

Concept Interns

(Internships, Sabbaticals, Civilian Service, Blue Chips, Secondments)

Adopted by Board of Foundation 25 April 2010

This concept gives a frame, but an internship has to be defined in the process of offer and demand.

1	Basis	Strategy 2008-11: GE as network of participants, volunteers, staff. Workprogram 2009, item 3.2: "1-3 interns for several months", "for people with sabbatical, students, unemployed", "25-30 years and retired". Board encouraged and proposed one intern per regional focus.
2	Definition	<i>Interns</i> (stagiaires, Praktikanten) work for Globethics.net for a limited time on a (basically) voluntary basis to support GE and for their education and enlargement of experience. <i>A Sabbatical</i> is a study leave where the institution continues to pay the salary (not always the case) and the person is expected to enlarge knowledge/experience with specific research projects. It's limited in time (4 to 12 months). <i>Civilian Service</i> instead of military service: 4-18 months, paid by Swiss state, but organization has to pay substantial part (food and lodging etc.). Like employment. <i>Blue Chips/Secondments</i> are offers where a company or organization makes an employee available for Globethics.net for a limited period of time (2-12 months) for specific tasks in order to expand the experience of the person and know how of the company/organization in new fields.
3	Tasks	The tasks have to be defined in a flexible way, dependent on the duration, period in the year, interest of candidates, availability of staff. Ideally it is a specific project/part of a project in the frame of the annual program. In addition, all interns have also to participate in general administrative and organizational work. The chance of a small organization is they get broader insights. Internships are possible as <i>Research Assistants</i> , <i>Administrative assistants</i> , <i>Fundraising</i> , <i>Technical</i> , <i>Website Assistants</i> .
4	Duration	<i>Flexible</i> . From 1 month (minimum) to one year (sabbatical). For short internship, the staff time investment from GE has to be balanced with the outcome. For Civilian Service minimum of 4 months, normally 4-12 months, full time.
5	Qualification	Master students, doctoral students, professors/teachers on sabbatical leave. Preferably with the background in ethics (philosophy and theology), but also other fields are possible
6	Types	a) <i>Full time</i> for the various indicated durations b) <i>part time</i> (e.g. retired, minimum half a day per week) (Other types of volunteers see separate concept)
7	Age	a) 23-35 for internships and civilian service (students, doctoral students) b) 35-60 normally for sabbaticals c) 60+ for retired or early retired persons d) 25-60 for Blue chips/secondments
8	Remuneration	<i>Normally no remuneration</i> (except expenses). Modest remuneration (not salary!) can be considered a) if GE is absolutely interested in the intern to fulfill certain tasks, b) the sending institution demands it as a binding condition, c) the remuneration is paid by third parties (e.g. unemployment insurance), d) contribution to living costs such as public transport to workplace, e) in the regions to cover some costs. Expenses e.g. for travel in the name of GE are reimbursed (GE expenses regulation).
9	Location	a) In the offices of GE <i>Geneva</i> (3 workplaces exist) b) For <i>regional interns</i> in the focus region: has to be developed, great potential c) online internships? To be tested. d) exceptionally, e.g. for blue chips, workplace in the sending institution
10	Adverts	The internships are advertised with job description
11	Decision	Discussion in GE team, final decision and contract by GE director
12	Supervision	Director is main supervisor, supported by staff according to tasks of the interns.

