

Information sheet about the Funding Programme of the Flemish Government for placements for young people in international organisations

Background:

A lot of international organisations offer students or young graduates the opportunity to do an internship within the organisation. Most internships are unpaid. Because of that, a lot of young people in Flanders did not participate at internship programmes. Therefore, the Flemish Government decided to start a funding programme for placements for young people in international organisations.

International organisations:

Only placements in a **limited number of international organisations** are eligible for funding. These are:

- United Nations Regional Information Centre (UNRIC) in Brussels;
- Official programmes, funds and specialised agencies of the United Nations in Geneva, namely:
 - o Office of the United Nations High Commissioner for Human Rights (OHCHR);
 - o Office of the United Nations High Commissioner for Refugees (UNHCR);
 - o United Nations Conference on Trade and Development (UNCTAD);
 - o Joint United Nations Programme on HIV/AIDS (UNAIDS);
 - o International Trade Centre (ITC);
 - o International Labour Organization (ILO);
 - o International Telecommunication Union (ITU);
 - o World Health Organization (WHO);
 - o World Meteorological Organization (WMO);
 - o World Intellectual Property Organization (WIPO);
- World Trade Organization (WTO) in Geneva;
- United Nations Educational, Scientific and Cultural Organization (UNESCO) in Paris;
- Organisation for Economic Co-operation and Development (OECD) in Paris;
- Council of Europe in Strasbourg;
- International Training Centre of the ILO (ITCILO) in Turin;
- United Nations Industrial Development Organization (UNIDO) in Vienna.

Procedure:

The **person interested to do an internship in an international organisation takes the initiative to look for an internship** at the international organisation. The Flemish Government does not interfere in this search. If the youngster obtains an internship, he/she can send a funding application to the Flemish Government, Flemish Department of Foreign Affairs. (See: contact details).

The **selection of candidates** for internships shall be **done by the international organisation** and in accordance with the rules and procedures of the international organisation. The decision to grant an internship to a youngster is the autonomous decision of the international organisation.

The **Flemish Government does not select the persons eligible for funding**. If the applicant fulfils the conditions under the funding programme, he/she will obtain funding. One of the conditions under the funding programme is that the applicant received an offer for an international placement.



Conditions for funding:

The conditions to receive funding under the funding programme are included in the decrees (see: More information). A few conditions are listed below for your information.

- Conditions related to the international placement:
 - The placement shall last two months at least and six months at most;
 - The placement shall be done at one of the international organisations listed above (See: International organisations);
 - The placement shall be provided without contribution from the Flemish Government;
 - The placement shall be done in accordance with the requirements of the organisation concerned.

- Conditions related to the applicant:
 - on the start date of the placement he/she shall not be older than thirty years;
 - he/she shall have his/her legal residence in the Flemish Region or in the Brussels Capital Region;
 - he/she shall have received an offer for an international placement;
 - he/she shall have a diploma which he/she obtained at an institution of secondary or higher education that is financed or subsidised by the Flemish Community or shall have enrolled for a full-time training programme at an institution of higher education that is financed or subsidised by the Flemish Community.

There are also specific conditions for the funding application and for the payment of the funding.

Funding:

The following costs shall be eligible for funding:

- return travel expenses;
Return travel expenses shall be refunded (once) with a fixed amount;
 - 100 euro: Paris and Strasbourg;
 - 200 euro: Geneva, Turin and Vienna;
 - Travel expenses shall not be refunded for a placement in Brussels.

- accommodation expenses;
Accommodation expenses shall be reimbursed up to a maximum amount;
 - 500 euro/month at most for a placement in Geneva, Paris or Vienna;
 - 450 euro/month at most for a placement in Strasbourg or Turin;
 - Accommodation expenses shall not be refunded for placements in Brussels.Accommodation expenses must be substantiated with a hire agreement.

- subsistence expenses;
Subsistence costs shall be reimbursed for a fixed amount/month;
 - 600 euro/month for placements in Brussels;
 - 750 euro/month for placements in Turin or Strasbourg;
 - 900 euro/month for placements in Geneva, Paris or Vienna.

All other expenses incurred during the internship shall be excluded from funding.

More information:

More information about the funding programme can be found in the 'Flemish Government decree on the funding programme for placements for young people in international organisations' and the 'Ministerial Order on the funding programme for placements for young people in international organisations' dated 29 September 2006. These decrees and more information can be provided by the Flemish Department of Foreign Affairs, Foreign Affairs Division: stages@vlaanderen.be tel: +32.2.553.54.71 or +32.2.553.51.62.

Remarks for the international organisations

- **Prolongation of duration internship not possible:**
An applicant can benefit from the funding for youth placements in international organisations only once and the placement shall last two months at least and six months at most.
Therefore, prolongations of the original duration are not possible under the funding programme. An international organisation wishing to obtain an intern for 6 months should offer an internship of 6 months directly. An initial duration of e.g. 3 months can not be extended.
- **confirmation of placement offer:**
The funding application must contain a confirmation of the placement offer from the international organisation. The start and end date of the internship should be clearly indicated in the confirmation. The confirmation can be done by letter or e-mail.
- **questionnaire completed by the placement mentor:**
Before the last instalment can be paid to the intern, the Flemish Government needs to obtain following documents at the latest two months after the end of the internship; a claim, a placement report and a questionnaire completed by the placement mentor. Therefore, we would kindly ask the placement mentor to complete the questionnaire. The intern can not receive the last instalment without the completed questionnaire.
- **Terms of reference of internships posted on website:**
The terms of reference of internships at international organisations can be posted on the website of the Flemish Department of Foreign Affairs. The terms of reference can be sent to stages@vlaanderen.be .

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