

## INTERNSHIP TERMS OF REFERENCE

ICCROM (International Centre for the Study of the Preservation and Restoration of Cultural Property) is an intergovernmental organization with headquarters in Rome, Italy. Founded by UNESCO in 1956, it is the only institution of its kind with a worldwide mandate to promote and improve the conservation of all types of cultural heritage through training, information, research, cooperation and advocacy.

The internship programme was launched in 2002 to meet the growing number of young professionals seeking to gain exposure to the activities of an Intergovernmental Organization specifically concerned with the diverse aspects of cultural heritage. Since then over 150 interns from a third of our 136 Member States have carried out an internship and benefitted from the unique opportunity of interacting with staff, research fellows and heritage professionals on subject matters of their interest.

### Background information

**Building up on the Partnership Policy approved by the 78th Council, ICCROM continues to be committed to develop innovative partnerships with a broad range of stakeholders and networks, particularly including public institutions, administrations and development agencies at level of Member States, as well as international intergovernmental and non-governmental organisations. Thus ICCROM has developed a Strategy aiming to identifying ways to provide opportunities for greater involvement of Member States and Partners in promoting the conservation of all forms of cultural heritage, in every region of the world. Interns [and researchers] will be called upon to contribute in the process of implementation of this Strategy, to foster partnerships and mobilize the resources needed.**

### *PROGRAMME/PRIORITY AREA/SERVICE:*

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Under the supervision of a staff member, the intern is called upon to provide assistance aimed at enhancing the overall activities of the chosen Programme/Project/Service. More specifically the intern shall contribute to:

1. Conduct both quantitative and qualitative research on key stakeholders and policies.
  2. Understand ICCROM and the relevant *modus operandi*.
  3. Provide analytical and logistical support for the Member States Outreach activities.
  4. Contribute in drafting material for partnership and resource mobilization, including policies, presentations, promotional material, briefing notes, and meeting summaries.
  5. Support Member States and the Partnership Section Team in other activities, such as assist in planning and organization of events.
  6. Assist on the implementation of records management procedures and activities.
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Please kindly note that the above terms of reference are solely indicative of the type of tasks that could be entrusted to the intern. These are subject to being modified or could remain unvaried based on the needs of the programme/project/service at the time of the internship.