

## 8<sup>TH</sup> MEETING OF THE SPRFMO COMMISSION

*Port Vila, Vanuatu, 14 to 18 February 2020*

### COMM 8 – Report ANNEX 6b Policy for Secondments and Internships *(COMM 8 – Prop 24 \_Rev1)*

## **POLICY FOR SECONDMENTS AND INTERNSHIPS**

*(Adopted 2018)*

### **A. PURPOSE**

This policy provides administrative guidance for secondments and internships in the SPRFMO Secretariat. This policy is adopted under Article 8 (o) of the SPRFMO Convention.

The SPRFMO Commission recognises the mutual benefits of offering secondments and internships in the SPRFMO Secretariat. Secondments and internships:

1. Enhance cooperation and contribute to disseminating the work of SPRFMO in different environments, including among Members and CNCPs.
2. Promote a better understanding for Members and CNCPs of SPRFMO, RFMOs and fisheries in a multilateral environment.
3. Expose talented students and employees to SPRFMO's work and provide them with an opportunity to further develop their skills.
4. Provide the Secretariat and SPRFMO in general with the opportunity to accomplish additional tasks and activities that may not be supported by regular resources, including meeting support.

### **B. DEFINITIONS**

1. An intern is a person who is completing, or has recently completed, a university or equivalent degree programme who is undertaking an internship in the SPRFMO Secretariat in accordance with the terms of this policy and those requirements as set out by the SPRFMO Executive Secretary. An intern may be sponsored by a Sponsoring Organisation.
2. A secondee is a person employed by a national, regional or local public administration or education institution of a SPRFMO Member or Cooperating non-Contracting Party (CNCP), who is seconded to the SPRFMO Secretariat for a limited period of time, to use or develop their expertise in a particular area and contribute with his/her knowledge to the implementation of the tasks of the SPRFMO Secretariat. A secondee is sponsored, fully or partially, by a Member or CNCP.
3. The sponsoring Member/CNCP is the Member or CNCP sponsoring the secondment to the SPRFMO Secretariat.
4. The sponsoring organisation is any organisation, public or private, sponsoring the placement of an Intern in the SPRFMO Secretariat.



## C. GENERAL RULES

1. Prior to commencing in the Secretariat, secondees and interns will be required to sign a confidentiality agreement to ensure that the Commission and the Secretariat’s confidential information remains secure, both for the duration of the internship or secondment, as applicable, and beyond.
2. Secondees and interns are responsible for obtaining their visa and any other legal requirements according to applicable domestic law of New Zealand.
3. It is expected that secondees and interns will have a workingreasonable level of English, such that they can participate in the work of the Secretariat.
4. All rights to any work done by a secondees or interns in the performance of his/her duties in the SPRFMO Secretariat are the property of SPRFMO.
5. If a secondee or intern intends to publish, whether alone or with others, any text on a matter relating to the work of SPRFMO, he/she will inform the Executive Secretary and the Chairperson of the Commission in advance. The Executive Secretary and Chairperson will have the right to object to the publication if, in their reasonable judgement, the publication is liable seriously to prejudice the legitimate interests of the SPRFMO and/or any of its Members or CNCs.

## D. PLACEMENT OF INTERNS IN THE SPRFMO SECRETARIAT

1. For the purposes of the Staff Regulations, an intern is classed as “temporary personnel” under Regulation 11 and in accordance with Regulation 5.2 will not be classified as an “employee” for the purposes of the Staff Regulations. Despite this classification, interns will observe the following Staff Regulations:
  - a) Regulations 3.1 – 3.78 with respect to duties, discretion and confidentiality;
  - a)b) Regulations 3.16 – 3.21 on the Relation with Members, CNCs and the media;
  - b)c) Regulation 4 with respect to hours of work;
  - e)d) Regulations 7.11 – 7.13 with respect to observance of public holidays;
  - e)e) \_\_\_\_\_ Regulation 12 with respect to health and safety.
2. Internships must be foreseen in the budget.
- ~~2.3.~~ Internship does not lead to a direct appointment as employee of the Organisation.
- ~~3.4.~~ SPRFMO will provide a monthly stipend of NZ\$ 2000 for interns, except where alternative arrangements have been made between the Executive Secretary and the sponsoring organisation of the intern. SPRFMO will not be responsible for the coverage of travel costs to and from the place of residence and the location of the Secretariat.
- ~~4.5.~~ The Executive Secretary will consult the Chairperson of the Commission prior to offering any internships. All internships will be advertised on the SPRFMO website for at least 45 days together with the duties and responsibilities of the intern, the conditions applicable to the post, including possible deadlines and other procedural requirements. Internships may be advertised either as general internships or for specific subject areas (for example, fisheries science/management, legal, data analysis, etc).
- ~~5.6.~~ No more than two internships will be offered per year. In order to facilitate rotation, the maximum duration of the internship will not exceed 5 months.
- ~~6.7.~~ The Executive Secretary will review the applications received within 15 days of the close of the advertisement period.
- ~~7.8.~~ In considering the applications, the Executive Secretary will bear in mind the skills and experience of each applicant, the operational needs of the Secretariat and the overall benefits to the Commission. The Executive Secretary may decide not to appoint any intern.



- ~~8-9.~~ The Executive Secretary will inform the Commission of the outcome of the application process, including the basis of the decisions.
- ~~9-10.~~ The Executive Secretary will set out the specific details of the internship, including wage, duration, hours of work and duties, in writing to the intern in accordance with this policy and any applicable Staff Regulations. The intern will be asked to record, in writing, their acceptance of these terms and commitment to this policy.
- ~~10-11.~~ Interns will be included in any Public Liability provisions under the SPRFMO Secretariat’s insurance policy.
- ~~12.~~ Prior to commencing in the Secretariat, interns will be required to sign a confidentiality agreement to ensure that the Commission and the Secretariat’s confidential information remains secure, both for the duration of the internship and beyond.
- ~~13.~~ At the end of the internship, interns will provide to the Executive Secretary a report assessing the outcomes and how the objectives of the internship were fulfilled.

## E. SECONDMENTS TO THE SPRFMO SECRETARIAT

1. Secondments may be undertaken in the SPRFMO Secretariat for a maximum of two years subject to the approval of the Commission. Any extension beyond that two-year period is subject to reconsideration and approval by the Commission. The total duration will not exceed 3 years. Secondment does not lead to a direct appointment as employee of the Organisation.
  2. Secondees are not “employees” for the purposes of the Staff Regulations. However, secondees will observe the following Staff Regulations:
    - a) Regulations 3.1 – 3.7~~8~~ with respect to duties, discretion and confidentiality;
    - ~~a)b)~~ Regulations 3.16 – 3.21 on the Relation with Members, CNCPs and the media;
    - ~~b)c)~~ Regulation 4 with respect to hours of work;
    - ~~e)d)~~ Regulations 7.11 – 7.13 with respect to observance of public holidays;
    - ~~e)e)~~ \_\_\_\_\_ Regulation 12 with respect to health and safety.
- Failure to comply with these obligations during the period of secondment will entitle the SPRFMO Secretariat to terminate the secondment.
3. The SPRFMO Secretariat will not bear any costs from the secondment other than those related to the performance of their duties during their secondment (for example, official travel expenses). The sponsoring Member/CNCP will retain responsibility for the secondee’s social security and pension as applicable in the national legislation and/or policies of the sponsoring Member/CNCP.
  4. The secondee’s personal and annual leave will continue to be the administrative responsibility of the sponsoring Member/CNCP.
  5. Secondees will be included in any Public Liability provisions under the SPRFMO Secretariat’s insurance policy. However, the secondee will be required to demonstrate that he/she has their own travel insurance and at least basic health insurance, including hospital cover prior to commencing his/her post in the Secretariat. The SPRFMO Secretariat is not liable for any expenses arising from a medical incident or accident.
  6. Secondments need to be sponsored by a Member or CNCP. The formal intention and support will be provided by the Member or CNCP in writing to the Secretariat.



7. After consulting with the Chairperson of the Commission, the Executive Secretary may also suggest Members/CNCPs to consider a specific secondment position to ensure the effective functioning of the Secretariat.
8. The Executive Secretary will, in consultation with the sponsoring Member/CNCP, devise a work plan that takes into account the operational needs of the SPRFMO Secretariat, the benefits to the Commission, the sponsoring Member/CNCP's objectives for the secondment and the secondee's academic background, skills, experience, interests and aspirations.
- ~~7.9.~~ The secondee will go through a SPRFMO staff screening interview<sup>1</sup> and final interview ~~and interviewed~~ by the Executive Secretary who will make the ultimate selection decision to recommend the secondee to the Commission.
- ~~8.10.~~ Once approved by the Commission, the sponsoring Member/CNCP and the Secretariat will formalise the secondment via exchange of letters, or other suitable written means which should set out their mutual commitment to this policy. These communications will be circulated to Members of the Commission and CNCPs.
- ~~9.11.~~ The secondment may be terminated at any time by either the Sponsoring Member/CNCP or the SPRFMO Secretariat. In this event, the Commission will be notified.
12. At the end of the secondment, secondees will report back to the sponsoring Member/CNCP and the Executive Secretary on the outcomes of the work plan and how the experience fulfilled the objectives of the secondment.
13. At each annual meeting of the Commission, the Executive Secretary will provide an account of the tasks undertaken by the secondee, and an assessment<sup>2</sup> of the secondment in general. At the end of each secondment, the Executive Secretary will prepare and circulate an informative report to the Commission.

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<sup>1</sup> A brief question and answer session typically conducted in a relatively informal manner.

<sup>2</sup> The Secondment assessment will be provided ensuring confidentiality of this document.