

**DRAFT**  
**Letter of agreement between UNIDO and KOICA**  
**regarding the UNIDO Internship Programme**

[date]

Dear .....,

I have the honour refer to the recent consultations held between officials of the United Nations Industrial Development Organization (UNIDO) and officials of the Korea International Cooperation Agency (KOICA ) and to confirm that the following terms and conditions shall govern the participation, in the UNIDO Internship Programme, of Interns nominated by KOICA (the “nominating party”):

**Nomination and Selection**

1. The nominating party shall be entitled to nominate candidates for internship with UNIDO who shall meet the established eligibility criteria and who shall complete the prescribed application process.
2. UNIDO shall be entitled to assess each nominated candidate and, in the event of selection, to make an offer to the selected candidate.
3. Selected candidates shall, where relevant, be released by the nominating party.
4. Selected candidates shall sign an internship agreement, the current version of which is set out in Annex I.

**Duration**

5. The duration of an internship shall be a maximum period of six months, unless otherwise agreed.

**Job Profile**

6. The duties and responsibilities of each Intern shall be specified in a job profile, a generic version of which is set out in Annex II.

**Status and Privileges and Immunities**

7. Interns shall not be considered in any respect as officials or staff members of UNIDO.
8. Interns shall not enjoy the privileges and immunities of officials of UNIDO.

**Responsibilities of the Nominating Party**

9. The nominating party shall cover, for the duration of each internship, any remuneration and expenses to which an Intern may be entitled under its rules, including travel to and from the country of assignment, as well as the mandatory medical and accident insurance of each Intern.

**Responsibilities of UNIDO**

10. UNIDO shall not be held accountable for the service-incurred death, injury or illness of any Intern during the period of their internship with UNIDO.
11. UNIDO shall not be held accountable for any legal or third party claims resulting from the assignment of any Intern to UNIDO or from their stay in the country of assignment.
12. UNIDO shall notify the nominating party if any Intern is to leave their position before the end of their internship.
13. UNIDO shall provide Interns with work-related guidance, on-the-job training and advice. UNIDO shall also complete an internship evaluation report at the end of each internship.

#### **Responsibilities of Interns**

14. The responsibilities of Interns shall be set out in their internship agreement and in the applicable administrative issuances of UNIDO.
15. In no circumstances shall Interns assume managerial or financial responsibilities within UNIDO.
16. Each Intern shall report to a designated official of UNIDO, who shall retain direct supervisory responsibility over them.
17. Each Intern shall certify that they are medically fit to carry out their internships. They shall confirm that they possess health insurance coverage for the duration of their internship.

#### **Copyright and Proprietary Rights**

18. Copyright and any other proprietary rights with respect to the material produced by Interns, with the exception of any material already subject to copyright or other proprietary rights, shall vest exclusively in UNIDO.

#### **Renewal and Conversion**

19. Internships with UNIDO carry no expectation of renewal or of conversion to any type of contract or appointment in any activity of UNIDO.

#### **Travel**

20. When approved by the supervisor, an Intern may travel within the country of assignment in order to accompany a staff member on official business.

#### **Termination, Revision and Interpretation**

21. This letter of agreement may be terminated at any time by mutual consent of the parties. In addition, either party may terminate this letter of agreement at any time by giving the other party 30 calendar days' written notice. In the event of termination, the parties shall ensure the orderly completion of any ongoing internship.
22. Revisions to this letter of agreement shall be by written consent of both parties.
23. This letter of agreement shall be interpreted in conjunction with, and shall be subject to the provisions of, the applicable administrative issuances of UNIDO on the UNIDO Internship Programme, currently Administrative Instruction AI/2016/4 dated 16 June 2016.

If you are in agreement with the provisions set forth above, please countersign and

return to me a copy of this letter.

Yours sincerely,

[Name and title of UNIDO official]

Signed on behalf of the KOICA

[Name and title of KOICA official]

[date]

Annexes I: Internship Agreement with an Intern

Annex II: Generic Job Profile