



Dear Colleagues, Supporters and Friends:

12 October 2018

On behalf of Doug Comer, President of the US/ICOMOS Board of Trustees, Dr. Jane Seiter, Executive Director, and my fellow Trustees, I am pleased to share with you this **call for applications for Hosts for the 2019 International Exchange Program (IEP). The deadline for Host Applications is 4 January 2019.**

Since 1984, the US/ICOMOS IEP has engaged partners across the world in hands-on training of young and emerging cultural heritage professionals. To date, more than 700 preservation interns representing 70 nationalities have participated. The program shares the best cultural heritage preservation practices that the United States has to offer to young professionals from overseas and introduces young Americans to the personal and communal benefits of international cultural engagement. As a former intern myself (to Petra, Jordan in 1999), I know firsthand the value of this program. In addition to building skills and knowledge, the program establishes lifelong professional and personal contacts that are the basis of so many positive relationships that improve the quality of the international heritage profession, and the lives of practitioners across the globe.

For the fourth year in a row, we will continue to align the IEP with the six 'KnowledgeExchange' themes US/ICOMOS established in 2015. These themes guide our organization in serving our members by connecting them to world heritage practice. These themes are: Climate Change and Heritage; Cultural Landscape Practice; Help Diverse American Communities Tell their Stories; Heritage as Pillar of Sustainable Development; Heritage in Times of Conflict and Disaster, and World Heritage Management. For 2019, IEP Hosts are asked to base their placements on these themes to support IEP Interns working on related issues and challenges.

More information on the 2019 IEP is attached, including a link to the online application form. I hope that you will support the program this year, either through a host placement, a sponsor donation (via [usicomos.org/donate](https://usicomos.org/donate)), or both. I am happy to answer any questions you may have about the IEP. Please contact me at [IEP@usicomos.org](mailto:IEP@usicomos.org), either with your questions or to set a time to talk.

Sincerely,

A large, bold, black handwritten signature that reads "B. Lione".

Brian Michael Lione  
Member, US/ICOMOS Board of Trustees;  
Chair, US/ICOMOS International Exchange Program;  
Member, ICOMOS Working Group on Iraq and Syria, and  
Former US/ICOMOS Intern to Jordan (1999)

Enclosure



## **HOST A US/ICOMOS INTERN!**

### **2019 US/ICOMOS INTERNATIONAL EXCHANGE PROGRAM IN CULTURAL HERITAGE PRESERVATION**

The US/ICOMOS International Exchange Program (IEP) in Cultural Heritage Preservation provides advanced training and hands-on experience for preservation professionals early in their careers. Sponsorship of an intern enables an organization to establish international connections and help train future professionals through preservation work experience at a modest cost to the host organization. Exchanges also build rewarding social, political, and personal relationships.

US/ICOMOS IEP participants are usually in their last year of a relevant graduate education program or have been working for 1-3 years in a professional capacity. Successful applicants are those who demonstrate an interest in gaining international preservation work experience, NOT simply those who need an internship for a program requirement. The IEP is very competitive; typically, fewer than 1 in 15 applicants are selected for an internship.

#### **PROPOSED SCHEDULE FOR 2019 INTERNSHIPS**

12 October 2018	- Calls for Intern Applications and Host and Sponsor Application circulated
4 January 2019	- IEP Host Applications Due;
11 January	- Intern applications due
January/February	- Interns are matched to hosts; Hosts approve placements; final selections made
Late March	- Deadline for interns to accept placements
Late May/Early June	- Intern orientation in Washington, DC
June - August	- Internship at the Host organization
Mid-August	- Interns return to Washington, DC for final program and reception

The above schedule can be modified to fit the specific needs of host organizations, as long as it allows the interns to participate in the orientation and final programs that provide important opportunities for them to meet together and learn from each other by sharing their experiences.

#### **EXPECTATIONS**

HOST ORGANIZATIONS IN THE US are expected to contribute funding to US/ICOMOS to support the intern costs, with the amount based on such factors as cost-of-living in the host city, provision of free or reduced-cost housing, etc.

HOST ORGANIZATIONS OVERSEAS are asked to provide financial or logistical assistance, if possible, such as free or low-cost room and board, a stipend, or other support. In some cases, US/ICOMOS may be able to obtain grant support to provide supplemental funds for overseas internships.

FOR ALL HOSTS: It is highly unlikely that US/ICOMOS will be able to support placements with Host Organizations that do not contribute financial or in-kind support for an intern. For 2018, placements averaged about \$7500 per person. US/ICOMOS works to defray these costs through grants and donations, but cannot promise to do so.

ALL HOST ORGANIZATIONS are expected to cover all work-related costs for the interns, including transportation to and from project sites if required for the internship, and assistance in finding housing, if not provided.

US/ICOMOS handles all recruiting for, and review of, the applicants; assists the intern with obtaining a J-1 Visa (if required), and conducts and funds an orientation and final program for all interns in Washington, DC. US/ICOMOS also handles the distribution of all stipend payments and provides supplemental travel insurance



for interns. (The amount of the stipend varies, depending on the cost-of-living in different locations, availability of free or reduced-cost housing, and amount of grant support and other monetary contributions received for the exchange program.) Travel costs to and from Washington and the Host location are borne by the IEP Participant unless otherwise subsidized by the IEP Host and / or US/ICOMOS.

ALL HOST ORGANIZATIONS are required to review applicants suggested to them by US/ICOMOS for placement. If a Host Organization agrees to accept a certain applicant, they will do so in writing.

ALL PARTIES TO THE IEP (US/ICOMOS, Interns, and Host Organizations) are required to sign a tripartite agreement that outlines roles and responsibilities for the placement. (A copy of this agreement is included in the online IEP Host application form – see below.)

### **APPLICATION PROCESS**

TO BE CONSIDERED AS A HOST FOR A US/ICOMOS INTERNATIONAL INTERN, please **complete the online application at:**

**[www.tinyurl.com/2019IEP](http://www.tinyurl.com/2019IEP)**

**Please complete this form on or before 4 January 2019.** (Sooner is preferred.) After an initial review, someone from the IEP Committee will contact you to confirm your application, and discuss further details as needed.

The online application will collect:

- Administrative information about the proposed IEP host;
- A title for the proposed intern project;
- A description for the proposed project;
- A description of the proposed work: (office vs. field, solo vs. group, etc.);
- A list of the technical skills required for the proposed project;
- A description of the final product to be produced by the IEP Intern;
- Information concerning housing for the IEP Intern;
- Information on IEP Intern costs, and
- Information on required transportation.

**The online form should be completed as soon as possible, but no later than 4 January 2019. Questions on the process, to include the online form, should be directed to Brian Lione, Chair, IEP Committee and Member, Board of Trustees at [IEP@usicomos.org](mailto:IEP@usicomos.org).**