

Unit responsible: HR

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**MINISTRY OF FOREIGN AFFAIRS**

**DANIDA**



**STAFF RULES  
and  
GENERAL INFORMATION  
for  
ADVISERS  
ON SHORT-TERM ASSIGNMENT**

**Ministry of Foreign Affairs**

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[www.um.dk](http://www.um.dk)

**FEBRUARY 2017**

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## **PREFACE**

The "Staff Rules and General Information for Advisers on Short-Term Assignment" of the Ministry of Foreign Affairs applies to advisers employed by the Ministry of Foreign Affairs within the framework of Denmark's Assistance Programme for a period not exceeding 24 months.

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## CHAPTER I

### REMUNERATION AND TERMS OF EMPLOYMENT

#### Section 1 The Staff Rules' Sphere of Application

The provisions of these Staff Rules apply to advisers employed and paid by the Ministry of Foreign Affairs provided that the contract entered into covers a period not exceeding 24 months.

#### Section 2 Terms of Employment

Before assignment commences, the Advisers enter into a contract with the Ministry of Foreign Affairs stipulating their remuneration and terms of employment. Where nothing else is stipulated in the contract, this present document applies.

Any dispute arising out of or in connection with this contract, including any disputes regarding the existence, validity or termination, shall be settled by the courts of Denmark in Copenhagen (Københavns Byret). The legal language in arbitration is Danish.

#### Section 3 Remuneration

1. The Ministry of Foreign Affairs determines the remuneration.
2. Unless otherwise agreed between HR and the Embassy/MFA department, the remuneration is to be calculated from the date on which the Adviser leaves his or her home country, until and including the day of return to his or her home country upon termination of assignment. This, however, is only applicable if travel takes place by the fastest available means of transport immediately upon commencement and termination of the assignment.
3. If any means of transport other than the fastest available is used, the Adviser's remuneration is to be calculated as though the fastest had been used.

The remuneration is payable monthly and in arrears and will be remitted to an account in a bank, savings bank or similar financial institution designated by the Adviser.

4. Sickness compensation is granted in accordance with The Employers' and Salaried Employees' Act (Funktionærloven).
5. For contracts of less than 1 month's duration, the remuneration is to be paid out at the end of the contract and not until travel accounts, including summary of hours/days, have been received by the Ministry of Foreign Affairs for the full contract period. The summary of hours/days must include a list of the total number of working hours/days. Please note that

the total number of working hours/days must not exceed the number mentioned in the contract, unless specific written approval by the Embassy/team leader exists.

Working hours correspond to normal working hours in Denmark, i.e. 37 hours per week, 7.4 hours per day. No remuneration for overtime is payable.

Travelling time exceeding 8 hours during outward and return travel will not be considered overtime.

Time required for preparation before leaving and reporting after returning is to be stipulated in the contract and remuneration is to be calculated at an hourly rate on the basis of the remuneration mentioned. Timesheets must be attached to the travel accounts and approved by the embassy.

#### **Section 4 Taxation**

Pursuant to Danish legislation as defined by Section 33A of the Tax Assessment Act persons liable for tax in Denmark, including Advisers posted abroad for at least six months, may apply for exemption from tax on income earned abroad. Advisers are personally responsible for clarifying their taxable status and obligations directly with the Danish tax authorities and if applicable with the relevant authority in their country of domicile or permanent residence. The Ministry of Foreign Affairs has neither liability nor obligation whatsoever neither in this respect, nor to reimburse any taxes which may be imposed on the Adviser in connection with any salary or payments made under a contract of employment with the ministry.

Confirmation of tax exemption from the Danish tax authorities must immediately be forwarded to [DANIDAadvisers@um.dk](mailto:DANIDAadvisers@um.dk).

Non Danish advisers are equally personally responsible for clarifying their taxable status and obligations directly with the relevant tax authorities in their home country.

#### **Section 5 Daily Subsistence Allowance (per diem), hotel accommodation and reimbursement of expenses for duty travel**

1. During an assignment, an Adviser is entitled to a daily subsistence allowance in accordance with the regulations issued by the Danish Ministry of Finance (Tjenesterejseaftalen cirkulære nr. 12212 af 30<sup>th</sup> June 2000) with the following modifications: The daily subsistence allowance is calculated for each hour commenced with 1/24 of the allowance rate for the relevant country. The daily subsistence allowance covers the entire duration of travel (outward travel, stay, return travel) calculated from the place of home residence. For contracts of 6 months or more in duration, subsistence allowance is not provided (neither in the first 6 months) . The usual daily allowance, however, will be provided in connection with duty travel within the country of assignment. Should the adviser be entitled to a per diem

allowance from another party during the period of the contract, the subsistence allowance from the Ministry of Foreign Affairs shall lapse.

2. If the Adviser is accommodated in a hotel and full board is included in the price, and he or she thus does not incur expenses for meals, the daily subsistence allowance will be reduced by 75 per cent. If only some meals are provided, the allowance will be reduced accordingly, breakfast being calculated at 15 per cent, lunch at 30 per cent and dinner at 30 per cent of the allowance. These reductions also apply to international flights serving meals.
3. a) Duly documented accommodation expenses will be reimbursed by the Ministry of Foreign Affairs pursuant to the tenancy agreement. Luxury or high class hotels are not to be used. Where the Adviser takes private accommodation, an overnight allowance is payable, amounting to 1/3 of the daily subsistence allowance applicable for the country concerned.

If the advisor/seconded person or his/her spouse receives allowances for accommodation, travel expenses or other expenses from an international organisation, private company, embassy or other institution, the corresponding allowances from Danida will lapse since reimbursement cannot be made twice for the same expenses.

b) Documented transport expenses in connection with local duty travel (air, rail, etc.) as well as documented expenses for accommodation will also be reimbursed, while all other expenses are assumed to be covered by the daily subsistence allowance. Use of a private vehicle for duty travel is refunded by a per mileage rate, fixed by the Ministry of Finance. A log must be kept during the duty travel, which should be countersigned by the Embassy or team leader before it is submitted to the Ministry of Foreign Affairs.

Expenses for transport by taxi are reimbursable against due documentation and only when warranted by special professional circumstances. **These circumstances must be stated in the travel accounts and approved by the Embassy/HR beforehand.** (cf. also section 9.1 concerning Outward and Return Travel).

Expenses for local transport at the duty station are not refundable and are assumed to be covered by the daily subsistence allowance. Expenses for car rental are to be refunded only to the extent they are incurred in connection with duty travel outside the duty station or pre-approved due to special circumstances.

c) Expenses incurred in connection with the use of telephone, fax, internet etc. from abroad, are only reimbursable when warranted by professional circumstances. These circumstances must be stated in the travel accounts.

4. As per arrangement with the Ministry of Foreign Affairs, an Adviser may receive an advance on the travel allowance corresponding to estimated hotel expenses and daily subsistence allowance during the contract period, but only for a maximum of 2 months. The advance received must be stated in the travel accounts.

5. Upon termination of an assignment, Advisers are required to submit their travel accounts to the Ministry of Foreign Affairs. For contracts of a duration of more than one month, travel accounts may be submitted to the Ministry of Foreign Affairs for reimbursement at the end of each month (for contracts with several missions under one contract, travel accounts are submitted upon termination of each mission). Travel accounts to be submitted using the excel document “Salary, Per Diems and Travel Expenses Claim Form” attached to the contract. All expenses to be documented by original receipts describing type of expense, date, amount and voucher number.

Expenses will be reimbursed in accordance with the average selling rate of Danish banks for the respective country's currency in the month in which the expenses were defrayed, or the latest available rate. Any exchange rates applied that differ from this must be duly documented.

6. Daily subsistence allowance and reimbursement of hotel or accommodation expenses will also be payable for Sundays and local holidays falling within the assignment period but not during maternity leave or other absence from the assignment or duty station

Where such days are spent outside the country of assignment, the maximum daily subsistence allowance and reimbursement of hotel expenses will correspond to the rates applicable at the duty station.

7. Entertainment expenses will not be reimbursed.

## Section 6 Vacation

Short term advisers' remuneration includes 'Holiday Pay' (feriepenge) corresponding to 12½ % of the remuneration. For advisers with a Danish civil registration number (cpr.nr.). Holiday Pay will be paid into Feriekonto by the Ministry of Foreign Affairs and is meant to finance holidays taken after the contract period.

Advisers who wish to take holidays during the contract period, **must report to the Ministry of Foreign Affairs with information on the number of holidays to be taken or taken already in order that a reduction can be made of their remuneration.**

1. For further information regarding FerieKonto, incl. procedures related to the disbursement to the adviser of the Holiday pay accrued, you may refer to: [www.feriekonto.dk](http://www.feriekonto.dk)
2. Taking of holidays during a contract term is subject to agreement with the Danish Diplomatic Mission in the country of assignment. No subsidy is payable for vacation travel to Denmark or the Adviser's home country.

## Section 7 Pension

Pension contributions are included in the remuneration and the Adviser is responsible for any contributions to a pension fund.

## Section 8 Maternity Pay

Maternity pay is granted in accordance with Act on Maternity Pay (Barselsloven) and The Employees' Act (Funktionærloven).

## Section 9 Outward and Return Travel

1. The Ministry of Foreign Affairs defrays travel expenses for the Adviser between his or her home residence and the duty station at the commencement of service. Transport to and from an airport in the home country must take place by public transport unless special circumstances warrant otherwise. In such case, this must be agreed with the Ministry of Foreign Affairs before departure. Where any other means of transport is used (own car or taxi), the maximum amount refundable must correspond to the expenses incurred for travel by the cheapest public transport or the travel allowance calculated in accordance with the regulations issued by the Danish Ministry of Finance.
2. If the Adviser's period of service is terminated at his/ her own request prior to the agreed expiry date, or if he/she is dismissed due to breach of contract prior to the date agreed for completion of service, the Ministry of Foreign Affairs decides, depending on the circumstances, to withhold entirely or partially the agreed provisions, including reimbursement of costs incurred for return travel

Unless otherwise agreed, all air tickets and reservations are to be arranged through the Ministry of Foreign Affairs' travel agency, Carlson Wagonlit Travel Agency, [UM.dk@contactcwt.com](mailto:UM.dk@contactcwt.com)

Phone requests to be made during business hours (DK-time). A fee applies for phone requests outside the travel agency's opening hours and is payable by the adviser except in case of emergency.

Advisers' air travel must take place in economy class.

The fact that an Adviser may have the opportunity to make use of cheap fares (charter flights etc.) does not mean that the amount saved can be paid out or used for any other purpose, for instance extra travel. The Ministry of Foreign Affairs will not undertake to pay the cost of an air ticket that an Adviser may not want to utilise. Nor will the Ministry undertake to pay the cost of the air ticket in order for the Adviser to purchase the ticket by his or her own arrangement.



The Adviser is obliged to submit the used ticket and boarding card to the Ministry of Foreign Affairs together with the travel accounts.

3. If, in accordance with the regulations above, the Adviser is entitled to travel by air at the Ministry's expense but wishes to travel by sea or rail etc. instead, the Ministry of Foreign Affairs may – after prior agreement - reimburse expenses against receipts, within the amount the journey would have cost by air.

If the Adviser travels by private car, the Ministry of Foreign Affairs will reimburse according to the below rules:

- a) Mileage allowance and daily subsistence allowance in accordance with regulations issued by the Danish Ministry of Finance on official journeys (Tjenesterejseaftalen cirkulære nr. 12212 af 30<sup>th</sup> June 2000) Lowest mileage allowance applies
- b) Reimbursement of expenses for hotel accommodation (but not including meals, laundry, etc.) against receipts.
- c) Reimbursement of charges for ferry crossings, road toll, etc., against receipts.

## **Section 10 Baggage**

1. For assignments with duration of one to three months, the Ministry of Foreign Affairs will pay expenses, against receipts, for up to a total of 30 kg baggage, including the Airlines' allowance each way. For assignments over 3 months' duration, reimbursement will be made for up to a total of 50 kg baggage each way, including the Airlines' allowance
2. Reimbursement, against receipts, of transport expenses in connection with necessary equipment for the assignment can be agreed upon with the Ministry of Foreign Affairs.

## **Section 11 Insurance**

1. The Ministry of Foreign Affairs has taken out a Group Insurance with the insurance companies Forenede Gruppeliv, SOS and TRYG for the benefit of the Advisers assigned by the Ministry of Foreign Affairs.

This insurance includes:

- I** Baggage Insurance
- II** Sickness and Home Transport Insurance (excluding regular dental treatment)
- III** Disaster and emergency
- IV** Accident Insurance

**V Group Life Insurance****VII Industrial injury**

All other insurances must be taken out by the Adviser.

2. The insurance cover is valid during the entire contract period, i.e. from the time of departure from the home country until the termination of the contract. However, if a contract includes more than one assignment abroad within a frame period the insurance will cover only time spent, incl. traveling, at such specific assignments, not for time spent between the assignments.
3. The insurance is automatically valid, which means that it becomes effective and ceases without any form of notice from the Adviser to the Ministry of Foreign Affairs or to the insurance companies.
4. Any question arising in connection with the insurance is to be directed to the insurance companies.
5. Insurance conditions for the coverage of SOS International and TRYG insurance companies are attached to the contract made with the Short Term Adviser.

### **SOS INTERNATIONAL( <https://www.sos.eu/da/um/english/>)** **Emergency assistance**

**If you need emergency assistance in connection with serious illness or injury, visit the local doctor or local emergency room to get a medical evaluation.**

Examples of emergency assistance:

Hospitalization, serious illness or accident, need of transportation by sea or air, need of reference to a doctor or hospital.

**SOS emergency centre 24/7**

**Phone: +45 38 48 93 50**

**Fax: +45 70 10 50 56**

**Email: [um@sos.eu](mailto:um@sos.eu)**

### **Non-emergency assistance**

**If you need non-emergency assistance you can contact SOS' Claims Department in Denmark**

**SOS Claims Department**

Monday-Friday 9.00-16.00

Phone: +45 38 48 93 80

Email: [umclaims@sos.eu](mailto:umclaims@sos.eu)

Examples of non-emergency assistance:

Information about benefits covered by the insurance, pre-certification of non-emergency treatment, reimbursement of expenses

For reimbursement of expenses, please download a claim form below. You will find instructions for the completion of the form in the document.

**To download claim form:**

<https://www.sos.eu/da/um/english/non-emergency-assistance/>

## **Section 12 Medical Examination**

1. After termination of service in a developing country the Adviser may consult a doctor who, if necessary, can refer the Adviser to a specialist in tropical diseases or outpatient tropical medicine examination either at the Department of Epidemiology, at Copenhagen University Hospital (Rigshospitalet), or Skejby Hospital in Aarhus, or Odense University Hospital. Where this involves undue travel, the insurance company may, subject to prior agreement, authorize referral to a local specialist in tropical diseases.

Within one year after termination of service in a developing country, the Ministry of Foreign Affairs will refund the expenses incurred for the examination on receipt of the doctor's bill. Referral to a specialist subsequent to the return is to be effected pursuant to the general health care regulations.

## **Section 13 Sideline**

The Adviser shall under no circumstances be permitted to engage in any other paid employment or to conduct any kind of business activity during the period of assignment for the Ministry of Foreign Affairs without prior agreement with the Ministry of Foreign Affairs.

## **Section 14 Professional Secrecy and Communication with the Press, etc.**

1. An Adviser must observe secrecy in any matter which comes to his or her knowledge in pursuance of his or her official duties and the secrecy of which is warranted by circumstance of specific instruction. The pledge of secrecy does not cease with termination of service.
2. An Adviser should neither participate in political demonstrations, petitions, election propaganda, etc., nor express his or her views in public regarding home or foreign policy issues in respect of the country of assignment.

3. Both in his or her official and private capacity, the Adviser must observe the laws and regulations of the host country.
4. The adviser must conscientiously abide by the rules applicable to his position, and both inside and outside the service prove worthy of the esteem and confidence that the position requires.
5. No offer, payment, consideration or benefit of any kind which constitute illegal or corrupt practices, shall be made, either directly or indirectly, as an inducement or reward in relation to the execution of this contract.  
Any such practice will be grounds for the immediate cancellation of this contract and for such additional actions, civil and/or criminal, as may be appropriate. At the discretion of the Ministry of Foreign Affairs a further consequence of any such practice can be the definite exclusion from any by the Ministry of Foreign Affairs funded activities.

### **Section 15 Currency Exchange**

1. Currency exchange must be strictly in accordance with the host country's laws and regulations governing import, export and exchange of currency. Any violation of these regulations may result in immediate termination of the assignment without notice.

### **Section 16 Emergencies**

1. The Adviser should keep the nearest Danish Embassy or Consulate informed of his or her whereabouts, at all times, so that he or she may be contacted quickly in the event of an emergency situation or civil unrest in the country of assignment. An Adviser should contact the nearest Danish Embassy or Consulate as soon as conditions allow, and should the need for evacuation arise, such evacuation must be carried out following consultations with the Danish Mission.

## CHAPTER II

### THE ADVISERS' LEGAL STATUS IN THE COUNTRY OF ASSIGNMENT

Agreements have been concluded concerning general conditions and procedures for development cooperation with most of the countries in which Danida stations advisers. These agreements contain a section on the rights and obligations of advisers in respect of the host country. Certain programme and project agreements may also contain provisions regarding the legal status of advisers in the host country.

In the event that the Adviser is detained, incarcerated or involved in a road accident or any other incidents resulting in personal injury or material damage, the Ministry of Foreign Affairs and/or the local Danish Embassy or Consulate should be notified immediately.

**Danish Ministry of Foreign Affairs  
Borgerservice and the 24/7 centre  
Phone number: +45 33921112**

## CHAPTER III

### MEASURES TO BE TAKEN IN CONNECTION WITH ASSIGNMENT ABROAD

#### A. Preparations Prior to Departure

##### a. **Passport**

The Adviser must hold a passport which is valid for the entire period of assignment + 6 months (which is required by certain countries require for entry or for issuing a visa).

##### b. **Visa**

Certain countries require a visa. Relevant information is available at the Ministry of Foreign Affairs' home page [www.um.dk](http://www.um.dk). It is the adviser's responsibility, if necessary with the help of the Embassy in the relevant duty country, to obtain a visa in connection with the stay. The Ministry of Foreign Affairs will defray all expenses incurred in connection with the issue of visas.

##### c. **Vaccinations**

Before departure to most developing countries and for immigration from many developing countries to third countries, proof of vaccination against various tropical diseases is required. Information and advice regarding these vaccinations is available at:

**Rigshospitalet**

(Copenhagen University Hospital)

<https://www.rigshospitalet.dk/english/Pages/default.aspx>

Epidemiology Outpatient Unit

Blegdamsvej 9

Entrance 86

Dept. 8622, 2nd Floor

2100 København Ø

Phone 35 37 35 07

Mon-Thur 11.00 – 14.45

Fri 11.00 – 14.00

<https://www.rigshospitalet.dk/undersoegelse-og-behandling/forebyggelse/Sider/rejse-og-vaccination.aspx?>**The Travel Vaccination Clinic (Udlandsvaccinationen)**<http://www.vaccination.dk/english/>

or

**Odense University Hospital**

Sønder Boulevard 29

DK-5000 Odense C

Tel: +45 66 11 33 33

Fax: +45 66 13 28 54

Brendstrupgårdsvej

DK-8200 Århus N

Tel: +45 89 49 83 20

Fax: +45 8949 8310

**Skejby Sygehus**

Vaccinationsklinikken

Infektionsmedicinsk afd. Q

**Ålborg Sygehus (Aalborg Hospital)**

Hobrovej 18-22

DK-9100 Ålborg

Tel: +45 99 32 11 11

This information may also be available from the Advisers' own physician, the district medical officer or the county medical officer.

**d. Air Tickets**

All return air tickets should be issued by Carlson Wagonlit Travel Agency e-mail: [UM.dk@contactcwt.com](mailto:UM.dk@contactcwt.com)

**e. Currency**

Advisers must purchase their own foreign currency prior to departure.

**B. Communication with the Ministry of Foreign Affairs:****a. Correspondence with the Ministry of Foreign Affairs:**

All letters and reports should be addressed to:

Ministry of Foreign Affairs  
Att: HR  
Asiatisk Plads 2  
DK-1448 Copenhagen K.  
Tel.: +45 33 92 00 00  
Email: DANIDAadvisers@um.dk

All telecommunications, letters and reports to the Ministry of Foreign Affairs should always quote the Ministry's reference number and, if applicable, the date of the most recent correspondence. A reference number can be found in all correspondence from the Ministry of Foreign Affairs to the Adviser.

**b. Short-Term Advisers' reports**

Short-Term Advisers are obliged to report on their assignment to the Ministry in accordance with any specific agreement made.