



NATI-ACOA 2017-2018 Export Internship Program

Term and Conditions for Participating Companies:

Participating firms will:

- i. Engage a graduate for a period of 1 year, providing them with employment opportunities in their area of study;
- ii. Allow interns to apply their learning in a proper and appropriate business environment;
- iii. Contribute a minimum of 25% (\$10,000) of the graduate's salary and benefits to the minimum per annum salary of \$40,000, excluding all mandatory employer-related costs (MERC). The Program will contribute up to 75% of the intern's salary, to a maximum of \$30,000;
- iv. Use the provided funding only for regular salaried wages. Companies agree that funding cannot be used for vacation or any type of employment termination payouts;
- v. Include export and international business as an integral part of their business strategy;
- vi. Demonstrate they have the commitment, desire and means to implement a structured export strategy;
- vii. Formally communicate monitoring results to NATI on a quarterly basis through an Intern Progress Report, template provided by NATI;
- viii. Submit monthly claims directly to NATI's Finance Manager for processing, using the reimbursement claim forms provided by NATI;
- ix. Notify NATI in a reasonable time frame of any changes to the intern's position or status of employment with the company;
- x. Ensure the employment contract commences prior to September 8th, 2016. Failure to do so may result in withdrawal of the funding at NATI's discretion;
- xi. Provide NATI with a copy of the job ad within 2 weeks (14 calendar days) of selection into the program. Failure to do so may result in a withdrawal of the funding at NATI's discretion;
- xii. Provide a resume and letter of intent from the supervisor. The letter of intent should confirm the supervisor's and the company's commitment to providing a valuable internship experience through training, mentoring and supervising the intern;
- xiii. A resume and letter of intent from the intern candidate. The letter should demonstrate the intern candidate's interest in a career in export and international business, his/her expectations for the internship training, and how he/she will acquire valuable training and experience in the sponsoring organization;
- xiv. Submit the required exit survey with the company's final reimbursement claim; final claims will not be processed until exit surveys have been completed to NATI's satisfaction, survey template provided by NATI;
- xv. Participate in a one on one post project debrief meeting with NATI and/or ACOA;
- xvi. Submit a detailed work plan for the intern to NATI, see Appendix; and
- xvii. Provide 25% of the overall group training costs, estimated at \$367.00 per company, see Appendix.

Term and Conditions for Participating Companies (cont'd):

WORK PLAN

Participating companies will submit a work plan in regards to the role of the intern. The work plan should include a description of the main duties and responsibilities to be assigned to the intern. Examples of satisfactory work experience and training in typical areas of focus are listed below but not limited to those identified here:

- International Trade Strategy
 - Attend appropriate courses/workshops/seminars (where applicable)
 - Interact with government agencies, associations, partners and international clients
 - Contribute to the development of international trade strategies
- Intellectual Property Strategy
 - Attend appropriate courses/workshops/seminars (where applicable)
 - Develop an intellectual property strategy
 - Prepare documentation and applications
- Marketing
 - Attend appropriate courses/workshops/seminars (where applicable)
 - Participate in trade shows, give presentations, develop marketing material
 - Develop marketing strategy
 - Attend a mandatory group training session focused on market research and competitive intelligence for advanced technologies commercialization
- Business Planning and Development
 - Attend appropriate courses/workshops/seminars (where applicable)
 - Search for sources of funding, establish corporate structure
 - Prepare business plan, deal with issues of staffing and management

GROUP TRAINING COMPONENT

Interns will be required to participate in 3 days of group training, company leaders in the *New to Export* track will also be required to join their intern for participation in the one day training session focused on International Trade Management. The Export Program will cover 75% of the training program costs, while **the participating companies will contribute 25%**. This training component participation and company contribution of the Export Internship is compulsory for ALL companies who participate in the Program.



By signing and submitting an application to the NATI-ACOA 2016-2017 Export Internship for Trade Graduates Program, selected companies agree to abide by the above noted terms and conditions. **Failure to meet any of the above noted conditions may nullify this funding agreement.**

**SIGNED, SEALED AND DELIVERED
in the presence of:**

By: _____

By: Ron Taylor, CEO

For:

**For: Newfoundland and Labrador
Association of Technology
Industries Incorporated**

Witness _____

Witness _____