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# ITER ORGANIZATION

## WELCOME BOOKLET FOR INTERNS

December 2020



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Route de Vinon-sur-Verdon - CS 90 046 - 13067 St Paul Lez Durance Cedex - France

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## **Welcome to ITER**

ITER, one of the greatest international science projects of our times that aims to demonstrate the scientific and technical feasibility of fusion power. Seven Members are engaged in the ITER project – China, European Union, India, Japan, the Republic of Korea, the Russian Federation and the United States – representing more than half of the world's population.

The ITER Organization (IO) welcomes students to take part in this unique human endeavour, and it is for this reason that ITER Organization's internship program has been established. This program provides a framework by which the undergraduate and the postgraduate students from diverse academic backgrounds can apply the knowledge obtained during their educational experience in practical work assignments. A few internships may also be offered to allow secondary or high school students to observe working conditions (or mandatory job shadowing internships).

We wish you a positive internship experience with our organization and much success in accomplishing your personal, academic and professional goals.

## **Acronyms**

**Director-General - DG**

**Domestic Agencies – DAs**

**Headquarters - HQ**

**Human Resources Department - HRD**

**ITER Organization – IO**



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## Introduction

The aim of the ITER Organization's (IO) internship program is to provide students the opportunity to gain practical experience in their field of study while working in an international scientific and multicultural environment.

This program consists of four different internship categories. The allowance for each of this category has been defined by the Director-General (DG) for the year 2021.

- Category A: Scientific or technical internships. Interns are highly involved in IO activities and undertake a specific project under the supervision of an ITER staff member. This type of internship is open to students enrolled in the last year of postgraduate program at a university (e.g. last year of Master or last year of Engineering School).
  - Duration: Up to 6 months (extendable to one year).
  - Allowance: Interns are paid a monthly allowance of 1300 Euros if the internship duration is at least 5 months. If the internship duration is less than 5 months, the allowance will be decreased to category B level. For an internship of less than 2 months, interns are not paid any allowance. However, the category of internship remains as Category A internship.
- Category B: Internship for candidates with at least one year of studies post-high school. Interns contribute to projects or research in their field of study under the supervision of an IO staff member.
  - Duration: up to 6 months (extendable to one year).
  - Allowance: Interns are paid a monthly allowance of 650 Euros if the internship duration is at least 2 months. If the internship duration is less than two months, interns are not paid any allowance.
- Category C: “Job shadowing” internships. Interns observe working conditions and may assist the supervisor in various tasks. This category is for students enrolled at an international Secondary School, international High School or international section where internships are mandatory (e.g. “3<sup>ème</sup>” and “2<sup>nde</sup>” students in France), or English speaking students from a school outside France where internships are mandatory<sup>1</sup>, or upon approval by the Office of the Director General (e.g. for English speaking children registered in national schools).
  - Duration: 1 to 4 weeks.
  - Allowance: Interns are not paid any allowance and travel costs are not covered.
- Category S: Specific internships to be considered on an individual basis. These may be scientific or technical internships which are subject to the IO having a particular agreement (e.g. Memorandum of Understanding) in place with a laboratory, industry, university or government. Interns are highly involved in IO activities and undertake a specific project under the supervision of an IO staff. Students shall either be pursuing a PhD at a university or an equivalent institution or be participating in a program, in a scientific or technical field, which has a special agreement with the IO.
  - Duration: duration will be considered on an individual basis (maximum: 4 years).
  - Allowance: Interns shall be paid by the university, laboratory, industry or government entity which is funding the internship. If provided for in the specific agreement between the IO and the entity, the IO may contribute to the funding of the internship and/or pay a monthly allowance to the student, or the entity may also transfer funds to the IO, which then pays





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an intern directly. The amount of the allowance shall be defined on an individual basis in the Internship Agreement.

Interns who are employed shall provide evidence that they receive no salary from their employer during the internship period. Similarly, interns receiving an internship allowance from the IO should not receive any other allowance, equivalent grant or scholarship for the same purpose (i.e. to fund their internship at IO) that would be at the same or higher level than the IO allowance.

While generally not covered, travel costs to and from France for the internship may be reimbursed by the department provided:

- Minimum duration of the internship should be in principle 4 months;
- Office or Department agrees to reimburse the travel cost;
- The conditions of reimbursement are stated in the Internship Agreement;
- It concerns only categories A, B and S;
- The university or school is located outside the European area;
- For flight travel: only economy class fare will be reimbursed. Except if something different is foreseen in the Internship Agreement, for other costs the IO travel policy for staff members may be followed upon the approval of Head of HRD.

Reimbursement of return travel cost will only be processed in case an intern travels back to his home country within 15 days of the completion of the internship at ITER.

## **1. Arrival Procedure**

### ***a) Internship Agreement (IO/School/Intern)***

The Internship Agreement is provided by the ITER Organization and shall be signed by an intern, Human Resources Department (HRD) Head and Director of the university, school or program (or its representative) prior to the starting date of the internship.

### ***b) Internship Commitment (IO/Intern)***

Students are required to complete and sign an Internship Commitment in which a student agrees:

- To observe all the laws of the host country/ France and respect IO's regulations and policies.
- To refrain from any conduct that will adversely reflect on the IO and not engage in activities that are incompatible with its aims and objectives;
- To respect the discretion, integrity, impartiality and independence required of IO interns, and to refrain from seeking or accepting instructions from any Government or any other authority that is external to the IO regarding the services performed;
- To keep confidential any unpublished information that has been made known to the intern by reason of his/ her internship, and, except with the explicit authorization of the IO, to refrain from publishing any reports or papers on the basis of information obtained during the program, both during and after the completion of my internship;
- To avoid any conflict of interest situation, either direct or indirect, and in particular, concerning persons who are a part of the intern's family. Should any such situation arise, the intern will promptly inform his/ her supervisor;
- To inform the intern's supervisor and to provide immediate written notice to the Human Resources Department in case of social, illness or professional circumstances which might prevent the intern from completing the internship;



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- To share the intern's contact details with other interns;
- That an intern cannot represent the IO in any case;
- That IO reserves all usage rights, including publication rights, title to property, copyright and patent, concerning any work produced by the intern during the internship shall be vested in the IO which alone shall hold all rights of use.

### ***c) Additional Documents***

Prior to the starting date of the internship, students shall also provide the following documents to the HRD:

- An Internship Agreement signed by the intern and the university.
- If requested, a medical certificate stating that the Intern is in good health and fit for the purposes of their internship;
- Valid proof of identity (either a passport or a national identity card);
- SEPA bank account (generally and when feasible in France), whose holder shall be an intern (Categories A, B, and S only);
- Proof of medical and accident insurance;
- Proof of civil personal liability insurance;
- Completed Intern Identification Sheet.
- Copy of the intern's visa(if applicable)

Students must also submit documents in order to complete the necessary security clearance and any visa procedures, if a visa is needed. Security team and Agence ITER France (AIF) Welcome Office will contact the student directly concerning all required documents.

### ***d) Accommodation***

Please note that an intern is responsible for finding his/her own housing and should anticipate this matter, as it may be difficult to find accommodation for interns in the last moment. Please find accommodation research tips in the **Section 7. Accommodation research useful information.**

### ***e) First Day at ITER***

Prior to his/her arrival at ITER, an intern will receive a 'Welcome' e-mail with practical information concerning his/her first day at ITER.

On the first day, an intern will pick up the ITER badge at the main entrance of the ITER Headquarters (HQ) and will join his/her Department.

## **2. Rules**

### ***a) Working/ Internship Hours***

Interns are granted the same official public holidays as IO staff members. The internship hours for students under the age of 15 shall not exceed 30 hours per week, while for students who are 15 or older the week shall not exceed 40 hours (8 hours per day).

Monday to Friday, Cat. A, B and S interns will have to fill in a weekly time sheet in the IO information system.



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An intern shall be entitled to leave at the rate of 2 working days for every completed month of internship. Any non-certified absence for sickness is deducted from the leave entitlement.

For an absence for sickness or accident, a medical certificate must be submitted within three days of ceasing work.

Absences beyond the student's leave entitlement will be considered on an individual basis.

For specific leave requests (for e.g. for exam preparation, applying for VISA extension, etc.) a Special Leave form shall be completed.

In the event of continuous periods of absence, the terms of the Internship Agreement may be reconsidered.

Under exceptional circumstances, and if agreed by an IO supervisor and an intern, the internship can be performed completely or partly via remote internship. Furthermore, under exceptional circumstances related to security, health or safety, IO may request interns to study at home or remote internship by units of one day (8 hours) or half a day (4 hours). The conditions applicable during remote internship will be mentioned in the Internship Agreement.

For Category S, specific conditions concerning leave and absences may be specified in the provided agreement. Otherwise, the above conditions shall apply.

### ***b) Internal Regulations***

Interns are required to observe the IO's applicable rules, regulations and circulars in particular those relating to safety, security and confidentiality.

## **3. Practical Information**

### ***a) Site Access***

Access to the ITER site is restricted. For security reasons, no guests can be admitted without prior access agreement.

The ITER site is open Monday to Friday from 7:30 a.m. to 7:30 p.m.

### ***b) Canteen***

During their internship, students have access to the self-service restaurant on the ground floor of the HQ. The canteen access will be granted after registration of their badge at the canteen. The badge works like a credit card and must be loaded before use. This may be done by credit card at the designated desks inside the restaurant by an intern directly or via the online website: <https://www.sohappy.work/>.

### ***c) Transportation***

All interns can use the ITER bus service, which provides transportation to several nearby towns. Bus schedules are available upon request from the HRD or, once on the ITER site, on Buzz (intranet; see "Practical Info"). Cost of transportation is 2.5 EUR per ride. An intern can also buy bus pass of 11



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rides for 22 EUR directly from the Concierge desk at ITER HQ or can also buy the same pass for 25 EUR directly from a bus driver. Fares will be paid by an intern directly as applicable.

#### ***d) Library***

The ITER Library, located on the third floor of the ITER HQ, offers interns a full range of services including access to a collection of books, standards, popular science and engineering magazines and fusion journals. More information about the ITER Library and on-line book access can be found on Buzz (intranet) under “Working at ITER”.

#### ***e) Office Materials***

The IO shall provide an intern with access to a laptop, phone guest internet connection and other facilities. These facilities shall be used for work purposes only and upon departure, all materials are to be returned in perfect working order.

#### ***f) Bank account***

- Allowances shall be paid in Euros, by automatic transfer on a SEPA bank account (generally and when feasible in France), whose holder shall be an intern.
- For interns who will perform their internship completely remotely and who cannot open a bank account in SEPA format, the total monthly net allowance cumulated for the whole duration of the internship period shall be paid by the ITER Organization to the bank account (accepting Euros) of an intern in one lump sum payment at the end of their internship period. Bank charges related to the transfer of the payment from the ITER Organization to an intern under this paragraph shall be shared between the IO and an intern.

### **4. Missions (only for Categories A, B and S)**

During the internship, a supervisor may only exceptionally grant authorization for an intern to be sent on mission. All missions must be approved by the Cabinet of Director General and the relevant Office or Department Head, following IO policy and processes in place. While on mission for the IO, an intern remains under the responsibility of the IO and is required to observe its applicable rules. The expenses may be covered by the IO.

Reimbursements will be made by automatic transfer to a bank account in SEPA format (bank statement to be given to the HR Department the first week of internship at the latest).

### **5. Departure Procedure**

#### ***a) Internship Report***

If a report is required for the completion of the diploma, interns should submit their internship report to the Department concerned and obtain supervisor’s approval before editing or publishing any information related to their internship at IO.

#### ***b) Internship Evaluation***

This internship is to be considered an academic experience; the performance of an intern will be evaluated based upon the assignments defined in the Internship Agreement and the criteria defined in [Internship Evaluation Form \(3LZPSU\)](#) for categories A, B and S.



No formal evaluation process is foreseen for Category C.

**c) Internship Certificate**

IO could issue an Internship Certificate upon request.

**d) Departure Procedure Form**

Before leaving the IO, an intern shall complete the required departure procedure in order to close all services and return all office materials provided at the arrival. The Departure Procedure Form for interns will be available on the intranet, duly signed by relevant responsible officers (Security, IT, IDM, Canteen), must be returned to the HRD on the last day of internship.

**6. Contact Information**

**Mailing address:**

Human Resources Department  
 ITER Organization Headquarters  
 CS 90 046  
 Route de Vinon sur Verdon  
 13067 Saint Paul Lez Durance  
 France  
 Email: internships@iter.org

**7. Accommodation research useful information**

**a) Cost of Rent**

**AVERAGE RENT PRICE FOR AIX-EN-PROVENCE**

TYPE	LOW Rent / Month	MEDIUM Rent / Month	HIGH Rent / Month	AVERAGE SIZE
T1 UNFURNISHED	500 €	700 €	750 €	16 à 35 m <sup>2</sup>
T1 FURNISHED	550 €	750 €	850 €	
T2 UNFURNISHED	700 €	900 €	1 200 €	38 à 70 m <sup>2</sup>
T2 FURNISHED	800 €	990 €	1 400 €	
T3 UNFURNISHED	900 €	1 350 €	1 800 €	53 à 90 m <sup>2</sup>
T3 FURNISHED	1 000 €	1 525 €	2 200 €	
T4 UNFURNISHED	1 200 €	1 615 €	2 300 €	68 à 120 m <sup>2</sup>
T4 FURNISHED	1 300 €	1 675 €	2 500 €	
HOUSE T4 UNFURNISHED	1 400€	2 225 €	2 500 €	90 à 150 m <sup>2</sup>
HOUSE T4 FURNISHED*	2 000€	2 500 €	3 000 €	

T1 = studio  
 T2 = 1 bedroom  
 T3 = 2 bedrooms  
 T4 = 3 bedrooms

**AIX-EN-PROVENCE**

**Example of an unfurnished 2 bedrooms flat in Aix en Provence :**  
 For rent, large T4, near the park "Grand Niter" in a safe residence with private car park. This apartment consists an entrance, a large kitchen, a living room opening onto a south facing terrace overlooking the park. Three bedrooms (one with an suite), separate toilet, a bathroom.



\*Very few houses T4 Furnished

Estimation based on the average pricing calculated on the availability of the real estate market in 2018.  
 The rent prices can vary according to the quality of the property as well as the availability at the time when the research and visits are done.  
 Utilities are not included.

## AVERAGE RENT PRICE FOR MANOSQUE

TYPE	LOW Rent / Month	MEDIUM Rent / Month	HIGH Rent / Month	AVERAGE SIZE
T1 UNFURNISHED	420 €	450 €	500 €	18 to 40 m <sup>2</sup>
T1 FURNISHED	500 €	580 €	600 €	
T2 UNFURNISHED	550 €	600 €	750 €	40 to 65 m <sup>2</sup>
T2 FURNISHED	800 €	780 €	800 €	
T3 UNFURNISHED	850 €	800 €	1 100 €	55 to 90 m <sup>2</sup>
T3 FURNISHED	880 €	1 000 €	1 200 €	
T4 UNFURNISHED	900 €	1 050 €	1 100 €	70 to 120 m <sup>2</sup>
T4 FURNISHED*	950 €	1 200 €	1 500 €	
HOUSE T4 UNFURNISHED	950 €	1 200 €	1 800 €	77 to 115 m <sup>2</sup>
HOUSE T4 FURNISHED*	1 200 €	1 300 €	1 800 €	

\*Very few flats or houses T4 Furnished

*Estimation based on the average pricing calculated on the availability of the real estate market in 2018. The rent prices can vary according to the quality of the property as well as the availability at the time when the research and visits are done. UTILITIES are not included.*

T1 = studio  
T2 = 1 bedroom  
T3 = 2 bedrooms  
T4 = 3 bedrooms

MANOSQUE

**Exemple 3 bedrooms house in Manosque :**  
On the hills of Manosque, in a very quiet area, 168m<sup>2</sup> house composed of on the 1st floor: an entrance, a living room, a kitchen, 3 bedrooms, a bathroom, separate toilet and a terrace. On the ground floor, T2 composed of a living room, 1 bedroom, a bathroom, a separate toilet and a terrace. Garden and double garage. Beautiful breathtaking views !!!



### b) Accommodation research websites

#### 1. Websites of classified ads:

- <https://www.leboncoin.fr/recherche/?category=10&locations=Aix-en-Provence>
- <https://www.pap.fr/annonce/locations-aix-en-provence-13-g11424>
- <http://www.seloger.com/>

#### 2. Accommodation sharing websites:

- <https://en-fr.roomlala.com/>
- <http://www.appartager.com/?l=1>

#### 3. Others:

- <https://www.en.appartaixquis.com/>
- <http://www.crous-aix-marseille.fr/international/>