



Coalition for the International Criminal Court
The Hague Secretariat

Internship Application Manual

ABOUT THE CICC

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, inter-governmental 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;
- Promoting the adoption of comprehensive implementation legislation;
- Expanding and strengthening the Coalition's global network.

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 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 CICC member NGOs.

The best way to learn more about the CICC's work is to visit our website at:

<http://www.coalitionfortheicc.org>.



DESCRIPTION OF THE INTERNSHIP PROGRAM

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.

QUALIFICATIONS

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

- Advanced undergraduates or graduate students from a variety of disciplines (Political Science, Economics, International Relations, Government, Foreign Languages etc.)
- Law students (LLB, JD and LLM).
- Volunteers with professional experience in international criminal law.

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 applications regardless of race, ethnicity, color, creed, religion, sex, age, disability, veteran status, sexual orientation or gender identity. Desired qualifications may vary according to CICC project priorities and CICC section.

SAMPLE PROJECTS

The following are some examples of CICC intern projects:

LEGAL RESEARCH PROJECTS

- Vary widely, according to interns' legal background and abilities, but always include court monitoring activities.

LANGUAGE BASED PROJECTS

- Assistance with translation of presentations and web pages.
- Assist with translation of CICC documents into other languages: (French, Spanish, Arabic, others as needed).

DEVELOPMENT PROJECTS

- Support with letter writing, sending thank you notes, maintaining files.
- 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 encourage coverage of important developments.
- 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 3-6 months depending on the intern's availability. Interns work fulltime and are expected to be at the office between 10 AM and 6 PM, unless other arrangements have been made. Short term internship requests are also considered during the Assembly of States Parties meetings in November/December of each year, special media events, and other important meetings and conferences.

WHAT TO EXPECT

Each intern works closely with one CICC Hague staff member on a number of projects. We try to incorporate interns as closely as possible into the Coalition's work. 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 for numerous educational and professional learning opportunities.

VISA AND DUTCH 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 E.U. citizens will have to make their own arrangements in order to be able to work in The Netherlands.

STIPENDS

Unfortunately, internships at the CICC are unpaid. We recommend all prospective candidates to seek financial assistance from their academic institutions or seek outside fellowships, grants and other resources.

APPLICATION PROCEDURE

Review the information above carefully. Check the CICC website for current vacancies. Send a C.V. and a cover letter expressing why and for which time period you are seeking an internship with the CICC by email to TH Secretariat Program Assistant, Ms. Tessa Bakx: bakx@coalitionfortheicc.org.

APPLICANT SELECTION

Applications are reviewed on a rolling basis and short-listed candidates are invited for interviews. Applicants not currently in The Hague are interviewed on the phone. Additional information, such as writing samples, may be requested at this time. Successful candidates are notified shortly 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.

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 or shortly after the end of the internship.