



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

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**1191st Plenary Meeting**  
PC Journal No. 1191, Agenda item 5

**DECISION No. 1300**  
**AMENDING OSCE STAFF REGULATIONS AND STAFF RULES**

The Permanent Council,

With a view to aligning the provisions on working hours with that of the United Nations,

Cognizant that this change will have no additional cost impact on the Unified Budget or other OSCE budgets,

Decides to:

Approve the enclosed amendments to OSCE Staff Regulation 7.01 on working hours, and OSCE Staff Rule 7.01.1 on the normal working week as highlighted in the annex.

**AMENDMENTS TO THE OSCE STAFF REGULATIONS AND  
 STAFF RULES**

<b>CURRENT TEXT OF THE STAFF REGULATIONS AND STAFF RULES</b>	<b>PROPOSED AMENDMENTS</b>
<p><b>Regulation 7.01 — Working Hours</b></p> <p>(a) The working week and working hours shall be defined by the Secretary General and the heads of institution/mission, according to the normal practice at the respective duty stations and be included in the Staff Rules.</p> <p>(b) The Staff Rules shall specify the conditions under which overtime may be compensated, as well as the conditions applicable to part-time work, night work and service outside normal working hours.</p> <p>(c) The Secretary General, in consultation with the heads of institution and missions, shall decide which days are to be observed as holidays at each duty station. There shall be nine OSCE holidays in each calendar year.</p>	<p><b>Regulation 7.01 — Working Hours</b></p> <p>(a) The working week and working hours shall be defined by the Secretary General and the heads of institution/mission <b>in consultation with the Secretary General</b>, according to the normal practice at the respective duty stations <del>and be included in the Staff Rules.</del></p> <p>(b) The Staff Rules shall specify the conditions under which overtime may be compensated, as well as the conditions applicable to part-time work, night work and service outside normal working hours.</p> <p>(c) The Secretary General, in consultation with the heads of institution and missions, shall decide which days are to be observed as holidays at each duty station. There shall be nine OSCE holidays in each calendar year.</p>
<p><b>Rule 7.01.1 — Normal Working Week</b></p> <p>(a) The normal working week shall consist of forty working hours, divided into five working days of eight hours each. However, depending on the nature of the post, the working hours may be organized differently and may include night or shift work, as specified in the letter of appointment or terms of assignment of the staff/mission member concerned.</p>	<p><b>Rule 7.01.1 — Normal Working Week</b></p> <p>(a) The normal working week shall consist of forty working hours, <del>divided into five working days of eight hours each.</del> However, <b>pursuant to Regulation 7.01 (a), the Secretary General or the respective head of institution/mission may modify the normal working week. Any such modifications shall be reflected in salary scales pursuant to Regulation 5.02 (b).</b></p>

**AMENDMENTS TO THE OSCE STAFF REGULATIONS AND  
STAFF RULES (continued)**

<b>CURRENT TEXT OF THE STAFF REGULATIONS AND STAFF RULES</b>	<b>PROPOSED AMENDMENTS</b>
<p>(b) OSCE officials shall work beyond the normal working hours if required.</p>	<p><b>(b)</b> Depending on the nature of the post, the working hours may be organized differently and may include night or shift work, as specified in the letter of appointment or terms of assignment of the staff/mission member concerned.</p> <p><b>(cb)</b> OSCE officials shall work beyond the normal working hours if required.</p>