

CCB's Internship & Volunteering Protocol

For internships within the CCB Secretariat

Purpose and Objectives

- To provide students and early career professionals with an opportunity to gain experience in the specific areas of CCB's work at the international Secretariat.
- To provide an understanding of the importance of promoting the protection and improvement of the environment and natural resources of the Baltic Sea Area.
- To provide an understanding of the value of participation in environmental protection work and engaging people to become part of the solution instead of part of the problem.

Qualification and Selection of the Applicant

- The applicant shall be a student or early career professional of natural sciences with interdisciplinary background, environmental advocacy, environmental communication, environmental law, environmental psychology or similar field relevant to CCB's activities.
- The applicant must be in good academic standing or be able to demonstrate equivalent and relevant experience.
- If conducted in-person, the applicant must have the right to reside and work in Sweden for the full duration of the Internship. The Secretariat will not assist in applying for visas or altering the visa status of applications but will provide, where necessary, documentary evidence required for students under Swedish Immigration rules.
- Remote internships are offered to those residing in the Baltic Sea Region countries.
- The applicant will preferably have demonstrated interest in organizational activities through participation in CCBs' activities or social media.

- Recommendations by his/her present or former employers/preceptors, and/or college faculty, or Dean are welcomed.
- Selection of the applicant shall be the joint decision of the international Secretariat employees and additional staff from member organisations as needed.

Internship Schedule and Activities

- Internships will be for a period of at least three months but not more than six months. Part- and full-time internships are available.
- The internship shall consist of XXX hours of training time extending over a period of XXX working weeks (t.b.d.).
- At the outset of the internship at the CCB's Secretariat, the intern shall attend an orientation meeting with a staff member responsible for the internship.
- Each intern is paired with a supervising staff member who provides mentorship and regular feedback. Together, they develop a learning plan that sets goals for skills development, project involvement, and expected outcomes.
- The Intern will attend relevant meetings of secretariat staff, and external meetings which the responsible staff member deems to be appropriate.
- When feasible, the intern will attend meetings involving outside agencies, organizations, and other groups having a bearing on the membership responsibilities of the staff. Visits to other organizations may be scheduled as time permits.
- Emphasis will be given to on-the-job training aspects of the internship. The training schedule and assignments will be patterned to permit the intern to pursue, in-depth, those activities within the division which he/she is most interested in.
- Intern performance and learning progress will be reviewed at least once during the internship and summarised in a closing evaluation meeting. CCB encourages interns to seek academic credit from their home institutions when possible.

Financial Conditions

- CCB is not able to pay for the practice, so any internship is considered as a voluntary commitment. The intern must him/herself take care of accommodation and supply for the period of internship. Although CCB internships are voluntary and unpaid, they are designed to provide meaningful professional and personal development.
- CCB can however cover travel costs connected to external meetings subject to prior approval.
- The internship does not guarantee further employment at the CCB's Secretariat.

Educational Objectives

Upon completing the internship, the intern will:

1. Gain a solid understanding of **CCB's mission, structure, and approach** to international environmental advocacy in the Baltic Sea region.
2. Deepen their understanding of **current environmental challenges** in the Baltic Sea and contribute to discussions and ideas on how to address them.
3. Develop **practical skills** in research, communication, data analysis, or policy work — depending on the focus of the internship
4. Strengthen their **teamwork, intercultural communication, and project coordination** abilities through daily collaboration with CCB.
5. **Reflect on their personal growth, achievements, and contributions** during a final evaluation meeting with their supervisor.
6. **Receive a Certificate of Completion** from CCB recognising their successful participation and contributing to the organisation's work.



Non-disclosure & confidentiality agreement

All data, materials, knowledge, and any other sensitive information generated through, originating from, or having to do with Coalition Clean Baltic or persons associated with our activities, including Member Organizations – external partners & stakeholders - donors, is to be considered privileged and confidential and is not to be kept or disclosed to any third party.

The signatures signify an agreement with the terms stated in this protocol/agreement.

Intern/Volunteer signature

Full Name	Date and Place	Signature
_____	_____	_____

CCB Supervisor – Job title / Executive Secretary signature

Full Name	Date and Place	Signature
_____	_____	_____