

The TSU Inventory Internship Regulations

IGES Regulation No. 18
Established on 13 December 2003
Amended on 1 April 2013

Chapter 1 General Provisions

Article 1 (Purpose)

These regulations set out the conditions and procedures, based on Article 63 of the Articles of Incorporation of the Institute for Global Environmental Strategies (hereafter referred to as IGES), for accepting TSU Inventory Interns, who are young experts with a background related to national greenhouse gas inventories at the Technical Support Unit of the Institute for Global Environmental Strategies (hereafter referred to as TSU) for the National Greenhouse Gas Inventories Programme of the Intergovernmental Panel on Climate Change (IPCC NGGIP).

Article 2 (Aims of the TSU Inventory Internship Programme)

The TSU Inventory Internship Programme aims to provide young scientists with opportunities to familiarise with the IPCC work on methodologies for national greenhouse gas inventories as well as to contribute to the work of TSU through applied studies in relevant inventory-related science.

Further objectives are:

- (1) To support national inventory activities, in particular those of developing countries and countries with economies in transition, through dissemination of the IPCC methodologies for greenhouse gas inventories.
- (2) To identify and fill gaps in the science/data/information with a view towards contributing to the future revision of the IPCC Guidelines.
- (3) To broaden a network of inventory experts that will be a great asset to the IPCC-NGGIP.

Article 3 (The Qualifications of participant)

The participant of the TSU Inventory Internship Programme (hereafter referred to as TSU Inventory Intern) shall be an expert with a background related to GHG inventories, who

- (1) Has a master or equivalent degree relevant to the work,
- (2) Is in a health condition that would not hinder research activities, and
- (3) Has a good command of English.

Article 4 (Recruitment)

TSU Inventory Interns shall be selected from among young scientists who possess abilities required for the performance of job through the following procedures;

(Selection Procedures)

- (i) Essentially, recruitment of the TSU Inventory Intern shall be carried out through the announcement on website with a one-month period of call for applications. Information on vacancies will be disseminated also through other possible channels to ensure the broad access.
- (ii) Each applicant must submit his/her Curriculum Vitae and a brief proposal of research he/she wishes to undertake (maximum one page).
- (iii) The TSU and IGES Secretariat will evaluate CVs and research proposals, and select several potential candidates.
- (iv) The TSU and IGES Secretariat will interview the selected candidates to identify the best candidate(s). (The interview will be done by telephone.)

- (v) The selected candidate(s) will be requested to elaborate the detailed research proposal in consultation with the TSU.
- (vi) After the evaluation of the detailed research proposal, the Chair of the Board of Directors of IGES (hereafter referred to as the Chair) shall make the decision on successful candidate, based on the recommendation of the TSU.

Article 5 (The training supervisor)

1. The Head of the TSU will supervise TSU Inventory Interns and provide guidance for their research works during the term of their internship.
2. The supervisor shall take into account the aim of these regulations in order that the training shall be smooth and meaningful.

Article 6 (Duties)

1. The TSU Inventory Interns shall engage in the research works assigned by his/her supervisor, having submitted an oath (attached format of the TSU Inventory Internship Regulations) to the Chair, and shall follow the directions given by the supervisor stipulated in the previous articles and shall make sincere efforts to produce the best results of the TSU Inventory Internship.
2. TSU Inventories Interns shall submit the report on their achievements at the end of their terms to the Chair.

Article 7 (Term of internship)

The term of the internship shall be basically six months. However, this can be modified based on a decision by the Head of the TSU.

Chapter 2 Working Regulations of the TSU Inventory Interns

Article 8 (Working hours)

1. Working hours and other conditions for TSU Inventory Interns shall be determined by the Head of the TSU in line with the Regulations on Working of IGES.
2. Essentially, TSU Inventory Interns shall work based on the flex time working hours in accordance with the Flex time Working Hour Contracts set out in the Article 7 paragraph 3 of Regulations on Working of IGES.
3. If some part of the working hours is unfulfilled at the end of the settlement period, it will be calculated by a unit of an hour and will be added to the required working hours of the following month. As stipulated in Article 11 “Annual vacation and Leave” of these TSU Inventory Internship Regulations, unfulfilled working hours will be regarded as leave by a unit of an hour.

Article 9 (Days off)

Days off shall consist of the days stipulated in Article 9 of the IGES Regulation on Working.

Article 10 (Special leave)

The Head of the TSU may grant TSU Inventory Interns special leave when they come under one of the cases stipulated in the classification column in the table in Article 15 of the IGES Regulation on Working. The number of days granted to each case shall be decided by the Head of the TSU in relevance to which is specified in the table mentioned above.

- Article 11 (Annual vacation and leave)
1. One day leave per month will be given to TSU Inventory Interns. Such leave may be given in the unit of a day or hour. Eight hours shall be counted as one day when the leave will be given in the unit of an hour..
 2. Leave will be given on the basis of the notice of request filed by the TSU Inventory Interns; provided, however, that the Head of the TSU reserves the right to change timing if it deems that the requested timing would interfere with the normal operation of its business.
- Article 12 (Procedures for leave)
- Procedures for annual vacation and leave will follow the ones specified in the Article 16 of the IGES Regulation on Working.
- Article 13 (Overtime and holiday work)
1. The Head of the TSU may issue to TSU Inventory Interns instructions to work after their normal working hours or on weekly holidays or holidays if such work becomes necessary due to temporary business requirements.
 2. Instructions to work overtime or on a holiday shall be given by the Overtime/Holiday Work Order Register (Form No. 4 of the IGES Regulation on Working).
- Article 14 (Transfer of holidays)
1. In giving instructions to work on a weekly holiday or holiday to any TSU Inventory Interns pursuant to the preceding Article, the Head of the TSU shall give TSU Inventory Interns a replacement holiday in substitution in accordance with the Article 11 of the IGES Regulation on Working.
- Article 15 (Attendance)
- TSU Inventory Interns must indicate the time they report to and leave work following the Article 18 of the IGES Regulation on Working. In this case, the respective head in the Regulations shall be the “Head of TSU”.
- Article 16 (Absence)
1. TSU Inventory Interns shall, if they fail to work during their working hours without obtaining an order or permission for temporary retirement, complying with formalities for taking leave or vacation, or in violation of a work order, be treated absent.
 2. TSU Inventory Interns who intend to be absent must follow the procedure stipulated in Article 20 of the IGES Regulation on Working.
- Article 17 (Leaving early)
- TSU Inventory Interns, who intend to leave their assigned posts temporarily during their working hours or leave office early, must obtain permission to do so from their supervisor.
- Article 18 (Product ownership)
- Ownership of all copyrights of products made by the TSU Inventory Interns during the course of his/her internship shall belong primordially to IGES or IPCC NGGIP.

Article 19 (Prohibited acts)

TSU Inventory Interns shall not engage in any of the following acts:

- (1) To discredit IGES, or compromise its interest;
- (2) To disclose trade secrets of IGES. This provision shall remain in place in the event of the termination of employment for any cause;
- (3) To receive any entertainment or gift in connection with official duties;
- (4) To undertake other employment or activities without prior permission of the Chair;
- (5) To disrupt order of IGES or discipline of workplace.

Article 20 (Confidentiality)

The TSU Inventory Interns shall not disclose to outside parties, nor use for their own purpose or otherwise for the purpose of any other party, any confidential information obtained from IGES and the IPCC during the course of, or even after the termination of the TSU Inventory Internship, without the express permission of IGES or the IPCC.

Article 21 (Termination of internship)

The Chair reserves the right to terminate the TSU Inventory Internship at any time for any of the following reasons:

- (1) The TSU Inventory Intern himself/herself expresses the wish to discontinue the internship;
- (2) When an intern's service record or ability is so poor that the TSU Inventory Intern is deemed unqualified as an TSU Inventory Intern;
- (3) The Chair deems it impossible or inappropriate for the internship to continue due to the condition of the intern's health or for any other reason;
- (4) When the Institute retrenches or dissolves its undertakings of the TSU due to causes beyond its control;
- (5) When there is any other event deemed similarly compelling as the foregoing.

Article 22 (Damage compensation)

IGES reserves the right to claim compensation from the TSU Inventory Interns for the whole or part of any damage caused to IGES by the TSU Inventory Interns through intent or serious negligence.

Chapter 3 Travel Expenses of the TSU Inventory Interns

Article 23 (Travel order)

1. Depend on the experience/background of a TSU Inventory Interns, he/she may receive a travel order from the Chair for the business trip which is related to the research activities and meets purpose of the TSU Inventory Internship, or for the needs of the TSU activities, in accordance with the procedure set out in Article 3 and 4 of Regulations on Travelling Expenses of IGES.
2. TSU Inventory Interns who have received a travel order in the preceding paragraph shall be given traveling expenses according to the Article 9-14, 18 (domestic travelling expenses) and 19-22 (international traveling expenses) of the IGES Regulations on Travelling Expenses.
3. The classification relevant to the Research Associates B is applied to the TSU Inventory Interns for the schedule 4 of the IGES Regulations on Travelling Expenses.

4. For domestic business trip, the upper limit of total travel expenditure is calculated as JPY20,000 times total number of months that the Inventory Interns stays in Japan for the internship.

Article24 (Miscellaneous travelling expenses)

Miscellaneous traveling expenses shall be provided, in respect of miscellaneous expenses incurred in the course of a business trip by a fixed amount per diem or the amount of actual expenses incurred.

Article 25 (Change of travelling period)

TSU Inventory Interns shall, if they received a travel order and cannot return on the specified date, obtain approval from their supervisor promptly.

Article 26 (Report of mission)

Upon completion of the travel and its purpose, and to the exclusion of cases where the travel was made in attendance on superior officers, TSU Inventory Interns shall submit a report of mission in writing to the Chair within one week after the return from the travel; provided, however, that any routine or minor matter may be reported orally instead.

Chapter 4 Remuneration of the TSU Inventory Interns

Article 27 (Provisions of allowance)

Provisions of allowance for TSU Inventory Interns that are set out in the Article 28 - 37 of the TSU Inventory Internship Regulations shall be determined by the Chair separately from the Internship Regulations for the IGES and the Regulations on Remuneration of IGES.

Article 28 (Payment of remuneration)

1. In accepting TSU Inventory Interns, IGES will provide them with a prescribed monthly living allowance of JPY300,000 in compensation for necessary living expenses during the term of his/her TSU Inventory Internship. The amount is fixed and no adjustment stipulated in the Regulation of Remuneration of IGES will be applicable.
2. Living allowance shall be calculated from the first through the last day of each month, and shall be paid on the 16th day of the same month; provided, however, that if the 16th day of a month falls on a Sunday or a national holiday as prescribed by the National Holidays Act (Law No. 178 of 1948 of Japan), payment shall be made on the 17th day; and provided, further, that if the 16th day falls on a Saturday, payment shall be made on the 14th day if the month is September, and on the 15th day in any other month.
3. Remuneration may be paid by bank transfer at the request of a TSU Inventory Intern.
4. In a case in which his/her term as TSU Inventory Internship does not start from the first day, or does not end the last day of a month, the amount of the living allowance shall be calculated on a daily basis by subtracting the amount that JPY10,000 multiplied by the number of days that are not included in the contract term.

- Article 29 (Commuting allowance)
A commuting Allowance will be paid to TSU Inventory Interns in accordance with Article 16 of Regulations on Remuneration of IGES.
- Article 30 (Welfare benefits)
1. IGES will not provide TSU Inventory Interns with health insurance, pension, unemployment insurance, or labour accident compensation. However, IGES will defray the cost of any injury, disease, death, etc, that occurs to the TSU Inventory Intern while he/she is engaged in IGES business, provided that the sum of that expense shall fall within the range of the injury insurance that is held by IGES. Dependants are not insured under this policy.
 2. A TSU Inventory Intern from abroad shall be responsible for obtaining overseas travel accident insurance provided by third party, before his/her departure to Japan to report for their duty, for injury and sickness to cover medical expenses for injury or disability that may occur during his/her stay in Japan. In obtaining such insurance, he/she needs the agreement by IGES on the details and the price/premium of the insurance in advance. The actual amount for purchasing health insurance shall be defrayed by IGES. Any insurance for dependants shall not be defrayed by IGES.
- Article 31 (Housing allowance)
1. IGES will provide accommodation basically in the IGES headquarters building, inclusive utilities of electricity and water, for TSU Inventory Interns.
 2. Housing allowance will be provided to a TSU Inventory Intern (limited to heads of household) who will not stay at the IGES accommodation but will rent a house or apartment in accordance with Article 15 of Regulations on Remuneration of IGES.
- Article 32 (Travel allowance for reporting to IGES for the first time)
1. Travelling expenses, consisting of terminal expenses in Japan and air fares (cheapest available economy class ticket for the most economical route) in accordance with Clauses 2-5 of Article 5 of the IGES Regulations on Travelling Expenses, will be provided to report for duty for the first time to IGES.
 2. Fixed amount of daily allowance per night (JPY5,000) for the period consumed for travelling to report to IGES for the first time shall be provided by IGES.
- Article 33 (Moving Allowance):
Moving expenses shall be subsidised by IGES for the initial international move to Japan. The amount will depend on the following conditions:
- (i) with dependants: JPY200,000 yen
 - (ii) without dependants: JPY100,000 yen
- Article 34 (Family Allowance)
Family allowance by a fixed amount, set out in Article 13, paragraph 2 of the IGES Regulations on Remuneration, shall be provided for the TSU Inventory Interns accompanied by one or more dependants during his or her internship in Japan.
- Article 35 (Travelling expenses after completion of the TSU Inventory Internship)
The travelling expenses, consisting of terminal expenses and air fares (cheapest available economy class ticket for the most economical route) between the current place of work and the new place of residence, will be provided after completion of the TSU Inventory Internship, provided that the travel accompanying the completion of the internship will be made within one week from the day following the end of the TSU Inventory internship.
- Article 36 (Miscellaneous traveling expenses)

Miscellaneous traveling expenses shall be provided by the amount of actual costs incurred for foreign exchange fees, entry/departure taxes.

Article 37 (Other expenses)

IGES will defray any expense that may occur in association with the TSU Inventory Interns carrying out his/her training when the Chair decides it is necessary, other than the expenses stipulated in Articles 27 to 36 above.

Chapter 5 Others

Article 38 Remaining details concerning the regulations of the TSU Inventory Internship except for the matters stipulated in the articles above will be determined based on the regulations of IGES.

Oath

1. I hereby pledge that during my participation to the TSU Inventory Internship Programme at the Technical Support Unit (hereafter referred to as TSU) of the Institute for Global Environmental Strategies (hereafter referred to as IGES), I will make all efforts necessary to produce the best results of the internship and fulfil the expectations of IGES, whilst abiding by the following regulations:
 - (1) To abide by the Japanese laws
 - (2) To follow all instructions given by IGES, and to abide by IGES regulations and TSU Inventory Internship Regulations
 - (3) To take care of myself and my health during the term of the internship
 - (4) To inform IGES immediately of any change in address or other personal circumstance during the term of the internship
 - (5) Not to disclose to outside parties, nor use for my own purpose or otherwise for the purpose of any other party, any confidential information obtained from IGES and the National Greenhouse Gas Inventories Programme of the Intergovernmental Panel on Climate Change (IPCC NGGIP) during the course of, or even after the termination of the internship, without the express permission of IGES or the IPCC NGGIP .
 - (6) To recognise that ownership of all copyrights of products made by me during the course of my internship shall belong primordially to IGES and/or IPCC NGGIP.
 - (7) To submit to measures taken by IGES to claim compensation for the whole or part of any damage caused to IGES by me through intent or serious negligence
 - (8) To respect directions given by my training supervisor at IGES concerning matters that may not have been stipulated in this oath or in any other contract drawn up with IGES concerning the internship, and to follow these directions.

2. I understand that my TSU Inventory Intern status may be removed by the Chair should I violate any of the above regulations, or if the Chair judges it improper or impossible to continue the internship for reasons of health or any other reason, and I shall accept this without complaint.

Date:

To the Chair of the Board of Directors of
The Institute for Global Environmental Strategies:

TSU Inventory Intern: (Name) (seal or signature)

(Address)

(N.B. This oath is a standard form, and some parts may differ slightly in certain cases)