



## INTERN PERFORMANCE EVALUATION FORM

*To be completed by the Intern's Supervisor (A copy of the completed form will be provided to the Intern)*

<b>Name of Intern:</b> Andrei Cursaru	<b>Receiving division/office:</b> PAB	<b>Name of Supervisor:</b> Magdalena Spalinska
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**Duration of Internship:** From 3<sup>rd</sup> of July 2017 to 30<sup>th</sup> of September 2017

### DESCRIPTION OF THE OBJECTIVES OF THE INTERNSHIP AND THE TASKS PERFORMED BY THE INTERN as provided for in the initial request:

**Objectives:**

To help support the activities of the Public Affairs Branch

**Tasks performed:**

- Worked extensively on the website project by mapping our current multilingual content in order to have a standard navigation for the new website before the soft launch by the end of the year.
- Worked extensively on the Digital Diplomacy Strategy Project Plan (DDSPP) with our Web Content Manager where he managed and analyzed a wide range of statistical data which will be crucial for the optimization of our social media campaigns.
- Assisted on a daily basis with the Media Digest by researching articles and drafting the internal document when needed.
- Researched on a daily basis with the social media manager platform Hootsuite potential retweets for the OPCW Twitter account.
- Updated and managed on a weekly basis OPCW social media analytics.
- Assisted during the 85<sup>th</sup> Session of the Executive Council Meeting by collecting national statements from Member States representatives.
- Created a bridge between our Organisation and a social media manager company called Brandwatch which has proven to be essential in our future research to improve the communication with OPCW's audience.
- Provided assistance at OPCW Open Day, an annual outreach event during which the Organisation opens its doors to the general public to familiarise them with its work and achievements.

### COMMENTS ON THE INTERN'S PERFORMANCE DURING THE INTERNSHIP with particular reference to the defined objectives of the internship and if the expectations have been met:

Andrei did an excellent work at the OPCW Public Affairs Branch - he showed enthusiasm and took initiative on many projects and returned work that was of high quality, original, creative and requiring minimal edits. Andrei is a

quick learner and has knowledge and good instincts about communications work as well as excellent research and analytical skills.

Andrei has done a stellar job fleshing out OPCW's Brandwatch account allowing PAB to do deeper analysis on the performance of social media campaigns, including revamping the weekly social media statistics tracking. His analysis will form the basis of a discussion on our online audiences for the new Public Diplomacy strategy. He did a good job in reviewing OPCW's social media channels for possible retweets, and has shown a solid sense of what could be politically sensitive. He also contributed to a proposal for a multilingual strategy. He takes a lot of initiative and has learned lots of new, marketable skills during his time here.

Andrei's contribution to the daily media digest was invaluable as he searched for the articles from reliable sources, keeping in mind the task of presenting a comprehensive picture of media landscape regarding WMD stories, with focus on the OPCW and chemical weapons.

Andrei's has an outgoing personality, which is a great asset in outreach work and communications work in general. He has a very responsible attitude to any task assigned and strives to achieve excellence in everything he does. Andrei committed himself with great enthusiasm and seriousness to all and every task and was always keen to help others. He was well-liked by all colleagues and was a great asset to the team.

**PERFORMANCE RATING**

During the Internship the intern would be expected to demonstrate certain generic competencies. These have been assessed as follows:

**Communication skills**

- Consistently exceeds expectations       Meets expectations
- Areas of development identified

Comments:

**Problem solving**

- Consistently exceeds expectations       Meets expectations
- Areas of development identified

Comments:

**Multicultural awareness**

- Consistently exceeds expectations       Meets expectations
- Areas of development identified

Comments:


**Overall performance:**

**During the internship, the Intern's performance has been:**

- Consistently exceeds expectations       Meets expectations
- Areas of development identified

A meeting was held on the following date 27-09-2017 between the Intern and the Supervisor to provide feedback on the Intern's performance.


Comments by the intern:



Signature of Intern:

27.09.2017

Date



Signature of Supervisor:

27 09 2017

Date