

TO: All Staff Members of  
A: UNON, UNEP and UN-Habitat

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SUBJECT: **UNITED NATIONS INTERNSHIP PROGRAMME FOR UNON, UNEP AND UN-HABITAT**  
OBJET: **UNITED NATIONS INTERNSHIP PROGRAMME FOR UNON, UNEP AND UN-HABITAT**

The purpose of this information circular is to inform staff members about the remuneration and expenses paid as part of the internship programme for UNEP, UN-Habitat and UNON in Nairobi, and all UNEP and UN-Habitat out-posted offices.

## **1. Remuneration and Expenses**

- 1.1 In accordance with the existing rules (ST/AI/2014/1), interns cannot receive any remuneration from the Organization in the course of their assignment to a UN office.
- 1.2 All costs associated with an intern's participation in the program must be borne by the applicant, who will have to obtain financing for subsistence and make his/her own arrangements for travel, visas, accommodation, etc. In some cases, applicants sponsoring institutions may cover the costs of the internship.
- 1.3 Costs incurred by an intern in the discharge of his/her functions may be reimbursed by the United Nations under the same rules as costs reimbursed to staff members.

## **2. Payment of Intern Stipends**

- 2.1 In order to harmonise procedures across all offices, and ensure compliance with ST/AI/2014/1 in preparation for Umoja go-live on the 1 June 2015 all stipend payments to interns must be phased out.
- 2.2 In Nairobi, interns are currently being reimbursed costs associated with travel and meals due to the distance and location of the United Nations Complex at Gigiri, and the availability of affordable places for meals in the Gigiri surroundings. This has been a local arrangement approved by UNEP, UN-Habitat and UNON (UNON/IC/2013/09 United Nations Internship Programme for UNON, UNEP and UN-Habitat dated 13 August 2013).

All interns recruited to positions in Nairobi for UNEP, UNON and UN-Habitat as of 1 April 2015 will not receive a stipend.

All Nairobi UNEP, UNON and UN-Habitat based interns will continue to receive a stipend up to the end of their current contract. Stipend payments that would be due post Umoja go-live 1 June 2015 will be paid in advance.

- 2.3 Out-posted offices that have adopted a similar stipend system as that of UNEP, UNON and UN-Habitat based in Nairobi need to ensure that it is phased out before Umoja go-live 1 June 2015.

### **3. Transport**

3.1 Interns are required to make their own way to and from the office in which they serve.

3.2 If interns are required to work outside normal working timings, a supervisor/ department is to ensure the safe transport of interns to their place of accommodation/residence (i.e. door to door). This shall be funded by the respective UNON, UNEP or UN-Habitat office.

3.3 In Nairobi, UNON Transport Services provides an intern shuttle service. The service is provided free of charge to interns. Interns must sign the indemnity waiver to use this service.

### **4. Further Information**

Further information on the United Nations Internship Program is available on UNON's Intranet [here](#).

The United Nations Internship Administration Instruction ST/AI/2014/1 can be accessed [here](#).

If you have any questions please email <mailto:internship@unon.org>

The present circular supersedes information circular UNON/IC/2013.