



Welcome to the OECD!

A handbook for interns joining the Organisation



WELCOME TO THE OECD

You have joined a network of OECD interns growing by more than 700 each year! We encourage you to make the most of your time at the OECD, and hope that you enjoy your time with us.

The OECD is an international organisation that works to build better policies for better lives. Our goal is to shape policies that foster prosperity, equality, opportunity and well-being for all.

Together with governments, policy makers and citizens, we work on establishing evidence-based international standards and finding solutions to a range of social, economic and environmental challenges.



Learn more about our people and work at:
www.oecd.org



This handbook should provide you with the information you need during the first few weeks at the OECD. It explains how to handle certain administrative formalities and go about your everyday life at the OECD.

THE OECD IN NUMBERS

4 000+
members of staff

708
interns in 2023

26
directorates

38
member countries

300
committees, expert and
working groups

500
major reports and country
surveys each year

4 000
conferences and seminars
take place each year

CHECKLIST UPON ARRIVAL

- Ask your supervisor to introduce you to the Resource Management Advisor (RMA).
- Understand the digital security arrangements for remotely on-boarded interns by reviewing the following documents:
 - [Digital Security Arrangements for Onboarding Interns](#)
 - [Digital Security Refresher and New Starters Guide](#)
- Confirm your personal email address and phone number in the My OECD Kiosk in the OECD Portal.
- Join the Intern Circle.
- Introduce yourself to colleagues



NETWORKING TIPS

- Attend OECD Intern Circle events
- Attend OECD seminars and workshops
- Connect with your colleagues on LinkedIn
- Use the OECD Afters Facebook group
- Find your home country community
- Have lunch with people from different Directorates

FAQS ABOUT YOUR STAY AT THE OECD

Who is in charge of interns?

Every Directorate has one or more Resource Management Advisors (RMA). The RMA is in charge of Human Resources in your Directorate, including interns. If you have questions regarding administrative aspects of your internship during your time at the OECD, please get in touch with your RMA. The [Internship Office](#), part of EXD/HRM, is the main contact point for all interns at the Organisation.

What working modalities are available to interns?

Our Directorates have the possibility to on-board interns in person, in hybrid form or fully remotely. The working modalities should be agreed between you and your manager.

Where can I telework from?

The OECD network may only be accessed from the geographic location of an OECD Member country or a country with which the OECD has a Privileges and Immunities agreement. Please inform your supervisor and RMA about the location you are teleworking from. To telework you must submit a request via My OECD Kiosk which must be approved by your supervisor.

Who can I contact if I have IT related questions or require assistance with my OECD account?

Please contact your Correspondent Informatique (CI) or the [Service Desk](#).

How do I receive my living allowance?

As an intern, you do not receive a salary. The OECD provides you with a living allowance of 1 000 Euro per month. Payment usually takes place around the 25th of every month. To receive your contribution, you will have already provided your RIB (Relevé d'identité bancaire) or the filled-out form for bank accounts inside the Eurozone to the Internship Office. You can register or change your RIB in My OECD Kiosk - My Bank Details - Create. It is also possible to receive your living allowance on a bank account outside the Eurozone if it can receive payments in Euro.

How do I view my payslips?

Visit My OECD Kiosk in the OECD Portal to view and download your payslips. Make sure you extract them before the end of your internship.

Am I entitled to days off?

In addition to the public holidays recognised by the OECD, interns working full-time for more than 2 months are entitled to 2.5 days of leave per month. You can request leave through [My OECD Kiosk](#) with your OECD account. In order to do so, you must first select an approver in the “Choose My Approver” tile. Once an approver has been selected, leave requests can be submitted in the “My Leave Requests” tile by clicking on “Create Request”, selecting the start/end date and clicking on “Save”. For detailed instructions, please consult [My OECD Kiosk User Guide](#).

How can interns use sick leave?

Sick leave request is not available in My OECD Kiosk for Interns. You can request two types of sick by informing your RMA by email:

- Uncertified sick leave up to three days.
- Certified sick leave of more than three days with doctor's medical certificate (e.g. arrêt de travail) which should also be sent to the Internship Office.

Any absence from work should be promptly communicated to both the manager and the RMA.

Am I covered by an OECD insurance during my internship?

Interns shall ensure that they are duly covered by a social and medical insurance during the internship period. The Medical Service is available in case of physical and/or psychological urgent situations, but not for regular treatment. If an intern goes on mission, he/she will be covered by the OECD mission insurance.

How can I access support from the psycho-social team?

All staff members can access support or advice from the psycho-social team in case of situations involving personal, family, financial, or professional difficulties issues related to the challenges of expatriation and/or working in a multicultural context or obtaining specialist resources and information.

What should I do if I have concerns about harassment in the workplace?

Fostering a work environment free from personal and sexual harassment, as well as any form of abuse of authority is a key priority for the OECD. The Organisation is committed to addressing any type of inappropriate behaviour that is inconsistent with the expected [Standards of Conduct for officials](#). All staff should consult the [Conflict and Harassment Prevention and Resolution Policy](#) (Annex XX of the Staff Regulations), which defines different forms of harassment, as well as outlines both informal channels for addressing allegedly offensive or unwelcome conduct and formal channels for reporting alleged misconduct.

The OECD also has a [Whistleblower Protecting Policy](#) (Annex XXVIII) to protect against retaliation targeting staff members who have reported misconduct or cooperated with an investigation or audit.

Staff may consult with one or more of the following persons to discuss the situation and the options for dealing with it: the HRM Business Partner for their directorate or Head of Client Services Group, the Mediation Service, the Staff Association, the Social Advisers, the Medical Service, or the Head of Ethics.

I have a question regarding my VISA or work permit. Who can I speak to?

The Bureau des Immunités et Privilèges Diplomatique ([BIPD](#)) can advise on visa and residence permit issues. Before reaching out to the BIPD directly, please contact your RMA first.

How can I access training courses?

You can access available training courses via the Talent Portal.

Can I take a language course?

Oui! The OECD provides French and English courses and resources that are also available to interns. As waiting times can be quite long, interns should apply for the language courses at the start of the internship. For more information, please refer to: [How to access language training](#).

Group classes: Beginners to B2 classes are open to all staff. Express your interest in taking part through the talent portal by clicking on the “Notify me” button on the French course page and please indicate your level in the comments. You can sign up for a beginner's class or take an assessment.

IMPORTANT CONTACTS

Busuu: A mobile and web app for self-paced learning, that offers an interactive and communicative approach to help you work on your vocabulary, grammar and conversational skills.

Podcasts: Short episodes (5-10min) that cover informal topics, and frequently asked questions about the French language. Podcasts are a great way to help you revise, practice and improve your French in your own time. These resources aim to help you become more at ease with the language, starting at the intermediate level. Search for them in the Talent portal to access the content.

Do I receive a confirmation of my internship?

The Memorandum of Agreement (MoA) serves as proof of your internship. Upon your arrival, you can download an internship attestation from My OECD Kiosk – My Attestations – Work Certificate. Please contact your RMA if you have any questions. If you wish to have a letter of recommendation or an evaluation, you should speak directly to your supervisor.

Is there a certain dress code I should follow?

There is no official required dress code. Staff at the OECD typically dress “business casual”. You might want to adapt to your colleagues.

Where can I have lunch?

La Murette office – BaxterStory provides services in the canteen and cafés in La Murette office. You can [create your BaxterStorey account](#), load credit onto your badge, and using the self-service checkout machines. By paying with the OECD badge or presenting it to the cashier, 30% discount would be applied.

Boulogne office - Refectory, the temporary click-and-collect food service provider, provides meals to designated areas in the canteens of Boulogne building. You can order meals using the Refectory app ([Apple Store for iOS](#) or [Google Play for Android](#)) or [website](#) up to five working days in advance, and until 10.30 a.m. on the day of delivery.

The Refectory Click-and-Collect corners are open Monday to Friday from:

- 12.00 p.m. to 2.00 p.m. in the Boulogne Building.

It is also possible to purchase lunch onsite if you are unable to pre-order a meal delivery. As this service offers limited quantities and operates on a first-come, first-served basis, we recommend pre-ordered meals.

Please note that OECD does not offer any lunch contribution. You can also bring your own food and heat it in one of the microwaves available.

Emergency Phone Number.....	40
Welcome Desk La Murette	8997
Welcome Desk Boulogne	7850
Medical Service La Murette.....	8388
Medical Service Boulogne	7605
Security	7654
IT Security/Support: service.desk@oecd.org	

Other important telephone numbers can be found in the Telephone Directory on the intranet under the Important numbers section.

In case of need, contacts of English-speaking doctors can be found here.

To which address should external mail be sent?

All mail to the OECD has to go through security at La Murette first.

The following address should be used:

2 rue André Pascal
75775 Paris Cedex 16

FURTHER EMPLOYMENT OPPORTUNITIES AT THE OECD

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OECD Careers

The OECD seeks to recruit talented individuals with:

- **Academic Excellence:** Outstanding academic credentials, and a track record of academic achievement in relevant fields to the OECD's work.
- **Relevant Experience:** Substantial professional experience in areas pertinent to the OECD's work. Previous experience in public sector, academia, international organizations, private sector or NGOs.
- **Integrity:** A strong commitment to ethical conduct, transparency, and upholding the Organisation's values.
- **Accountability:** Accountable and responsible for their actions, with a proven ability to deliver results and meet objectives.
- **Commitment:** A genuine passion for the OECD's mission of promoting economic growth, social progress, and sustainable development worldwide.

Candidates from different backgrounds are encouraged to apply as we seek to broaden and enrich our knowledge base.

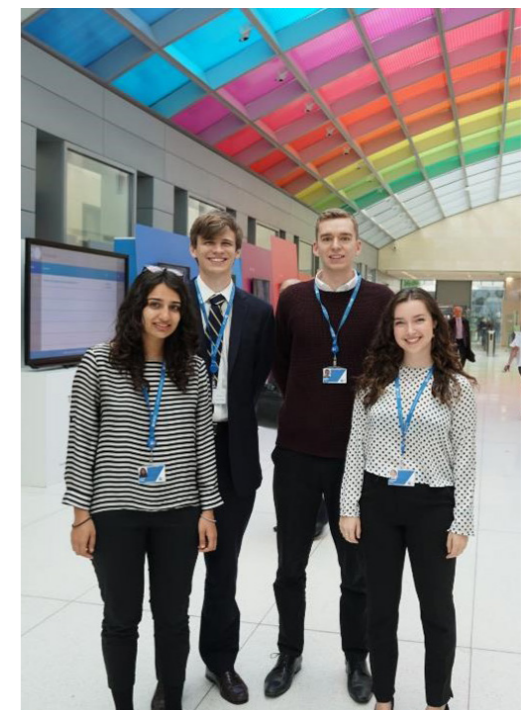


Young Associates Programme (YAP)

The Young Associates Programme is a two-year programme designed for undergraduate students who do not already hold or are not enrolled in a Master's, Ph.D, or equivalent degree to gain professional experience at the cutting edge of public policy development and analysis.

The purpose of the Programme is to prepare outstanding undergraduates for their future postgraduate studies. Young Associates are expected to leave the OECD after two years to pursue postgraduate studies.

Young Associates work closely with a senior manager to tackle some of the most challenging social and economic issues of today.



You can find [more information here](#).

OECD-WIDE ROSTER RECRUITMENTS

The OECD maintains a continuous roster of suitable candidates for organisation-wide functions. The vacancies are published 2-3 times per year. These vacancies involve Assistants, Finance and Human Resources, and Statisticians. For more information, please refer to the OECD careers webpage.

YAP CANDIDATES MUST HAVE



Bachelor's or equivalent degree



OECD Member country nationality



Excellent command of English and/or French



Strong academic background and ability to work in a team

WAYS TO EXPAND YOUR NETWORK

The OECD offers various opportunities to promote your social and professional growth through networking and knowledge sharing. Nurture your interests and expand your network!

ALORA

An association that brings together active and retired OECD staff, OECD Delegation staff and the families of both to participate in cultural, learning, social and sports activities. ALORA also offers its members discounted price arrangements with major sports clubs, restaurants and museums in the Paris area.

Intern Circle

Launched in September 2017, the Intern Circle is an initiative founded and run by interns. Through regular social and professional events, the group helps interns to connect and make the most of their experience. Initiatives include social events (Biannual Interns Welcome Event, coffee breaks, after-work gatherings), professionalising initiatives (seminars & workshops, panel discussions, brown bag lunch), information sharing. You will receive a weekly newsletter on upcoming initiatives and other relevant information. As an intern, you automatically become a member. For any questions on the Intern Circle, send an email to: InternCircleBoard@oecd.org

The Staff Association

The Staff Association represents all OECD staff, regardless of their status, category or the duration of their contract. It is the Administration's key partner for all discussions relating to the employment and working conditions, and it is its mission to defend your interests vis-à-vis the Administration, to keep you informed, and to help you. Visit the SA's [website](#) or contact association.personnel@oecd.org to get in touch.



WAYS TO EXPAND YOUR NETWORK

DICE

DICE promotes the uniqueness of different groups of a diverse and inclusive workplace. DICE organises the Diaspora Talks on Africa (DTA) forum, regular brown bag lunches with leading diasporic voices sharing their perspectives on topical African affairs and the DICE Dinner Series - dinners to continue meaningful conversations, in-person communication and networking.

GLOBE

Established in 2001, GLOBE promotes the inclusion of all sexual orientations and gender identities within the OECD community. Membership is open to all OECD staff members, Delegations and partners. Led by volunteers, GLOBE holds regular meetings and organises social and cultural events.

Womens Network

Established in 2016, the network is run by a group of volunteers and represents over one-third of the female staff. Its activities include networking events, professional seminars with senior managers and numerous workshops on career development.



CHECKLIST BEFORE YOU LEAVE



- Return your "Titre MAE" to the BIPD
- Hand over any unfinished work
- Ask for your supervisor's evaluation
- Ask for a letter of recommendation
- Add your colleagues on LinkedIn
- Fill in the OECD Internship survey
- Download your payslips and work attestation from My OECD Kiosk