




# Internship Programme at the ASEAN Secretariat

## Agreement and Conditions

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1. I accept the internship, which has been awarded to me by the ASEAN Secretariat and understand the following:
    - a. The ASEAN Secretariat will not pay me for my internship; all the expenses connected with it will be borne by me or my sponsoring Government or institution;
    - b. The ASEAN Secretariat accepts no responsibility for costs arising from accidents and/or illness incurred during my internship;
    - c. I am personally responsible for obtaining the necessary visas and arranging my travel to and from the duty station where the internship will be performed.
  2. I undertake the following obligations with respect to the ASEAN Secretariat internship programme:
    - a. observe all applicable rules, regulations, instructions, procedures and directives of the Organization;
    - b. refrain from any conduct that would adversely reflect on the ASEAN Secretariat or on the receiving department/directorate/division and will not engage in any activity which is incompatible with the aims and objectives of the ASEAN Secretariat;
    - c. respect the impartiality and independence required of the ASEAN Secretariat and of the receiving department/directorate/division and shall not seek or accept instructions regarding the services performed from any Government or from any authority external to the Organization;
    - d. keep confidential any and all unpublished information made known to me by the accepting department/directorate/division during the course of my internship that I know or ought to have known has not been made public, and except with the explicit authorization of the ASEAN Secretariat, not to publish any reports or papers on the basis of information obtained during the programme, both during and after the completion of my internship;
    - e. provide the receiving department/directorate/division with a copy of all materials prepared during my internship;
    - f. provide immediate written notice in case of illness or other circumstances which might prevent me from completing the internship;
    - g. return my identification pass and/or office equipment provided by the ASEAN Secretariat during the course of the internship programme.
  3. Period of internship from 3 July – 25 August 2023.
  4. I have read the attached terms of reference of my internship and I accept to abide by them.
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Date: 28 April 2023  
Name: Afifa Nurhaliza  
Signature:  \_\_\_\_\_

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