



## **INTERNSHIP MANUAL**

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World Federalist Movement – Institute for Global Policy

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# INTRODUCTION TO WFM-IGP

## **ABOUT WFM-IGP**

The *World Federalist Movement - Institute for Global Policy* (WFM-IGP) works to advance the global promise of peace and is committed to building a safer and more just world. The organization includes a comprehensive set of programs that work to protect civilians from the threat of genocide, war crimes, and crimes against humanity; facilitate transparency in governance; increase access to justice; and promote the application of the rule of law. WFM-IGP works in partnership with the United Nations, and often serves as a hub of information and collective action on UN-related issues. In addition, WFM-IGP works with governments, other international and regional institutions around the globe, and with thousands of committed individuals and world leaders to advance the mission of peace, prosperity, and security for all.

WFM-IGP currently oversees the following programs: the Coalition for the International Criminal Court, the International Coalition for the Responsibility to Protect, and the International Democratic Governance program, among others.

## **COALITION FOR THE INTERNATIONAL CRIMINAL COURT**

The *Coalition of the International Criminal Court* (CICC) is a global network of over 2500 civil society organizations in 150 different countries advocating for a fair, effective, and independent International Criminal Court. The ICC is the first permanent court with the mandate to bring to justice individuals who commit the most serious violations of international humanitarian law, namely genocide, crimes against humanity, and war crimes. The Coalition collaborates with individual activists, governments, intergovernmental bodies, academics and other international law experts from around the world to strengthen international cooperation with the ICC; make justice both visible and universal; and advance stronger national laws that deliver justice to victims of war crimes, crimes against humanity, and genocide. The Coalition's approach includes

- 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;
- promoting the adoption of comprehensive implementation legislation; and
- expanding and strengthening the Coalition's global network.

More information on the CICC can be found at [www.coalitionfortheicc.org](http://www.coalitionfortheicc.org).

## **INTERNATIONAL COALITION FOR THE RESPONSIBILITY TO PROTECT**

The Responsibility to Protect ('RtoP' or 'R2P') is a new international security and human rights norm to address the international community's failure to prevent and stop genocides, war crimes, ethnic cleansing and crimes against humanity.

Established in 2009, the *International Coalition for the Responsibility to Protect* (ICRtoP) is a global network of non-governmental organizations dedicated to advancing the Responsibility to Protect at the international, regional, sub-regional, and national levels.

ICRtoP works to achieve the following five goals:

1. Increase awareness of RtoP among governments, NGOs and the public
2. Push for international, regional, sub-regional and national endorsements of RtoP
3. Encourage governments, regional and sub-regional organizations and the UN to build the capacity to prevent and halt genocide, war crimes, ethnic cleansing and crimes against humanity
4. Help build and strengthen global support from governments for RtoP
5. Mobilize NGOs to push for action to save lives in RtoP country-specific situation

More information on the ICRtoP can be found at [www.responsibilitytoprotect.org](http://www.responsibilitytoprotect.org).

### **INTERNATIONAL DEMOCRATIC GOVERNANCE**

The *International Democratic Governance* (IDG) program is based on the understanding that a growing number of global challenges transcend national boundaries and cannot be solved by any government acting alone. Transnational governance structures – with their increasing responsibilities and powers – need better mechanisms for transparency and more accountable leadership. Their decision-making processes must be made accessible to and inclusive of all stakeholders. In response to these challenges, the IDG program strives to:

- Promote an effective UN system by advocating for transparency and accountability in decision-making processes
- Promote more democratic and inclusive systems of global governance
- Increase access to information and improve the visibility of global governance structures and their decision-making mechanisms

Capitalizing on WFM-IGP's historic role as a convener of innovative civil society initiatives, the IDG program engages in projects focusing on key issues:

UN Elections and UN Reform – The IDG Program closely follows the progress of the UN reform proposals which emerged from the 2005 World Summit, focusing especially on Security Council reform, the Human Rights Council, the Peacebuilding Commission, and the appointment procedures for high-level officials.

Through its UN Elections campaign, IDG promotes more transparent and accountable processes for elections and appointments within the UN system, with an emphasis on high-level officials and the election of Member States to key international bodies. We aim to end political entitlements in leadership appointments, including the selection of the UN Secretary-General, President of the UN General Assembly, as well as the leadership of UN funds and programs. Our website, [UNelections.org](http://UNelections.org), serves as a public resource for background information, vote counts, and the latest developments in international elections and appointments.

As part of its efforts to improve UN elections, IDG advocates for an inclusive, transparent, and merit-based process to select the UN Secretary-General. The *1 for 7 Billion: Find the Best UN Leader* campaign brings together more than fifty NGOs as well as concerned individuals around the world to call for better practices by 2016. More information about the campaign is available on [www.1for7billion.org](http://www.1for7billion.org).

The Peacebuilding Commission (PBC) Monitoring project (Together for a Better Peace) – WFM-IGP’s Together for a Better Peace project works internationally and with local partners to enhance the Peacebuilding Commission’s work and to increase access to information through meaningful consultation with civil society. As part of an organization with many years of experience in creating effective links between UN processes and civil society, we also seek to ensure that the Commission’s policies and practices are responses to the complexities of local realities, and works to hold the Peacebuilding Commission accountable to the true stakeholders in peacebuilding, the local population, through monitoring, information sharing and analysis.

The Together for a Better Peace projects’ main goals include:

- Supporting the development of transparent PBC by monitoring the Commission’s work and sharing information with key stakeholders
- Ensuring effective engagement between the PBC and civil society by convening NGOs in New York and in countries on the agenda.

More information on the PBC can be found at [www.betterpeace.org](http://www.betterpeace.org).

The Gender Equality Architecture Reform Campaign (GEAR) – WFM-IGP was a member of GEAR, working with a network of over 300 women’s, human rights, and social justice groups around the world toward the common goal of creating a unified gender equality entity at the United Nations. With the creation of UN-Women in 2010, the members of the GEAR Campaign continue to work on ensuring that women and their perspectives are included in international governance. WFM-IGP continues to advocate for transparent processes in recruiting the leadership of UN-Women, access for NGOs, and directs its efforts toward ensuring that the United Nations continues to recognize and moves forward to implement its mandate of working for gender equality as a crucial component of development, human rights, peace, and security.

## THE INTERNSHIP PROGRAM

The International Secretariat of WFM-IGP is located in New York City, near the United Nations Headquarters. The internship program at WFM-IGP offers positions for individuals who are interested in learning more about federalism, the United Nations, global governance, the role of NGOs in the development and promotion of human rights, and other related issues.

WFM-IGP offers internships during the **Spring (January-April), Summer (May-August), and Fall/Winter (September-December)** terms. The duration of internships typically last from one to two terms on a part-time (at least two days a week) or full-time basis. Interns are expected to be in the office between 9:30am and 6:00pm unless otherwise arranged with their program/department supervisor.

### Deadlines for applications:

Summer Term: **1 April**

Fall/Winter Term: **1 August**

Spring Term: **1 November**

### **INTERNSHIPS**

WFM-IGP's New York office offers the following internships (please note that some positions may be remotely-based):

- Accounting Intern
- Development Intern
- CICC African Union and UN Intern (French advanced proficiency/fluency required)
- CICC Spanish Communications Intern
- CICC United Nations Intern
- International Coalition for the Responsibility to Protect Intern
- Programs Intern
- UN Parliamentary Assembly (UNPA) Intern
- WFM Membership and Communications Intern

Additional internships may be available, depending on need, and will be posted accordingly on the website.

*For more information on internships, including descriptions, qualifications, and application requirements, please consult individual internship announcements available in the internships section of our websites.*

- WFM-IGP: <http://wfm-igp.org/internships>
- CICC: <http://coalitionfortheicc.org/?mod=employment>
- ICRtoP: <http://responsibilitytoprotect.org/index.php/join-the-coalition#internship>

### **QUALIFICATIONS**

In the past, interns have included students from a variety of disciplines: undergraduate (Political Science, Economics, International Relations, Government, Foreign Languages, Law, etc.) graduate (M.A/PhD candidates in International Relations, Specialty Area Studies), and law students (LLB, JD

and LLM candidates). 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).

All internships require fluency in English and an interest in WFM-IGP's mission.

**Visa/Work Permits:** WFM-IGP values the global diversity of its members and staff and as such welcomes applicants of non-U.S. citizen/permanent resident backgrounds; however, they must show appropriate work authorization approved by their academic institution (CPT – Curricular Practical Training) or the Immigration and Naturalization Service (OPT – Optional Practical Training). We also consider applications from abroad if the student is able to secure the appropriate visa through an exchange-program.

**\*\*Please note: WFM-IGP cannot sponsor individuals applying for internships to help them obtain visas.\*\***

### **WHAT TO EXPECT**

Each intern works closely with a supervisor(s) on a few projects, and is incorporated as much as possible into the work of WFM-IGP. Some internships are primarily administrative; however, supervisors will make a concerted effort to see that there is a balance of programmatic and research-related work. Interns are exposed to numerous educational and professional learning experiences through a dynamic environment made possible by our global campaigns involving thousands of large and small NGOs, governments, the United Nations, academics and others. Additionally, interns are provided with United Nations badges, and are encouraged to make use of the tremendous learning opportunities available at the open meetings during UN conferences, Assemblies of States Parties, special sessions, etc.

### **REMUNERATION**

Unfortunately internships at WFM-IGP are **unpaid**. Since the 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. Many summer interns receive funding from their host universities.

### **LETTERS OF REFERENCE**

Past interns are welcome to request a letter of reference (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.
3. Adequate notice is given before deadlines. We recommend a minimum of two weeks, which will allow for a thoughtful and timely submission.

If the original supervisor no longer works at WFM-IGP at the time of the request, please direct all inquiries to the Internship Coordinator, who will be able to help facilitate the request.

## **APPLICATION PROCEDURE**

Applicants can refer to individual internship announcements for the application procedure of a specific internship. Please make sure to indicate the dates of availability in your cover letter/e-mail. If there is an interest in applying to multiple internships, please refer to the procedure below

Positions are filled on a rolling basis; therefore, it is advised to submit application materials as soon as possible. Summer applicants are encouraged to apply well in advance for consideration.

1. Review the information above carefully.
2. Download/Copy the internship application form (included below).
3. Complete application form and include a **CV/Resume, 3-5 page writing sample, and a brief cover letter** expressing why you are seeking an internship with WFM-IGP.
4. Send completed application via:
  - Email: [internship@wfm-igp.org](mailto:internship@wfm-igp.org) or [internship@coalitionfortheicc.org](mailto:internship@coalitionfortheicc.org) (for CICC Internships)

*Note: Email applications are preferred, and processed faster. You may also cut and paste the application form into an email.*

### **APPLICANT SELECTION**

Short-listed candidates will be invited for interviews. Applicants not currently in New York are interviewed on the phone or by skype. 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 received, we are only able to notify those who have been selected for interviews.

**\*\*No phone calls please\*\***

*WFM-IGP is committed to diversity in the workplace, and encourages applications regardless of race, ethnicity, color, creed, religion, sex, age, disability, veteran status, sexual orientation or gender identity. Desired qualifications may vary according to WFM-IGP project priorities.*



# APPLICATION FORM

**Date:**

**Last Name:**

**First Name:**

**Nationality/U.S. visa status:**

**Address:**

**Phone:**

**Email:**

**College/University; area of study/degree completed or working towards:**

**Dates of Availability:**

**Internship(s) interested in:**

**1<sup>st</sup> choice:**

**2<sup>nd</sup> choice:**

**3<sup>rd</sup> choice:**

**Dates of availability for internship (include hours/days if applicable):**

**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:**