverse backgrounds. Internship applicants should be aware that non US citizens will have to apply for a VISA to work at the CICC in New York.

WHAT TO EXPECT

Each intern works closely with the CICC NY staff on a number of projects. We try to incorporate interns as closely as possible into the Coalition's work. An important task for CICC interns is to follow and report on the hearings taking place at the ICC and the United Nations Secretariat. In addition, we regularly need assistance in research and administrative tasks. The dynamic environment made possible by a global campaign involving thousands of large and small NGOs, governments, the United Nations, academics and others allows numerous educational and professional learning

opportunities.

STIPENDS

Interns working full time at NY CICC will receive a stipend of \$10/ day.

APPLICATION PROCEDURE

1. Review the information above carefully.
2. Download the internship application form (see below)
3. Complete application form and include a C.V. and a brief cover letter expressing why you are seeking an internship with the CICC, for which time period and for how many days per week. Please email your application, CV and cover letter clearly marked for the attention the Internship Coordinator to:
E-mail: internships@iccnw.org

APPLICANT SELECTION

Applications are reviewed on a periodic basis and short-listed candidates are invited for interviews. Applicants not currently in NY are interviewed on the phone, usually by a committee of 2-3 staff members. Additional information, such as writing samples, may be requested at this time. Successful candidates are notified 2-3 weeks after the interview.

NOTIFICATION

Due to the large volume of applications we receive, we are only able to notify candidates who have been selected for interviews. You are encouraged to apply well in advance for summer consideration.

LETTERS OF REFERENCE

Past interns are welcome to request a letter of reference from the CICC (for job applications, graduate and professional schools, fellowship or other applications) providing the following criteria have been met:

1. The internship was successfully completed.
 2. The intern completed an evaluation form at the end of the internship.
- It is the intern's responsibility to ensure this is completed before they leave or shortly thereafter. We recommend a minimum of three weeks, which will allow for a thoughtful and timely submission.

The Internship Coordinator or another supervisor will write the letter based on the records from the internship, or modify an earlier letter from the supervisor.

INTERNSHIP APPLICATION FORM

Date: _____

Name: _____

(LAST) (FIRST)

Nationality: _____

Permanent Address: _____

Current Address (if different): _____

Phone: _____

Email: _____

Emergency Contact Person and Contact Information: _____

College/University, area of study/degree working towards:

Proposed dates: _____

Hours / Days available for internship: _____

Please describe the level of your computer, word processing, graphic design, Internet, etc. skills:

Overseas experience, additional skills and/or foreign language ability (list languages spoken, level of fluency), etc:

Please include a CV and a brief cover letter explaining why you are seeking an internship with the Coalition.