INTERNERSHIP MANUAL
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INTRODUCTION TO WFM-IGP

WFM-IGP
The World Federalist Movement-Institute for Global Policy welcomes your interest in our organization. WFM-IGP works to advance the global promise of peace and is committed to building a safer and more just world. The organization includes a comprehensive set of programs that work to protect civilians from the threat of genocide, war crimes and crimes against humanity; facilitate transparency in governance; increase access to justice; and promote the application of the rule of law. WFM-IGP works in partnership with the United Nations and often serves as a hub of information and collective action on UN-related issues. In addition, we work with governments, and other international and regional institutions around the globe – as well as with thousands of committed individuals and world leaders – to advance a mission of peace, prosperity, and security for all.

CICC
A program of WFM-IGP, 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: www.coalitionfortheicc.org

ICRTOP
The Responsibility to Protect (‘RtoP’ or ‘R2P’) is a new international security and human rights norm to address the international community’s failure to prevent and stop genocides, war crimes, ethnic cleansing and crimes against humanity. The International Coalition for the Responsibility to Protect (ICRtoP) is a global network of non-governmental organizations (NGOs) dedicated to advancing the Responsibility to Protect (RtoP or R2P) at the international, regional, sub-regional and national levels. The Coalition was formed in January 2009 by representatives of eight regional and international non-governmental organizations.

OUR GOALS
ICRtoP works to achieve the following five goals:
1. Increase awareness of RtoP among governments, NGOs and the public.
2. Push for international, regional, sub-regional and national endorsements of RtoP.
3. Encourage governments, regional and sub-regional organizations and the UN to build the capacity to prevent and halt genocide, war crimes, ethnic cleansing and crimes against humanity.
4. Help build and strengthen global support from governments for RtoP.
5. Mobilize NGOs to push for action to save lives in RtoP country-specific situations.

To follow RtoP developments, RtoP news, events and our work around the world, join our listserv and our Facebook page. Visit us at www.responsibilitytoprotect.org.

IDG
The International Democratic Governance Program is based on the understanding that a growing number of global challenges transcend national boundaries and cannot be solved by any government acting alone. Transnational governance structures – with their increasing responsibilities and powers – need better mechanisms for transparency and more accountable leadership. In response to these challenges, WFM-IGP strives to:

- Increase the transparency and accountability of decision-making in the UN and other international institutions;
- Advocate for more democratic and inclusive systems of governance in transnational mechanisms; and
- Mobilize civil society actors to participate in intergovernmental and transnational institutions.
Through these efforts we hope to help the UN and other international institutions become more effective and deliver better results for people worldwide. Capitalizing on WFM-IGP’s historic role as a convener of innovative civil society initiatives, the IDG program currently focuses on the following key issues:

**UN Reform** - A go-to resource for diplomats, media and civil society alike, IDG maintains a popular website and list-serve following progress on UN reform proposals emerging from the 2005 World Summit. The website ReformTheUN.org provides context for and access to many documents and resources from the UN, governments and civil society on reform efforts, including Security Council reform, establishment of the Human Rights Council and Peacebuilding Commission, strengthening gender equality architecture, and upgrading environmental governance. The list-serve updates readers on the latest developments and political analysis of ongoing negotiations. IDG is not only an independent and reliable watchdog of UN reform, but it also serves as an essential advocacy resource for civil society.

**UN Elections** - IDG promotes transparent and more accountable elections and appointments through its UNelections Campaign, focusing on international officials and Member State elections to key international bodies. We aim to end political entitlements in leadership appointments, including in the selection of the UN Secretary-General, President of the UN General Assembly and the leadership of international financial institutions. We are beginning to convene civil society to monitor and influence the selection or re-appointment of the UN Secretary-General in 2011. IDG will monitor “back door” discussions, review assessments of the incumbent, Mr. Ban Ki-moon, and organize around the possible emergence of alternate candidates.

**International Financial Governance** - Our recent proposals on reform of international financial mechanisms 1) call for increasing the accountability of the Bretton Woods Institutions to all UN Member States, and 2) outline a model for a levy on international currency transactions, which would fund development, peace, and environment initiatives, among others.

**The Peacebuilding Commission (PBC) Monitoring project** (Together for a Better Peace) - WFM-IGP’s Together for a Better Peace project works internationally and with local partners to enhance the Peacebuilding Commission’s work and access to information through meaningful consultation with civil society. As part of an organization with many years of experience in creating effective links between UN processes and civil society, we also seek to ensure that the Commission’s policies and practices are responses to the complexities of local realities, and works to hold the Peacebuilding Commission accountable to the true stakeholders in peacebuilding, the local population, through monitoring, information sharing and analysis.

The Together for a Better Peace projects’ main goals include:

- Supporting the development of transparent PBC by monitoring the Commission’s work and sharing information with key stakeholders;
- Ensuring effective engagement between the PBC and civil society by convening NGOs in New York and in countries on the agenda.
For more information, visit: betterpeace.org

The Gender Equality Architecture Reform Campaign (GEAR) – As a member of the GEAR campaign, WFM-IGP has worked with a network of over 300 women's, human rights and social justice groups around the world toward the common goal of creating a unified gender equality entity at the United Nations. With the creation of UN Women in 2010 – the GEAR campaign has seen the fruits of its collective efforts embodied in a new UN entity dedicated to global gender equality and the empowerment of women, Moving forward, the GEAR campaign advocates for transparent processes in recruiting the leadership of UN Women, and directs its efforts toward ensuring that the United Nations continues to recognize and moves forward to implement its mandate of working for gender equality as a crucial component of development, human rights, peace, and security.

For more information, visit: gearcampaign.org
THE INTERNSHIP PROGRAM

Located near the United Nations Headquarters in New York City, WFM-IGP has openings for individuals who are interested in learning more about federalism, the United Nations, global governance, the role of NGOs in the development and promotion of human rights, and other related issues.

Internships typically last between 3 to 6 months on a part-time (3-4 days a week) or full-time basis. Interns are expected to be at the office between 9:30am and 6:00pm unless otherwise arranged with a program/department supervisor.

Key Qualifications

In the past, interns have included students from a variety of disciplines: undergraduate (Political Science, Economics, International Relations, Government, Foreign Languages, Law, etc.) graduate (M.A/PhD candidates in International Relations, Specialty Area Studies), and Law students (LLB, JD and LLM candidates). 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).

All internships require a proficiency in English and an interest in WFM-IGP’s mission.

Visa/Work Permits: WFM-IGP values the global diversity of its members and staff and as such welcomes applicants of non-U.S. citizen/permanent resident backgrounds; however, they must show appropriate work authorization approved by their academic institution (CPT – Curricular Practical Training) or the Immigration and Naturalization Service (OPT – Optional Practical Training). We may consider applications from abroad if the student is able to secure the appropriate visa through an exchange-program.

Please note: WFM-IGP cannot sponsor individuals applying for internships to help them obtain visas.

Types of Internships

WFM-IGP offers the following internships:

1. Programmatic
   a. Internship at the International Coalition for the Responsibility to Protect
   b. Research and Special Projects Intern: International Justice, Global Governance issues
   c. International Democratic Governance
   d. Peacebuilding Commission Project Intern
   e. CICC Africa Outreach Intern (French fluency required)
   f. CICC Middle East and North Africa Outreach Intern (Arabic fluency required)
   g. CICC: The Americas Outreach Intern (Spanish fluency required)
   h. CICC Portuguese Information Intern
   i. CICC Legal Intern
2. Administrative/IT
   a. CICC Information Management Intern
   b. CICC Membership Outreach Intern
   c. CICC Communications/Media Intern
   d. Membership and Communications Intern
   e. IT Intern
   f. Graphic Design Intern
   g. Development Intern
   h. Administrative/Finance Intern
   i. Accounting Intern

For more information on these internships, including descriptions, qualifications, and instructions on submitting an application, please consult individual internship announcements available on our website.

Sample Projects

Language 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 like graphic 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.

Legal Research Projects:
- Varies widely, according to intern's legal background and abilities.

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

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www.wfm-igp.org
**Administrative Assistance:**
- Producing and updating Press Kits and Info-Kits for outreach efforts
- Updating and maintaining Raiser’s Edge database
- Updating and maintaining websites
- Cataloging CICC/WFM photographs
- Assisting with tasks related to the daily operation of a large international NGO coalition

*Note: Desired qualifications vary according to project priorities at the time.*

**What to Expect:**

Each intern works closely with a supervisor(s) on a few projects. We try to incorporate interns as closely as possible into the work of WFM-IGP. Our greatest need is research and administrative assistance, and preference is given to candidates interested in contributing to the WFM-IGP mission in this manner. The dynamic environment made possible by global campaigns involving thousands of large and small NGOs, governments, the United Nations, academics and others allows numerous educational and professional learning opportunities. Additionally, we send badge requests for interns to access the United Nations, and encourage interns to make use of the tremendous learning opportunities available at the open meetings during UN conferences, Assemblies of States Parties, Special Sessions, etc.

**Stipends:**

Unfortunately internships at WFM-IGP are unpaid. Since the cost of living in the New York area is extremely high, we recommend all prospective candidates to seek financial assistance from their academic institutions or seek outside fellowships, grants and personal resources. Many summer interns receive funding from their host universities.
APPLICATION PROCEDURES

1. Review the information above carefully.
2. Download the internship application form (included below)
3. Complete application form and include a CV, 3-5 page writing sample, and a brief cover letter expressing why you are seeking an internship with WFM-IGP
4. Send completed application via:
   - Fax: +1-212-599-1332
   - Email: internship@wfm-igp.org and internship@coalitionfortheicc.org (for CICC Internships)
   - Mail:
     WFM-IGP
     Attn: The Internship Coordinator
     708 Third Ave, 24th Fl
     New York, NY 10017
     USA

*Note: Email applications are preferred, and processed faster. You may also cut and paste the application form into an email.*

Applicant Selection

Applications are reviewed on a periodic basis and short-listed candidates are invited for interviews. Applicants not currently in New York are interviewed on the phone, usually by a committee of 2-3 staff members. Supplemental information may be requested at this time.

Selected candidates are notified about the outcome of the interview 2-3 weeks after the interview.

Notification

Because of 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 (for job applications, graduate and professional schools, fellowship or other applications) provided the following criteria are met:
1. The internship was successfully completed.
2. The intern had filled out 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.
3. Adequate notice is given before deadlines. We recommend a minimum of three weeks, which will allow for a thoughtful and timely submission.
In all cases, the original supervisor should write the letter of reference. If the supervisor no longer works at WFM-IGP, the Internship Coordinator will write the letter based on the records from the internship, or modify an earlier letter from the supervisor.
APPLICATION FORM

Date:

Name: (Last) (First)

Nationality/U.S. visa status:

Permanent Address:

Current Address (if different):

Phone:

Email:

Emergency Contact Person and Contact Information:

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

Proposed dates:

Internship(s) interested in:

1st choice:

2nd choice:

3rd choice:

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.

- 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.

Please return this form along with the 3-5 page writing sample and a resume to:
WFM-IGP, Internship Coordinator, 708 Third Avenue, 24th floor, New York New York 10017, USA
Telephone (212) 599-1320, Fax (212) 599-1332
Email: internship@wfm-igp.org
internship@coalitionfortheicc.org (for CICC Internships)
ORIENTATION SCHEDULE

- Welcome and Introductions
- Presenting WFM (w/ Information Packet)
  a. History
  b. Mission and goals
  c. Organization Structure
  d. Programs/Projects
- Presenting CICC (w/ Information Packet)
  a. History of CICC and Background on the ICC
  b. Mission and goals
  c. Organization Structure
  d. Membership
- Publications
  a. WFM News, International Democracy In-Depth, etc...
  b. CICC Monitor and Bulletin
  c. Brochures
  d. Networks, relationships with members
  e. Email List-serves
    i. WFM-IGP
      3. www.pbcupdate.org (enter email address in the box provided)
4. www.unelections.org (enter email address in the box provided)

ii. CICC

1. icc-info-subscribe@yahoogroups.com (English)
2. noticias-cpi-subscribe@yahoogroups.com (Español)
3. reseau-cpi-subscribe@yahoogroups.com (Français)
4. tpi-port-subscribe@yahoogroups.com (Portugués)
5. icc-africa-subscribe@yahoogroups.com
6. icc-faithcaucus-subscribe@yahoogroups.com
7. icc-info-asia-subscribe@yahoogroups.com
8. icc-info-children-subscribe@yahoogroups.com
9. icc-mideast-subscribe@yahoogroups.com

- Policies and Procedures
  a. Diplomatic Etiquette
  b. Speaking in personal capacity vs. representing organization
  c. Dress Code

- Logistics
  a. Office hours, dress code, lunch break

  iii. Business hours are 9:30am – 6:00pm. Please talk to your supervisors about your specific schedules

  iv. While we do not require business suits, please do dress respectfully. If there is an important meeting in the office, the Office Coordinator or one of the Program Associates will send out an email letting everyone to know to dress nicer on that day.

  v. Please be mindful of your lunch break – it’s fine to take a break, but please don’t take excessively long lunches, especially if you have a looming deadline, projects to work on, or meetings to attend

  vi. Office Systems/Phones; Office Supplies; Office Equipment
b. Activity reports and work plans

c. Intern Events

- Office Tour
- UN Badges & Access to the United Nations
- UN Tour
- Lunch
INTERNSHIP AGREEMENT

Name: ____________________

Program: ________________

Position: ________________

Supervisor: ________________

I agree to undertake an internship with WFM-IGP starting on ______ and ending on ______.

My schedule will be ________________________________.

Intern Signature: ________________ Date: ____________

Supervisor Signature: _____________Date: ____________
PRE-INTERNSHIP QUESTIONNAIRE

Name
Supervisor
Internship Details

How did you hear about WFM-IGP and why did you choose to do an internship here?

What expectations do you have coming into the internship?

What are your personal goals/objectives of your internship?

What would you like to learn more about during your internship?

What skills would you like to develop further during your internship?

Any additional thoughts/comments?
MID-TERM EVALUATION

We hope that you are enjoying your internship. This midterm evaluation aims to give you an opportunity to provide comments about your internship experience so far. Your perspective and input is very important to us and we encourage candid answers to the following questions, a summary of comments and suggestions may be shared with staff, but every effort will be made to maintain individual confidentiality.

Name: ___________________________ Supervisor: ___________________________
Program ___________________________ Position: ___________________________

Please rate the following areas of your internship using the following scale:
1 Poor   2-Below Average   3-Satisfactory   4–Good   5–Excellent   N/A–Not Applicable

Introduction to Setting:

___ Intern Orientation
___ Introduction from your intern supervisor
___ Setting up of access to office systems (Email, network access, Raiser’s Edge etc.)
___ Introduction to staff
___ Overview of WFM-IGP and its programs
___ Discussion of procedural matters when you began the internship

Relationships:

___ Formal interactions with staff
___ Informal interactions with staff
___ Interactions with other NGO, government, UN, ICC staff
___ Interactions with other interns
___ Level of contact you have with your supervisor
___ Interaction with non-supervising staff from my program

Activities:

___ Availability of opportunities to learn more about work of WFM-IGP
___ Availability of opportunities to attend relevant external events
___ Opportunities to use your skills and knowledge
___ Participation during meetings
___ Recognition for things that you have done well
___ Provision of suggestions for ways in which your work could be improved
___ Provision of training where needed
Level of instruction received for assigned tasks

Workload

What have you enjoyed most about your internship so far?

What areas of your internship could use improvement?

Additional thoughts/comments:
EXIT QUESTIONNAIRE

We hope that you have enjoyed your internship and would appreciate your feedback on your experience to help us look at ways to improve the quality of the internship program. Your perspective and input is very important to us and we encourage candid answers to the following questions, a summary of comments and suggestions may be shared with staff, but every effort will be made to maintain individual confidentiality.

Name: ___________________________ Supervisor: ___________________________
Program ___________________________ Position: ___________________________

Please rate the following areas of your internship using the following scale:
1 Poor  2-Below Average  3-Satisfactory  4–Good  5–Excellent  N/A–Not Applicable

Relationships
___ Orientation to the internship
___ Relationship with Supervisor
___ Relationships with other staff members
___ Relationships with other interns
___ Interaction with external actors (e.g. NGOs, governments, UN etc.)

Activities
___ Opportunities to learn about the overall work of WFM-IGP and its programs
___ Understanding of how my internship helps to achieve the organization’s mission
___ Participation in work of the organization and your section
___ Balance between substantive and clerical tasks
___ Opportunities for personal development
___ Appreciation of you work

What were your initial expectations from your internship? Did your experience meet them?
In what ways did you find the internship to be a meaningful addition to your academic, personal, and professional development?

What aspects of the internship did you particularly dislike?

What aspects of the internship did you particularly like?

Testimonial about the organization and your internship (may be used in publications):

Please provide any other thoughts and comments which may help us to improve the quality of the internship: