

Agreement
between
Graduate School of Arts and Sciences/College of Arts and Sciences, the University of Tokyo
and
International Committee of the Red Cross
Concerning Establishment of Internship

The Graduate School of Arts and Sciences/College of Arts and Sciences, the University of Tokyo (hereinafter referred to as UTokyo Komaba) and International Committee of the Red Cross (hereinafter referred to as "ICRC") have entered into this agreement concerning the internship of students enrolled at UTokyo Komaba (hereinafter referred to as "the interns"). For the purpose of this agreement, 'parties' refer to UTokyo Komaba and ICRC.

Article 1 Purpose

UTokyo Komaba offers this internship course as an extracurricular course to provide the interns with the opportunity to gain practical experience, as well as to deepen their understanding about how to combine internship experience with an academic learning and apply it to study and work through the training carried out in cooperation with ICRC. The Department and/or Program to which the intern belongs may count this internship as a credited course.

Article 2 Interns

In order to carry out the purpose set forth in Article 1, UTokyo Komaba will send interns and ICRC shall accept them in internship program.

Article 3 Terms and conditions

1. Both parties agree on the number of interns and the period of internship upon consultation.
2. ICRC shall train the interns on the basis of the Terms of Reference (hereinafter referred to as "the TOR") agreed upon by the two parties.
3. ICRC must report the intern's attendance record, academic performance, and other required matters to UTokyo Komaba after the completion of the internship period.
4. Should any issues arise during the period of internship, both parties shall resolve them upon consultation.

Article 4 Protection of Classified information

During or after the internship period, UTokyo Komaba or the interns of UTokyo Komaba shall not disclose any classified information concerning the management and personnel matters of ICRC (hereinafter referred to as "the classified information"), except the factual information available to the public, obtained by them in connection with the implementation of this Agreement. No classified information shall be passed on to the third party without a prior consent of the other party.

Article 5 Compensation Insurance and Indemnity liability

All interns are obliged to take out the Study Abroad Insurance during the internship as designated by UTokyo Komaba, which covers the costs of injuries and indemnity liability.

Article 6 Cancellation of Internship

1. ICRC can cancel the internship if ICRC deems it necessary to terminate the internship to students due to natural disaster, facility defect or any other inevitable reasons.
2. When ICRC determines that the intern has violated the terms of this Agreement, it can terminate the internship. When ICRC decides to terminate the internship, it must report the matter to UTokyo Komaba immediately.

3. If both parties agree that the intern cannot continue the internship, the internship can be terminated upon agreement by both parties.

Article 7 Validity

This Agreement is valid for three years effective from the date of the final signature affixed below by the parties hereto (hereinafter referred to as the “term”). The term of the Agreement may be extended upon agreement by the parties. Either party may terminate the Agreement during its term by giving six months advance written notice to the other party.

Article 8 Matters for Consultation

Should any issues arise that are not agreed upon in this Agreement, both parties shall deal with them by consulting with each other.

UTokyo Komaba and ICRC hereby agree to this agreement as of X day of XX, XXXX. Signed and sealed, in duplicate, by both Parties, each of whom will retain one copy.

For Graduate School of Arts and Sciences/
College of Arts and Sciences
The University of Tokyo
3-8-1, Komaba Meguro-ku, Tokyo

For International Committee of the Red Cross
320 Residence Viscountess, 1-11-36, Akasaka,
Minato-ku, Tokyo

Prof. Kunihiro Ohta
Dean

Mr Régis Savioz
Head of Delegation

Terms of Reference Internship Programme for Japanese Student

Position: Policy Intern at the ICRC Regional Delegation to Indonesia and Timor-Leste (1 position, full time)

Type of Appointment: Internship Contract for two (2) to three (3) months (depending on availability and mutual agreement)

Location of Assignment: Jakarta, Indonesia

Starting date: September of each year

Closing date: December of each year

About the International Committee of the Red Cross

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of war and internal violence and to provide them with assistance. Please visit www.icrc.org (global site) and blogs.icrc.org/Indonesia (local site) for more information

Background Information

The ICRC is calling for applications for the position of Policy Intern to work closely with the Management, Adviser and Multilateral Affairs Team of the Regional Delegation in Jakarta. The successful candidate will be offered an internship contract of 2 (two) to 3 (three) months.

Under the guidance and direct supervision of the Advisor to the Regional Delegation and the Deputy Regional Adviser for Multilateral Affairs, successful candidate will provide assistance to the Management of the Regional Delegation and the Multilateral Affairs team to support the regional delegation in its dialogue on humanitarian diplomacy and cooperation with the Ministry of Foreign Affairs of the Republic of Indonesia, ASEAN Member States, Dialogue Partners, ASEAN Secretariat, ASEAN sectoral bodies, other ministries, regional organizations, think tanks and other relevant actors.

He or she will also be working in close coordination with other relevant units at the delegation when required.

Policy Intern

Main duties and responsibilities

- Assist to collect information and also contributing to writing analysis for internal audiences on Indonesia's foreign policy, multilateral policy, security, social and humanitarian environment in the region as well as specific countries, as well as ASEAN diplomatic activities, and its interaction with Dialogue Partners and other key players.
- Provide supports needed by the Management, Advisor to the Regional Delegation, Regional Adviser for Multilateral Affairs or Deputy Regional Adviser for Multilateral Affairs to represent the ICRC at conferences, seminars and multi/bilateral meetings, and prepare participation to these fora including through research and analysis, presentations, hand-outs, lectures, speeches, draft reports, follow-up action, etc.
- Provide supports to the Programme Officer for Multilateral Affairs in organizing events/conferences/workshops foreseen and also on database management when necessary
- Provide contributions to the internal and external communication platform of the Multilateral Unit (Newsletter etc.)
- Provide administrative and logistical supports to the Multilateral Affairs Unit if required.

- Subject to approval of his/her direct supervisors and for the purpose of exposure, perform other duties that may be assigned to support other units in the Regional Delegation when necessary.
- Applies the ICRC's Code of Conduct and Security Rules at all times.

Education and Experience

- At the time of the application, applicants are a final year university student in Bachelor or Master degree programme of the following studies: law, international relations and other relevant studies.
- Previous experience in the fields of international relation and international humanitarian law are an advantage but not essential. Research experience on humanitarian affairs is desired. Previous experience with the Red Cross/Red Crescent Movement is an asset.
- Fluent in both oral and written English. Ability to write clear and concise reports in English.
- Good level of computer literacy, including internet-based research. Proficiency in Microsoft Offices, particularly on Outlook, Word, Excel, and PowerPoint are required.
- Skill in administrative works.

Reporting

The Intern will report to the Adviser to the Regional Delegation and Deputy Regional Adviser of Multilateral Affairs who will supervise him/her during the internship period. Before completing his/her internship period, the Intern shall submit an Internship Report to his/her Supervisors.

Responsibility of intern and sending university

- Sending university supports intern by helping prepare for his/her travel and stay in Indonesia, by providing relevant information such as types of visa required, medical check-up, vaccination needed prior to the dispatch, etc.
- Sending university makes sure that intern obtains, among others, a passport, a round-trip air ticket, an adequate visa and purchases travel insurance prior to departure.
- All expenses incurred in the internship programme such as accommodation, food, travelling and insurance are taken care of by intern.