



**Global
Diversity
Foundation**

A world of difference

GLOBAL DIVERSITY FOUNDATION INTERNSHIPS AND SUPERVISIONS

GUIDANCE FOR STAFF AND PROSPECTIVE INTERNS AND STUDENTS

Recruitment

Interns (including students) are recruited in broadly the same way as other GDF employees. Proper consideration is given to how their skills and qualifications fit with the tasks they will be expected to fulfil.

Recruitment should be conducted in an open and rigorous way to enable fair and equal access to available internships. Interns are required to submit a CV and covering letter to info@global-diversity.org. These will be transmitted to the relevant GDF team. The intern will be informed of the availability or not of internships within 2 weeks of their submission. If positions are open, and the intern's CV and covering letter demonstrate a good fit for GDF, a voice/video interview with relevant GDF staff will be organised.

Students (undergraduate and post-graduate)

Students will be required to submit a 1-page project proposal (or a travel grant application, see below and Appendix 3) alongside a short covering letter and their CV. GDF staff will carry out a review to ensure that the student's research objectives coincide with the objectives of the GDF programme in question. Undergraduates are invited to submit applications for desk-based research and literature reviews.

Agreement

The relationship between GDF and interns is governed by a formal agreement. A template for this agreement is included in Appendix 1. This agreement should include:

- The length and dates of internship;
- The main duties and expected outputs of the intern;
- The specific project(s) the intern is expected to contribute to and how their contribution fits in with the GDF Morocco programme objectives (background information on the project should be appended to the agreement);
- The terms and conditions of the contract including potential compensation, expenses, copyright, and ethics; the intern will be expected to agree to GDF's Publications Policy (Appendix 2);

Financial support

Unless explicitly included in a dedicated budget line, GDF does not offer salaried remuneration for interns or students.

Travel grants

Pending available funding, post-graduate students may apply for a travel grant of up to £1,000 for their fieldwork. This grant may cover international travel, local transport and

subsistence, as well as a few other related items. The application form and budget is available in Appendix 3.

Induction and Treatment

At the start of their internship, interns will receive an initial induction from a GDF staff member. They will be introduced to the staff, roles, projects, organisational values, and team communications and management systems. This induction can happen in person or through an online voice/video meeting.

During their time with GDF, interns are treated with exactly the same degree of professionalism and duty of care as regular employees. They should not be seen as 'visitors' to the organisation, or automatically assigned routine tasks that do not make use of their skills.

Supervision and Training

GDF staff will provide support, mentorship, supervision and feedback through a final performance review.

Based on their interests and research objectives, students will be assigned an individual supervisor selected from the GDF team. Should students be involved in fieldwork, GDF will provide support for local logistics and, if necessary, translation. Further guidance for students wishing to undertake fieldwork in GDF regions of work is provided under Appendix 4.

Interns will be invited to participate in any relevant training opportunity organised by GDF during their internship. Nevertheless, GDF is a small organisation with few staff members, so interns are expected to be highly self-motivated and to make their needs in terms of support and supervision explicit to staff members.

Reference and Feedback

On completion of the internship, GDF will provide interns with a reference letter detailing the work they have undertaken, the skills and experience acquired, and the content of the formal performance review conducted at the end of the internship. Interns are offered the opportunity to give feedback on their experience in an exit interview, giving GDF the opportunity to reflect on its own performance in delivering the internship.

Appendix 1: Formal internship agreement template

Dear [intern name]

As [position of signatory] of the Global Diversity Foundation (GDF), I would like to engage you as an intern for the period [dates].

Terms of Reference

Reports to: [GDF staff member names]
Coordinates with: [GDF staff member names]
Collaborates with: [GDF staff member names]
Start date: [date]

Key Activities of the Intern/student

Intern/student contribution to GDF regional programme and specific projects

Internship Period

Financial support

[See GDF Fieldwork Travel Grant Application Form, which will be annexed to the present agreement]

Copyright

Content developed under the contract becomes the intellectual property of GDF, but should always acknowledge [intern/student name] authorship. Excepting details or strategies identified as confidential, content developed by [intern/student name] for GDF should remain available to their for use in their portfolio and as a basis for their own future work, always crediting GDF or the named source and acknowledging GDF's ownership of the material. [Intern/student name] commits not to use material developed in ways that can reasonably be imagined to be the detriment of GDF or its partner communities and institutions. If in doubt, s/he should consult with the GDF directorate.

Code of ethics, risk assessment and conduct

All work should comply with the laws of [intern/student country]. GDF is committed to conducting its work following the ISE (International Society of Ethnobiology) Code of Ethics, available online at ethnobiology.net/code-of-ethics/code-in-english/. [Intern/student name] is asked to do the same, insofar as the Code of Ethics is relevant to her work with GDF.

Interns/students are expected to carry out their own risk assessment for travel and fieldwork, according to the practices and principles of their institution. They will be expected to organise their own travel and accident insurance, either privately or through their home institution. While we will do what we can to support the intern/student during their fieldwork, GDF is not liable for intern/student safety while in the field. This responsibility is held by the individual intern/student and their home institution.

This letter, once signed by both parties, shall comprise the agreement between you and GDF. Please note that the minimum notice required is one month for either party to terminate the contract. If you wish to accept this internship, please sign two copies of this letter below to confirm your agreement with the terms of this consultancy contract, and return one copy for placement in the GDF archives. You may keep the second copy for your records.

Yours sincerely,

Appendix 2: GDF Publications Agreement

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The aim of this publications policy is to ensure that (a) publications produced under the GDF-MBLA Morocco Programme duly recognize the input of all participants in the research, including past research projects, and the teamwork involved in producing innovative and publishable data, (b) authorship of any given publication reflects accurately the effort of each participant in the production of the publication, (c) data collected in GDF and MBLA projects is published and communicated to a broad audience and (d) support is provided for colleagues seeking to obtain advanced degrees and further their careers.

This publications policy pertains to all individuals carrying out research (or having carried out research in the past) that is or was (a) fully or partially funded by projects managed by GDF and MBLA and/or (b) significantly facilitated by GDF and/or MBLA, i.e. where the research would not have been possible without the support of at least one of these institutions.

The policy pertains to data collected under all GDF projects of the Mediterranean Regional Programme. The policy also covers the use of videos and photos produced during these projects.

1. Informed consent and participation

In order to ensure high quality publications, efficient and amicable teamwork, and the full realization of the potential of data collected under GDF and MBLA projects, communications and a participatory approach to publication are essential. It is therefore a requirement that all team members who are planning to publish on the data they are collecting or have collected inform the rest of the team, including community researchers (CRs). If the data is particularly sensitive, e.g. pertains to traditional knowledge or potentially conflictive situations, it is important to also obtain the informed consent of the individuals who were involved in the research (interviewees), or in exceptional cases¹, the whole community, through its legitimate authorities, prior to publication.

The initial information regarding a proposed publication is to be circulated by email – and orally in the case of CRs – to the entire team, in a timely manner, i.e. giving enough time to team members to comment on the proposed publication and/or to raise any issues concerning it. This means that the notification of such a publication should be given during planning stages, and it should include a summary/abstract as well as a schedule for drafting and submission.

Once a publication exists in final draft form, it is circulated to all team members by email (or described orally to CRs), who have 1 week to respond, either to provide significant input (see point 3 below) or minor suggestions and edits. In the case of presentations at conferences or seminars, the presenter will circulate their abstract and/or presentation to all team members at least 3 weeks prior to the event.

2. Data ownership

In the interests of developing new knowledge and supporting grassroots efforts to support livelihoods and biodiversity conservation, data collected is to be shared amongst team members as requested. An online platform will be established to share this data. However, the individual(s) who have collected and subsequently analysed the data have ownership of the

¹ Exceptional cases will be determined by the GDF directorate (see below).

data, hence they have absolute priority in the development of publications using this data. Their prior consent must be sought if another team member wishes to use the data for their own research or publication purposes, and an amicable agreement regarding the resulting co-authorship will be reached. If such an agreement is not possible, the data cannot be used.

In the case of data that is fully and equally owned by more than one member of the team, they collectively hold the rights to that data. Ideally they would collaborate equally on its publication; however if one individual leads the process, they will be lead author. Should a third team member wish to use this collectively owned data, all individuals with rights to the data have to give their consent.

3. Authorship and co-authorship

The lead author of the publication is the individual who has implemented the majority of the analysis, structuring and writing of the publication. In cases where the efforts are shared *exactly* equally, the authors involved will decide amicably who will be lead author, for example by highlighting that both authors contributed equally through the use of an asterisk, while tossing a coin to decide the order of the names. Alternatively, authors could request the advice of the GDF directorate². Author order gives priority to PhD students who require publications to complete their doctorates, or to colleagues who are seeking a specific position or promotion to further their careers. Community researchers should be actively encouraged by other members of the GDF/MBLA team to contribute to publications as co-authors, through a thorough process of consultation and participation on the drafting of papers.

Co-authorship is provided on the basis of significant input into the publication in question, i.e. either as a result of the co-development of the publication concept, collaborative data collection, significant input into data analysis, and/or significant editing and suggestions made to the manuscript. Cosmetic or language edits and minor suggestions, i.e. suggestions that do not alter the overall concept, analysis or argument of the publication, do not qualify for co-authorship. Furthermore, acquisition of funding, collection of data, or general supervision of the research group, alone, does not usually justify authorship.

4. Credit and acknowledgements

Global Diversity Foundation and/or Moroccan Biodiversity and Livelihoods Association will be credited and acknowledged in publications that build on data collected under projects managed by one or the other. The donor must also be credited and acknowledged. Any team member who has supported the process of data collection, analysis and/or writing, even in a minor way, should be acknowledged, with their consent.

5. Choice of publication venue

The lead author, in consultation with co-authors, will propose the target publication, taking into account factors such as impact factor, access and desired audience. Peer-reviewed publications, which require that the material has not been published before, they are the preferred venue for publication. However, once the material has been published in a peer-reviewed publication, it can be used in other, non-peer-reviewed venues, either by the author or with the author's consent. In all future GDF projects, a budget item related to costs of publication will be included; GDF and MBLA staff and consultants should submit requests for inclusion of such costs as project budgets are being drafted.

² The GDF directorate is composed of GDF Director Gary Martin and Regional Programmes Director Emily Caruso.

Appendix 3: GDF Fieldwork Travel Grant Application Form

Interns or students planning to travel to GDF fieldsites in its regions of work are welcome to apply for a modest travel grant. This will be awarded following a selection process and pending available funding.

Prior to filling and submitting this form, please:

- (1) Visit the GDF website – www.global-diversity.org - to ascertain which regional programme and specific project you wish to contribute to;
- (2) Contact one of our staff members to explore potential synergies between your proposed research and current GDF projects and activities.

Note that students applying for a GDF Fieldwork Travel Grant will be expected to submit the completed application form, a covering letter and a CV. You are not required to submit an additional 1-page project proposal if you are applying for the travel grant.

GDF TRAVEL GRANT APPLICATION FORM

Name:

Date of Birth:

Nationality:

Languages spoken:

Home institution:

Current degree:

Dates of fieldwork (even if provisional):

Project title:

Summary of proposed project (500 words max):

Please include research objectives, questions, methods (including proposed methods of data analysis), and your basic theoretical framework. Please also include a few sentences on ethical considerations.

Contribution to GDF regional programme objectives (250 words max):

Please describe how you expect this fieldwork to contribute to the objectives and outcomes of the GDF regional programme.

Amount requested (Max. £1000/€1,200):

Budget:

Please include a budget for your expenses using the following table.

Item	Total Cost	GDF funding	Comment
International Flight			
National travel			Please contact a member of staff to estimate national travel and subsistence costs for your fieldwork, as well as to discuss the need for a translator, how much time a translator may be required, and their fees and costs.
Subsistence			
Translator: honoraria, travel and subsistence			
[Other costs]			Please include any other costs, including Visa, etc.
Total		[Max £1,000]	Please let us know how you plan to co-fund the fieldwork, if relevant.

Appendix 3: Guidance for fieldwork internships

Existing agreements

In its countries of work, GDF has entered into Memoranda of Understanding with local authorities, cooperatives and organisations. The intern will be expected to familiarise themselves with these agreements (they can be requested from a member of GDF staff) and respect them.

If existing agreements are inadequate for an activity proposed by the intern, the latter should discuss with GDF staff the scope for revising such an agreement. As a general rule, the development or revision of formal institutional agreements is usually subject to considerable delay.

Risk assessment and insurance

Interns/ students are expected to carry out their own risk assessment for travel and fieldwork, according to the practices and principles of their institution. Interns/students will be expected to organise their own travel and accident insurance, either privately or through their institution. Individual interns/students or their institutions will be responsible for their safety.

While we will do what we can to support the intern/student during their fieldwork, GDF is not liable for intern/student safety while in the field.

Personal safety

It is possible that field or laboratory work will bring you into contact with chemicals or other hazardous substances. Some chemicals used as killing or fixing agents, or as preservatives are hazardous to the health of those in direct contact with them, because they are flammable, irritant, toxic or have carcinogenic or mutagenic properties. They include chemicals that have been in use for many years in herbaria, research laboratories and in the field (e.g. formalin). When in doubt, consult the Control of Substances Hazardous to Health literature for information on any potentially dangerous substances which you are likely to be using or to encounter when travelling.

Travel

For travel to a GDF country of work, interns and students are expected to consult the website of Moroccan consulate in their country and make any necessary Visa arrangements. If required, GDF can provide supporting documentation, such as invitation letters, for Visa application purposes.

Interns and students, and/or their host institutions, are responsible for their own safety and therefore are required to familiarise themselves with governmental advice from their home country (e.g. the Foreign Commonwealth Office website in the UK) regarding travel to the country where fieldwork will take place, and make appropriate and responsible decisions based on this advice and information.

Ethics

GDF strives to fulfil and exceed the International Society for Ethnobiology's Code of Ethics (See ethnobiology.net/code-of-ethics/). Interns and students are expected to do the same. Violations of this Code of Ethics will result in an immediate cessation of the relationship between GDF and the intern.

Reputation and conduct

The intern's conduct towards colleagues and to the people s/he meets, whether horticulturalists, scientists, administrators, government officials or local people, will reflect on the reputation of GDF and the intern's institution, so an appropriate high standard of professional conduct is expected at all times. If the intern is visiting GDF field sites as part of their internship, s/he must, at first, travel with a GDF staff member or collaborator. If travelling alone, the intern should request a brief from GDF regarding the scope of the visit, the extent of the intern's authority, and any other issues s/he may encounter in the field.

Collection and travel with biological material (from any source)

GDF staff have a special responsibility to uphold the principles and practice of the Convention on Biological Diversity (CBD), the Convention on the International Trade in Endangered Species (CITES) and other national and international legislation concerning the acquisition and transport of biological material. In the case of Morocco, this includes new law #29-05 on the commercialisation of fauna and flora (if relevant, please ask for a copy of this document from a GDF staff member). It is essential that you are familiar with the information in these policies and that your research abides by them.

Should the intern require to take biological material from local collections, CITES and local phytosanitary regulations apply to the transfer of material, whether as a gift, loan or acquisition. Refer to the policy for further information. The intern will be expected to acquire a letter of authorisation signed by the head of the herbarium identifying the collection, reference number(s), intended use, and confirming the use. The intern or their home institution will be liable for any costs incurred for transport of the material.

CITES - the Convention on International Trade in Endangered Species of wild fauna and flora - was established with the aim of controlling and monitoring the international trade in plants and animals considered to be threatened, or likely to become threatened, and affected by such trade.

- CITES controls affect the import and export of a wide range of plant material including:
 - live plants (wild-taken, artificially propagated, hybrids, cultivars, vegetative material);
 - seeds (in some cases);
 - herbarium specimens, preserved material e.g. spirit material;
 - products made from listed species;
 - various parts and derivatives.

Field equipment

The equipment the intern will require obviously depends on the type of expedition and research being planned (aims, location, duration, etc.). Equipment lists will be established in collaboration with GDF staff prior to travel to fieldsites.