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Internship Program

1 Introduction

The ITER Project, one of the greatest international science projects of our time, aims to demonstrate the scientific and technical feasibility of fusion power. Seven Members are currently engaged in the ITER Project – China, the European Union, India, Japan, Korea, Russia and the United States – representing more than half of the world's population. The ITER Organization (IO) would also like students to benefit from this unique human endeavor, thus an internship program has been established to provide a framework by which students from diverse academic backgrounds can apply the knowledge obtained during their educational experience through practical work assignments.

The aim is to enable an intern to gain practical experience in their field of study and in an international scientific and multicultural environment. At the same time, the internship program should also benefit the activities of the IO and/or the research programs of associated laboratories, universities or industries.

A few internships may also be offered to enable secondary or high school students to simply discover the working world. Through these internships, the aim is to provide school students who have a basic English-speaking level with a first-hand experience in the working world at the ITER Organization.

Internships are primarily offered to students whose education program includes successful completion of an internship as a requirement to obtain the diploma.

A template of an Internship Agreement is provided by the IO, which must be signed by the University, the student, and the IO Human Resources Division Head or delegate (the IO representative for Internships), in principle two months prior to the starting date of the internship (2.5 months for non-EU citizens, to allow sufficient time for visa and security clearance procedures).

The Internship Agreement constitutes the legal reference for the duration and the scope of the internship. It defines the responsibilities and obligations of all Parties involved in the internship (i.e. Intern, University, IO and the respective Supervisors). The Internship Agreement is only valid for the duration of the internship, consequently it is not possible to have an intern performing tasks outside of this period.

The IO internship program is restricted to students having citizenship of one of the ITER Members. Their Universities should be also established in the territories of the ITER Members¹.

Decision making authorities for regular aspects of the Internship Program as well as for exceptional derogations (when duly justified) are listed in the Delegation of Authority Related to Human Resources ([7GFFHJ](#)).

2 Acronyms and Definitions

Curriculum Vitae:	CV
Director-General:	DG
Domestic Agency:	DA
Human Resources Division:	HRD
Internship Supervisor and co-supervisor:	Any confirmed IO staff after probationary period

¹ Unless otherwise decided by the ITER Council

ITER Headquarters:	HQ
ITER Organization:	IO
ITER Work site:	Construction site
Organizational Unit:	Refers to the unit to which the intern is assigned. It can be a department/office, division/program, section/project.
PPE:	Personal Protective Equipment
Resourcing table	Internal document implemented by the Human Resources Division on staffing resources, and circulated to various stakeholders
Security & Safety Section:	SES
University:	In this document, unless expressly provided, the term “University” refers to the university, school or institution running educational program, in which the intern is enrolled during the internship.

3 General Conditions

a) Number of Interns

In coordination with the Human Resources Division (HRD), the Director-General (DG) or delegate shall define a yearly maximum number of interns for category A, B, S and C internships, issued as the [Director-General’s Yearly Decision on the Internship Program Policy Implementation \(3XJNHC\)](#).

b) Academic Qualifications

Category A: Students enrolled in a Master’s degree (or equivalent, after obtaining a Bachelor’s degree or in the two last years of a Master’s degree) or in the two last years of an Engineering degree.

Category B: Students enrolled in a Bachelor’s degree or equivalent (Two year post-secondary degree included).

Category C: English speaking students registered in a Secondary School or High School, who require a ‘Job shadowing’ internship, in line with the priorities defined in the [Director-General’s Yearly Decision on the Internship Program Policy Implementation \(3XJNHC\)](#).

Category S: Students pursuing a PhD at a University or participating in a program, in a scientific or technical field, which has a specific agreement with the IO (e.g. Cooperation Agreement) with a Laboratory, University or Government).

c) Duration, Extension, Cancellation and Anticipated Termination

The duration of the internship depends on the internship category as indicated below. The internship can be carried out at any time throughout the year (nevertheless, it is preferable for internships to start on the first day of the month and end on the last day of the month). The start and end dates for the internship will be defined in the Internship Agreement.

Category A: Up to six months

Category B: Up to six months

Category C: Up to four weeks

Assimilated category C (unpaid/simplified A or B): One month minimum but less than two months

Category S: Duration is considered on an individual basis (up to four years maximum)

Extensions are only possible based on organizational unit needs and with the approval of the HRD. However, it is not possible to change the category of the internship.

Extensions for categories A and B cannot result in the internship exceeding a total duration of one year.

Such extensions shall be requested by the IO supervisor with due justification, agreed by the University and approved by the HRD through an official Internship Agreement amendment signed by all Parties. The extension shall be requested with a prior notice of 1.5 months before the expiration of the original Internship Agreement.

The IO may decide to cancel the Internship Agreement before the start at its own discretion upon two weeks' notice to the other parties if the IO is not able to maintain its realization.

Unless otherwise specified in the Internship Agreement, the IO and the intern are entitled to terminate any internship with two weeks' notice to the other parties. In this case, leave quotas will be prorated and the IO may decide to deduct exceeding leave from final payments. If the anticipated termination happens in the range of two weeks' following the start of the internship, the IO may decide not to pay the due allowances to the intern.

d) Other Criteria and Eligibility Conditions

General requirements: Candidates must be proficient in English. They must also be able to adapt to multicultural working conditions. However, the requirements are less stringent for Category C interns.

Medical requirements:

For students participating in a Category A, B or S internship for a duration equivalent or above five months, the '[Intern medical certificate \(5 months or more\) -3VVZTU](#)' is to be completed by the intern or by a certified doctor of medicine. It shall be sent prior the actual start date of the internship to the address/email address specified on the form:

For exceptional cases, HRD may approve derogation to any of aforementioned general conditions.

4 Process

a) Program Validation

The Internship Program Policy is established by HRD in close collaboration with organizational units, and then presented to the DG or delegate for endorsement.

b) Requesting Interns

Any unit willing to welcome Categories A, B, S and Assimilated C interns shall submit their internship topics endorsed by the line management (with reference to the Annex 1), via the IO e-recruitment tool (SuccessFactors).

The HRD will then publish internship opportunities on the IO website and inform Domestic Agencies (DAs) and collaborators (Universities, Laboratories, other entities) concerning the internship openings.

For Category C internships, organizational units shall submit a duly completed and signed [Internship Request Form for Category C \(W3WZJU\)](#) together with a cover letter, valid ID or passport and filled Internship Agreement. These documents must be sent out by the assistant to the HRD internship team (internship@iter.org) who will update the 'Resourcing Table' accordingly.

c) Selection Process

The IO does not accept spontaneous applications. Only internship applications submitted directly through the IO website are taken into consideration.

Categories A and B: Interested students must apply by submitting their application directly through the dedicated ITER public website <https://www.iter.org/jobs/internships>, together with a CV, a cover letter, and a valid Identity Document.

Category S: The selection process is defined on an individual basis depending on the agreement between the IO and the participating entity.

Assimilated category C (unpaid/simplified A or B): Interested candidates can submit their application to HRD via the organizational unit in which they would like to do their internship. Such applications will be reviewed by HRD before it is processed further. Applications must then be submitted through the dedicated ITER public website <https://www.iter.org/jobs/internships>, together with the mandatory supporting documents. The dates and duration of the internship must be clearly stated in the application: www.iter.org/jobs/internships, together with the mandatory supporting documents.

In principle, the number of applications per student is limited to five (5) per annual campaign. All applications must be in English, and include the student's field of study, the reference to the proposed internship topic, dates of availability and if required the most recent official grades record from their university. Applications are acknowledged through the e-recruiting system and screened by the HRD and the intern's supervisor.

Candidates are kept informed of their application status and can follow the application status through their personal account in SuccessFactors portal.

Category C: Interested candidate must send their cover letter and their School's Internship Agreement (if no Internship Agreement template is provided by the School, the IO will use their template) **to their contact person** who must be an IO staff member and who will be the student's supervisor. The Legal representative of the prospective intern at IO identifies and gets the necessary approval from the supervisor to mentor the student.

The Internship Agreement shall be signed as specified in the [Delegation of Authority Related to Human Resources \(7GFFH\)](#).

Interns who declare to have relatives working in the IO shall not be under the supervision of said relative and shall not be in the same Division/Program as said relative for Category A, B, S or assimilated category C (unpaid/simplified A or B) internship and shall not be in the same Section/Project as said relative for Category C internship.

d) Evaluation Process

This internship is to be considered an academic experience. The performance of the intern will be evaluated based upon the assignments defined in the Internship Agreement and the criteria defined in the [Internship Evaluation Form \(3LZPSU\)](#) for categories A, B, S and Assimilated Cat. C. No formal evaluation process is foreseen for Category C. In the month following the conclusion of the internship, the school may request feedback from the supervisor via email. In principle, feedback will not be provided to the school by phone during the period of the internship.

5 Status

Interns are not considered as staff members and shall, therefore, not have the status of “Staff” within the meaning of the Agreement on the establishment of the ITER International Fusion Energy Organization (“ITER Agreement”) and of the Agreement between the Government of the French Republic and the ITER International Fusion Energy Organization regarding the Headquarters of the ITER Organization and the Privileges and Immunities of the ITER Organization on French territory (“Headquarters Agreement”). Therefore, neither the Staff Regulations of the IO nor the privileges and immunities granted to IO staff members are applicable to interns. Further, interns cannot represent the IO in their capacity as interns or any other capacity in the absence of the relevant legal basis, and the IO salary, pension scheme and social insurance coverage are not provided to them.

6 Responsibilities

The HRD prepares Categories A, B, S and assimilated Category C’s annual internship campaign, manages the Interns’ selection and is responsible for the completion of administrative tasks.

Category C internships are organized, managed, and coordinated by the organizational units within the scope defined in the Internship program. The organizational units will be responsible for taking care of the internship’s implementation, the welcoming, the onboarding process and the departure procedure. Upon the receipt of the signed Category C Internship Request Form, the HRD will inform relevant units/stakeholders such as Security team. The ‘Internship Commitment Form’ that is shared with the units should be filled and sent back to HRD within three days of the intern joining the IO.

In principle, the visit of university representatives on site should be limited according to the nature of the ITER Project and the workload of staff. Therefore, technical units shall carefully review the content of the internship agreement they are signing. Any university representative’s visit shall be organized by the welcoming unit.

Interns are responsible for fulfilling all administrative formalities required by the Host State (visa, third party liability insurance, personal insurance, etc.). The Welcome Office provides assistance for visa issuance.

The internship supervisor/co-supervisor:

- Launches the internship topic by issuing the Internship Requisition in SuccessFactors and ensures that it is approved by their management in a timely fashion;
- Ensures that the intern’s assignments are clearly defined with achievable and challenging objectives in accordance with the internship’s duration and terms, the intern’s field of study, and the IO’s and intern’s needs;
- Guides and gives regular feedback to the intern on the progress of their assignment(s);

- Is available in their role of supervisor and not responsible for more than one Category A, B, S or Assimilated category C intern (or are appointing co-supervisor(s) for up to three interns);
- Is responsible for ensuring the health and safety of their intern throughout the entire duration of the internship, making sure all necessary precautions are taken and safety protocols are followed;
- Can be replaced by a different staff member designated by the organizational unit as a result of an internal decision or departure. The University should endorse the change by a confirmation email;
- Follows the Publication Procedure on behalf of the intern who would have already completed its internship;
- Only for Categories A, B and S: assesses the intern's performance at the end of the internship period using the Internship Evaluation Form (3LZPSU), and organizes a departure meeting with the intern to provide constructive feedback;
- Only for Category C: accompanies the minor intern, or ensures the minor intern is accompanied by an IO staff member, at all times on the ITER premises;
- Ensures that an IO staff is available for the student in his/her absence (including in Telework/remote work).

The University's supervisor:

- Ensures that the proposed internship topic and tasks meet University expectations (content, duration, working conditions, etc.);
- Follows-up on administrative documents so that they are signed in due time;
- Monitors the progress of the intern and provides technical feedback whenever required;
- Is kept informed on any changes or issues regarding the internship agreement.

The assistant of the IO unit:

- Ensures that the Internship Request is made and approved on time in SuccessFactors via the Report Center;
- Prepares and submits Internship Request Forms for Category C;
- Fulfills administrative and logistical formalities prior to the arrival of the intern (Hardware and Account request, Site Access Request, welcoming of the intern, follow up of the Departure Procedure);
- Ensures that once the SAP profile of the intern is created by HRD (for Category A, B and S), the intern completes the weekly timesheet.

For Category S, additional tasks may be requested in accordance with the defined Internship Agreement.

7 Obligations

On the first day of the internship, interns are required to complete and sign an [Internship Commitment \(3M3MX2\)](#) in which the intern agrees to:

- Observe all of the IO applicable rules, regulations and circulars, in particular those relating to safety and security regulations;
- Refrain from any conduct that may adversely reflect on the IO and not engage in activities that are incompatible with its Code of Conduct;
- Provide the concerned organization unit, as applicable, with a copy of all the materials/documents/outputs, whether drafted or completed, they prepared during their internship as the IO shall own all intellectual property rights over all results of the internship;

- Respect the discretion, integrity, impartiality and independence required of the IO and refrain from seeking or accepting instructions from any Government or any other authority that is external to the IO regarding the activities performed;
- Exercise the utmost discretion regarding facts and information to which they had access during their internship. Notably, the intern shall keep confidential any unpublished information that has been made known to them by reason of their internship, and, except with the explicit authorization of the IO as per the ITER Publication Procedure, shall refrain from publishing any reports or papers on the basis of information obtained during the program, both during and after the completion of the internship;
- Submit a detailed report describing their internship experience and completed results to the IO Supervisor at the end of the internship when requested.

8 Liability

Interns are not IO staff members, and the IO assumes no liability in the event of an accident resulting in injury or death to an intern, or damage to their property except in the event of willful misconduct or gross negligence on the part of the IO. The IO assumes no liability whatsoever for costs arising from accidents incurred during the internship. Furthermore:

- The IO shall not be liable for any claims by any parties for loss of, or damage to, their property, death or personal injury caused by actions or omissions of an intern during the internship;
- The intern's civil liability insurance shall cover their legal liability arising from their activities during their internship, and provide compensation in the event of action, claim or proceeding brought against the IO by a third party as a result of damage, injury or death caused by the intern in the performance of the Internship Agreement. The intern shall assist the IO in the preparation of the reply to the claim or proceeding;
- Expenditure incurred by the intern for this assistance shall be borne by the University.

9 Intellectual Property and Publications

Throughout the internship, interns shall comply with, and be subject to all relevant IO internal rules and regulations, including rules and regulations on information and intellectual property.

Any results (information and intellectual property, whether protectable or not, including the internship/thesis report) generated by the intern while at the IO shall be owned by the IO, unless otherwise agreed by the DG or his delegates.

Interns shall not publish or otherwise disclose, in writing or verbally, anything related to the activities of the IO without prior authorization from the DG or his delegates as defined in the Delegation of Authority Related to Human Resources ([7GFFHJ](#)) and in accordance with the ITER [Publication Procedure \(344KK'T\)](#). The ITER Publication Procedure applies to interns, in particular to documents (including internship reports) that they distribute outside the IO. Such documents should be reviewed and approved in IDM prior to distribution.

The DG or his delegates shall not unreasonably withhold such authorization.

Should the circumstances of the internship or the intern's concurrent academic work require special practical arrangements, the IO and the University shall consult and agree on the modalities to accommodate, if possible, the relevant University policies, in compliance with applicable IO rules and regulations.

10 Peaceful Purpose

The University shall be aware that the purpose of the IO is to provide for and to promote cooperation among the Members on the ITER Project, an international project that aims to demonstrate the scientific and technological feasibility of fusion energy for peaceful purposes, and that material, equipment or technology received or generated pursuant to the Internship Agreement shall be used solely for peaceful purposes in accordance with Article 20 of the ITER Agreement.

11 Internship Conditions

a) Internship occupational health and safety management

The IO shall observe French law within the scope of Article 14 of the ITER Agreement, in particular French public and occupational health and safety and environmental protection laws. SES may provide additional guidance on safeguarding the well-being of interns, addressing IOs' obligations, risk assessments, and safety management strategies tailored to the unique needs of interns and young workers.

Despite not being considered employees under the French Labor Code, interns are classified as "workers" and must be provided with necessary protections. This classification imposes several fundamental obligations on employers. The IO must ensure that interns are not exposed to dangerous tasks or environments that could jeopardize their health or safety. For interns under 18, this includes following strict guidelines and offering special protections outlined in the regulations for young workers (specific training session is provided for Interns Category C: [IO Safety Induction Interns Category C \(B9QFTH\)](#)).

Interns shall not perform any Hazardous Activities during their internship at IO. No derogation shall be granted.

b) Weekly Days, Hours and Leave

In principle, the internship shall be performed from Monday to Friday.

The internship hours for:

- Interns under 18 shall not exceed 35 hours per week (7 hours per day);
- Interns over 18 shall perform 40 hours per week (8 hours per day).

Interns are granted the same official public holidays as IO staff members.

Interns shall be entitled to leave **at the rate of two (2)** days for each month of internship completed. Any non-certified absence for sickness is deducted from the leave entitlement.

For an absence for sickness or accident, a medical certificate must be submitted to HRSick/Specialleave@iter.org within three days of ceasing work.

Absences beyond the intern's leave entitlement shall be considered by the intern's supervisor and HRD on an individual basis.

In case of absence due to certified medical condition, visa-related issues or academic-related reasons, preventing the intern from performing the internship activities, [Special Leave request for interns \(VMNUJJ\)](#) shall be used. The number of Special Leave days shall not exceed the total leave entitlement of the intern.

In the event of continuous periods of absence, the terms of the Internship Agreement may be reconsidered

For Category S, particular conditions concerning leave and absences shall be specified in the provided Internship Agreement. Otherwise, the above conditions shall apply.

c) Telework

For internships of more than 2 weeks, the intern may request occasional weekly telework if compatible with IO business needs and department guidelines. In principle, teleworking shall be done at a place from where the intern can commute to the HQ within a reasonable period of time (1 hour). Teleworking days shall be requested by the intern and approved by the Time/Absence approver through the corresponding IT Tool, in accordance with IO rules and regulations (in particular, Internal Administrative Circular No. 34 as applicable to interns).

In the case of any telework, the following conditions shall apply:

- A teleworking intern must agree with their University and IO supervisor on the location of the telework place (if not the by default place) and how to be contacted;
- Teleworking is possible only if the internet connection is suitable (bandwidth, reliability etc.);
- Telework requires an appropriate area where the necessary equipment is installed, in particular for safety and ergonomic reasons;
- Telework should not be seen as a way of simultaneously actively managing caring responsibilities. Interns should be fully engaged in their internship activities while teleworking;
- Teleworking interns shall use the IT equipment assigned to them as appropriate, or IO documentation/tools they have been provided access to. They shall ensure IO document security, and take precautions against damage and theft of equipment;
- Interns should have an appropriate insurance cover as required, and the IO shall not be liable for any event or in case of accident occurring at home during telework. Interns will be required to provide evidence that any accident affecting them has occurred by virtue of, and in the performance of, their duties;
- The IO shall not bear any cost related to telework such as electricity, internet connections, telephone or logistics expenses or IT equipment.

In derogation to the above provisions, after the start of the internship, an intern may request to temporarily perform the internship from a place located outside the commuting area. The request shall be duly justified (i.e. due to urgent personal or family reasons, external factors not under the control of the student or force majeure situations preventing the intern from performing the internship activities locally) and shall be submitted for approval to the Time/Absence Approver. The HRD internship team (internships@iter.org) shall be kept informed as early as possible before the start of any remote tasks. Internship allowance in such cases shall not be pro-rated.

The derogation can be granted once for up to five consecutive working days duration for every six months of internship duration, and up to a maximum of two derogation requests for a complete calendar year of internship.

d) Remote Internship

Under exceptional circumstances, with the approval of the organizational unit concerned, the internship may:

- start or end remotely (part time remote internship)
- be entirely performed from an agreed suitable location such as the intern's primary residence in their home country (full time remote).

The telework conditions listed in section 11.b shall be applicable, however remote internships shall not be assigned any IT or other type of equipment from the IO.

The remoteness of the internship shall be determined in the Internship Agreement and this aspect cannot be revised during the internship, except in case of an internship extension.

Furthermore, the allowance of a remote internship shall be prorated to 50% of the amount they would be eligible to if they had their internship been performed at the HQ.

e) Learning & Development

Access to e-Learning modules is granted to intern receiving an IO allowance, via their individual SAP Portal.

Mandatory Safety trainings are organized for all interns after their arrival.

12 Insurance, Financial and Social Aspects

a) Insurance

Category A, B, assimilated C (unpaid/simplified A or B) and C²: the IO accepts no responsibility for the medical insurance for interns or for costs arising from accidents and illness incurred during the internship. Internship applicants must provide proof of valid medical and liability insurance coverage to HRD.

Category S: Conditions are specified in the provided Internship Agreement.

b) Internship Financial Aspects and Travel cost reimbursement

The internship allowances per Category and the travel cost reimbursement rules are decided on a yearly basis ([Director-General's Yearly Decision on the Internship Program Policy Implementation 3XJNHC](#)).

c) Tax, Social Contributions and Working Rights (only for Categories A, B and S)

The payment of tax and the respect of tax legislation is the sole responsibility of interns, who shall respect applicable national legislation (including taxation) with regards to any allowances received from the IO, and with regards to social security matters and working rights (including any visa requirements). The IO shall not reimburse any tax, duty, or other contributions for which the intern may be liable with respect to the allowances paid by the IO under the terms of the internship.

d) Missions (only for Categories A, B and S)

During the internship, the supervisor may exceptionally grant authorization for an intern to be sent on mission. All missions must be approved by the IO missions management unit, and the relevant unit, following IO policy and processes in place. While on mission for the IO, the intern remains under the authority of the IO and is required to observe its applicable rules. Mission expenses are covered by the IO, following conditions of reimbursement equivalent to those defined in [Internal Administrative Circular No. 1 Official Duty Expenses \(26QR2H\)](#).

²For category C medical insurance and liability insurance proof is not requested. However, Category C interns are expected to have medical insurance and liability insurance coverage prior to the starting of their internship at the IO.

The mission budget allocated to the interns must be planned ahead of the mission in the Mission Plan of the organizational unit concerned.

Reimbursements are made by automatic transfer to the intern's bank account.

The HRD and the intern's University shall be informed of any missions outside the ITER premises with at least two weeks' notice.

13 Other Information

The IO is an intergovernmental organization subject to international law and the general principles of international labor law. The IO is governed by its constitutive agreements, the ITER Agreement and the Agreement on the privileges and immunities of the ITER International Fusion Energy Organization for the Joint Implementation of the ITER Project.

The IO enjoys privileges and immunities, in particular immunity of jurisdiction from national Courts or tribunals and immunity of execution.

The Parties shall endeavor to amicably resolve any dispute that may arise in connection with the interpretation or implementation of the Internship Agreement. Failing agreement between the Parties, they will have recourse to dispute resolution procedures on terms to be agreed, such as mediation or arbitration.

The HQ are located in Saint-Paul-lez-Durance, France. Some of the services available to the intern include bus transportation from several nearby cities and access to canteen(s) at the same rate as for IO staff.

For categories A, B, assimilated C (unpaid/simplified A or B) and S internships on the ITER site, the IO shall provide the intern with access to a laptop, guest internet connection and other facilities. The intern shall use these facilities for internship purposes only.

Students may find practical information concerning their internship at the IO in the [Welcome Booklet for Student Interns \(3QQR7T\)](#).

Any questions related to the Internship Program shall be sent to Internships@iter.org.

14 Reference Documents

[Internship Agreement Template Cat A, B & S \(9XH7BW\)](#)

[Internship Agreement Template Cat C \(W346EK\)](#)

[Director-General's Yearly Decision on the Internship Program Policy Implementation \(3XJNHC\)](#)

[Intern medical certificate \(5 months or more\) - English version \(3VVZTU\)](#);

[Delegation of Authority Related to Human Resources \(7GFFHJ\)](#)

[Internship Request Form for Category C \(W3WZJU\)](#)

[Internship Evaluation Form \(3LZPSU\)](#)

[Internship Commitment \(3M3MX2\)](#)

[Annex on Information and Intellectual Property Management \(64YG2A\)](#)

[ITER Publication Procedure \(344KKT\)](#)

[Special Leave Request for Interns \(VMNUJJ\)](#)

[Internal Administrative Circular No. 1 Official Duty Expenses \(26QR2H\)](#).

[Internal Administrative Circular #34](#)

[Welcome Booklet for ITER Interns \(3QQR7T\)](#)

Annex 1: Validation chart

Action	Requesting entity	Validating entities
Submission of Cat. A, B, S and assimilated C Internship topic in Recruitment tool	Organizational unit	1- Division/Program level (Hiring Responsible Officer) 2- HRD
Offer validation Cat. A, B, S and assimilated C	HRD	1- HR internship Coordinator 2- Supervisor 3- Section/Project level 4- Division/Program level 5- HRD
Training request for Cat. A, B, S intern	Organizational unit	1- Section/Project level 2- Division/Program level 3- HRD
Amendment Extension decision for Cat. A, B, S and assimilated C intern	Organizational unit	1- Section/Project level 2- Division/Program level 3- HRD
Internship Request Form for Cat. C	Organizational unit	1- Section/Project level 2- Division/Program level
Teleworking (TW)	Student/Organizational unit	1- Time/Absence Approver
Remote work (RW)		
Full or part-time Remote internship	Student	1- Section/Project level 2- Division/Program level
Cat. S funding	Student/Organizational unit	1- Section/Project level 2- Division/Program level 3- HRD
Relocation payment	Organizational unit	1- Section/Project level 2- Division/Program level 3- HRD
Missions	Organizational unit	1- Section/Project level 2- Division/Program level 3- IO mission management unit