

**MINISTRY OF FOREIGN AFFAIRS OF DENMARK**

**DANIDA** | INTERNATIONAL  
DEVELOPMENT COOPERATION

# Staff Regulations

## Advisers on Long-term Assignments

Part 2 of 2

**MINISTRY OF FOREIGN AFFAIRS OF DENMARK**

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**ANNEX 1 - DECLARATION OF COHABITATION**

We, the undersigned, hereby solemnly and jointly declare that for the past 12 months we have continuously cohabited without legal impediment at the same physical address in a relationship equivalent to marriage/registered partnership. The attached documentation is provided in affirmation of this declaration.

Documentation attached:  National Registration Office (Folkeregister) certificate  
(Tick where appropriate)  Other (specify) \_\_\_\_\_

\* \* \*

Adviser's name:

Name of the cohabiting partner:

\_\_\_\_\_

\_\_\_\_\_

Civil registration no. (personnummer).

Civil registration no. \_\_\_\_\_

Posted to: \_\_\_\_\_  
(country)

as at \_\_\_\_\_  
(date)

Date:  
Place where signature given:

Date:  
Place where signature given:

\_\_\_\_\_

(Adviser's signature)

\_\_\_\_\_

(Signature of the cohabiting partner)

## ANNEX 2 – REIMBURSEMENTS

### Reimbursement of Duty travel

Advisers must arrange all outward and homeward journeys by themselves through the Ministry of Foreign Affairs' travel agency, Carlson Wagonlit Travel, e-mail: [um@carlsonwagonlit.dk](mailto:um@carlsonwagonlit.dk). All air tickets must be purchased making use of any special offers and discount schemes - both in Denmark and in the country of service. In the country of service, the Embassy may require the Adviser to use established discounts arranged with airlines or travel agencies.

The Embassy may decide local variance from the standard rules below, and shall in such case inform the Adviser accordingly

1. **Reimbursement can only take place provided that:**

- 1) the travel has been authorised beforehand by the Embassy or HR
- 2) expenses have not been covered by the local authorities

A request for authorisation must state the purpose of the duty travel, its duration and estimated cost.

For duty travel of less than 24 hours' duration only documented expenses for meals will be refunded.

Per diem allowances are not payable when free accommodation or meals are provided, including participation in Adviser Meetings, "in-country" courses and seminars.

2. **Hotel:** The Ministry of Foreign Affairs will refund documented expenses for hotel accommodation during travel during the contract according to current travel rules. An undocumented overnight allowance will be payable at the rate for private lodgings. The allowance will, however, only be payable if the Ministry of Foreign Affairs does not have any expenses (e.g. for rent or maintenance) in connection with the accommodation where the overnight stay takes place.

If the hotel room is shared with a person who is not entitled to reimbursement, the cost of the room can be refunded up to the fixed hotel accommodation rate. In countries where a hotel accommodation rate has not been fixed, the cost of a reasonable single room with bath, but not of luxury standard, can be refunded.

3. **Main meals on per diem allowance:** The Embassy in the country of service will pay per diem allowance on the basis of actual rates (see Annex 2.1).

Per Diem allowance is calculated for each commenced hour of the duration of duty travel, i.e. from departure from home/workplace to return to home/workplace, as  $\frac{1}{24}$  of the reduced rate stated for the country of service. Meals provided free by the airline must be deducted from the per diem rate as follows: 15% (breakfast), 30% (lunch) and 30% (dinner).

If full board is provided or not paid by the Adviser, the per diem allowance will be reduced to 25% of the full rate which is intended to cover minor expenses such as local

transport, snacks during the journey and stay, and non-official telephone calls, etc.

If only some of the meals are provided without cost to the adviser, the per diem allowance will be reduced as follows: 15% (breakfast), 30% (lunch) and 30% (dinner).

4. **Transport:** Documented expenses for transport by public transportation to and from the destination, typically airport/hotel, will be refunded and is not part of the per diem amount. Reimbursement for duty travel in the Adviser's own car will be paid in accordance with the rules.
5. **Presentation of accounts:** Observing the rules for reimbursement set out in items 3 and 4, Advisers must on completion of the duty travel submit full and itemized travel accounts, together with numbered vouchers stating their total outlay, to the Embassy. Forms for this purpose can be obtained from the Embassy. In situations where it has not been possible to obtain a receipt, the Embassy will, on the basis of a specific assessment, be able to accept a solemn declaration from the adviser instead of a voucher. As a minimum such declarations must contain information regarding the nature and size of the outlay, and where and when it took place.
6. **Duty to report:** Public employers are required to report payment of tax-exempt travel expenses, both in Denmark and abroad, including per diem allowance, percentage allowance, reimbursement for journeys in private cars and undocumented overnight allowance. The reported disbursements are tax-exempt.

## Annex 2.1

### **PER DIEM RATES AND HOTEL RATES FOR DANIDA ADVISERS JANUARY 1, 2017**

The rates can be found at <http://www.modst.dk/> .  
[http://www.modst.dk/ServiceMenu/Nyheder-og-presse/Nyhedsarkiv/OEkonomistyrelsen/~/\\_media/Files/L%C3%B8n%20og%20personale/Cirkul%C3%A6rer/2016/03816.pdf](http://www.modst.dk/ServiceMenu/Nyheder-og-presse/Nyhedsarkiv/OEkonomistyrelsen/~/_media/Files/L%C3%B8n%20og%20personale/Cirkul%C3%A6rer/2016/03816.pdf)

### ANNEX 3 - EDUCATION COSTS.

#### Reimbursement of School fees

*School attendance in the country of service or a neighbouring country*

- Max. reimbursement per child for school fees, including board and lodging at boarding school Subject to Embassy decision

*If the adviser is located in an isolated area where ordinary school attendance is not possible*

- Payment may be made for max. 900 lessons per year
- Max. fee for teacher (Irrespective of the no. of children) DKK 150 per hour

*School attendance outside the country of service or a neighbouring country*

- Max. reimbursement for child placed at boarding school provided both parents are resident in the country of service DKK 119,700 per year
- Fixed allowance per child for extra expenses in connection with child attending school and living with others than parents DKK 21,400 per year

#### Language and extra tuition

After arrival in the country of service: DKK 6,000 for the first year after arrival/per child.

School fees will be paid by the Adviser directly.

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## **ANNEX 4 - PRE-DEPARTURE PREPARATION**

### **The process**

During the recruiting process, all involved, including the Adviser, are expected to identify needs for competence development in relation to taking up the position as Adviser. In most cases no pre-departure preparation is needed.

The Adviser shall follow the code of conducts as attached namely on anti-corruption and on working in public sector.



## **ANNEX 5 - INTERNAL REPORTING**

Unless otherwise agreed, all reports must be submitted to ([DANIDAadvisers@um.dk](mailto:DANIDAadvisers@um.dk)) via the Embassy.

Performance dialogue reports

A sample report is shown on the following page. A copy of the report will be kept at the Embassy

**ANNEX 5.1****INCEPTION REPORT**

Long-term adviser

**Adviser's name****Position****Contract period****Counterpart/local authority****Private address at the Duty Station****Work address at the Duty Station****Telephone :****Telephone :****Fax:****Fax:****E-Mail:****E-mail:**

The inception report must be submitted to the Danish Embassy in your country of service after three months at the Duty Station and must as an enclosure to this page include the following:

**The Ministry of Foreign Affairs/Mercuri Urval, Copenhagen**

- How the recruitment process was experienced
- Programme/project information
- Information concerning post, incl. job description
- Relevance of pre-departure preparation
- The language course(s)

**Local authorities**

- Arrival and introduction programme
- Information concerning the local organization's structure, distribution of responsibilities and duties
- Counterpart
- Office facilities
- Contact/relations with local authorities
- Departure procedures

**The Danish Embassy**

- Arrival and introduction programme
- Programme/project information
- Information concerning post, incl. job description
- Contact/relations with the Danish Embassy

**General**

- How long did it take you to become effective in your work?
- How did your family adapt to the Duty Station?
- Was the information received useful and relevant for your introduction to the host organization?

Date \_\_\_\_\_ Signature \_\_\_\_\_

**Annex 5.2****FINAL ASSIGNMENT REPORT****Adviser's name****Position****Contract period****Counterpart/local authority****Anticipated address in home country****Address at the Duty Station****Telephone :****Telephone :****E-Mail:****E-mail:****JOB DESCRIPTION (most important assignments)****TRAINING AND LANGUAGES**

Have you felt a need for supplementary education or training? If yes, in what areas?

Did you have language problems when you took up your post? If yes, what is the situation like now?

**CONTACT WITH SPECIALIST INSTITUTIONS**

Have you felt a need to seek specialist advice? If yes, in what areas? From what institutions?

## **TRANSFER OF EXPERIENCE FROM THIS REPORT**

Do you consent to information from this report being passed on to future advisers or to others?

## **ASSIGNMENTS**

Give a brief description of your placing in the institution you work in, your work assignments and the recommendations and reports you have submitted to local authorities.

## **WORKING CONDITIONS AND FORMS OF COOPERATION**

Give a brief description of your working conditions and your cooperation with colleagues and authorities and the extent to which one or more counterparts have been trained.

## **PERFORMANCE OF ASSIGNMENTS AND APPROPRIATENESS OF ASSISTANCE ACTIVITIES**

1. To what extent was it feasible to carry out the assigned tasks?
2. Will a counterpart be able to continue the work or would you recommend a continuation of the assistance?
3. In the latter case, what tasks might a possible replacement for you expect to be assigned, and what experience and education should such a person be in possession of?

Date \_\_\_\_\_ Signature \_\_\_\_\_  
(Adviser)

The Ministry of Foreign Affairs will confirm receipt of this report but will not comment on it unless so requested by you.

## **ANNEX 6 - PERFORMANCE DIALOGUE WITH HOST ORGANISATION**

### **1. Introduction**

The performance dialogue aims at strengthening the performance of the adviser. This requires optimal contextual conditions for the adviser's work. Furthermore, it requires continuous feedback on the adviser's performance as a basis for sustaining and developing advisory skills.

The performance dialogue is intended as a tool to enable the involved parties to identify and develop the necessary elements leading to positive and effective cooperation and good advisory performance. The tool is developed for situations where dialogue will lead to solutions on practical problems, develop processes and enhance performance. It is not suited for actual conflict resolution.

### **2. The use of the performance dialogue tool**

This performance dialogue tool is intended for use between the following actors:

- the individual adviser,
- a representative from the partner institution and
- A representative from the local Danish representation.

The involved parties should fill out the performance dialogue tool as preparation for a meeting, which should not have other issues on the agenda. Alternatively, the involved parties may each fill out their part of the tool at the dialogue meeting. The respective assessments are discussed and joint comments are formulated. Comments may specify either agreements or disagreements. A joint report sheet should be filled out and signed by all participants at the end of the dialogue meeting to ensure that all participants agree to the observations and conclusions. The joint report should be send to the Danish representation.

If there is more than one partner institution, the Representation and the institution responsible for programme implementation will decide how the dialogue is best organized. A representative from the local Danish representation should always participate in the dialogue meeting acting on behalf of the contract holder (the Danish Ministry of Foreign Affairs).

At the performance dialogue meeting the involved parties will evaluate the relevance of the individual job description and work plan of the adviser, the specific institutional set-up and give the adviser focused feedback on his/her job related performance. This input should lead to a joint description of strengths and challenges; an agreement on specific actions to undertake as well as a follow-up status on previously agreed specific actions.

The dialogue should take place three times during a standard 3 year contract period: After the first six months of contract, after one and a half year, after two and a half year, and finally before the end of the contract period. If the contract is extended beyond 3 years, the performance dialogue is continuously undertaken every 12 months. Representations are to submit the completed tool to The Ministry of Foreign Affairs following each performance dialogue.

The dialogue tool contains 15 statements. The involved parties should indicate to what extent they agree with the statements on a 6-step scale (from 1: “Disagree” to 6: “Agree”). The parties should choose the number on the scale that most closely represents their view. The numbers 1-3 represents varying degrees of disagreement and numbers 4-6 varying degrees of agreement. All statements should be filled out and the full range of the scale for responses should be used in order to provide a nuanced understanding of respondent’s viewpoints.

The statements fall in two sections.

Section A concerns contextual conditions for the adviser’s input. These statements will be used to evaluate the relevance of the adviser’s job description and programme context and other conditions for the adviser’s performance. Section B concerns the performance of the adviser. These statements will be used to give the adviser focused feedback on his/her technical-professional performance (section B1) and cooperating performance (section B2).

The parties should add joint comments where appropriate in relation to all sections. The joint comments are divided into three parts. The first part covers identified strengths and challenges based on the replies to the statements. The second part covers specific actions for the next period agreed between the parties at the meeting. Part three covers the follow-up status on previously agreed specific actions.

**Danish Ministry of Foreign Affairs****Performance Dialogue on Technical Assistance**

Name of adviser:

File number, adviser:

Name of the programme:

File number, programme:

Name and institution of representative  
from the partner institution:Name of representative from the  
local Danish representation:

Period under assessment:

Date:

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Representative from partner  
institutions' signature

Adviser's signature

Representative from local Danish  
representations' signature



## Performance Dialogue on Technical Assistance

### Section A – Contextual conditions

#### A1. Job description and programme context

Statements/Issues	Representative of partner institution's assessment						Adviser's assessment						Representative of local Danish representation's assessment					
	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6
1. Need to revise the present job description?																		
2. A clear and agreed workplan outlining the adviser's tasks exists.																		
3. The agreed physical working conditions (logistics, work space, equipment) for task accomplishment are provided to the adviser																		
4. The necessary information for task accomplishment is provided to the adviser																		
5. Relevant national decision makers and other partner staff are accessible																		

#### Comments and follow up

Identified strengths and challenges	
Agreed specific actions for the next period	
Follow-up status on previously agreed specific actions	

## Section B – Adviser’s job related performance

### B1. The Adviser’s technical-professional performance

Statements/Issues	Representative of partner institution’s assessment						Adviser’s assessment						Representative of local Danish representation’s assessment					
	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6
1.The Adviser’s performance is of high technical-professional standard																		
2.The Adviser is performing as agreed in the job description and work plan																		
3.The adviser stimulates development of processes, products and services																		
4.The adviser demonstrates a good understanding of national policies and strategies																		
5.The adviser demonstrates a good understanding of the policies and practices of the partner institution																		

Comments and follow up

Identified strengths and challenges	
Agreed specific actions for the next period	

## Section B – Adviser’s job related performance

### B2. The Adviser’s cooperating performance

Statements/Issues	Representative of partner institution’s assessment						Adviser’s assessment						Representative of local Danish representation’s assessment					
	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6
1.The adviser shows flexibility in accomplishing tasks																		
2.The adviser demonstrates a high level of commitment																		
3.The adviser is proactive in accomplishing tasks																		
4.The adviser addresses challenges in a constructive manner																		
5. The adviser is cooperating satisfactorily with other staff																		

### Comments and follow up

Identified strengths and challenges	
Agreed specific actions for the next period	
Follow-up status on previously agreed specific actions	

## ANNEX 7 - VACCINATIONS AND MINOR HEALTH CONSULTATIONS BY PHONE

Vaccinations prior to posting

For Danish citizens or foreign nationals living in Denmark, it is possible to receive a vaccination at the below addresses when the contract has been signed by both parties.

Foreign nationals not living in Denmark may contact SOS International (See Annex 8) for a list of clinics or hospitals in their home country or country of residence.

**For Danish citizens or foreign nationals living in Denmark:**

### **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/undersogelse-og-behandling/forebyggelse/Sider/rejse-og-vaccination.aspx>

*Health consultation prior to posting*

An appointment for a consultation (normally of 30 minutes' duration) can be arranged by telephone: +35 37 35 07. The hospital should be informed as to how many people wish to participate..

Vaccinations can also be obtained when the contract has been signed by both parties at:

The Travel Vaccination Clinic (Udlandsvaccinationen)

<http://www.vaccination.dk/english/>

Odense University Hospital

Sdr. Boulevard 29

5000 Odense C

Tel.: +45 66 11 33 33

E-mail: [ouh@ouh.regionsyddanmark.dk](mailto:ouh@ouh.regionsyddanmark.dk) eller [ode.kia@rsyd.dk](mailto:ode.kia@rsyd.dk)

Rejsemedicinsk Klinik

Banegårdsplads 19

8000 Århus C

Tel.: +45 86 12 20 85

<http://www.rejsemedicin.dk/Contact.aspx> or <http://www.rejsemedicin.dk/booktime.aspx>

Infektionsmedicinsk Afdeling

Medicinerhuset

Mølleparkvej 4

9000 Aalborg

Tlf. 97 66 39 20/97 66 39 21

Staff Regulations- Advisers on Long-term Assignments

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E-mail: [infektionsmedicinsk@rn.dk](mailto:infektionsmedicinsk@rn.dk)

<http://www.aalborguh.rn.dk/Afdelinger/Medicinsk+Center/Afdelinger/Infektionsmedicinsk+Afdeling/>

*During posting*

During posting the Department of Infectious Diseases at Copenhagen University Hospital may also be contacted. by fax at: +45 35 45 66 48.

In urgent cases one of the hospital's consultants will answer questions if the adviser calls +45 35 45 14 98. Finally, Dr. Søren Thybo will answer questions at the e-mail address: [soeren.thybo@rh.regionh.dk](mailto:soeren.thybo@rh.regionh.dk).

The address is only operational, however, when Dr. Søren Thybo is not away on an official journey or on holiday, for which reason it is advisable if the matter is urgent to phone +45 35 45 14 98.

**ANNEX 7.1***QUESTIONNAIRE*

Before the health consultation at Copenhagen University Hospital, please complete the form below if you are interested in

- blood test (if you do not already know your blood group);
- vaccination against relevant tropical diseases;
- necessary malaria prophylaxis.

**Surname:** \_\_\_\_\_

**First name:** \_\_\_\_\_

**Civil registration no.:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone number where we can reach you** \_\_\_\_\_

**Names and ages of accompanying children:**

<b>Names</b>	<b>Civil registration nos.</b>

**Have you experienced any allergic reactions to any medicine?**

**Health problems experienced in hot climates:**

**What country are you going to?**

**Previous posts in the tropics:**

**In cases of doubt, it is possible to contact the Ministry of Foreign Affairs' medical Adviser at Copenhagen University Hospital, telephone +45 35 45 14 98**