Subject: ICAO Internship Programme

Action required: Cooperation arrangements with recognized universities and academic institutions for interns

Sir/Madam,

I have the honour to inform you that the International Civil Aviation Organization (ICAO) is seeking to expand its Internship Programme by establishing cooperation arrangements with recognized universities and academic institutions.

The ICAO Internship Programme is mutually beneficial to the Organization, the university or academic institution and the intern. It provides a framework by which qualifying students are exposed to the work of the Organization through practical work assignments, thereby enhancing the theoretical knowledge gained in their studies; and the interns will, in return, provide assistance in various professional fields related to the work programme of the Organization.

Under this Programme, the normal duration of an internship is two to six months. In cases where partnership arrangements are established with universities and academic institutions, the internship can be extended to a maximum of twelve months, if so required. Interns are not remunerated by ICAO during the internship, nor are they eligible to be engaged in any form of employment with the Organization for the six months immediately following the end of the internship. Interns will be selected on the basis of their suitability for the work assignment identified by the Organization, while taking into account geographic diversity and gender. At the time of application, interns are required to have completed or be enrolled in a graduate degree programme (second-level university degree or higher).

A cooperation arrangement between the Organization and partner universities and academic institutions would be an effective way to ensure that ICAO receives, on a regular basis, nominations for interns. Such cooperation arrangements would also benefit partner universities and academic institutions, which, through their association with ICAO, would offer to their students the opportunity to gain insight in the work of international civil aviation through direct experience with ICAO.

I would like to solicit your assistance in circulating this State letter to recognized universities and academic institutions that you deem suitable to enter into a cooperation arrangement with the Organization for the purpose of submitting nominations for interns on a regular basis.

Accept, Sir/Madam, the assurances of my highest consideration.

Raymond Benjamin
Secretary General