International Environment House (IEH) Intern Board Welcome Pack

Updated December 2015

This welcome pack is intended to assist young professionals who have accepted an internship in the International Environment House (1&2) with any inquiries that they may have.

After you have read this document, if you have any further queries, please get in touch with the International Environment House Intern Board at environmenthouseinterns@gmail.com

If you have any general inquiries about Geneva, the Intern Board, or would just like to speak with some of the current interns, please request to join the Facebook group "International Environment House Interns"
https://www.facebook.com/groups/159469924384418/

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Structure of International House of the Environment

The International Environment House (IEH) gathers under a common roof a range of United Nations and non-governmental organizations active in the field of environment and sustainable development in the Geneva area.

UN Organizations

- CBTF - UNEP-UNCTAD Capacity Building Task Force on Trade, Environment and Development
- CITES - Convention on International Trade in Endangered Species of Wild Fauna and Flora
- GEN - Geneva Environment Network
- GGKP - Green Growth Knowledge Platform
- UN EMG - United Nations Environment Management Group
- UN-HABITAT - United Nations Human Settlements Programme
- UN-REDD - UN-REDD Programme Secretariat
- UNDP - United Nations Development Programme
- UNEP/Chemicals - UNEP Chemicals Branch
- UNEP/ETB - UNEP Economics & Trade Branch
- UNEP/FI - UNEP Finance Initiative
- UNEP/GRID-Geneva - Global Resource Information Database
- UNEP/KMU - UNEP Knowledge Management Unit
- UNEP/PCDMB - UNEP/Post-Conflict and Disaster Management Branch
- UNEP/PIC - Rotterdam Convention
- UNEP/POPs - Stockholm Convention on Persistent Organic Pollutants
- UNEP/ROE - UNEP Regional Office for Europe
- UNEP/SBC - Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal
- UNFPA - United Nations Population Fund
- UNITAR - United Nations Institute for Training and Research
- UNOPS - United Nations Office for Project Services
- WFP - World Food Programme

NGOs

- Antinea Foundation
- CARE International
- International Cocoa Initiative Foundation
- Interpeace
- My Drop in the Oceans
- World Vision International
- BTRF - Borneo Tropical Rainforest Foundation
- GAIA - GAIA-Movement Trust Living Earth Green World Action
- Global Footprint Network - Global Footprint Network
- ICTSD - International Centre for Trade and Sustainable Development
- IISD - International Institute for Sustainable Development
- IOI - International Ocean Institute
- IRHA - International Rainwater Harvesting Alliance
- Zoï - Zoï Environment Network

Preparing to come to Geneva

Visa Procedure

Check with the Swiss Consulate in your country if you need a visa to enter Switzerland. If yes, request for a tourist visa at that same consulate. Upon arrival you will fill in a form to obtain a carte de légitimation (the information on how to do this will be provided upon arrival), which is issued by the Swiss Mission to the United Nations. It is a residence permit, which gives you the right to reside in Switzerland and work at the UN. Further questions can be answered by the HR official for your department.

Health and Insurance

Before you arrive in Geneva, you are expected to have arranged for your own health insurance. The UN is not responsible for providing health or accident insurance. Luckily, however, there is a free clinic with qualified doctors at the Palais des Nations which you can visit by simply showing your UN badge. In case you need to see a doctor outside of the UN clinic; there are several infirmaries across the city (known as a Permanence).

For your convenience we are providing you with the address of one near the office:

Centre Médical Vermont-Grand-Pré
Rue de Vermont 9A, 1202 Genève
022 734 51 50

24-hour service medical centres

• Permanence de Cornavin
1-3 Rue du Jura
Tel: 022 345 45 50
Emergency dental clinics

• 60 Avenue Wendt
Tel: 022 733 98 00

• Permanence Vermont - Grand-Pré
9a, Rue de Vermont
Tel: 022 734 51 50

• 5 Chemin de Malombré
Tel: 022 346 64 44

Please also have a look at the UNOG Medical Service Section intranet or the Association des Médecins du Canton de Genève www.amge.ch

Finding Accommodation

See housing list on page 24 and onwards.

Your contract

The Administrative instruction ST/AI/2014/1 sets the rights and responsibilities of interns. Except of that no other regulations exist, every other de-facto-rule has just developed within the organization so do not be afraid to ask your supervisor if you don't know how something

is regulated or your contract is unclear. Make sure to receive your contract before arrival. It should entail the terms of reference (the topics you will be work on; the tasks you will be given).

Working hours

Interns are expected to work full-time, which normally means 35-40 hours per week. Working hours may be flexible and vary by unit and by supervisor, some start at 8:30am while others start at 10am. Generally, it is suggested to be in the office from 9am to 6pm, taking an hour break for lunch.

Interns have the right to both work part-time and take time off when needed for other jobs. Sources:

- Stéphane Dujarric, the spokesman for the UN's secretary general (in Interview with the Guardian:http://www.theguardian.com/world/2015/aug/14/un-employed-thousands-unpaid-interns) "When I take on interns I always tell them, **although internship is full time, we are flexible in terms of allowing them to take time during the day if they need to get some sort of a job that pays them some money."**

- Section 4 Terms of the internship programme (UN document number: ST/AI/2014/1)

    - 4.1 The minimum duration of an internship is two months. This period can be extended up to a total period of six months.

    - 4.2 Interns are expected to work on a full-time basis in the department/office that has selected them, under the supervision of a staff member at an appropriate level.

    - 4.3 **Internships may be undertaken on the basis of flexible working arrangements if:** (a) The receiving department/office agrees in writing to accept an intern on the basis of flexible working arrangements; (b) The intern agrees that he/she is required to work the equivalent of a minimum of at least two months on a full-time basis in order to receive recognition of service as an intern. An internship under such arrangements must be completed within a six-month period. A record of attendance shall be maintained by the receiving department/office in order to ensure that the intern meets this requirement.

Some supervisors are happy for you to start earlier or later, or have longer breaks, provided that you still work eight hours each day and/or complete all of your tasks. Some supervisors will not be happy with this, so make sure you speak with your supervisor about their expectations.

If you have other commitments during typically working hours (classes, thesis preparation, etc.) communicate with your supervisor.

You can always leave the building, but may not enter before 8am or after 6pm. Interns are not allowed to enter the building on weekends.

Days off

While there is no official rule (unless otherwise specified in your contract), interns generally take off 2.5 days each month, depending on the organization.

Sick days/Personal days

There is no official policy on taking sick days or personal days (unless otherwise specified in your contract). Most supervisors tend to be understanding of illness and any personal reasons that require days off.

Your first day

Getting to the office:

By bus: From the Cornavin train station exit through the main door that faces a busy square with a large number of bus/tram lines and stops. If you are in front of a small single-lane road or a brasserie when you exit you have unfortunately taken the wrong exit. Once you have left the train station turn right and walk down that road until there is a church (without church tower) on your left hand side (you can already see it from the station, approx. 5min walk). Now turn right. You will immediately end up at a bus stop under a bridge. Follow the signs for bus 6 and 19. This stop is called '22-Cantons' and this is where you take the bus.

At every tram/bus/train stop, you will find a ticket machine (In the countryside, there usually is no ticket machine at the bus stop. However, most of the times there will be a machine in the bus itself when this is the case). Select the option "billet tout Genève - une heure", that cost 3 CHF. You can only pay by cash (exact amount), be aware that the machine does not give change. If you travel with public transport of it is worth getting a ticket for a month (ca. 70 CHF, less for under 25?), it can start any day of the month.

The **bus lines 6 and 19** (direction 'Vernier-Village') will take you directly from the Cornavin station to the IEH. The stop is named 'Chatelaine'. When leaving the bus continue walking in the same direction in which the bus goes. Take the first street to the right when you see Pizzeria. Take the second street on your left and walk to the end of the road. You'll find the IEH/MIE 1 on your right hand side. Keep walking straight past the entrance to MIE 1 to arrive at IEH 2. At the security desk simply ask for your supervisor. They will call for you to get picked up.

From the airport: first take **bus 10** (direction 'Onex-Cité') until 'Parc-des-Sports', then change for bus 6, 19 (direction 'Vernier-Village'), 22 (direction 'Tour-de-Carouge'), or 51 (direction 'C.O. Renard'), which will take you to 'Chatelaine'.

For all bus/tram/boat connections in Geneva, check www.tpg.ch

Connecting with the International Environment House Intern Board

Interesting in meeting other interns? Email the International Environment House Intern Board to let us know you've arrived: environmenthouseinterns@gmail.com. Our mission is to improve the welfare of interns of the International Environment House, by creating a platform for interns to express concerns and interests in a democratic manner. Once you're on our mailing list you will receive updates about our activities and social events for interns.

Carte de Légitimation

The *carte de legitimation* is an identity card that is issued by the Swiss Government that gives you the legal right to live in Switzerland during your internship. Typically, on your first day you will receive papers from human resources or your supervisor.

If you are not a Swiss resident (and if your contract is longer than 3 months) you will need to get a Carte de Légitimation. You will need a passport style photograph for this. If you do not have one, there is a photo machine in Gare Cornavin. It costs 8chf for 4 photos (minimum that can be bought).

For further information contact your supervisor or: cartesdelegitimation@unog.ch

Computer and desk

On your first day your supervisor should have arranged for a desk and computer for you. However, it's not uncommon for it to take some time for a desk and computer to be assigned to you. Follow up with your supervisor to ensure they're working on finding you a computer. IT should also provide you with a username for your email, ask your supervisor to follow up if you don't receive this information.

Getting your badge

If you're interning for the UN, you will need to go to the Palais, to the Pregny Gate, to get your badge (this can be done on the first day if you have time). Your supervisor will provide you with a form on the first day to take with you to get your badge.

Office materials

Ask your supervisor to provide a notepad and pens if they have not already been provided to you.

Life at the International Environment House

Lunch

You are welcome to eat lunch at whatever time suits you, but the cafeterias in IEH is only open until 15:30. Interns are given a slight discount on hot meals, just show your badge at the counter.

There are microwaves and fridges in the small kitchens scattered throughout the building, and a common microwave in the cafeteria.

Other cafeterias :

- **United Nations Cafeteria**
  Palais des Nations, 8-14 Av. de la Paix, Tel. 022 917 12 34

- **WIPO Cafeteria (OMPI)**
  34, Chemin Colombettes, Tel. 022 730 91 11

- **Geneva International Conferences Centre Cafeteria (CICG)**
  15, rue de Varembé, Tel.022 791 91 11

- **WHO Cafeteria (OMS)**
  20, avenue Appia, Tel. 022 791 21 11

- **Restaurant de la Cité Universitaire**
  46, avenue de Miremont, Tel. 022 346 21 24
  Open hours: from 7 a.m. to 9 p.m., open every day

There is also a Coop supermarket and a fine, popular bakery that sells fine sandwiches and pastries within walking distance (3 minutes' walk) of the ISHR office, located on Rue de Montbrillant.

International Environment House Park

There is a small park next to the International Environment House 2 building with several benches where you can go to have lunch.

Dress Code

The dress code for the office is semi-formal/business casual. Interns are advised to have formal wear for meetings and conferences; however, you are not expected to wear a suit to the office every day.

Gender Neutral Bathrooms

Gender neutral bathrooms can be found on the first floor of the International Environment House 1 building.

Life in Geneva

Public Transport

TPG provides all of the public transport in Geneva. The cheapest option is to buy a monthly ticket, which you must buy from the TPG office at Gare Cornavin. You will need a passport sized photo for the monthly ticket, which can be made at the train station at a photo booth (8 CHF for 4 photos).

For trips within Zone 10, or the Canton of Geneva in Switzerland, 1 hour tickets cost 3CHF, while the monthly ticket costs 75CHF. For those under 25, a reduced tariff applies, which is CHF 45. If you live outside of the Canton of Geneva, you will need to buy a different monthly pass (just bring your address and a passport with you to the TPG office and they will ensure you have the right pass). In case you lose the monthly pass, don't panic, you can go to the TPG office again and they will reissue it with a charge (5CHF only).

If you are in Geneva for a bit longer and plan to explore the rest of Switzerland, buying an

‘Abonnement Demi-Tarif’ for the Swiss railway is advisable. It costs CHF 150.- for one year and gives you a 50% discount on all train, bus and boat travels (which is the main way of travelling here, unless you own a car).

If you are staying in Switzerland for four months or more and you would like to travel on a regular basis, you can also buy an “Abonnement Général”. It costs CHF 285.- per month (for four months at least) and gives you the opportunity to travel for free on all trains, busses and boats in Switzerland

For further information on tickets, please see:
http://www.tpg.ch/en/web/site-international/fares;jsessionid=C03F38EB6A7E3FCA5B1B70D859E272EB
To see timetables of trams and buses, please see: http://www.tpg.ch/livre_horaire
You can download the TPG app to your phone to get up to date information on the timetables.
Quick price guide:

- Short trip (3 stops): 2chf
- One hour: 3chf
- Day pass: 10chf (or 8chf after 9am)
- Weekly pass: 38chf
- Monthly pass: 70chf (this is 45chf if under 25 years of age)

Biking

There is a used bike market near the International Environment House building. The Fourriere de velos is located in a basement in the plaza of the College Rousseau - Avenue du Bouchet 16 (College Rousseau bus stop). Open Tues and Wed from 10-6:30, the Fourriere refurbishes used bikes and sells them for reasonable prices (80-140 CHF). Also check glocals and intern Facebook groups for people selling their bikes.(http://www.peclot13.ch/html/extra/la-fourri%C3%A8re-v%C3%A9los-du-canton-de-gen%C3%A8ve.html)

You can get some fantastic **“City bikes” for free** at the Plain the Plainpalais (at Place du Cirque in Plainpalais) with a deposit of 50 CHF and your passport number. Take a ride along the lakeside and rivers of Geneva or to any other place you’re too lazy to walk to.

You can also **rent a bike** for the day for 10 CHF at a place behind the train station called Genev’roule,

17 Place Montbrillant, Tel. 022 740 13 43. They have **Trekking bikes** apt for a tour into the mountains. You have to bring back the bike before 9 p.m. or pay CHF7 to keep the bike for 24 hours, which is a lot cheaper than a taxi if you want to get around the city at night, but be aware that Switzerland is far from being a flat country!

Simcards

There are a number of prepaid simcard providers operating in Switzerland. They all have various deals which you can find on their websites. “Yallo" is a good budget option, as well as Lebara Prepaid as you are able to track your spending in four languages online.

You can get a pay-as-you-go sim card for which you get top ups in newspaper stands, post offices, and food shops costs CHF 20 from mobile phone shops and the post offices, including CHF 20 credit. However, check out www.yallo.ch, www.orange.ch, www.sunrise.ch and www.swisscom.ch, sites for possible deals. If buying from a shop, don't forget to bring your ID card when you buy it though as you'll be registered. Migros as well as COOP have their own mobile phone network and are generally cheaper, even though Migros doesn't provide an answering machine. Check out www.comparis.ch for a comparison.

Salt has also a pre-paid simcard at a cost of 10 CHF and 20 CHF of initial topup is included. If you pay 15 CHF additionally, you get 1GB of data for a month.

There is a cheap German SimCard e.g Blau, where you can call all European number and send messaged very cheap (ca 0,09 Euro/min or textmessage), although it is more expensive for Swiss people to call/text to German numbers.

Internet

If you want to use the internet outside the UN, there is free wireless Internet at several places in Geneva, including public buildings, parks, and at the lakeside. For all locations check http://www.ville-ge.ch/dsic/wifi/carte/ Further, some bars and restaurants offer free WiFi, including Starbucks, Au Pain Quotidien, Café Sud – Jonction, Calamar, Grand Café, Ô Calme, Remor, and many more.

Internet cafés :

- **Escape Internet Café**
  19, Quai du Mont Blanc - At the Noga Hilton Hotel
  Phone: 22 900 12 91

- **Cyber Café Genève**
  19, Place des Augustins
  Phone: 807 30 00
  Price/Hour: Free, but priority is given to students

- **Tage Tech Sa**
  234, Bd. Carl-Vogt, Plainpalais
  Phone: 022 321 34 86

- **Infelecs**
  26 rue Vautier, Carouge
  Phone: 022 342 53 54
  Hours: from Tuesday to Saturday, 2pm-12pm

- **Internet cafe bar**
  16 rue de Monthoux
  Phone: +41 22 738 99 20
  Hours: non stop 10am to 12pm

- **Le CyberCafé 3000**
  37, boulevard du Pont d'Arve,
  Open Mon - Fri 11am – 12pm and Sat - Sun 2pm – 12am

Activities/Going out in Geneva

The Geneva Interns Association organizes weekly after work drinks on Thursdays https://www.facebook.com/groups/299512343395074/ at a different location every time. Drinks are usually cheaper at these events.

The International Environment House Intern Board also hosts occasional social events, which will be posted on the Facebook page and communicated to our mailing list.

Crazy about dancing? MàD (Moulins à Danses) offers courses at different levels. They are usually quite crowded and it's advisable to come with a partner. There are also concerts and this is where on Thursday nights Geneva's Salsa scene meets. http://www.mad-geneve.ch/

There are also a lot of clubs and different evenings organised with various themes (salsa, techno, rock. Check out the local free newspapers, 20 Minutes or Matin Bleu for ideas, as well as the website Decadanse, https://www.darksite.ch/ladecadanse/.

Popular tourist locations include the Jet D'Eau on the lake, Botanical Gardens, the St Pierre Cathedral, Nations Square, and several parks and museums spread across the city.

Find out more here: http://www.geneva.ch.

Some of Geneva's **museums** are free, including the huge Museum of Art and History up in the old town. The Mamco Museum for Contemporary Art in Plainpalais (10, rue des Vieux-Grenadiers, open Sundays as well, CHF 6), CERN and the Red Cross Museum (rue de la Paix, right across the entrance of the Palais des Nations, CHF 5) as well as current exhibitions are also worth a visit.

Climb up the **tower of St Pierre** (one of Geneva's cathedrals) for a great view of Geneva. It costs 3 CHF.

For after-office hours or the weekend: walk along the lake, sit in its parks or swim at the *plage*. The **Botanical Gardens** between the Palais des Nations and the WTO and **Park des Bastions** in Plainpalais, where you can play giant chess, are really great when the weather is nice. Look out for music festivals in the parks, there are loads of them in the summer!

If you have a monthly public transportation passport, you can take a tour in the small yellow **boats** on the lac leman *for free*.

Use this website (http://www.geneva-tourism.ch/eng/) for maps, ideas of places to visit, practical information on accommodation and restaurants etc (in French and English).

http://www.buyclub.ch emails you lots of offers for eating out and other activities

If you are looking for clubs and activities outside the UN, check out www.ecoleclub.ch,

it's an 'educational institution' set up by the supermarket chain Migros and has courses in virtually anything. It is though quite expensive.

If you are interested in sports and exercising, there are several gyms across the city and several municipal sports centers, where you can swim, play badminton/tennis, go climbing, etc. One of the most popular ones is Silhouette, where UN staff gets a discount. It also has many branches across the city which you can access anytime once you get your membership.

There are many cinemas in Geneva. There is one located near the office in the Balexert shopping mall. A movie ticket costs between 15 and 20 CHF. If you want to see a movie in English, remember to look for VO (Version Original). There is also a very prestigious opera house in the city. Art exhibitions, orchestras, and ballets are held regularly throughout the year.

There are plenty of ***bars*** in town – here some favorites:

Café Arts in Paquis (rue de Paquis, near the corner with rue Monthoux) is a nice place to stay at in the evening as well as in the afternoon. There are plenty of French books and newspapers and often has photography exhibitions.

The **Scandale** is a nice hangout place for early as well as later evenings (rue de Lausanne, going right up from Cornavin). It's quite big (so you'll always get a seat) but since it's subdivided into different areas it's also diverse and more comfortable. The music will be rather electronic.

Les Cinq Portes rue de Zurich) has a Spanish-touch (despite the French name) and serves great cocktails and tapas. It's a really comfortable, rather small place with nice interior – that's why it can be hard to find a table on the weekends, but it's certainly worth trying!

Café Bizarre is not spectacular, but central and all right to go to (rue du Temple). It's more of a (bigger) bar than a Café, and rather international.

The **Demi-Lune** (in the old town, right up from Place du Bourg-de-Four) is perfect for a long coffee break in the afternoon, with a long bar, tables and couches. They'll have some good deserts as well as tapas and wine. On the weekends it turns to a bar and gets quite packed, especially with internationals.

In **Café Cuba** (Bv. de Saint-George, in Plainpalais) you'll enjoy sitting outside in early and late evening for tapas or drinks. Inside on the two rather small and cosy floors you'll get some "Cuban" (!?) feeling with rather loud music and cheery people.

During the summer **la Terrasse** is the place to be seen in the evenings, this lake front bar near Palais Wilson avoids normal licensing laws by serving drinks from a floating platform on the lake and instead of using chairs and tables its customers just hang out on the grass.

The **Alhambar**, with slightly retro-style interior, is a popular hangout on the weekends, esp. among internationals and interns. It is in the old town (rue de la Rotisserie) and often has live music. Be careful: seats and sofas are taken early –later during the night, people are standing up.

The **AMR (Sud-des-Alpes)** (10, rue des Alpes, rights down to the lake from Cornavin) has diffeent cafes/bars and is essentially a **jazz-place**. In spring, they have (cost-free, of course) jazz-sessions every Tuesday night. You'll also find a lot of information on other jazz concerts in Geneva and the region.

If you're after ***clubs*** Geneva's best offering is probably **L'Usine** (Quai des Forces-Motrices). They get some fantastic reggae through here courtesy of the Raspect Shop crew but other music tastes are catered for including drum and bass, electronica, punk rock, psychedelic trance, you name it…. Be careful: the prices go up significantly during the night – often it might be CHF 7 at ten, CHF 10 at twelve, and up to CHF 14 at two o'clock!

If you're looking for ***Irish/British pubs***, go to the old town (you won't find many other bars there!) or to **Pickwicks** on the upper end of Rue de Lausanne.

There are quite a few ***squats*** in Geneva that also have bars or other kinds of places included:

Les **Grottes** is near the train station on rue Montbrillant, just opposite Parc des Cropette. It doesn't have a big sign but it does have a courtyard out the front so it's quite easy to find. Actually, it is more of a community center than just a bar. They often have live music, especially on a Friday night and upstairs a variety of different classes can be found at fairly reasonable prices, including yoga, capoeira, tai chi and dance (although they are pretty vague as to what kind of dance this means). If you are interested in African dance or drumming lessons there are some given at Ecole des Cropettes nearby, there should be some posters around this area advertising these, amongst other things.

Another interesting squat is **Artemis**, located on the rive gauche between rue de Rhone and Boulevard de Saint George. They often have reggae nights here and sometimes other music events. These are just two of numerous similar institutions to be found in the city.

Le Phare café-bar is a really nice, rather chilled and mellow place close (3, rue Lissignol, behind Manor).

Rhino in Plainpalais (up Bv. des Philosophes) has the café **Bistro-ok**, which is really nice despite it's stupid name! You'll have some cheap food and often live music there as well.

Geneva provides a surprising amount of ***free music events*** in the summer, of particular note are the concerts given on a Wednesday and Friday night in Parc La Grange which are often given by very good quality musicians who stop off on their way to and from Montreux jazz festival. Geneva also has its very own festival, which lasts for eleven days at the beginning of August, many of the events at this are also free. Look out for events in **Bastions** and **Les Grottes** as well.

There are also some nice bars of different styles in **Carouge**, 5 min. from Plainpalais, on the other side of the river (for example, the Bar du Nord). Carouge has some nice shops and restaurants, too.

Activities outside of Geneva

Geneva is perfectly situated to explore the Swiss and French **mountains** with the Jura to the North and the Mont Blanc Massif to the south. A good place to start exploring the latter from is Chamonix, although this it may be better for winter sports than summer there are plenty of skiing, hiking and rock climbing opportunities. Also of interest should be the Jungfrau massif near Interlaken and Valle Maggia, the Cento Valli and Lake Maggiore in Ticino, the Italian part of Switzerland.

If your feeling like a doing some **extreme sports,** there are plenty on offer in Geneva. A particularly good, and reasonably priced, paragliding school is the school of Christophe Smith (024 495 4141), based at the other end of Lake Geneva near Aigle, but make sure you don't drink too much the night before you fly because the aerial acrobatics might leave you feeling a little queasy. Whilst you're up at this end of the lake it is worth checking out mountains around Villars and Gryon which are both fairly easy to get to by public transport, you can go from Aigle either directly to Villars or via Bex to Gryon although there are hourly trams which do connect Villars and Gryon. There is an excellent homely youth hostel in Gryon which can be found from the main road as it passes out of town, signposted 'backpackers hostel', but you can only see the sign if you are heading towards Villars and away from the train station. They organise trips from here to some local hot springs, hire out ski equipment, can tell you about some good hikes in the area and can provide plenty more information. And if the weather allows you can even make a bonfire in their firepit.

If you're feeling energetic **le Salève** (the mountain overlooking Geneva to the South of the city) can be climbed in a couple of hours. Take the bus number 8 to Douane and cross into France. Follow the signs for the telephérique, if its open you can get a map there. If not take the left fork just after you cross the railway and follow the yellow signposts along the path that crosses the motorway. It may be a bit tricky to find the beginning of the path but there are some big boulders across a path to your right, you should walk through these and turn left and you're on the path. After that you can pretty much follow the yellow signs or the red and white markings on trees or rocks until the village half way up. The path then cuts up the hill, at first on a tarmac path but this soon disappears. The path cuts across the road a number of times but it is not that well signposted and you should keep an eye out for a neon yellow arrow sprayed onto a rock at one point and follow that. Basically if you just continue going upwards you should be OK, and there is café at the top if you're in need of refreshment!

Catch a train to **Nyon**, a small town not far from Geneva. It has some Roman ruins, a nice waterfront and a castle. Near Nyon is also Divonne, just across the border in France. This town has a beautiful food market at the weekends and rumour has it there are some hot springs nearby.

Catch bus V to **Hermance**, another nice village, with a castle, and a nice beach. Further along the lakefront is **Yvoire**, a beautiful French medieval walled town. It's possible to cycle there and back to Geneva in a day but if you're feeling lazy you can always put your bike on a bus, the drivers can be very accommodating.

An absolute 'must' for spring-interns: take advantage of the annual **wine testing** (!), which usually takes place on a Saturday in May. Rent some bikes and either ride up or take the train (10min.) to Satigny (or other mountain areas). There are loads of Vinyards (Caves) within just minutes' distance from each other. You will enjoy varieties delicious local wine (for free, of course) with live music and delicious Swiss food (the latter not for free) as well as the beautiful countryside.

Shopping and Groceries

Be aware that supermarkets typically close at 7pm, although some stay open later on Thursday nights until 9 pm. All supermarkets are closed on Sundays (with a few exceptions). While Migros and Coop are the most common supermarkets in Geneva, Denner and Aldi tend to be cheaper options.

The cheapest option is going to France to shop but you will need to have some Euros with you, even if Swiss Francs are widely accepted. In France, food shops close at 9pm from Monday to Saturday. All supermarkets are closed on Sunday (The Carrefour Supermarkets in Saint-Julien en Genevois are also open on Sundays until 12:30). Carrefour is the most popular chain. Be aware, you are not allowed to carry more than 0.5kg of meat across the border.

If you want to shop for clothes, electronics or other items, there is shopping mall called Balexert near the office. Other options include the Rive, which is a bit expensive and the Plainpalais flea market, which takes place thrice every week.

Emergency numbers

- Fire: 118
- Police: 117
- Ambulances: 144

- Taxi: 022 33 141 33
- Visiting doctor: 022 320 25 11
- SOS Visiting doctors 24h/24: 022 348 49 50
  The emergency contact number in France is 112.

Managing your internship experience

Check out this UN-document for issues. JIU/NOTE/2009/2 These are official recommendation from the Joint Inspection Unit of the UN. Whatever is stated in here, we have good reasons to demand it.

According to the official documents on the internship programme the goals of the programme are:
"The purpose of the United Nations internship programme is twofold: (a) to provide a framework by which students from diverse academic backgrounds gain exposure to the United Nations through assignment to offices within the Secretariat in order to enhance their educational experience and gain experience in the work of the United Nations; and (b) to provide United Nations offices with the assistance of qualified students specialized in various professional fields."

Don't hesitate to discuss with your supervisor, if you have the feeling that you are not learning enough or you are just doing work your supervisor doesn't want to do. They are not allowed to replace normal staff by interns. Let the Intern Board know when problems persist or you feel not comfortable to approach your supervisor with this issue.

Important legal information:

Section 5 Status
5.1 Interns are considered type I gratis personnel. They are not staff members.
5.2 Interns shall not be sought or accepted as substitutes for staff to be recruited against posts authorized for the implementation of mandated programmes and activities. Interns shall not represent the United Nations in any official capacity, do not perform supervisory functions and must not exercise certifying or approving authority.
5.3 Interns may not apply for or be appointed to any position in the Professional or above categories and for positions at the FS-6 and FS-7 levels in the Field Service category during the period of their internship and for the six months immediately following the expiration date thereof.

Section 6 Responsibilities and obligations
Receiving departments/offices and supervisors
6.1 The receiving departments/offices and supervisors shall seek to create a working environment conducive to interns' substantive learning and professional development. Departments/offices shall:
(a) Seek to ensure that an intern's assignment(s) is at the appropriate level of complexity and variety; (b) Prepare terms of reference describing the tasks of interns in the departments/offices; (c) Provide constructive performance;
feedback to an intern regarding his or her
(d) Ensure that an intern does not undertake official travel on behalf of the United Nations in the performance of the internship. However, the receiving departments/offices may permit an intern to travel in a United Nations vehicle with a signed liability waiver.

Work plan

Depending on the time of year you are interning, as well as your division, branch and section, you will have very different tasks to many of the other interns. Given this, it is important that you ask your supervisor for a work plan, or the terms of reference for your internship.

Some supervisors will provide you with this before you get to Geneva, others will hand it to you when he or she first meets you, and others will write it for you during your first week. It is important that you are persistent with your supervisor and ensure that you have some formal outline of your duties from the outset of your internship. This will ensure that you are able to professionally develop while at the International Environment House.

When you first meet with your supervisor it is a good idea to ask some of the following questions.

- What reading should you do to learn what your section does, and how it functions?
- Who are the staff members in your section, and what projects are they working on?
- How often should you check in with your supervisor?
- Will you be reporting directly to your supervisor or to other members of your section as well?
- How are deadlines handled in your section?
- What projects will you be working on?
- What is expected of you?

Getting feedback

Be proactive in seeking feedback if you are not provided with it. Most supervisors have an *open- door-policy,* meaning that they ask you to check in with them any time you need to. Because they are frequently travelling and/or are very busy, it is often difficult to have formalized meetings every week. It is likely that you will need to check in more frequently in the beginning of your internship. Make sure to have at least 3 longer meetings during your internship: The first to discuss the tasks and expectations during the internship, the second to provide feedback (both sides, giving and receiving) and adjust the work plan if the is needed to make the internship an enriching experience. A last meeting to provide final feedback and ask your supervisor if she/he can be a person of reference when you want to apply for jobs in future.

Handling concerns

Should any issues arise, you should approach your supervisor. If this doesn't work, or you are uncomfortable doing so, you can approach human resources, or the Intern Board if you can't find the right person to talk to. It is important to voice your concerns when they first occur, so that you can improve situations that may create barriers to getting the most out of your time with the International Environment House (environmenthouseinterns@gmail.com)

It is important to be aware that interns are allowed to say no - you do not need to act as a clerk or feel intimidated by your team. If you have a strong desire to work on another topic, you can explain this to your supervisor, and your honesty will be appreciated.

If you find the working environment is not suitable for you, you must discuss this with your team. There is always a solution, and many of your colleagues will have an open-door policy. More often than not, you will be encouraged to use your short time at the International Environment House the way that will benefit you the most, but this requires mutual respect and an understanding that you are in a large organisation that may not meet all of your expectations.

Ending your internship early

It is possible to conclude your internship before your contract finishes. However, if you do conclude your internship before the end term stipulated on your contract, interns will not receive an official certificate of completion from the United Nations. However, depending on the circumstances and your relationship with your supervisor, some supervisors may provide you with a letter of recommendation despite not fulfilling the full length of your contract.

Finishing your internship

At the conclusion of your internship, you may be asked to fill out an internship assessment or evaluation form.

If you need a letter of recommendation, please speak directly with your supervisor about organizing one. Make sure you have a recommendation letter when you leave because once you are left it is more difficult to make sure you actually receive one.

Depending on your organization you may not have access to your email after your contract finishes, so make sure you hand off all unfinished tasks to other colleagues and forward yourself any needed documents.

Finally, remember to hand in your carte de legitimation to Human Resources, and your elevator pass if you have one.

Employment after your internship

Depending on your organization, there may be rules encouraging or preventing you from pursuing a paid position directly following your internship. At the UN, there are rules that prevent interns from applying for or being appointed to positions at the professional level during the period of the internship and for the six months immediately following the internship. However, you will find that occasionally UN interns are able to pursue paid positions at the UN immediately following their internship. This is rare, but possible, and is dependent on timing and budget.

Ideas for after the internship:

- UN Voluntary Service
- JPO scheme
- Leonardo programme (for EU nationals)
- Change Agents (paid jobs on sustainable projects for UK nationals)

Getting the most out of your internship

Attending events and sessions

Generally speaking, your supervisors will encourage you to sit in on meetings and events, and will be understanding if you would like to take time during working hours to go to related events in the International Environment House or in the Palais.

How do you find out about professional events?

- **The Graduate Institute**
  http://graduateinstitute.ch/events
  The Graduate Institute of International and Development Studies is an institution of research and higher education dedicated to the study of world affairs, with a particular emphasis on the cross-cutting fields of international relations and development issues.
- **Geneva Environment Network (GEN)**
  http://www.environmenthouse.ch/

GEN actively promotes increased cooperation and networking between its members. It strengthens positive interactions between environmental organizations and activities to encourage interactions between environmental activities and those relating to social and economic development. They organize many interesting events such as visits by expert speakers, film screenings, report launches and more. Write to gen.secretary@unep.ch to sign-up for the GEN newsletter, receive news of vacancies or get in touch with the building's interns groups.

- **UNOG postings**
  You will receive BROADCAST emails and or/see posters for events around the building or at the Palais des nations. The EMG/SUN team will also invite you to some conferences and meetings that they have.
  - **UN TV**: http://webtv.un.org/live/

Building your network

One of the greatest things that you will get out of your internship is access to networks of people with different backgrounds and interests. Some of these networks are outlined below:

Geneva Interns Association

The GIA is an association of interns working at the UN, International Organizations, the private sector, NGOs and CERN in Geneva. GIA was founded in October 2011 and aims to help connect you with people and events as well as providing social, professional and academic growth opportunities. The Geneva Intern Drinks take place every Thursday (bars change weekly) and are completely free to go to, offering regularly discounted drinks. This is a great way to meet other interns across Geneva. Connect with the GIA to receive regular updates on Facebook. https://www.facebook.com/groups/299512343395074/ For further information, please see the GIA website: http://internsassociation.org/

International Environment House staff members

Networking with staff members from other sections or agencies will be beneficial to learn about the organization's structure, and to help you with your professional development. You can send them an email with a short introduction and an invitation for a cup of coffee. The worst case is that they don't have time, and the best case is that you find a new perspective for what you would like to do with your life.

The International Environment House Intern Board

The International Environment House Intern Board (IEHIB) is the representative body for former, present and future interns working for United Nations organizations at the International Environment House One and Two (MIE1 and MIE2) in Geneva. The IEHIB meets regularly (normally Thursday lunchtimes) to discuss issues relating the wellbeing of interns of the International Environment House One and Two.

The IEHIB was founded on Monday 19th October 2015 when interns convened a meeting with the ILO, ITC, OHCHR and WHO Intern Boards as well as the Geneva Interns Association and Pay Your Interns Initiative to discuss general welfare concerns of interns at MIE1 and MIE2.

The goal of the Intern Board's work will be to improve the welfare of interns within MIE1 and MIE2 during their internship and beyond by promoting:

a) social activities and exchanges among interns,

b) professional empowerment,

c) fair and enriching working conditions, and

d) improved living conditions during the internship.

For further information on IEHIB please email environmenthouseinterns@gmail.com.

United Nations Intern Network Geneva (UNING)

https://www.facebook.com/groups/3262380467/

UNING is a large open network of interns working in Geneva. Its purpose is to connect people, share information, and keep in touch with others who share your interests. This is a very active page and will keep your regularly updated with opportunities within Geneva.

UN Interns Geneva 2015

https://www.facebook.com/groups/280926668782564/

This is a much smaller group, and can be often easier to converse with members unlike other groups which have thousands of members.

UN Facilities

Unfortunately, the International Environment House is a 15-minute bus ride from most other UN buildings, so we lack some of the amenities, like being able to go to a different cafeteria for each lunch. If you should end up being close to the Palais during lunchtime, the WMO's (World Meteorological Organization) cafeteria is well worth a visit for the view over the lake. You can enter all UN buildings with your badge. Also, if you're lucky enough to be here during the summertime, there's a beach reserved for the UN staff located by the lake, a few minutes' walk from the Palais de Nations building. You will need to bring your badge and pay 2 CHF as an entry fee. There is also another beach further along the UN beach that is free.

As a UN intern you are entitled to take a free guided tour of the Palais (normally 12 CHF).

More information here:
http://www.unog.ch/80256EE600581D0E/(httpPages)/5ADC7FB14E2750BD80256EF7005848A2?OpenDocument

Useful resources

- You can find information on other international organisations in Geneva through the following link: http://www.intl.ch/
- The UN Secretariat-wide Intranet: https://iseek-geneva.un.org/ · Iseek connects staff members at all major duty stations and peacekeeping missions and is the primary vehicle of internal communications within the UN Secretariat. Messages from management to all Secretariat staff are featured prominently, providing perspectives on important issues that are of major concern to all, such as initiatives undertaken as part of the UN reform. Spotlight stories feature different aspects of the Secretariat including duty station and department activities or anything else that might be of interest to UN staff.
- The UN Official Document System is the electronic repository for official documents published by the United Nations: http://documents.un.org
  - Here you can find full text documents stored in two databases: United Nations documentation, with comprehensive coverage beginning in 1993 and selected earlier coverage, and United Nations resolutions, which includes the official records version of resolutions of the General Assembly, Security Council, Economic and Social Council and Trusteeship Council since 1946. Access is public.
- GEN Geneva Environment Network Library: http://www.environmenthouse.ch/?q=en/resource-and-documentation-centre The GEN library is located on the ground floor of the International Environment House 1.
- UNOG Library: http://unog.ch/library
  - The library is open Monday to Friday from 8:30am to 5:30pm. You are able to borrow books with your badge.

Accommodation

You may wish to contact Geneva Welcome Centre (www.cagi.ch) to check their current offers for rooms and apartments or see www.immostreet.ch. You can also find people advertising vacant rooms at the Geneva Intern Associations Facebook page. If you google "colocation Geneve" you'll find several sites with ads for flat-sharing in Geneva. It is though usually difficult to find something short-term there.

Rooms are lent out very quickly, so it's worth checking every day and calling immediately.

- **La Ciguë**

  http://cigue.ch/getting-a-room/

  The Ciguë is an independent, self-managed, and non-profit seeking housing cooperative for people in training (such as students, interns and apprentices). Although incredibly tough to get in, they offer community housing/flatshares at affordable rates and in an environmentally sustainable manner.

- **GENEVE à louer, prêter ou dépanner - bouche à oreille**

  https://www.facebook.com/groups/396738560372636/

  This is an online platform that allows users to share information and advertise vacancies.

- **IHEID Homeless Geneva**

https://www.facebook.com/groups/257801980903935/

This is a forum for IHEID students currently without housing to question, complain, and collaborate while searching for a reasonably-priced roof over their heads.

- **Other**

There are other options available if you are in urgent need of housing, however these can be expensive. For example, the regular price for student accommodation at Webster University (Les Berges du Rhône located near Jonction) costs over 1,300chf per calendar month.

Centre International Réformé John Knox
Tel : 41 22 747 00 00
Fax : 41 22 747 00 99
www.johnknox.ch/English/index.html

Cité Universitaire de Genève
Tel: 41 22 839 22 22
Fax : 41 22 839 22 23
www.asso-etud.unige.ch/cite-uni

Youth Hostel Geneva
Tel: 41 22 732 62 60
Fax: 41 22 738 39 87
http://www.yh-geneva.ch

Home Sweet Home - min. 3 months
Tel: 41 22 736 93 56
Fax: 41 22 736 93 55
www.homesweethome.ch

More housing:

- ***Glocals*** – the new Geneva Online: www.glocals.com (create an account and look in the housing section of 'Marketplace')
- ***World Radio*** - www.worldradio.ch (look in classified ads)
- ***Geneva University***, French version only: www.unige.ch/dase/bulog/form/bourse.php
- http://www.toutimmo.ch/ (Real estate agency – French version only)
- http://www.asso-etud.unige.ch/cite-uni/logements/accueil.html (University of Geneva webpage with additional addresses etc. – English & French version)
- www.tdg.ch - webpage of the 'Tribune de Genève,' a Geneva-based daily. Go to 'immobilier' under "services" and you will find a good search engine.
- www.ghi.ch: – a Geneva-based daily issued every Wednesday that has ads for private rooms.
- www.immostreet.ch
- http://ww.easywg.ch
- http://www.asso-etud.unige.ch
- http://www.asso-etud.unige.ch/cite-uni/AL-FoyerChampel.php
- http://www.asso-etud.unige.ch/cite-uni/AutresLieux.php
- http://www.recherche-colocation.com
- http://www.homestayfinder.com
- http://caritasge.web1.bestsite.ch/p107001430.html
- http://www.genevefamille.ch
- http://logement.epfl.ch

Student residences:

Centre Saint-Boniface 14, av. du Mail 1205 Geneva http://www.cstb.ch/	022 / 322 26 00 022 / 322 26 01
Foyer international Saint-Justin 15-17, rue du Prieuré, 1202 Geneva	022 / 731 11 35 022 / 738 88 84
Résidence universitaire international 22, rue Rothschild, 1202 Geneva rui@unige.ch	022 / 716 02 02 022 / 716 02 01
Foyer "Le Carilan" 16, av. des Communes-Réunies 1212 Grand-Lancy	022 / 794 61 50
L'Accueil (females only) 8, rue Alcide-Jentzer 1205 Geneva	022 / 320 92 77 022 / 320 19 33
Foyer international (females only) 29, rue Plantamour 1201 Geneva	022 / 731 55 60
Home Saint-Pierre (females only) 4, Cour Saint-Pierre 1204 Geneva	022 / 310 37 07 022 / 310 17 27
Foyer universitaire de Carouge (females only) 12, rue Joseph-Girard, 1227 Carouge http://www.foyerdecarouge.ch/	022 / 301 54 34 022 / 301 54 77
La Villa Clotilde (females only) 14, rue du Mont-de-Sion 1206 Geneva	022 / 346 98 44-45 022 / 346 98 83
Foyer George Williams 9, av. Saint-Clotilde 1205 Geneva	022 / 328 12 03 022 / 328 12 04
Cite Universitaire 46, Avenue de Miremont 1206 Genève	022 / 839 22 22
Centre Universitaire Protestant 1 2, Avenue du Mail 1205 Genève	022 / 322 90 00
Centre Universitaire Protestant 2 1, Boulevard de la Tour 1205 Genève	022 / 708 10 10
Foyer Champel 4, Avenue de Champel 1206 Genève	josette.zaugg@lbsnet.ch
Foyer l'Accueil 8, Rue Alcide-Jentzer 1205 Genève	022 / 320 92 78
Stadtmissions – Heim (Centre Evangélique) 7, Rue Bergalonne 1205 Genève	022 / 321 26 11

Auberge de Jeunesse 30, Rue Rothschild 1202 Genève	022 / 732 62 60
Foyer Myrjana 16, Avenue des Communes – Réunies 1212 Genève	022 / 708 04 44
Centre International Réformé John Knox 27, ch. Des Crets-de-Pregny 1218 Grand Saconnex	022 / 747 00 00
Résidence Le Voltaire 9, rue Voltaire 1201 Genève	022 / 344 24 60
Résidence Village-Suisse 3, rue du Village Suisse 1205 Genève	022 / 320 38 69
Coopérative de Logement pour Personnes en Formation CIGUE, 83, Carl-Vogt 1205 Genève	022 / 705 77 00

BEWARE: There are fraudsters out there trying to get your money. They usually send an email with an offer for a room for a comparably cheap price in a very nice apartment. They then ask you to wire the first rent to their mother in London via Western Union or similar.

If you check the address, you'll find that either the house doesn't exist at all or nobody of that name lives there.

Also, you might want to go through a 'Reggie', who is very similar to a property dealer in terms of services that he/she may offer. Always make sure you read your contract carefully, so that you are aware of your rights and obligations. Also remember to check out the apartment and all its facilities before making a commitment.