



NGO GARIWO Sarajevo

Agreement on internship assignment

The agreement on the internship assignment is between the following parties:

The **executing agency**: NGO GARIWO Garden of the Righteous Sarajevo, Bosnia and Herzegovina

The **intern**: JOHN BLACK

The **rights** and **duties** of the two parties are as stated below:

The Executing Agency

1. Terms of Reference

The Terms of Reference will be prepared by the executing agency. The Terms of Reference of the assignment may be subject to changes during the assignment.

2. Supervision

GARIWO's program manager will supervise and assist the intern during the internship assignment. Requests for an extension of the assignment can be formulated by the intern and approved by GARIWO's program manager.

3. Interim Reviews

One or several interim reviews of the internship assignment will take place between GARIWO's program manager and the intern to assess the work accomplished so far to allow for necessary changes.

4. Debriefing

At the end of the internship assignment the organisation will debrief with the intern on the internship.

5. Intellectual property

The executing agency has intellectual ownership over the output of the research and work conducted by the intern. The executing agency holds the right to publish the reports created

under the internship assignment, to create and produce derivative works based on the original piece(s) and to display the work(s) publicly for the benefit of the organisation.

The intern

1. Fulfilment of the Terms of Reference

The intern will fulfil the tasks stated in the Terms of Reference within the space of time laid out by the document.

2. Authority of GARIWO's Program manager

Throughout the internship assignment, GARIWO's program manager is entitled to give instructions to the intern who will comply strictly with these instructions.

3. Interim reviews and debriefing

The intern may request interim reviews with GARIWO's program manager to assess the work accomplished so far to allow for necessary changes. The intern will undergo debriefing with GARIWO's program manager before leaving the country of internship assignment.

4. Use of data

Prior to the drafting of any manuscript related to the project assignment, the intern will discuss with GARIWO's program manager which project related data may be used for publication. Before the publication, the author will place the manuscript at the disposal of the executing agency, indicating where and when its publication is foreseen. Equally, project related data would not be used for official lectures without the authorization of the executing agency, even after completion of the project assignment.

Organization

Executing agency: NGO GARIWO Garden of the Righteous in Sarajevo

Name of project: *Research and preparation phase for the foundation of the Centre for Civil Courage and Reconciliation in B&H*

Address: NGO GARIWO Sarajevo
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Partner org. in Europe: Gardens of the Righteous Worldwide, Milan/ITALY
(GARIWO Sarajevo is a branch office of this international org.)

Person(s) in charge of project assignment: Ms. Selma Gaši, Project Manager

Duration of the Project Assignment

Start: July 1st 2008

End: August 24, 2008

The detailed Terms of Reference are attached to this agreement.

Place/Date

The executing agency

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Place/Date

The intern

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SAMPLE