



3 November 2021

Dear Colleagues, Supporters and Friends:

On behalf of Doug Comer, President of US/ICOMOS, Zoe Leung, Chair of the US/ICOMOS International Exchange Program (IEP) Committee, I am pleased to share with you this **call for applications for Hosts and Sponsors for the 2021 US/ICOMOS International Exchange Program. The deadline for IEP Host Applications is 21 January 2022.**

Since 1984, the US/ICOMOS IEP has engaged partners across the world in hands-on training of emerging cultural heritage professionals. To date, more than 700 interns and 70 nationalities have participated. The program shares the best cultural heritage preservation practices from the United States and around the world with young and emerging professionals from the US and overseas. The IEP also reinforces the importance of the personal and communal benefits of international cultural engagement.

The IEP strengthens skills and establishes lifelong professional and personal contacts. These connections 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. *In a time when some nations look to build walls, the IEP builds bridges.* I know of the importance and impact of the program firsthand. I recently completed two IEP internships, one for the American Center of Research, Jordan, and the other for the ICOMOS Sustainable Development Goals Working Group. These experiences were invaluable in helping me build my career, learn new subjects and skills, and make connections within the heritage community that will remain important as my career progresses.

More information on the 2022 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, 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 handwritten signature in black ink, appearing to read "Lydia Loopesko".

Lydia Loopesko  
IEP/EP Program Coordinator  
Member, ICOMOS SDG Working Group  
Former US/ICOMOS Intern (2021)

Enclosure



## **HOST A US/ICOMOS INTERNATIONAL INTERN! 2022 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 2022 INTERNSHIPS**

7 January 2022	- IEP Intern Applications Due
21 January	- IEP Host Applications Due
February – March	- Interns are matched to hosts; Hosts approve placements; final selections made
1 April	- Deadline for interns to accept placements.
15 April	- All signed agreements in place
15 June	- Intern orientation, virtual
20 June – 26 August	- Internship at the host organization
29 – 31 August	- Closing reception in Washington, DC

### **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 expected to provide financial or logistical assistance, such as free or low-cost room and board. 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 2019 (the last year the program was held fully in-person), placements averaged about \$7700 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; provides assistance to the intern in 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, DC and the Host location are borne by the IEP Intern 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 which can be found at the link below:**

## **[Host Application Form](#)**

**Please complete this form on or before 21 January 2022.** After an initial review, someone will contact you to discuss further details.

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 21 January 2022. Questions on the process, to include the online form, should be directed to Lydia Loopesko, IEP Program Coordinator at [IEP@usicomos.org](mailto:IEP@usicomos.org).**

### **NOT READY TO HOST, BUT WANT TO SUPPORT THE IEP IN OTHER WAYS?**

Please consider donating to the IEP to defray costs and expenses. Donations can be made online; visit our website at [www.usicomos.org/donate](http://www.usicomos.org/donate) and select 'Contribute directly to the International Exchange Program.'