



Internship Handbook

International Barents Secretariat

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**International Barents Secretariat**

Wiulls gate 3

9900 Kirkenes, Norway

Tel +47 90 14 92 77

E-mail: [ibs@barents-council.org](mailto:ibs@barents-council.org)

<https://www.barents-council.org>

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## 1. THE INTERNATIONAL BARENTS SECRETARIAT

### 1.1. INTRODUCTION

Welcome to the International Barents Secretariat (IBS) in Kirkenes, Norway. We hope that this introduction and other information given in this Handbook will be of use to you during your internship.

### 1.2. PURPOSE AND TASKS OF THE SECRETARIAT

The Agreement on the Establishment of the International Barents Secretariat was signed at the 11th BEAC Ministerial session in Rovaniemi on 15 November 2007 in order to make the Barents cooperation more coherent and efficient. The purpose of the Secretariat is to provide administrative, informational and technical support for the multilaterally coordinated activities within the framework of the Barents Euro-Arctic Council and the Barents Regional Council and to serve thus both the governmental and regional levels of the Barents cooperation. One of the tasks of the Secretariat is to ensure the continuity of operational work of the Barents structures where the governmental and regional chairmanships are rotating biennially.

Detailed description of the organization and tasks of the Barents cooperation can be found on the website <https://www.barents-council.org/>.

The IBS has three permanent staff members and one additional seconded staff member. A list of the members of the staff, their responsibilities and their contact information is available on the abovementioned web site.

All interns should be familiar with the founding documents of the Secretariat, which can be found on this web page: <https://www.barents-council.org/about-us/international-barents-secretariat/ibs-founding-documents>

At the end of the internship period, it is expected that the interns will have acquired good knowledge of the actors, political and technical structures and cooperating partners in the Barents Euro-Arctic Region.

## 2. RECRUITMENT OF INTERNS

### 2.1 GENERAL

The Secretariat offers internship opportunities to young professionals and other individuals with a background in a field related to the IBS activities. A specific interest in policies and co-operation in the Barents Euro-Arctic Region is required. The IBS internship programme is not an employment and will not be regarded as such.

The rules concerning equal opportunity, work environment and occupational health and safety for the IBS apply also to the internship programme.

Persons who have any familiar or close ties to the IBS, its Working Bodies or Structures are not seen as suitable candidates.

## 2.2 NUMBER AND LENGTH OF INTERNSHIP

The internship period is maximum three months. It is highly desirable that candidates are ready to serve the whole internship period. The Secretariat accepts only one candidate at a time. Applications should include a personal motivation letter and a CV.

## 2.3 GENERAL REQUIREMENTS

The internship offered by the IBS is intended for young professionals and students who meet the following requirements:

- Interest in the Barents Region
- Enjoy being part of a team in an international environment
- Good command of spoken and written English as it is the working language at the Secretariat
- Fluency in at least one of the languages spoken in the Barents Region (Russian, Finnish, Norwegian, Swedish, Sami or other Barents indigenous languages)
- Students should have finished a minimum of two years of university studies

## 2.4 FINANCIAL & ADMINISTRATIVE CONDITIONS

The Secretariat provides interns with accommodation of a maximum of 3 months and reimburses one roundtrip ticket from permanent home address to Kirkenes and from Kirkenes provided the point of departure is in any of the Nordic Countries or Russia.

Interns will receive a daily allowance of 250 NOK/every day of the week.

Interns that do not have a resident status in Norway must make sure that they fulfill all legal requirements (visa etc.) as specified by Norwegian laws for foreigners. Interns must also ensure that they have social security coverage from their home country and travel/health/accidental insurance for the entire internship period.

Interns will need to respect the working hours, organization and general rules of the Secretariat. They will also need to respect the confidentiality of the information brought to their attention during their internship within the IBS.

Interns have to return the Internship Form (cf. annex 1) to the Secretariat at least one week prior to their internship and at the latest upon arrival.

## 2.5 GENERAL APPLICATION PROCEDURE

Applications for the internship including a motivation letter with a brief description of the specific subjects the candidate would want to work on and detailed curriculum vitae should be sent, in English language, by e-mail to: [ibs@barents-council.org](mailto:ibs@barents-council.org) no later than the application deadline dates which are published on <https://www.barents-council.org>. The decision will be made right after the deadline dates and the applicants will be informed in due time.

Important: Please indicate your age and nationality in your CV. In your motivation letter, please explain why you consider yourself a qualified candidate in relation to the general requirements.

### **3. DUTIES OF INTERNS**

The intern will mainly assist the staff members in the daily work under whose responsibility he/she is placed. The special interests specified in the motivation letter will be taken into consideration. The intern might assist any of the staff members of the Secretariat during the internship period.

The tasks of the intern will mainly be related to analytical / communicational / administrative issues.

The intern participates in the regular staff meetings of the Secretariat.

### **4. PRACTICAL INFORMATION**

#### **4.1 WORKING HOURS**

Office working hours are generally from Monday to Friday from 08:00 – 16:00. During any other time, interns may work only under supervision and at the responsibility of the permanent staff members at the IBS.

When arriving at the Secretariat for the first time, the intern should report to the Head of the Secretariat.

#### **4.2 WORKING LANGUAGE**

The working language of the IBS is English.

#### **4.3 INCOMING AND OUTGOING MAIL/FAX/E-MAIL - TELEPHONES**

Every intern will get his/her own E-mail account (ibs-intern@barents-council.org). Messages of substantial content relating to policy and decision making should only be sent out by the IBS' permanent staff members. The correspondence with the members of the Committee of Senior Officials (CSO) is exclusively reserved to the permanent staff members of the Secretariat.

#### **4.4 LETTER OF REFERENCE**

Upon expiration of the internship, the intern receives a letter of reference from the Head of the Secretariat. The letter will state the term of internship, the assignments and main results and, if desired, an evaluation of the performance.

#### **4.5 ACCOMMODATION**

The IBS provides assigned accommodation in Kirkenes for the entire internship period if needed. You will have your own bedded room in a student house. The accommodation includes bed sheets, pillows and blankets, bathroom (shared), washing machine, iron and kitchen with kitchenware and refrigerator. You will only have to bring personal items.

#### **4.6 KIRKENES – When you have some time off**

Kirkenes is a small city with approximately 3600 inhabitants and is the administrative center of the Sør-Varanger municipality. The Sør-Varanger municipality has approx. 10000 inhabitants.

A map of Kirkenes can be easily found at <http://maps.google.com/>.

What can I see and do in Kirkenes?

Some general information in English about Kirkenes and the surroundings can be found at various web pages, for example:

- Visit Kirkenes  
<https://www.visitkirkenes.info/en/home/>
- TripAdvisor  
[https://www.tripadvisor.co.uk/Attractions-g227953-Activities-Kirkenes\\_Sor\\_Varanger\\_Municipality\\_Finmark\\_Northern\\_Norway.html](https://www.tripadvisor.co.uk/Attractions-g227953-Activities-Kirkenes_Sor_Varanger_Municipality_Finmark_Northern_Norway.html)
- Visit Norway, Kirkenes and Eastern Finnmark  
<https://www.visitnorway.com/places-to-go/northern-norway/kirkenes-eastern-finnmark/?lang=primary>

Although the surrounding nature (for fishing, hunting, hiking, skiing etc.) is highly appreciated by the people in the Kirkenes area, there are also other sights and activities to take part in for a visitor, like:

Museums:

- The Grenseland Museum, Kirkenes (information in Norwegian)  
<https://www.varangermuseum.no/besok-oss/besokssteder/grenselandmuseet/>
- Ä'vv Skolt Sámi museum (in Neiden, 45 km from Kirkenes):  
<http://www.skoltesamiskmuseum.no/>

If you are interested in or want to take part in typical tourist activities, you can check out some of these providers:

- Barents Safari  
<http://www.barentssafari.no/en/home/>
- Kirkenes Snow Hotel  
<https://www.snowhotelkirkenes.com/>
- Pasvikturist AS, Kirkenes  
<https://pasvikturist.no/>

Of course, the IBS staff will also be happy to inform you about activities and things to see and do.

## Shopping:

- Amfi Kirkenes  
<https://amfi.no/amfi-kirkenes/>
- Kirkenes Handelspark  
<https://www.facebook.com/Kirkenes-handelspark-1475605376095887/?rf=700216033397508>
- Spareland, Kirkenes

## Gym and swimming:

- The intern will receive access cards to these facilities (info pages in Norwegian):  
Gym: <https://www.skyfitness.no/sentere/kirkenes/>  
Swimming pool: [http://www.barentshallene.no/vis\\_dynamisk.asp?ID=67](http://www.barentshallene.no/vis_dynamisk.asp?ID=67)

## 4.7 MISCELLANEOUS

There is no dress code at the Secretariat, only a general rule of having a tidy orderly appearance.

Lunch is unfortunately not provided at the Secretariat.

**ANNEX 1**

**INTERNSHIP FORM**

**1. Personal information**

First (given) name:	Last (family) name:
Middle/other name:	Gender:
Present address:	
Contact address if different:	
Date of birth (date/month/year):	Nationality:
Present telephone:	Mobile:
E-mail:	

**2. Emergency contact information. IN CASE OF EMERGENCY, NOTIFY:**

Last (family) name:	Address:
First name:	
Relation to you:	
E-mail:	Mobile phone:
Daytime Telephone:	Evening Telephone:

I hereby confirm that I hold health and accidental insurance policies with the following insurance company:

Health Insurance (company name & policy number, contact details):
Life/accidental death insurance (company name & policy number, contact details):

You are requested to supply documentary evidence of proof of insurance coverage that supports the statements you have made above.



### 3. Conditions of internship

**Timing:** (interns will be accepted for a period of maximum 3 months.)

Period of internship: \_\_\_\_\_

**Statement of Understanding of Internship conditions:**

I understand that the following conditions – besides those mentioned in the Internship Handbook – apply:

**Status:** Although not considered a staff member of the IBS, I shall be subject to the authority of the Head of the Secretariat and the authority delegated by him/her. I understand that I am not entitled to the privileges and immunities accorded by the member states to IBS’s officials and staff members. Upon expiration of internship, I am entitled to request a letter of reference from the Head of the Secretariat.

**Working hours:** Office working hours are from Monday to Friday from 08.00 to 16.00. During any other time only under supervision and responsibility of the regular IBS staff. I understand that I shall follow established guidelines and rules concerning the access to the premises of the IBS.

**Medical Health and Life Coverage:** The IBS accepts no responsibility for costs or fatality arising from illness or accidents incurred during the internship; therefore, I must carry adequate and regular medical and life (accidental/death) insurance. I will be covered by health and life insurance during the internship period.

IBS internship policy requires that you be covered by medical and life insurance for the entire period of internship.

**Passports and Visas:** I am responsible for obtaining necessary passport and visas when required. The IBS will issue only a letter stating acceptance of an individual as an intern and the conditions governing the internship.

**Confidentiality and Publication of Information:** As an intern, I will respect the confidentiality of information that I collect or see at the IBS. I will not remove such information from the premises of the IBS. No reports or papers may be published based on information obtained from the IBS without the explicit written authorization by the Head of Secretariat. I also agree that I shall not, during or any time after the termination of my internship use or disclose to any third party any confidential information or propriety data of the IBS.

**Employment prospects:** The IBS internship programme is not connected with employment and there is no expectancy of such.

I shall take responsibility when using the office equipment and all other of the Secretariat property during the period of my internship.

I certify that the statements made by me are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation made on this form or other documents requested by the IBS will disqualify me for an internship or result in termination if the internship is under way.

<b>Date:</b>	<b>Signature:</b>
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