

## PROPOSED UPDATES TO THE NPFC SECONDMENT AND INTERNSHIP POLICIES

**Abstract Rev.1:** Edits during FAC07 are reflected in track change and highlighted in yellow.

**Abstract:** As recognized at FAC06 (in paragraph 23 of the FAC06 Report), the process for engaging interns in particular provides little flexibility due to the current requirement to only approve them at a Commission meeting. The revisions to the policy for Secondments and Internships are designed to update these policies in a number of ways:

1. Introduce the requirement to receive a Certificate of Eligibility in a reasonable time frame to allow the Commission to annul an offer,
2. Allow for Secondments, in exceptional circumstances, to occur remotely presuming that they are contributing specific and significant expertise,
3. To maintain the current timing for internships by focusing on the Commission meeting timing but that the approval would be from the Secretariat and allow intake at different times, if appropriated funds remained available.
4. Increase the intern stipend from ¥200,000 to ¥220,000 for new interns.

**Context:** The Secondment and Internship policy has been in place since 2017. It was presented in NPFC-2017-FAC01-WP07 (NPFC Policy on support to Specialist Experts to the Secretariat or Commission). We have had two Secondees (both from Japan) and six accepted applications for interns (1 from China, 2 successful applications from Japan, 1 from Korea, 1 from Chinese Taipei, and 1 successful application from Russia). Two of these candidates (one each from Japan and Russia) did not initiate their internship. The two roles provide incremental capacity to the Secretariat at modest cost – duty travel and a small stipend for interns. The current situation for 2025/2026 is that no intern candidates have submitted a complete package and as such, if the proposed changes are accepted, we would be in a situation outlined in point 3 above of a possible intern starting in the next fiscal year with the review and approval of the Secretariat.

## NPFC SECONDMENT AND INTERNSHIP POLICIES

Updated March 2025

### Secondment Policy

#### *Introduction*

NPFC invites citizens from its member Parties to apply for the NPFC secondment. The period of the secondment is from 1 to 12 months. The secondee will work at the NPFC Secretariat in Tokyo, Japan or in exceptional circumstances, remotely.

#### *Objective*

To assist NPFC Secretariat in setting up new systems and mechanisms, and provide advice on operational matters.

#### *Qualifications of Candidates*

This individual is a senior technical specialist from a Member Party who can assist the Secretariat in the set-up key Commission systems, e.g., data, website, intranet, VMS, science projects, and others.

#### *Period of Secondment*

The period is from 1 (one) to 12 (twelve) months and can be renewed once with the approval of the Commission.

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#### *Guidelines for application and selection procedure*

1. Applicants will apply to the NPFC Secretariat following the procedure described on the NPFC website. Applicants must describe their interests and qualifications in a cover letter, provide a resume delineating their work experience, and submit a reference letter written by the Member's Representative.
2. Applications (including cover letter, resume, and reference letter) must be received by the NPFC Secretariat 60 days prior to the NPFC Commission Meeting. The NPFC Executive Secretary will review applications and transmit his/her recommendation(s) to the NPFC Points of Contact 30 days prior to the NPFC Commission Meeting.
3. The Commission will announce any successful secondee at the Commission Meeting. The NPFC Secretariat staff will contact the secondee immediately after the Commisison Meeting by email, or by phone, or by regular mail to make arrangements with the secondee to assume the secondment.
4. Once selected, a secondee requiring a "Certificate of Eligibility (CoE) and/or a Visa

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for work purposes will have 4 (four) months to successfully receive their documentation. The Secretariat will provide support on the application process but cannot guarantee that the necessary Visa will be authorized by Japanese immigration officials.

#### *Travel expenses*

The seconded may or may not be provided air travel at economy rate subject to discussions and approval of the Executive Secretary.

#### *How to Apply*

1. Provide an introductory letter in English to the Executive Secretary which includes:
  - a. Name and contact details and affiliation with the Member and/or NPFC;
  - b. Interest in NPFC and where technical experience could further assist the Secretariat in setting up or further developing key systems for the Commission.
2. Provide a resume showing academic, work experience and technical qualifications along with copies of diploma and/or any certificate(s) that shows the specialties (certificates/diplomas can be provided in their original language along with a translation to English.
3. Submit two (2) letters of reference from persons knowledgeable of the applicant's qualifications with e-mail contacts for each reference.
4. Indicate the expected period of secondment and intended outputs, noting the initial limit of 12 months.
5. Indicate the acceptance of the terms for remuneration and travel for the secondment.

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c. Resume of work experience, technical and academic qualifications.

#### *Deadline*

All applications must be received in full at the office of the NPFC Executive Secretary 60 days prior to the Annual Session of the Commission.

#### *Review and Approval*

The Executive Secretary will review all applications and provide Representatives, Alternates and Official Contacts a summary and recommendation for consideration at the following Commission meeting through the Finance and Administration Committee. Review and decision will be provided by the Commission. It is envisioned that there would be a maximum of two (2) Seconded at any one time working in the Secretariat.

#### *Starting date of the Secondment*

Date to be mutually agreed upon between the candidate(s) and the Executive Secretary.

## Internship Policy

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### Introduction

NPFC invites citizens from its member Parties to apply for the NPFC Internship Program. The period of the internship is up to six months. Up to two interns per year will be accepted as long as funds are identified in the Budget approved by the Commission. The intern will work at the NPFC Secretariat in Tokyo, Japan. Remote work is not envisioned for this role.

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### Objectives

The NPFC Internship Program has two goals:

1. To help early-career professionals gain experience and knowledge in operations of the Commission, and
2. To increase the capacity of the NPFC secretariat through the presence of an additional professional bringing his/her experience and knowledge.

### Nature of the Internship

The intern works under the supervision of the Executive Secretary and/or his/her designates and may be given a wide variety of tasks:

- Fisheries management;
- Fisheries science;
- Databases;
- Aministrative, meeting coordination, publications; and
- Other NPFC activities delegated by the Executive Secretary.

### Period of internship:

The period is from 1 (one) month up to a maximum of 6 (six) months.

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### Qualifications of Candidates

Applicants must be from NPFC Member, have a minimum of a university degree, the ability to read, write, and speak English, the ability to use computers and the internet, and demonstrated personal initiative.

Applicants must currently be a part of the government or academic sector, a recent graduate, or currently enrolled in school for an advanced degree.

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### Guidelines for application and selection procedure

1. Applicants will apply to the NPFC Secretariat following the procedure described on the NPFC website. Applicants must describe their interests and qualifications in a cover letter, provide a resume delineating their academic and work experience, and submit two professional reference letters.

2. Applications (including cover letter, resume, and two reference letters) must be received by the NPFC Secretariat 60 days prior to the NPFC Annual Meeting. The NPFC Executive Secretary, in consultation with the Science and Compliance Managers, decide upon the successful candidate(s).
3. The **Executive Secretary** ~~Commission~~ will announce the successful intern at the Commission Meeting (assumed to be in March or April). The NPFC Secretariat staff will contact the successful intern immediately after the Annual Meeting by email, or by phone, or by regular mail to make arrangements with the intern to assume the internship.
4. Once selected, an intern requiring a “Certificate of Eligibility (CoE)” and/or a Visa for work purposes will have up to 4 (four) months to successfully receive their documentation. The Secretariat will provide support on the application process but cannot guarantee that the necessary Visa will be authorized by Japanese immigration officials. In that case, the internship would be cancelled to allow for other candidates to be considered.
5. Should an internship opportunity remain available intersessionally (i.e., funds remain available), the Executive Secretary can advertise the opportunity on the NPFC website and engage an intern outside of the regular cycle noted above.

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#### *Financial Support*

NPFC will provide a stipend of 220,000 JPY per month to assist in accommodation and living costs. Commuter costs from their local residence to the Secretariat office will also be provided under the NPFC Commuting Allowance Policy. Travel costs for the intern to move to and from their customary place of residence and the location of the Secretariat in Minato-ku, Tokyo will be at his/her own expense or by home country support. Travel expenses associated with the Intern's work in the Secretariat will be covered by NPFC. The Intern's medical insurance and benefits are not covered by the NPFC Internship Program.

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#### *How to Apply*

The applicant should submit the following to the Executive Secretary by email at [executive.secretary@npfc.int](mailto:executive.secretary@npfc.int):

1. Provide an introductory letter in English to the Executive Secretary which includes:

a. Name and contact details and affiliation with the Member and/or NPFC;

b. Interest in NPFC and the reasons for applying for the internship noting the range of tasks performed by the Secretariat which includes:

- Fisheries management;
- Fisheries science;
- Databases;
- Administrative, meeting coordination, publications; and
- Other NPFC activities delegated by the Executive Secretary.

2. Provide a resume showing academic and/or work experience and copies of diploma and/or any certificate(s) that shows the specialties (certificates/diplomas can be provided in their original language along with a translation to English).

3. Submit two (2) letters of reference from persons knowledgeable of the applicant's qualifications with e-mail contacts for each reference.

4. Indicate the expected period of internship and intended outputs, noting the limit of 6 months.

5. Indicate the acceptance of the terms for remuneration and travel for the internship

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d. Other details of work experience and academic qualifications

#### Deadline for application

The applicant should submit their application 60 days before the Commission meeting or as detailed in any intersessional call for applicants.

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The applicant should submit the above 60 days before the Commission meeting.¶

¶ Starting date of the Internship¶

Date to be mutually agreed upon and ideally interns are not significantly overlapping should 2 (two) or more be engaged.

#### Review and Approval

The Executive Secretary will review all applications and provide Representatives, Alternates and Official Contacts a summary and decision on the successful candidates in advance of the Commission meeting as soon as possible after the decision is made. Applicants must be willing to sign a confidentiality agreement prior to commencing their internship.

#### Starting date of the Internship

Date to be mutually agreed upon and ideally interns are not significantly overlapping should 2 (two) be engaged.

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