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The Coalition for the International Criminal Court (CICC) welcomes your interest in our organization. The CICC is a global network of NGOs advocating for the creation of a fair, effective and independent International Criminal Court. The Coalition is comprised of over 2,000 NGOs, 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; and expanding and strengthening the Coalition's global network.

Situated a few blocks away from UN Headquarters in New York City, the Coalition has openings for interns who are interested in learning more about international law, the United Nations, human rights enforcement, 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 enforcement mechanisms for international justice. The CICC Secretariat is a project of the World Federalist Movement, which has United Nations ECOSOC Consultative Status.
Further Information on the Coalition and Internships at the Coalition

ABOUT THE COALITION

What does the CICC do?
The best way to learn about the CICC is to visit our website at http://www.iccnow.org

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.

CICC INTERNSHIPS:

*Please note that this information solely pertains to internships at the secretariat office in New York. Please inquire directly to the other offices for opportunities there. Please contact Oriane Maillet at maillet@iccnow.org for information about internship in The Hague.

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 majors (Political Science, Economics, International Relations, Government, Foreign Languages, Law, etc.) graduate students (M.A./PhD candidates in International Relations, Area Studies) and law students (LLB, JD and LLM students). 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, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation or gender identity.
SAMPLE PROJECTS:
Desired qualifications vary according to project priorities at the time.

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.

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

Internship Types:
CICC offers the following internships:
1. Communications and Development Intern (2 positions available)
2. Latin America and Caribbean Outreach Intern (Spanish fluency required)
3. Africa Outreach Intern (French fluency required)
4. Middle East Outreach Intern (Arabic fluency required)
5. Russian-Speaking Republics Outreach Intern
6. Legal Intern

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

Duration of Internships
Internships typically last between 2-3 months depending on the intern’s availability. Interns work from two to five 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.

**Visa and Work Permits**

The CICC values the global diversity of its members and staff, and is interested in candidates from diverse backgrounds. Non U.S. citizen/permanent resident applicants currently studying in the U.S. must show appropriate work authorization approved by their academic institution (CPT – Curricular Practical Training) or by 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.

**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 Coalition’s work. Our greatest need is research and administrative assistance, and preference is given to candidates interested in contributing to the ICC campaign in this manner. 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. 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. Occasionally interns may choose to work from off-site locations using their own laptop computers, or use nearby library/office space.

**Stipends:**

Unfortunately internships at the CICC are unpaid. Since 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. Nearly all accepted summer interns receive funding from their host universities.

**Application Procedure:**

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 the CICC
4. Send completed application via:
   - Fax: +1-212-599-1332
   - Email: internship@iccnow.org (You may also cut and paste this form into an email)
   - Mail: CICC/WFM
     Attn: The Internship Coordinator
     708 Third Ave, 24th Fl
     New York, NY 10017 USA

Email applications are preferred, and processed faster.
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 from the CICC (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 the CICC, the Internship Coordinator will write the letter based on the records from the internship, or modify an earlier letter from the supervisor.
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:

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.

Please return this form along with the 3-5 page writing sample and a resume to: CICC/WFM, Internship Coordinator, 708 Third Avenue, 24th floor, New York New York 10017, USA Telephone (212) 687-2863, ext. 10, Fax (212) 599-1332 Email: internship@iccnow.org
ORIENTATION SCHEDULE

DAY ONE

Morning
- Welcome and Introductions
- Policies and Procedures
- Information Packet on the ICC
- Orientation to ICC, CICC, roles.
- Access to the United Nations
- Badge Request
- Background reading on the ICC and CICC

Lunch

Afternoon
- Office Systems/Phones
- Office Supplies, Business
- Business Cards; Ordering Supplies
- Office Equipment

DAY TWO

Morning
- Continuation of broad orientation to the ICC, the Coalition
- Networks; relationships with members
- How to’s of the work
- Explanation of projects
- Understanding Supervisor’s role
- Communication within the office

Lunch

Afternoon
- Tour of the United Nations [Pending Pass]
- ICC Promotional Materials – Storage
- Office Equipment/Website
- Workplan – initial planning
For each project, please identify below:

a) Project title
b) List of duties as agreed with supervisor, and
c) Estimated time for completion.

Please add additional sheets as needed, and submit this to the Internship Coordinator within your first week at the CICC, in consultation with your Supervisor.
Dear Intern:

As your internship draws to a close, we ask you to answer the following questions to help us improve our Internships in the future. Your responses will remain confidential and will be used for the sole purpose of improving the quality of internships at the CICC.

We hope you enjoyed working with us at the CICC, and we look forward to staying in touch. Please feel free to contact us should you require a letter of recommendation or evaluation of the internship.

Sincerely,
CICC Secretariat

Please type your answers to the questions and attach a separate sheet

OPTIONAL INFORMATION:

Name:
Address:
Email Address:
Current Academic Program:

Date

QUESTIONS ABOUT THE INTERNSHIP

• How long and for how many hours per week did you intern at the CICC

• Did you receive adequate background information about the Coalition’s work, including goals, structure, etc?

• Were responsibilities clearly explained to you?
• Did you think there was adequate, not enough or excessive supervision throughout the course of the internship?

• Briefly (in 1-2 sentences) outline what expectations, if any, you had from the internship.

• How did the internship correspond to your expectations?
• Did you find there was a fair balance between substantive and administrative tasks?

• Did you feel well integrated in the Coalition Secretariat’s work?

• Was your workload manageable?

• Did you find the internship to be a meaningful addition to your academic and professional interests?

• What aspects of the internship did you particularly like?

• What aspects of the internship were you particularly dislike?

• Any other thoughts and comments which may help us improve the quality of the internships?