

PCA-ICCA INTERNSHIP PROGRAMME

The PCA-ICCA internship programme provides law students and law graduates with the opportunity to participate in the activities of the International Council for Commercial Arbitration (ICCA) as conducted in cooperation with the Permanent Court of Arbitration (PCA) in The Hague, The Netherlands. Internships are offered to individuals with excellent academic records, to provide both work experience and the opportunity to participate in the preparation of academic publications and outreach projects in the field of international arbitration.

Interns will be expected to participate in the regular functioning of ICCA operating in cooperation with the PCA. Responsibilities will include both legal research and organizational tasks, including work on ICCA publications and ICCA projects. Interns will in principle not be involved in arbitration case work conducted under the auspices of the PCA. Interns will be provided with access to a computer and an email address. They will also have access to the ICCA library, the renowned Peace Palace law library and various electronic legal databases.

The internship programme operates on an annual cycle of three terms of three months each. The term schedule is as follows:

- Term 1 - January through March
- Term 2 - April through June
- Term 3 - October through December

Internships usually begin on the first day of the month in which the term commences and conclude on the last day of the month in which the term ends. By agreement, Term 1 may commence in the second week of January and conclude in early April.

Requirements

Applicants must at a minimum be qualified to enter the final year of their law degree (JD/LLB equivalent) or have graduated with a law degree. The programme is also open to those who have exceeded these requirements (e.g., LLM graduates or practitioners). Applicants must be fluent in English or French.

Application procedure

There is no application form. Applicants are required to submit a letter of application, supported by:

- (1) a curriculum vitae (with contact details incl. email address and telephone number);
- (2) a letter of recommendation by a law professor or senior professional;

- (3) an academic transcript; and
- (4) (for non-native speakers) proof of proficiency in English or French (the PCA's two working languages).

Applications may be submitted via email to: internships-stages@pca-cpa.org.

Applications are due at least 4 months before the start of the term for which is being applied; ICCA-PCA will endeavour to send a decision (by email) no later than 3 months before the term for which is being applied.

Conditions

Neither ICCA nor the PCA is able to provide interns with any remuneration or reimbursement for expenses incurred during the internship. Accordingly, applicants must have the necessary resources or other financial support for the duration of the term for which they have been selected. They will not become ICCA Foundation or PCA staff members and neither the ICCA Foundation nor the PCA accepts any responsibility for costs arising from accidents and/or illness incurred during an internship. Interns will therefore be responsible for organizing their own health and other insurance (proof of which will be required before commencement of a term). Interns are also responsible for organizing their own transport to and from The Hague, visa, accommodation and living expenses.

ICCA/PCA sets no citizenship requirements. However, applicants are strongly advised to contact the Netherlands Embassy or Consulate in their country of residence or to consult the website of the Dutch Immigration Service (www.ind.nl) for information about visa requirements for stays in the Netherlands.

Interns will work from the ICCA Publications offices under the auspices of the PCA at the Academy Building, Peace Palace, The Hague, and will report directly to PCA-ICCA Publications staff.

Extended description of activities

Examples of the kinds of activities in which an intern will participate are as follows.

Publications. Interns may assist with research, fact-checking and cite-checking of ICCA Publications.

Young ICCA. Interns will participate in: gathering resources and know-how for use by Young ICCA members; updating the Young ICCA website; and assisting with the organization and hosting of Young ICCA workshops and seminars.

Ad hoc ICCA projects. New projects (both publication-, research and outreach-related) are undertaken by ICCA on an ad hoc basis. Interns will assist with research, organizational, website and other activities in connection with such projects.