

# **The Mayors for Peace Internship Program Guideline**

## **1. Objective**

The Mayors for Peace Internship Program (hereafter, Internship) was established in an aim to improve the international functions of the Mayors for Peace Secretariat (hereafter, Secretariat) housed within the Hiroshima Peace Culture Foundation (hereafter, HPCF) by receiving young staff from member cities as interns at the Mayors for Peace Secretariat in Hiroshima City and having them engage in peace- and Secretariat-related work. It is hoped that the experience of learning about the realities of the atomic bombing in Hiroshima and sharing in the city's wish for peace will help enhance their abilities needed for the management of the organization, contribute to nuclear disarmament activities in their home countries, and ultimately strengthen the network among member cities.

This program was launched based on the Mayors for Peace Action Plan, which was decided on at the 8th General Conference of Mayors for Peace in August 2013 and also as part of the intensified activities decided on at the 9th Executive Conference of Mayors for Peace in November 2015.

## **2. Internship Duties**

- (1) Administrative duties pertaining to Mayors for Peace
  - a. Duties related to updating information of member cities
  - b. Duties related to member city liaison and coordination
  - c. Duties related to calling on non-member cities to join Mayors for Peace and checking information on membership application forms
  - d. Information transmission (homepage, Facebook, e-mail newsletter, etc.) duties
  - e. Duties related to spreading the realities of the atomic bombing, such as through holding atomic bomb poster exhibitions
  - f. Duties related to the Hiroshima-Nagasaki Peace Study Course; research on candidate universities for the Course, obtain course syllabi from universities that have set up a Course, etc.
- (2) Administrative duties pertaining to the Hiroshima Peace Memorial Museum
  - a. Duties related to receiving guests from overseas
  - b. Duties related to questionnaire summaries, etc.
- (3) Other duties as verified necessary by the Secretariat Director

## **3. Work Days and Days Off**

Work days: Monday - Friday (except national holidays, the 6<sup>th</sup> of August, and the period from December 29<sup>th</sup> to January 3<sup>rd</sup>)

Hours: 9:00 a.m. - 4:30 p.m.

Additional days off may be given in case the Section Chief decides to do so, for example, if the intern gets sick.

## **4. Applicant Requirements**

- (1) Applicants must fall under one of the following:
  - a. City employee of a Mayors for Peace Executive City
  - b. City employee of a Mayors for Peace Member City under the administration of a Lead City
  - c. Person belonging to a peace-related organization that is in collaboration with a Mayors for Peace Executive City or a Mayors for Peace Member City under the administration of a Lead City
- (2) Applicants must also fulfill all the following criteria:
  - a. Have strong enthusiasm towards engaging in the administrative duties of the Secretariat

- b. Have strong enthusiasm towards contributing to nuclear disarmament activities after completion of internship
  - c. If English is not a native language, possess a sufficient level of English ability to carry out duties
  - d. Be of sound mind and body
- (3) If the applicant falls under (1)-a or (1)-b, they must receive a recommendation from their head of local government. The applicant under (1)-c must receive a recommendation from their organization.

## **5. Period of Internship**

The period in which the Secretariat can receive interns, each intern's period of stay, and the number of interns the Secretariat receives, are to be determined separately.

## **6. Application**

- (1) Applications and communications related to the application shall be submitted by:
- a. The Mayors for Peace Executive City, if the applicant falls under 4-(1)-a
  - b. The Mayors for Peace Member City, if under the administration of a Lead City, as pursuant to section 4-(1)-b
  - c. The Mayors for Peace Executive City or the Mayors for Peace Member City under the administration of a Lead City
- (2) In principle, only one applicant is acceptable from a member city and the city must submit application documents to the Secretariat by designated deadline.

## **7. Selection and Notification of Result**

The Secretariat will decide whether to accept the applicant or not based on the submitted documents and also on the recommendations from the cities 6-(1)-a, b, or c.

## **8. Submission of Written Oath and Exchange of Memorandum**

- (1) If the applicant falls under 4-(1)-a or b,
- a. The Executive City or the Mayors for Peace Member City under the administration of a Lead City will send to the Secretariat a Written Oath signed by the applicant, two copies of Memorandum signed by the city mayor.
  - b. The Secretariat will affix a seal to each copy of the Memorandum and return one of the two copies to the Executive City or the Mayors for Peace Member City under the administration of a Lead City.
- (2) If the applicant falls under 4-(1)-c,
- a. The Executive City or the Mayors for Peace Member City under the administration of a Lead City will send to the Secretariat a Written Oath signed by the applicant, two copies of Memorandum signed by the head of the organization the applicant belongs to. The City is also asked to issue a letter to the Mayors for Peace Secretariat indicating their intention to follow up the intern's activities to support Mayors for Peace as well as the intern's continued reports to HPCF after the completion of the Internship.
  - b. The Secretariat will affix a seal to each copy of the Memorandum and return one of the two copies to the Executive City or the Mayors for Peace Member City under the administration of a Lead City. The City will submit the copy of Memorandum to the organization the applicant belongs to.
- (3) The forms for the Memorandum and the Written Oath and their deadlines of submission are to be designated separately.

## **9. Visa Application**

If the applicant needs to apply for a visa to participate in the Internship, the Secretariat, the applicant, the Mayors for Peace Executive City/Member City under the administration of a Lead City/peace-related organization will work together to ensure that the applicant can successfully obtain a visa.

## **10. Expenses**

The HPCF shall cover the expenses stated in (1)-(3) below. The expenses shall be paid, in principle, in Japanese Yen, except for airplane tickets, accommodation, and overseas travel insurance that are provided in kind. The other expenses shall be covered by the intern, including transport and lodging fees in cases the intern has, for personal reasons, changed their travel route or itinerary from the one the Secretariat suggested.

### **(1) Fees related to transport to and from Hiroshima**

Expenses between a major international airport located in the region of the applicant's member city and Hiroshima City

### **(2) Daily allowances**

Daily allowances shall be paid based on the Hiroshima City ordinance (about 4,400 JPY per day for the number of days in Hiroshima).

### **(3) Accommodation**

The Secretariat shall designate and provide accommodation for the interns during the internship.

### **(4) Overseas travel insurance**

The overseas travel insurance package covers medical expenses, etc. incurred during the internship as follows:

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|----------------------------|----------------|
| a. Accidental Death:       | 10,000,000 JPY |
| b. Accidental Disability:  | 10,000,000 JPY |
| c. Death from Illness:     | 10,000,000 JPY |
| d. Compensation Liability: | 10,000,000 JPY |
| e. Treatment for Injury:   | 3,000,000 JPY  |
| f. Treatment for Illness:  | 3,000,000 JPY  |
| g. Rescuer's Expenses:     | 3,000,000 JPY  |