



**Organization for Security and Co-operation in Europe  
Permanent Council**

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**692nd Plenary Meeting**

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**DECISION No. 825  
AMENDING OSCE STAFF REGULATIONS**

The Permanent Council,

Acting in accordance with the relevant provisions of Staff Regulation 11.01,

Takes note of the proposed amendments to the Staff Rules circulated by the Secretariat on 10 December 2007, SEC.GAL/151/07/Rev.2,

Approves the attached amendments to OSCE Staff Regulation 6.02 on OSCE Health Insurance Scheme, Regulation 6.03 on OSCE Provident Fund, Regulation 7.04 on Special Leave, Regulation 7.06 on Maternity and Adoption Leave and Regulation 5.04 on Salary Increments.

## AMENDING OSCE STAFF REGULATIONS

CURRENT	AMENDED
<p><b>Regulation 5.04</b>  <b>Salary Increments</b></p> <p>(a) Fixed-term contracted staff/mission members shall, as a rule, be appointed at step one of the salary scale. Under the conditions specified in the Staff Rules, the competent authority for appointment under Regulations 3.03, 3.04 and 3.05 may exceptionally approve the appointment at a higher step.</p> <p>(b) A periodic salary increment shall be awarded to fixed-term contracted staff/mission members in accordance with the Staff Rules, on the basis of satisfactory performance as reflected in appraisal reports pursuant to Regulation 3.11.</p> <p><b>Regulation 6.02</b>  <b>OSCE Health Insurance Scheme</b></p> <p>(a) Contracted OSCE officials shall participate in the OSCE health insurance scheme, unless they are authorized by the Secretary General to continue participation in the health insurance scheme in which they participated before their appointments with the OSCE.</p> <p>(b) The OSCE shall contribute 50 per cent of the cost of health insurance for eligible OSCE officials who participate in the OSCE health insurance scheme. The OSCE shall also contribute 50 per cent of the cost for their eligible dependents. If an OSCE official is authorized to participate in a health insurance scheme, other than the OSCE's or a national scheme, the OSCE shall contribute either 50 per cent of the cost of the other scheme or 50 per cent of the cost of the OSCE scheme, whichever is the lower.</p> <p>(c) The OSCE shall not contribute to a</p>	<p><b>Regulation 5.04</b>  <b>Salary Increments</b></p> <p>(a) Fixed-term contracted staff/mission members shall, as a rule, be appointed at step one of the salary scale. Under the conditions specified in the Staff Rules, the competent authority for appointment under Regulations 3.03, 3.04 and 3.05 may exceptionally approve the appointment at a higher step.</p> <p>(b) A periodic salary increment shall be awarded to fixed-term contracted staff/mission members in accordance with the Staff Rules, on the basis of satisfactory performance as reflected in appraisal reports pursuant to Regulation <b>3.10</b>.</p> <p><b>Regulation 6.02</b>  <b>OSCE Health Insurance Scheme</b></p> <p>(a) Contracted OSCE officials shall participate in the OSCE health insurance scheme, unless they are authorized by the Secretary General to participate in any other health insurance scheme. In case the official concerned opts for any other health insurance scheme, the OSCE shall contribute the employer's share of either the other scheme or the OSCE health insurance scheme, whichever is lower. Participation in another health insurance scheme shall be further regulated under the Staff Rule 6.02.2.</p> <p>(b) The OSCE shall contribute 50 per cent of the cost of health insurance for eligible OSCE officials who participate in the OSCE health insurance scheme. The OSCE shall also contribute 50 per cent of the cost for their eligible dependents.</p> <p>(c) The OSCE shall not contribute to a supplementary health insurance scheme.</p>

**AMENDING OSCE STAFF REGULATIONS (continued)**

<b>CURRENT</b>	<b>AMENDED</b>
<p>supplementary health insurance scheme.</p> <p>(d) Seconded OSCE officials shall provide the OSCE with evidence that they have an appropriate and sufficient health insurance coverage. Should they wish to participate in the OSCE health insurance scheme, they shall contribute to it at their own expense.</p>	<p>(d) Seconded OSCE officials shall provide the OSCE with evidence that they have an appropriate and sufficient health insurance coverage. Should they wish to participate in the OSCE health insurance scheme, they shall contribute to it at their own expense.</p> <p>(e) Full contributions of seconded OSCE officials to the OSCE health insurance scheme for themselves and, as the case may be, for their spouse and children under Rule 6.02. shall be deducted from their Boarding and Lodging Allowances, unless otherwise provided in the arrangements made with seconding countries.</p>
<p><b>Regulation 6.03</b> <b>OSCE Provident Fund</b></p>	<p><b>Regulation 6.03</b> <b>OSCE Provident Fund</b></p>
<p>(a) Fixed-term contracted OSCE officials shall participate in the OSCE Provident Fund, unless they are authorized by the Secretary General to continue participation in the pension insurance scheme in which they participated before their appointments with the OSCE. In case the official concerned opts for continuation in a pension insurance scheme other than a national scheme one, the OSCE shall contribute the employer's share of either the other scheme or the OSCE Provident Fund, whichever is lower.</p> <p>(b) The OSCE shall contribute an amount of 15 per cent and the OSCE official 7.5 per cent of the OSCE official's net base salary, including post adjustment, if applicable, for the account of any OSCE official participating in the Provident Fund of the OSCE.</p> <p>(c) OSCE Provident Fund benefits shall be paid in accordance with the Staff Rules.</p>	<p>(a) Fixed-term contracted OSCE officials shall participate in the OSCE Provident Fund, unless they are authorized by the Secretary General to participate in any other pension insurance scheme. In case the official concerned opts for any other pension insurance scheme, the OSCE shall contribute the employer's share of either the other scheme or the OSCE Provident Fund, whichever is lower. Participation in another pension insurance scheme shall be further regulated under the Staff Rule 6.03.2.</p> <p>(b) The OSCE shall contribute an amount of 15 per cent and the OSCE Official 7.5 per cent of the OSCE official's net base salary, including post adjustment, if applicable, for the account of any OSCE official participating in the Provident Fund of the OSCE.</p> <p>(c) OSCE Provident Fund benefits shall be paid in accordance with the Staff Rules.</p>

**AMENDING OSCE STAFF REGULATIONS (continued)**

CURRENT	AMENDED
<p><b>Regulation 7.04 Special Leave</b></p> <p>(a) OSCE officials shall be entitled to special leave on full or partial pay or without pay, for the following reasons:</p> <p>(i) Marriage of the OSCE official: two days;</p> <p>(ii) Paternity leave: four days;</p> <p>(iii) Death of spouse/child/parent/sibling: four days;</p> <p>(iv) Death of a parent-in-law: two days.</p> <p>(b) Special leave for reasons other than those mentioned in (a) above may be granted, on full or partial pay or without pay, for exceptional reasons and in the interest of the OSCE, and, in the case of seconded staff/mission members, where their national legislation so provides, in accordance with the conditions specified in the Staff Rules.</p> <p>(c) International fixed-term mission members serving in duty stations where extreme hardship or hazardous conditions prevail, may be granted rest and recuperation leave under the conditions specified in the Staff Rules.</p>	<p><b>Regulation 7.04 Special Leave</b></p> <p>(a) OSCE officials shall be entitled to special leave on full pay, without charging to existing annual leave balances, for the following reasons:</p> <p>(i) Marriage of the OSCE official: two days;</p> <p>(ii) Death of spouse/child/parent/parent-in-law/sibling: four days;</p> <p>(b) Whenever OSCE officials have to travel for the purposes of special leave defined in (a) above, they shall be granted additional days-off either as annual leave or leave without pay sufficient to undertake a return journey.</p> <p>(c) Special leave for reasons other than those mentioned in (a) above may be granted for exceptional reasons and in the interest of the OSCE, and, in the case of seconded staff/mission members, where their national legislation so provides, in accordance with the conditions specified in the Staff Rules.</p> <p>(d) International fixed-term mission members serving in duty stations where extreme hardship or hazardous conditions prevail, may be granted rest and recuperation leave under the conditions specified in the Staff Rules.</p>
<p><b>Regulation 7.06 Maternity and Adoption Leave</b></p> <p>(a) Under the conditions specified in the Staff Rules, female OSCE officials shall be entitled to maternity leave of sixteen consecutive weeks. This period may be extended by two weeks in the event of a multiple birth.</p>	<p><b>Regulation 7.06 Maternity, Paternity and Adoption Leave</b></p> <p>(a) Under the conditions specified in the Staff Rules, female OSCE officials shall be entitled to maternity leave of sixteen consecutive weeks. This period may be extended by two weeks in the event of a multiple birth.</p>

**AMENDING OSCE STAFF REGULATIONS (continued)**

<b>CURRENT</b>	<b>AMENDED</b>
(b) Under the conditions specified in the Staff Rules, OSCE officials shall be entitled to adoption leave.	(b) Under the conditions specified in the Staff Rules, OSCE officials shall be entitled to paternity and adoption leave.