



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

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**966th Plenary Meeting**  
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**DECISION No. 1093  
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 and Appendices communicated by the Secretariat on 27 September 2013, SEC.GAL/72/13/Rev.5 prior to their promulgation by the Secretary General;

Approves the enclosed amendments to OSCE Staff Regulation 4.01 on Expiration and Termination of Appointments and Assignments, Regulation 4.04 on Termination Indemnity, Regulation 5.08 on Travel Expenses, Regulation 5.09 on Removal Expenses, Regulation 5.10 on Installation Grant, Regulation 5.11 on Repatriation Grant, and Regulation 6.02 on OSCE Health Insurance Scheme.

## AMENDING OSCE STAFF REGULATIONS

CURRENT	AMENDED
<p><b>Regulation 4.01</b> <b>Expiration and Termination of Appointments and Assignments</b></p> <p>(a) Fixed-term appointments of staff/mission members who reach the age of 65 while in service shall normally expire on the last day of the month of their 65th birthday. However, the competent authority for the appointment under Regulations 3.03, 3.04 and 3.05 may, where relevant in consultation with the Secretary General and the respective head of institution or mission, by way of exception and only in the interest of the OSCE, offer or extend an appointment beyond this age limit for a period not exceeding one year, taking into account the limitations set under Regulation 3.11.</p> <p>(b) Appointments or assignments may be terminated before the expiration date by the authority competent for appointment and assignment under Regulations 3.03, 3.04 and 3.05, in consultation with the Chairmanship or the Secretary General when required. For international fixed-term contracted mission members and international seconded mission members, the decision shall be taken by the respective head of mission in consultation with the Secretary General and, in the case of international seconded staff/mission members, communicated prior to the implementation of the decision to the seconding country.</p>	<p><b>Regulation 4.01</b> <b>Expiration and Termination of Appointments and Assignments</b></p> <p>(a) <i>Remains unchanged.</i></p> <p>(b) Appointments or assignments may be terminated before the expiration date by the authority competent for appointment and assignment under Regulations 3.03, 3.04 and 3.05, in consultation with the Chairmanship or the Secretary General when required. For international fixed-term contracted mission members and international seconded mission members, the decision shall be taken by the respective head of mission in consultation with the Secretary General <b>or in the case of termination during the probationary period, in consultation with the Director for Human Resources as specified under Rule 3.09.1</b>, and, in the case of international seconded staff/mission members, communicated prior to the implementation of the decision to the seconding country.</p>

**AMENDING OSCE STAFF REGULATIONS (continued)**

CURRENT	AMENDED
<p><b>Regulation 4.04 Termination Indemnity</b></p> <p>(a) Fixed-term contracted OSCE officials whose appointments are terminated under Regulation 4.02 (a) (i), (ii) and (iv) shall be entitled to a termination indemnity.</p> <p>(b) The termination indemnity shall amount to one month's net base salary for each completed year of service or for each month remaining until the expiry of the appointment, whichever is lower. For fractions of a year/month, the indemnity shall be prorated.</p>	<p><b>Regulation 4.04 Termination Indemnity</b></p> <p>(a) Remains unchanged.</p> <p>(b) Remains unchanged.</p> <p><b>New paragraph:</b></p> <p>(c) <b>In case of re-employment within 12 months to a new fixed-term contracted appointment in the OSCE, the provisions for re-payment of the termination indemnity outlined in Staff Rule 3.11.3 shall apply.</b></p>
<p><b>Regulation 5.08 Travel Expenses</b></p> <p>(a) The OSCE shall reimburse OSCE officials for expenses for duty travel in accordance with the conditions and procedures specified in the Staff Rules.</p> <p>(b) Within the limits and under the conditions laid down in the Staff Rules, the OSCE shall reimburse eligible OSCE officials and, if applicable, their eligible dependants, for travel expenses incurred upon:</p> <ul style="list-style-type: none"> <li>(i) Appointment;</li> <li>(ii) Change of duty station;</li> <li>(iii) Home leave;</li> <li>(iv) Separation from service;</li> <li>(v) Medical evacuation pending reimbursement;</li> <li>(vi) <i>Education grant travel.</i></li> </ul>	<p><b>Regulation 5.08 Travel Expenses</b></p> <p>(a) The OSCE shall reimburse OSCE officials for expenses for duty travel in accordance with the conditions and procedures specified in the Staff Rules.</p> <p>(b) Within the limits and under the conditions laid down in the Staff Rules, the OSCE shall reimburse eligible OSCE officials and, if applicable, their <b>spouse and dependent children</b> <del>eligible dependants</del>, for travel expenses incurred upon:</p> <ul style="list-style-type: none"> <li>(i) Appointment;</li> <li>(ii) Change of duty station;</li> <li>(iii) Home leave;</li> <li>(iv) Separation from service;</li> <li>(v) Medical evacuation pending reimbursement;</li> <li>(vi) <i>Education grant travel.</i></li> </ul>

**AMENDING OSCE STAFF REGULATIONS (continued)**

CURRENT	AMENDED
<p><b>Regulation 5.09 Removal Expenses</b></p> <p>Within the limits and under the conditions laid down in the Staff Rules, the OSCE shall reimburse eligible OSCE officials, for removal expenses incurred upon:</p> <ul style="list-style-type: none"> <li>(i) Appointment;</li> <li>(ii) Change of duty station;</li> <li>(iii) Separation from service.</li> </ul>	<p><b>Regulation 5.09 Removal Expenses</b></p> <p>Within the limits and under the conditions laid down in the Staff Rules, the OSCE shall reimburse eligible OSCE officials, for removal expenses incurred upon:</p> <ul style="list-style-type: none"> <li>(i) <b>Initial appointment on the condition that at least one year of service will be performed;</b></li> <li>(ii) Change of duty station, <b>on the condition that at least one year of service has been performed in the previous duty station;</b></li> <li>(iii) Separation from service <b>provided that one year of service has been completed except in the case of unsuccessful completion of the probationary period as provided by Rule 5.09.2.</b></li> </ul>
<p><b>Regulation 5.10 Installation Grant</b></p> <p>(a) Under the conditions laid down in the Staff Rules, the OSCE shall pay an installation grant to eligible international fixed-term contracted staff members, including the Secretary General and the heads of institution, in respect of themselves and their eligible dependents upon appointment and transfer to another duty station provided that service is foreseen for at least twelve months.</p> <p>(b) The installation grant shall be the equivalent of the daily subsistence allowance applicable to the duty station, and fifty per cent of that amount for each eligible</p>	<p><b>Regulation 5.10 Installation Grant</b></p> <p>(a) Under the conditions laid down in the Staff Rules, the OSCE shall pay an installation grant to eligible international fixed-term contracted staff members, including the Secretary General and the heads of institution, in respect of themselves, <b>and their spouse and dependent children</b> <del>eligible dependents</del> upon appointment and transfer to another duty station provided that service is foreseen for at least twelve months.</p> <p>(b) The installation grant shall be the equivalent of the daily subsistence allowance applicable to the duty station, and fifty per cent of that amount for <b>spouse and each</b></p>

**AMENDING OSCE STAFF REGULATIONS (continued)**

<b>CURRENT</b>	<b>AMENDED</b>
<p>dependent, and shall be paid for a period of thirty days after arrival at the duty station.</p>	<p><b>dependent child</b> <del>each eligible dependent</del>, and shall be paid for a period of thirty days after arrival at the duty station.</p>
<p><b>Regulation 5.11 Repatriation Grant</b></p> <p>Under the conditions laid down in the Staff Rules, the OSCE shall pay a repatriation grant to international fixed-term contracted staff members, including the Secretary General and the heads of institution, in respect of themselves and their eligible dependents upon separation from service.</p>	<p><b>Regulation 5.11 Repatriation Grant</b></p> <p>Under the conditions laid down in the Staff Rules, the OSCE shall pay a repatriation grant to international fixed-term contracted staff members, including the Secretary General and the heads of institution, in respect of themselves, <b>and their spouse and dependent children</b> <del>eligible dependents</del> upon separation from service.</p>
<p><b>Regulation 6.02 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> <p>(d) Seconded OSCE officials shall provide the OSCE with evidence that they</p>	<p><b>Regulation 6.02 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 <b>spouse and dependent children</b> <del>eligible dependents</del>.</p> <p>(c) The OSCE shall not contribute to a supplementary health insurance scheme.</p> <p>(d) Seconded OSCE officials shall provide the OSCE with evidence that they</p>

**AMENDING OSCE STAFF REGULATIONS (continued)**

<b>CURRENT</b>	<b>AMENDED</b>
<p>have 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>have 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 <b>officials in the field operations</b> 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. <b>Seconded staff members shall make the payment of premiums at least one month in advance of the due date for themselves, and as the case may be, for their spouse and dependent children, by bank transfer to the OSCE.</b></p>