



Organizacion de Ids Estados Americanos
Organizagao dos Estados Americanos
Organisation des États américains
Organization of American States



December 30, 2008

Dear Ms. Natividad,

I am pleased to confirm your Internship with the Inter-American Committee on Ports during the **2009 Winter/Spring Session of the OAS Student Internship Program (January 27th – May 8th)** and to welcome you to the Organization of American States.

The official starting date for the Winter/Spring Session will be January 27th, 2009. On that date you will be required to visit the Department of Human Resources (1889 "F" Street, N.W. – Ruben Dario Salon, GSB 890) at 9:00 a.m., in order to complete your Internship Agreement and receive a general briefing on security issues and the mandatory cycle of Interns' Meetings. These meetings which are geared to providing interns with an overall overview of OAS activities will take place on Thursdays at 10:00 a.m. and will last one hour approximately. ***Diplomas will be awarded only to interns with satisfactory performance who have participated in at least 80% of the meetings.*** The minimum requirement for part-time interns is 20 hours per week. If you are in that situation, please make the necessary arrangements with Mr. Danner Moscoso, who will be your internship supervisor. Make sure your schedule includes the days in which the meetings will take place.

It is important to note that interns are expected to complete the whole period/number of hours, as specified in their Internship Agreements. Further, interns cannot accept any other offer/work in the General Secretariat during the Session of the Internship for which they have signed.

As you were informed, ***the OAS Student Intern Program is without stipend or payment/remuneration of any kind.*** Its purpose is to provide interns with non-remunerated work experience or assistance to satisfy credit requirements, where applicable. Interns who qualify for academic credits should submit their universities/colleges' requirements, and advise if a written statement from the OAS will be necessary.

~~Rosa Maria Barreiro~~
Director

Department of Human Resources

C.c. Danner Moscoso