

**MINISTRY OF FOREIGN AFFAIRS OF DENMARK**

**DANIDA** | INTERNATIONAL  
DEVELOPMENT COOPERATION

# **Staff Regulations**

## **Advisers on Long-term Assignments**

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## **INTRODUCTION**

“Staff Regulations - Advisers on Long-term Assignments” and the related annexes describe the conditions of employment for persons posted by the Ministry of Foreign Affairs of Denmark /Danida on contracts of not less than 12 months duration as advisers in developing countries. The term ”Danida” is for the purpose of these Staff Regulations synonymous with the Ministry of Foreign Affairs.

The Staff Regulations are published in English. The Staff Regulations form an integral part of the contract of employment entered under Danish law between Danida and the Adviser. All questions of implementation and interpretation should be directed to the Danish Embassy in, or accredited to, the country of service.

Advisers are required during the course of the contract to notify the Embassy forthwith in writing of any significant changes in their personal circumstances which might affect entitlement to salary, allowances or reimbursements. Such changes include, but are not limited to, birth or adoption of a child, entering or terminating a marriage/partnership or declared cohabitation, and absence from the Duty Station for three months or more of dependent family members for whom allowances are paid. Should the Adviser neglect to notify Danida promptly of such changes, the amount of any overpayment will be recovered by deduction from the Adviser’s salary payments. Wilful neglect of the duty to notify changes will entitle Danida to terminate the contract of employment on the grounds of serious misconduct.

Local conditions and circumstances may necessitate that the Embassy impose a restrictive interpretation on certain provisions in the Staff Regulations, for example in order to maintain acceptable standards of accommodation or in the interests of personal security.

This present version of “Staff Regulations - Advisers on Long-term Assignments” applies to all new contracts entered from 1 January 2011. Danida may as and when necessary make minor amendments to these Regulations. Salary scale will be adjusted in line with the Common Academic Salary Scale, and allowances/reimbursements reviewed annually.

## **1. CONTRACT**

(See Annex 1)

A contract of employment shall be entered into between the Adviser and Danida before the Adviser may take up her/his post. Contracts are normally entered for a term of three years.

The contract of employment is conditional on the acceptance of the services of the Adviser by the designated host organisation at the Duty Station. Should this acceptance not be accorded the contract will be void and cease forthwith, notwithstanding the period of notice otherwise prescribed by the Staff Regulations. The contract applies exclusively to the post specified in the contract and does not oblige Danida to transfer the said contract or any rights pertaining to it to any other post whatsoever. The contract includes a calculation of basic salary, allowances and other benefits and sets out the terms of employment.

The contract of employment is prepared on the basis of information provided by the Adviser at the time of recruitment. The Adviser has a duty to notify Danida of any subsequent changes pertaining to any allowance or entitlement due under the contract. This duty includes notifying Danida of any allowance or benefit receivable by the Adviser's spouse/partner in connection with her/his own personal contract of employment, if any, at the Duty Station, which might duplicate a similar entitlement under the Adviser's contract of employment with Danida. In such case, Danida reserves the right to cancel the pertinent allowance or entitlement in the Adviser's contract of employment without further notice.

The Adviser has a duty to avoid conflicts of interest in relation to their employment with Danida and in their relations with the host organisation and government. In consequence the Adviser may not enter into any other form of paid employment nor pursue any private business interests which may be construed as affecting their impartiality as Danida Adviser. In case of doubt, the Adviser is required to consult the Danish Embassy and to follow their advice in the matter.

### **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 (and Labour Market Contribution/AMB) 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. Danida has no liability nor obligation whatsoever 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 Danida.

## 2. BASIC SALARY AND PENSION CONTRIBUTION.

The Adviser will be paid a basic salary and an additional pension contribution as detailed below. A full specification of all salary components and allowances to be paid to the Adviser will form an integral part of the contract of employment.

### Post classification

The first step in determining the salary to be paid is to classify the post, at one of the following levels:

- Junior Adviser*
- Adviser (Levels 1-8)*
- Senior Adviser (N2)*
- Senior Adviser (N1)*

The post classification is done before any recruitment is initiated, and is based on an assessment of the qualifications required, the extent and complexity of the responsibilities to be undertaken, and the organisational structure in which the Adviser will work. The post classification is therefore an independent process not affected by the qualifications or experience of the Adviser subsequently selected to fill it.

### Placement of the Adviser on the Danida basic salary scale

The next step is to place the person recruited for the post on the Danida basic salary scale for Advisers. This scale is based on the Danish Common Academic Salary Scale (the AC scale) and adjusted annually. Advisers will be placed on the scale according to their individual qualifications and experience, as follows:

- *Junior advisers* with a university degree/higher education and limited work experience are placed on grade 4, and may advance to grade 5 after two years of service.
- *Advisers with a completed apprenticeship/vocational school education* are normally placed at grade 1 for their first Danida contract and advance a grade each year during the contract period. Seniority from previous contracts may be taken into account and give a higher initial placement.
- *Advisers with a professional qualification*, such as teachers or nurses, are normally placed at grade 1 for their first Danida contract and advance a grade each year during the contract period. Seniority from previous contracts may be taken into account and give a higher initial placement.
- *Advisers with a university degree/higher education* are normally placed at grade 4 for the first two years of service, and then advance a grade each year of service. Seniority from previous contracts may be taken into account and give a higher initial placement.
- *Senior advisers (N2)* are placed as special consultants (specialkonsulent). One grade for the duration of the contract.
- *Senior advisers (N1)* are placed as chief consultants (chefkonsulent). One grade for the duration of the contract.

### Danida basic salary scale (as at 1 April 2012)

Scale:	Annual salary
Grade	DKK
1	248,599
2	254,394
4 (2 years)	288,960
4 -	288,960
5	311,426
6	331,915
7	336,160
8	352,103
SR N2	456,789
SR N1	491,674

#### Pension contribution or allowance

All Advisers are entitled either to a standard pension contribution or to a pension allowance, at the percentage rate fixed by the current AC agreement in Denmark. Danida pays in either case both the employer's share and the employee's share of the contribution, in total currently 17.1 % of the basic salary as defined above.

If the Adviser is a Danish national Danida will pay the pension contribution directly into a pension plan in Denmark, provided it leads to regular lifelong payments from the date of retirement ("livsvarig rate pension"), disablement payment to the Adviser, and benefits for a surviving spouse and/or children. Pension plans in Denmark are subject to the approval of the Board of Government Employed Personnel (Personalestyrelsen), which also decides on any application to cash in the pension plan before it matures.

If the Adviser is not a Danish national a pension contribution allowance will be calculated using the same percentage rate and paid as part of the Advisers monthly salary package. Due to restrictions imposed by the Danish Authorities, this option is not available to Advisers who are Danish nationals.

#### Payment of salary

##### Entitlement

The Adviser is entitled to salary from the date on which she/he leaves the country of ordinary residence or place of recruitment to take up the post until the date when she/he arrives back at that place at the end of the assignment. Initial and final travel must be carried out using the most economically and most direct route possible, and diversions or prolongation of the journey for personal convenience does not entitle to pay or benefits for the extra time incurred.

**Disbursement**

Salary is paid monthly in arrears to the Adviser's bank account in Denmark. Any further transfer of funds from the said account is the sole responsibility of the Adviser and the Ministry of Foreign Affairs cannot assist in nor pay for such services.

**Initial advance**

The Adviser may request the Ministry of Foreign Affairs for a salary advance once the contract has been signed and before leaving for the post. One advance of DKK 130,000 may be granted, based on an estimated DKK 80,000 for purchase and transportation of a car plus DKK 50,000 for other establishment expenses to set up home at the Duty Station. No further salary advances can be given.

Documentation evidencing the purchase of the car and its transportation must be submitted to the Embassy not later than six months after the start of the contract. The salary advance will be recovered from the Adviser's salary payments in 18 monthly instalments. Should the contract be terminated for any reason and by either party before the advance has been fully repaid, Danida will deduct any outstanding balance from final payments due to the Adviser, including any resettlement grant.

As no interest is charged on the sum advanced, the Embassy will be entitled to request the Adviser to use the vehicle for duty travel at the destination, in which case mileage will be reimbursed as specified elsewhere in these Regulations.

### 3. ALLOWANCES AND OTHER BENEFITS

#### Adviser allowance

An adviser allowance is paid to all Advisers except junior advisers, in recognition of their expected substantial work experience, especially in developing countries or an international organisation, which qualifies them for Danida-financed posts.

The adviser allowance per April 1, 2010 is DKK 73,397 annually

#### Personal allowance

For posts classified at the Adviser level an additional personal allowance may be paid if the post requires special qualifications over and above those normally required for a post at this level. The additional personal allowance is not payable in posts classed as N1 or and N2, as the higher basic salary level for these posts includes an element reflecting the higher level of responsibility involved. Neither is the allowance payable for posts classified at the Junior level.

The personal allowance, when payable, is linked to the level at which the Adviser is placed on the basic scale:

Rates at April 1, 2012:	DKK annually:
Personal allowance step 1	<b>12,460</b>
Personal allowance step 2	<b>23,503</b>
Personal allowance step 3	<b>32,417</b>
Personal allowance step 4	<b>40,724</b>
Personal allowance step 5	<b>45,789</b>
Personal allowance step 6	<b>49,436</b>
Personal allowance step 7	<b>53,083</b>
Personal allowance step 8	<b>54,400</b>

#### Hardship allowance

A hardship allowance is paid to Advisers and to their dependent family members who take up residence for a minimum period of at least 183 consecutive days at a Duty Station classified by Danida as particularly arduous, currently:

Afghanistan, Bangladesh, Benin, Bhutan, Bolivia, Burkina Faso, Cambodia, China, Croatia, Egypt, Ethiopia, Ghana, Guatemala, Honduras, Indonesia, Kenya, Kina, Kosovo, Liberia, Libya, Mali, Montenegro, Mozambique, Nepal, Nicaragua, Niger, Nigeria, Palestine, Russia, Serbia, Sudan, Tanzania, Tunis, Uganda, Vietnam, Zambia, Zimbabwe.



Payment of the allowance to family members is conditional on their taking up permanent residence with the Adviser at the Duty Station for at least the minimum period of 183 consecutive days. The adviser must notify the Embassy without delay should family members join or leave the Duty Station at different dates from the Adviser. Danida reserves the right to recover any undue payment of allowance by subsequent salary deduction, should the Adviser neglect to make prompt notification as prescribed.

The amount of the hardship allowance per April 1, 2012 is DKK 7,699 annually for each eligible person over 12 years of age, and DKK 3,849.50 annually for each eligible person under 12 years of age.

### **Leave and family visit allowance:**

All Advisers irrespective of Duty Station will receive a fixed flat-rate leave and family visit allowance as part of their salary package. This allowance is to contribute to the extra costs involved in regularly visiting the home country and to facilitate visits between family members, whilst giving the Adviser maximum possible flexibility in planning. The allowance is also applicable to the Adviser's spouse/partner and to any children under the age of 21, provided they have been recognised as dependents in the contract of employment.

The flat-rate leave and family visit allowance is DKK 7,699 annually for the Adviser, for the spouse/partner, and for any child between 12 and 21 years of age. The flat-rate allowance for any child between 2 and 12 years of age is DKK 5,774 annually.

The flat-rate allowance is payable in monthly instalments as part of the salary package.

The flat-rate leave and family visit allowance does not release the Adviser from the duty to agree periods of absence from the Duty Station with the Embassy, as specified elsewhere in these Regulations.

**The provisions for compassionate leave travel**, as defined in Section 4, Reimbursements, are not affected by the introduction of the flat-rate leave and family visit allowance.

### **Spouse/partner allowance**

A spouse/partner allowance is paid if the Adviser has a spouse/registered partner or cohabiting partner. Cohabitation is recognised for the purpose of this allowance if the couple make a written and joint declaration (Annex 1.1.) that they have lived together in a partnership analogue to marriage /registered partnership for at least 12 months prior to the date of commencement of the Adviser's contract of employment with Danida. Entitlements to spouse/partner allowance and to additional hardship allowance for the spouse/partner will immediately cease, should the couple separate.

A spouse/partner allowance is not payable if both members of the couple are concurrently employed on contracts by Danida, or if the spouse/partner receives similar allowances under a separate contract she/he may have entered with any employer at the Duty Station, e.g. an NGO, international organization, Embassy or private company.

There are two rates of spouse/partner allowance (as per April 1, 2012):

- The higher rate of DKK 40,623 annually is payable if the spouse/partner takes up residence at the Duty Station together with the Adviser, and lapses if the spouse/partner leaves the Duty Station for three consecutive months or longer.
- The lower rate DKK 30,594 annually is payable if the spouse/partner does not take up residence at the Duty Station.

### **Child allowance**

Provided the child takes up residence at the Duty Station, a child allowance is payable until the date of the 21<sup>st</sup> birthday for each child born to the adviser and her/his spouse together or adopted by them jointly. The child allowance is similarly payable for each child born to or adopted by either the Adviser or her/his spouse alone. Should the child not take up residence at the Duty Station, the child allowance is payable for each child under 18 who fulfils the above criteria of parentage or adoption.

The child allowance is only payable to one of the members of a couple concurrently employed on individual contracts by Danida. If the spouse/partner receives similar allowances under a separate contract which she/he may have entered with any employer at the Duty Station, e.g. an NGO, international organization, Embassy or private company, then the Danida paid allowance will be annulled.

In the case of a child not born to or adopted jointly by the Adviser and his current spouse/partner, the child allowance will only be payable if the child was already a permanent part of the Adviser's household at the date of signature of the contract of employment with Danida.

The child allowance is per April 1, 2012 DKK 18,640 annually.

## **OTHER STANDARD BENEFITS:**

### **Free of charge household removals**

Provided the removal is arranged through the company with which the Ministry of Foreign Affairs has an agreement, and authorised by the Embassy, Danida will cover the cost of household removals in the volume specified below from the previous place of residence to the Duty Station on taking up a post, and back to usual place of residence when leaving the post. Likewise removal costs will be paid for relocation from one Duty Station to another under a new contract of employment by Danida.

The prices charged to Danida for this service are analogue to those applicable to removals carried out for posted staff members of the Danish Ministry of Foreign Affairs, and based on a competitive tender. The price structure is therefore confidential and will not be disclosed to the Adviser, who will be informed of the total freight entitlement at the time of signing the contract of employment. At present Crown International A/s is carrying out the removals.

A representative of Crown International A/s will contact the Adviser before the move is to take place to arrange the practical details, and to advise on any supplementary freight the Adviser might intend to move for her/his own account.

On taking up the post, Danida will cover the all-in cost of door-to-door shipment by surface freight of household removals goods and effects up within a limit of 8 cubic meters (cbm) for the Adviser and a supplementary 3.2 cbm for each dependent family member taking up permanent residence for at least 6 months at the Duty Station. On relocation back to the point of permanent residence or to a new recruitment, Danida will cover similar costs within a limit of 6 cbm for the Adviser and 2.4 cbm for each dependent family member who was relocated to the Duty Station at Danida's expense. Should furnished accommodation - unusually - be provided free of rental charge to the adviser, the normal entitlement to refund of household removals expenses will be reduced by 50%. In exceptional cases where reliable surface freight is not possible, airfreight may be authorized.

If a couple are both posted to the same Duty Station on separate contracts as Danida Adviser, Embassy posted staff member, NGO or private company employee, any removals allowance payable by the other employer as contribution to the family removal should be disclosed to Danida. Danida will only cover the removal costs to which the family would have been entitled under the Danida contract less the amount of any such parallel contribution or allowance, in order to avoid duplication of benefits.

If the adviser moves from one Danida posting to another, entitlement to household removals shall be determined in advance in consultation with the Embassy.

Advisers with the right of permanent residence in the country of service are not entitled to household removals at Danida's expense.

The entitlement to household removal arranged by Møbeltransport Danmark A/s may under no circumstances be converted to a cash payment in lieu of removals or to refund the cost of removals arranged independently by the Adviser through another removals company.

### **Free housing - or if so decided by the embassy - house rent allowance**

The Adviser will be provided with rent free, unfurnished housing at the Duty Station. If considered necessary by the embassy, the housing may contain/be provided with air conditioning and a generator.

In some cases, however, the Embassy may choose to authorise the Adviser to rent suitable accommodation directly on the private market within an estimated average price range and subject to Embassy endorsement of the standard and the security aspects of the intended residence. In such cases the Adviser will enter a rental agreement directly with the owner of the property or the legal agent, to whom the rent shall be paid directly by the Adviser. To offset the rental cost the Adviser will be paid a fixed monthly rental allowance to be calculated as follows and specified in the contract of employment:

- The Embassy shall estimate the average annual rental cost of a suitable residence at the Duty Station. Two annual standard estimates will be prepared, one reflecting average rental costs for housing a single Adviser or a couple, and the other for housing a family with accompanying dependent children.
- The applicable annual rental cost estimate at the time of recruitment will form the basis of a fixed annual rental allowance, which will be specified in the contract of Employment and paid to the Adviser in monthly instalments.
- The amount of the rental allowance shown in the contract of employment will be fixed for the duration of the contract.
- Provided the Adviser rents housing at a cost and as otherwise approved by the Embassy, no separate accounts need be rendered to the Embassy for the fixed lump sum rental allowance, which forms part of the overall salary and allowances package.

No rental allowance is payable to an Adviser who occupies accommodation at the Duty Station owned by the Adviser or by her/his immediate family members. Failure to disclose such ownership will render the Adviser liable to refund any housing allowance already paid out, and to legal consequences.

The Adviser will be entitled to claim refund from the embassy of the cost of temporary accommodation, food and laundry for a period up to four weeks whilst looking for suitable rental housing.

### **Housing running costs allowance**

Irrespective of whether rent free housing is provided or housing rented by the Adviser, all Advisers will be required to pay bills for household running costs at the Duty Station, i.e. supply of gas, water and electricity, garbage disposal, and watchman or security services, directly to the supplier or via the landlord. To offset these expenses, the Adviser will be paid a fixed running costs allowance calculated as follows:

- The Embassy shall estimate the average annual running costs of a suitable residence at the Duty Station. Two annual standard estimates will be prepared, one reflecting average running costs for a single Adviser or a couple, and the other for a family with accompanying dependent children.

- The appropriate annual running costs estimate at the time of recruitment will form the basis of a fixed annual running cost allowance, which will be specified in the contract of Employment and paid to the Adviser in monthly instalments.
- The amount of the running costs allowance shown in the contract of employment will be fixed for the duration of the contract. Should average running costs at the Duty Station increase by more than 20 percent during the course of the contract Danida may, however, on an individual basis review whether an adjustment of the running costs allowance would be justified for the remainder of the contract period.

No separate accounts need be rendered to the Embassy for the fixed lump sum running costs allowance, which forms part of the overall salary and allowances package, and is based on an assessment by the Embassy of actual costs at the Duty Station.

### **Resettlement grant**

The purpose of the resettlement grant is to contribute to offset the costs incurred by the adviser and family in re-establishing their permanent homes after an uninterrupted and completed period of service of at least two years under contract of employment to Danida. These costs are assumed to be unchanged if the period of absence extends beyond two years. The resettlement grant is a fixed standard allowance disbursed as a lump-sum together with the last salary payment made in the contract period.

A fixed lump sum resettlement grant of DKK 100,000 will be paid to an adviser whose entire household, including spouse/partner and dependent children, has been resident at the Duty Station for the minimum and uninterrupted qualifying period of two years from date of beginning of the contract. If the adviser has been posted alone or accompanied by spouse/partner only, the amount of the grant will be DKK 75,000 DKK, under the same conditions. The difference in rates reflects the anticipated higher cost of resettlement for a family with children.

“Resettlement” is defined as a permanent resettlement at the home location for at least six months after the expiry of a contract of employment with Danida. If a new contract as Danida Adviser starts less than six months from the date of expiry of a previous contract financed by the Danish Ministry of Foreign Affairs, - including both short- and long-term Danida adviser assignments and any expatriate posting to a Danish Embassy or an international organisation -, the intervening period will be regarded as temporary rather than permanent resettlement in the country of normal residence. In such case, the right to a resettlement grant will not be included in the new Danida long-term Adviser contract, as the Adviser is assumed to have received a resettlement grant under the preceding contract but not to have incurred actual expenses.

## **4. REIMBURSEMENTS**

(See Annex 2)

### **TRAVEL COSTS:**

#### **Travel on taking up a post and on leaving it at the end of the contract.**

Danida covers personal travel costs for the Adviser, the spouse/partner and their dependent children under 21 who take up permanent residence with the adviser at the Duty Station. If an accompanying child turns 21 during the term of service, Danida will nevertheless cover the expenses for the child's return journey to the place of permanent residence or - if the adviser is transferred to another post - the child's journey to the new country of service. Tickets will normally be issued by the official travel agent of the Ministry of Foreign Affairs or by a travel agent designated by the Embassy.

#### **Duty travel**

In-country travel on official business outside the Duty Station should be agreed in advance between the Adviser and her/his place of work, and will normally be refunded from programme or project funds. If the planned duty travel is outside the country of service it should in addition be approved by the Embassy. In accordance with the policy of the Ministry of Foreign Affairs all refundable duty travel must take place in the most economical and appropriate manner, using discounts and bonus schemes where available. Detailed guidelines are shown in annex 2.

#### **Use of vehicles**

Vehicles financed by Danida and operated by the host organisation or government may only be used on official business and not for private transport. Violation of this rule is considered breach of contract. If an Adviser uses her/his personally owned vehicle for duty travel outside the Duty Station the Embassy may make reimbursement according to an all-in rate per kilometre set by the Embassy, based on local costs.

#### **Personal travel by the Adviser or dependent family members:**

The rules for duty travel apply also to all personal travel made by the Adviser or dependent family members for whom reimbursement is claimed according to the terms of the contract of employment, excepting that there is no entitlement to per diems in connection with personal travel by dependent family members.

#### **Compassionate leave travel**

Upon application to the SOS International A/s insurance company, an adviser or her/his spouse may receive financial support of up to 80 % of travel costs for compassionate leave travel necessitated by serious illness or death in the immediate family, i.e. spouse, children and parents. In deciding on such cases the Embassy will take into account whether the purpose of the requested compassionate leave could be served by granting leave in extension of reimbursable duty travel already imminent or planned. Compassionate leave travel support will only be given once in connection with any given family member to be visited.

## **EDUCATION COSTS:**

Danida refunds fees in connection with children's school attendance up to and including the end of the school year in which the child turns 21, provided the education leads to a secondary school certificate or diploma at the level normally required for admission to tertiary education at the undergraduate level. Examples of such certificates are the Danish, "studentereksamen" and the International Baccalaureate. Fees for attendance at other institutions, including vocational training schools ("tekniske skoler") and Peoples' high schools ("folkehøjskoler") are not eligible for refund.

### **School fees in the country of service or a neighbouring country**

Should the child attend school in the country of service or a neighbouring country fees for admission, tuition and other obligatory school charges will be refunded. This definition includes the cost of a bus service provided by the school, if this is justified on grounds of personal security including dangerous traffic conditions. If the child is placed at a boarding school, expenses for board and lodging will also be refunded. The choice of school in the country of service or in a neighbouring country must be approved by the Embassy. Danida will refund the expenses (fuel or air tickets) for four visits to the child per year by the Adviser and spouse/partner if the school is outside reasonable daily travel range from the Duty Station. Other expenses (such as expenses for school uniform, school lunch, school camp, excursions, etc.) will not be refunded.

Kindergarten fees for the last year preceding normal primary school attendance will be refunded, although at the earliest from the child's fourth birthday. Pre-school class is regarded as ordinary school attendance.

If the adviser is located at an isolated Duty Station where normal school attendance is not possible, reasonable expenses for private tuition may be refunded by prior agreement with the Embassy. Such tuition may be provided by an accompanying spouse, if she/he is the only person at the Duty Station qualified to deliver such tuition.

### **School attendance outside the country of service**

If both parents have taken up residence at the Duty Station and the child instead of accompanying them goes to boarding school in the home country or in a country neighbouring on the country of service, documented expenses for board and lodging for the child will be refunded according to the rates in Annex 2.2. If the child resides with family members or friends, or at a student hostel, whilst continuing to attend school in the home country, a fixed allowance will be paid as a contribution to offset the extra costs involved.

### **Language and other extra tuition**

After arrival in the country of service - and subject to prior agreement with the Embassy - an allowance can be paid towards expenses for necessary extra tuition in languages or other subjects that will make it possible for the child to attend school in the country of service.

During the period of posting an allowance may be paid - subject to prior agreement with the Embassy - for the cost of tuition in Danish or other languages necessary for the child to be admitted at a suitable level to a school in the home country after returning home.

## **5. WORKING HOURS**

Working hours will normally correspond to usual working hours in the country of assignment. Overtime will not be paid for by Danida nor is the Adviser entitled to convert overtime to extra time off, i.e. the contract of employment does not give any right to flexible working hours.

## **6. ANNUAL PAID LEAVE**

Advisers stationed abroad for more than 12 months are not covered by the Danish Annual Paid Leave Act (“Ferieoven”).

Advisers earn an entitlement to seven weeks paid leave for each year of service in the contract period. The seven weeks are calculated as 35 work days per annum for a 5-day week (2.92 work days per month)/ 42 work days per annum for a 6-day working week (3.5 work days per month). Paid leave should be taken in the same contract year in which the entitlement is earned. Leave plans must be approved by the Embassy, and the Adviser is responsible for agreeing the dates with the local host organisation or partner. A maximum of 2 weeks paid annual leave entitlement (i.e. 10/12 working days) may be requested carried forward to the following contract year. Any further unused entitlement will be lost if not used during the year it is earned.

## **7. MATERNITY/PATERNITY LEAVE**

Danida Advisers are required to notify the Embassy of pregnancy or intended adoption no later than 3 months prior to the expected date of birth or the date on which the adopted child is to be received into the Adviser’s household.

A female adviser is entitled to 6 weeks paid leave prior to giving birth and 14 weeks paid leave after giving birth. A male adviser is entitled to a total of 4 weeks paid leave in the course of the first 46 weeks after the birth of the child.

Besides what is mentioned above Danida advisers are entitled to unpaid leave according to the Danish act LBK no. 1084 of 13.11.2009, according to which the mother has a right to take 4 weeks leave prior to giving birth and 14 weeks after giving birth. The father has a right to 2 weeks leave within the first 14 weeks after the date of birth. On top of this both mother and father has a right to have 32 weeks of parent’s leave. The mother can take this immediately after the 14<sup>th</sup> week after the birth date. The father can start taking his parent’s leave during the first 14 weeks after the birth date.

In total a female adviser is entitled to 6 + 14 + 32 weeks of leave, out of which 6 + 14 weeks are fully paid by Danida. A male adviser is entitled to 4 + 32 weeks of leave in total, out of which 4 weeks are fully paid by Danida.



## 8. PREPARATION FOR SERVICE IN A DEVELOPING COUNTRY

(See Annex 3)

### *Prior to posting*

Advisers will be required to follow a pre-departure preparation programme organised by the Ministry of Foreign Affairs, designed to assist them to perform their functions effectively as quickly as possible on arrival at the Duty Station. Advisers may also contact the Embassy, other Advisers and the local Liaison Committee in the country of service for practical and experience-based advice.

### *During posting*

Advisers may participate in relevant seminars and courses arranged by Danida and the Embassy in the country concerned.

## 9. INTERNAL REPORTING

(See Annex 4)

On arrival in the country of service the Adviser and (as applicable) her/his spouse/partner will be given an *introduction* at the Embassy regarding both the work to be performed and also practical and special conditions in the country of service.

Approximately three months after arrival in the country of service the adviser and (as applicable) spouse/partner is/will be required to draw up an *inception report*. Shortly prior to contract expiry a *final report* and a *welfare report* will be required. These reports should be forwarded via the Embassy to the Ministry of Foreign Affairs with copy for information to the Human Resources Department (MFA/HR) and to the Technical Advisory Services - Development Assistance department (MFA/UFT).

At regular intervals during the course of the contract period and shortly before the end of the assignment the partner institution, the Adviser and the Embassy will hold a structured *performance dialogue*, as further described below.

Prior to final departure from the country of service, a *debriefing*, to be arranged by the Embassy, will be conducted with the adviser and (as applicable) spouse/partner, subsequent to which further debriefing in Copenhagen may be agreed.

## **10. PERFORMANCE DIALOGUE WITH THE HOST ORGANISATION**

(See Annex 5)

For practical and legal reasons, the contract of employment is entered between the Adviser as employee, and Danida as employer. The services performed by the Adviser will, however, be delivered to a third party, i.e. the host organisation, and the success of the assignment will thus be dependent on close cooperation and dialogue between all three parties. To facilitate and maintain such dialogue Danida has developed a performance dialogue tool, which is further described in annex 5.

The tool is designed to help the three cooperation partners review a number of key factors, such as the continued relevance of the job description, the intended work plan for the adviser, and the actual institutional context in which the Adviser is working. The performance dialogue also gives the Adviser feedback on her/his perceived performance and provides a structured basis for mutual agreement on adjustment or alignments which might contribute to optimise outcomes. The performance dialogue tool should not, however, be used as a means to resolve actual conflicts.

The performance dialogue meeting should normally be held 6 months after the Adviser has taken up her/his duties, and repeated at 12 monthly intervals during the remaining contract period. A final meeting should normally be held shortly before the end of the contract period.

## **11. THE ADVISER'S RIGHTS AND OBLIGATIONS**

### **IN RELATION TO THE HOST COUNTRY OF SERVICE:**

Denmark has entered host agreements with most of the countries to which Danida Advisers are posted. Such agreements contain a section on the rights and privileges, obligations and legal status of Danida Advisers in the country of service. Specific programme and project agreements may also contain a section pertaining to Danida Advisers. The Embassy should always be consulted on specific conditions applying in the country of service.

Advisers and members of their families should without exception refrain from participation in political activity or manifestation in the country of service.

### **IN RELATION TO INTERNATIONAL CONVENTIONS AND ETHICAL STANDARDS:**

#### **Import of and trade in endangered species**

Denmark is a signatory to the Washington Convention of 3 March 1973 on international trade in endangered species. Import or trade in endangered species is illegal and will constitute a gross breach of the contract of employment.

#### **Respect for Human Rights**

Advisers shall in all respects both professional and private exhibit a scrupulous respect for and observance of Human Rights. Should an Adviser be in doubt as to whether a work assignment is compatible with the above provisions, the adviser shall refuse to participate and immediately consult the Embassy.

### **IN RELATION TO DANIDA:**

#### **Avoidance of conflict of interest**

Advisers may not enter into any other paid employment or pursue private business interests during the contract period without the prior written consent of the Danish Embassy responsible for the supervision of their contract of employment with Danida. This rule is designed to prevent conflict of interest and to ensure transparency.

#### **The Adviser's powers in contractual matters**

Advisers may not enter into binding legal agreements on behalf of Danida, the programme or the project without prior written authorization from the Embassy. Rental agreements may, however, be entered on a personal basis in the exceptional circumstances described elsewhere in the Regulations, and if authorised by the Embassy.

#### **Confidentiality**

Advisers shall observe confidentiality with regard to information respecting their service that has been designated as confidential by law or other valid provision, by the legitimate owners, or if disclosure would cause significant damage to public or private interests. This duty of confidentiality continues to apply after the termination of the contract.

**Return of official documents and materials**

Files, documents, books and other official materials placed in the Adviser's custody in connection with the performance of her/his duties shall be returned to the original owner at the end of the contract, unless otherwise agreed with the Embassy.

**Avoidance of corruption**

Excepting small souvenirs of token value, no form of gifts, goods or services, or payments may be given or received by Danida Advisers to facilitate, or in connection with, the performance of their duties. Such transactions may lead to allegations of illegal or corrupt conduct. Advisers are required to familiarise themselves with and to strictly observe the current code of conduct or policy guidelines on corruption adopted by the Ministry of Foreign Affairs. These guidelines are available on the MFA website or from the Danish Embassy, which should be consulted on matters of interpretation or best practice. Allegations of illegal or corrupt conduct may necessitate a suspension of the contract of employment pending investigation. Proven cases will be regarded as gross breach of the contract of employment and result in dismissal and possible legal proceedings.

**No right to private use of Danida-financed vehicles**

Danida-financed vehicles may not be used for private transport. Violation of this rule by an Adviser will be considered a serious breach of contract.

## 12. HEALTH CONSULTATIONS

(See Annex 6)

### *Prior to posting*

Prior to posting, the adviser and accompanying family members should be vaccinated against various tropical diseases (the expenses will be refunded by the insurance company). Vaccination certificate for yellow fever is required in connection with travel to and from a number of developing countries.

Danida has until further notice an agreement with the Department of Infectious Diseases, dep. M, at Copenhagen University Hospital (Rigshospitalet). The agreement entitles Advisers and accompanying family members to a consultation at the hospital prior to posting, including briefing on specific health risks in the country of service. The hospital can also assist with malaria prophylaxis and vaccinations. Advisers wishing to make use of this service should complete the questionnaire in Annex 7.1 and contact the Department for Infectious Diseases, Rigshospitalet, Phone 3545 5112 (8-12, 13-15) for an appointment.

### *During and after posting*

While stationed abroad, Advisers may contact the Department of Infectious Diseases, dep. M, at Copenhagen University Hospital concerning health matters. While in Denmark and for up to six months after completed service in a developing country, advisers and their families may undergo an examination for tropical diseases at Copenhagen University Hospital or one of the other hospitals mentioned in Annex 6 at Danida's expense. If this involves travel, the insurance company may, subject to prior agreement, authorise referral to a local specialist in tropical diseases.

As an assessment of the nature and extent of the risk of disease in a geographical area will always contain a degree of uncertainty, it cannot be guaranteed that there will be full concurrence in the advice given when contacting different sources of medical opinion. Danida's cooperation agreement with Copenhagen University Hospital ensures Advisers access to the most reliable and updated information available.

As a rule the adviser and accompanying family are not covered by the Danish Health Security during posting. Questions concerning the Danish 'yellow health card' should be taken up with the relevant municipal authority.

Danida will ensure the adviser and accompanying dependent family members adequate cover for health problems and other risks during the contract period, as detailed in this present document. The Ministry does not cover the cost of any other alternative or elective health insurance plan or coverage.

### **13. INSURANCE COVER**

(See Annex 7)

The Ministry of Foreign Affairs ensures adequate group cover for adviser and accompanying family members stationed abroad, including:

- a. Baggage
- b. Health problems (except for routine dental care) and home transportation
- c. Orthodontics (straightening of irregular teeth) for children under 18
- d. Emergency
- e. Accident
- f. Group life
- g. Transportation of private/household effects (transport of cars, boats, and pets are not included)

The coverage provided by the Ministry of Foreign Affairs does not apply during periods of unpaid leave.

Advisers posted abroad who were resident in Denmark at the time of posting are covered in case of work-related accidents by the Industrial Injury Insurance Act. For further particulars, visit the homepage of the National Board of Industrial Injuries at [www.ask.dk](http://www.ask.dk). Advisers who were not resident in Denmark at the time of posting are not automatically covered by the Act but will be provided with similar cover by the Ministry of Foreign Affairs.

### **14. EMERGENCIES AND CONSULAR PROTECTION**

Danida Advisers will on arrival at the Duty Station be briefed on contingency plans and standard operational procedures made by the Embassy to ensure best possible protection and support to Danish nationals in the event of an emergency or similar dangerous situation. The Adviser has a duty and a clear self-interest in this respect to inform the Embassy, if she/he or members of the Advisers household plan to stay overnight away from the Duty Station.

Advisers or members of their household not holding a Danish passport should immediately on arrival in the Duty Station register with the Embassy or consulate of their country of citizenship, to ensure that they have adequate consular protection in an emergency or similar situation. The Danish Embassy or consulate may not be entitled to provide such protection to non-Danish passport holders in the event of a critical situation.

## **15. LIAISON COMMITTEES**

(See Annex 8)

A formal liaison committee may be established in countries of service where there are at least 4 Danida advisers posted, and will have a similar function as such committees (Samarbejdsudvalg) established at a workplace in Denmark. In other countries local agreement should be reached with the Embassy on how best to liaise on matters of mutual interest.

## **16. DISPUTES**

Any disputes between Danida and the adviser concerning the interpretation or implementation of the contract of employment may be brought before the ordinary court in Copenhagen, Denmark (Københavns Byret) and will be settled according to Danish law.

**ANNEX 1 - SAMPLE CONTRACT OF EMPLOYMENT AND SALARY CALCULATION****MINISTRY OF FOREIGN AFFAIRS OF DENMARK**

NNNN NNNNNN  
 XXXXXXXXXXXXX  
 XXXXXXXXXXXXX  
 XXXXXXXXXXXXX

Asiatisk Plads 2  
 DK-1448 Copenhagen K  
 Denmark  
 Phone + 45 33 92 00 00  
 Fax + 45 32 54 05 33  
 E-mail: [um@um.dk](mailto:um@um.dk)  
<http://www.um.dk>



Attachments	File	Department	
2	104.L.60.Surname, First Name	HR	12 October 2011

**CONTRACT OF EMPLOYMENT • DANIDA ADVISER**

The Danish Ministry of Foreign Affairs / Danida hereby engages you as xxxxxxxxxxx xxxxxxxx at the xxxxxxxxxxx Sector Programme Support, with duty station in xxxxxxxx.

The employment is subject to the provisions of "Staff Regulations - Advisers on Long-term Assignments - October 2011" (which are an integrated part of this contract). The employment shall commence on 01.11.2011 and terminate on 31.10.2014.

The present contract of employment is conditional on the recipient authority / country accepting your services. Should this condition not be fulfilled, the contract is void and will cease without further notice. The application of this contract is strictly limited to the position stated in the contract and does not oblige the employer to transfer the said contract or any rights pertaining to it to any other post whatsoever.

During the contract period you will be remunerated in accordance with the enclosed payment calculation.

You are required to inform the Danish Embassy in xxxxxxx in writing of any changes in your marital status, number of children, and place of residence of spouse and children.

Working hours normally follow the applicable relevant working hours in the country of assignment. You are entitled to 7 weeks paid holiday per contract year, to be spent before the expiration of your contract.

The Danish Embassy in xxxxxxx is attending to the contract in relations to authorities concerned in xxxxxxx for the issuance of residence and work permits and any other necessary documents in connection with your posting.



Contract page 2...

The employment shall terminate on the agreed date without any further notice by either party.

Either party can, however, terminate the contract by giving the notice specified in the Danish Salaried Employees Act, i.e. for your part by giving one month's notice from the end of a month. During the first 6 months of the contract period the Danish Ministry of Foreign Affairs can terminate the contract by giving one month's notice, but after 6 months a minimum of 3 months' notice effective from the end of a month is required.

However, in the event of a serious breach of contract, employment can, irrespective of the above, be terminated without notice. Keeping in mind "Staff Regulations - Advisers on Long-term Assignments" it is emphasised that circumvention of the provisions as regards secondary employment, corruption and official duties will be regarded as breach of contract of a particularly serious nature and can result in the annulment of payment elements (salary and various allowances), reimbursements in accordance with the "Staff Regulations - Advisers on Long-term Assignments", and severance allowance.

*Likewise, infringement of the laws and other provisions of the country of assignment can result in the employment being terminated.*

You are kindly requested to sign the enclosed copy of this contract to confirm that you have received a copy of "Staff Regulations - Advisers on Long-term Assignments - October 2011" and that you accept the conditions of employment stipulated therein and in this contract.

The Danish Ministry of Foreign Affairs should receive the signed copy of the contract as soon as possible.

Date: 12.10.2011

\_\_\_\_\_  
(for the Danish Ministry of Foreign Affairs)  
Signature

Date:

\_\_\_\_\_  
Signature of Adviser

**CALCULATION OF ANNUAL SALARY AND ALLOWANCES**

<b>Recruitment No:</b>				
<b>Programme File No.:</b>				
<b>UMF Account No.:</b>				
<b>DAC Code:</b>				
<b>Position Category:</b>				
<b>Project/Programme:</b>				
<b>Duty Station:</b>				
<b>Contract Period:</b>				
<b>Nationality Adviser:</b>				
<b>Education Adviser:</b>				
<b><u>Name of Adviser and family:</u></b>	<b><u>Family Relation</u></b>	<b><u>CPR/Date birth</u></b>		<b><u>Accomp.: yes/no</u></b>
	Spouse			
	Dependent child			
	Dependent child			
<b>Pensionable salary elements:</b>				
KL53 Base salary - level				
Adviser allowance, pensionable				
Personal allowance - level				
<b>Pensionable salary total</b>				kr -
Pension contribution allowance 17.1 % of pensionable salary				kr -
<b>Personal salary total</b>				kr -
<b>Additional allowances (non-pensionable):</b>				
Spouse allowance, accompanying		kr 40.014		kr -
Spouse allowance, non-accompanying		kr 30.145		kr -
Child allowance, accomp. under 21 years		kr 18.323		kr -
Child allowance, non-accomp. under 18 years		kr 18.323		kr -
<i>Hardship allowance:</i>				
Adviser		kr 7.484		kr -
Accompanying spouse & children 12 years		kr 7.484		kr -
Accompanying children under 12 years		kr 3.742		kr -
<i>Leave and family visit allowance:</i>				
Adviser & spouse & children 12 years		kr 7.471		kr -
Children 2 - 11 years		kr 5.603		kr -
Housing operating allowance	TAN			kr -
ATP contribution - employer				kr 2.160
<b>Total annual payment incl. pension allowance</b>				<b>kr</b>
ATP contribution - deducted from salary				kr 1.080
<b>Total annual payment excl. pension allowance</b>				<b>kr</b>
<b>One-off payment by end of contract after min. 2 years of service</b>				
Resettlement grant single or couple without children				kr 75.000
Resettlement grant family with accompanying children				kr 100.000
<b>Date:</b>				
<b>ERH Desk Officer:</b>				
<b>Date:</b>				
<b>Adviser:</b>				

Danish Ministry of Foreign Affairs  
Danida

DANISH NATIONALS

<b>SALARY PAYMENT INFORMATION</b>	
<i>(To be filled in by the Ministry of Foreign Affairs)</i>	
	Name
<b>Salary payment to bank account:</b>	
Name of bank:	
Bank Reg. No.:	
Bank Account No.:	
<b>Salary advance requested yes/no:</b>	
Amount:	
Advance to be transferred to adviser (month):	
Repayment conditions:	
<b>Date for salary scale adjustment, if applicable:</b>	
<b>Salary slip to be sent to name of Embassy or private address:</b>	
<b>Insurance scheme:</b>	
Dependency/Single Rate:	
<b>Pension scheme requested yes/no:</b>	
Name of pension company:	
Pension No.:	
Employee contribution per month:	
Employer contribution per month:	
Total contribution per month:	
<b>Permanent e-mail address - may also be used for official notifications with legal effect:</b>	
e-mail (private):	e-mail: (work)

**CALCULATION OF ANNUAL SALARY AND ALLOWANCES**

<b>Recruitment No:</b>				
<b>Programme File No.:</b>				
<b>UMF Account No.:</b>				
<b>DAC Code:</b>				
<b>Position Category:</b>				
<b>Project/Programme:</b>				
<b>Duty Station:</b>				
<b>Contract Period:</b>				
<b>Nationality Adviser:</b>				
<b>Education Adviser:</b>				
<b><u>Name of Adviser and family:</u></b>	<b><u>Family Relation</u></b>	<b><u>CPR/Date birth</u></b>	<b><u>Accomp.: yes/no</u></b>	
	Spouse			
	Dependent child			
	Dependent child			
<b>Pensionable salary elements:</b>				
KL53 Base salary - level				
Adviser allowance, pensionable				
Personal allowance - level				
<b>Pensionable salary total</b>			kr	-
Pension contribution allowance 17.1 % of pensionable salary			kr	-
<b>Personal salary total</b>			kr	-
<b>Additional allowances (non-pensionable):</b>				
Spouse allowance, accompanying		kr 40.014	kr	-
Spouse allowance, non-accompanying		kr 30.145	kr	-
Child allowance, accomp. under 21 years		kr 18.323	kr	-
Child allowance, non-accomp. under 18 years		kr 18.323	kr	-
<b>Hardship allowance:</b>				
Adviser		kr 7.484	kr	-
Accompanying spouse & children 12 years		kr 7.484	kr	-
Accompanying children under 12 years		kr 3.742	kr	-
<b>Leave and family visit allowance:</b>				
Adviser & spouse & children 12 years		kr 7.471	kr	-
Children 2 - 11 years		kr 5.603	kr	-
Housing operating allowance	TAN		kr	-
<b>Total annual payment incl. pension allowance</b>			kr	
<b>Total annual payment excl. pension allowance</b>			kr	
<b>One-off payment by end of contract after min. 2 years of service</b>				
Resettlement grant single or couple without children			kr	75.000
Resettlement grant family with accompanying children			kr	100.000
<b>Date:</b>				
<b>ERH Desk Officer:</b>				
<b>Date:</b>				
<b>Adviser:</b>				

<b>SALARY PAYMENT INFORMATION</b>	
<i>(To be filled in by the Ministry of Foreign Affairs)</i>	
	Name
<b>Salary payment to bank account:</b>	
Name of bank:	
Bank Reg. No.:	
Bank Account No.:	
<b>Salary advance requested yes/no:</b>	
Amount:	
Advance to be transferred to adviser (month):	
Repayment conditions:	
<b>Date for salary scale adjustment, if applicable:</b>	
<b>Salary slip to be sent to name of Embassy or private address:</b>	
<b>Insurance scheme:</b>	
Dependency/Single Rate:	
<b>Permanent e-mail address - may also be used for official notifications with legal effect:</b>	
e-mail (private):	e-mail: (work)

**ANNEX 1.1 - 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 themselves arrange all outward and homeward journeys. 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 Denmark the Ministry of Foreign Affairs issues a voucher for the outward journey, after which the adviser books tickets through the Ministry of Foreign Affairs' travel agency, Carlson Wagonlit Travel in the Ministry of Foreign Affairs, Asiatisk Plads 2, 1448 Copenhagen K, telephone +45 33 92 11 70, telefax +45 33 92 18 01, e-mail: um@carlsonwagonlit.dk. 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 expenses have not been covered by the local authorities, and 2) the duty travel was authorised beforehand by the Embassy/the Ministry of Foreign Affairs.

A request for authorisation must state the purpose of the duty travel, its duration and estimated cost. If similar entitlement applies to Embassy staff, refund will be made at the per diem rates shown under para. 3 below, or be calculated as a percentage of this allowance, as provided under para. 4.

For duty travel of less than 24 hours' duration in the country of service only documented expenses for meals will be refunded. For duty travel in Denmark of at least 24 hours duration and requiring overnight stay per diems will be given. If these conditions are not satisfied, reasonable documented expenses for meals may 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 (single room with bath, but not luxury standard). 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 with permission from Danida pay per diem allowance on the basis of new 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. This amount 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 correspondingly as follows: 15% (breakfast), 30% (lunch) and 30% (dinner).

4. **Transport:** Documented expenses for transport to and from the destination, typically airport/hotel, will be refunded. Reimbursement for duty travel in the adviser's own car will be paid in accordance with the rules applying in Denmark or in the country of service.
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 now 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 FOR DANIDA ADVISERS Per JANUARY 1, 2012

Country	Currency	Per diem allowance
Bangladesh	DKK	344.00
Benin	---	455.00
Bhutan	---	189.00
Bolivia	---	260.00
Burkina Faso	---	455.00
Cambodia	---	455.00
Costa Rica	---	455.00
Egypt	---	347.00
Ghana	---	455,00
Guatemala	---	455.00
Honduras	---	455.00
Indonesia	---	455.00
Jordan	---	455.00
Kenya	---	455.00
Kina	---	455.00
Korea	---	455.00
Malaysia	---	255.00
Morocco	---	455.00
Mozambique	---	302.00
Nepal	---	211.00
Nicaragua	---	455.00
Niger	---	455.00
Nigeria	---	455.00
Pakistan	---	214.00
Palæstina	---	455.00
Sudan	---	455.00
South Africa	---	250.00
Tanzania	---	455.00
Thailand	---	311.00
Tunisia	---	357.00
Uganda	---	455.00
Vietnam	---	455.00
Zambia	---	344.00
Zimbabwe	---	260.00
Yemen	---	455.00
Others	---	455.00

**Annex 2.2.****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 when both parents are resident in the country of service DKK 118,700 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: max. reimbursement per child DKK 6,000 for the first year after arrival.

Tuition to prepare return to home country school: max. reimbursement per child DKK 6,000

School fees will normally be paid by the adviser and refunded by the Embassy

## **ANNEX 3 - 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. As soon as recruitment has been finalised, the HR-development team will be notified and team will contact the selected adviser. The team will discuss with the adviser the possibilities of meeting the competence needs identified, after which an action plan is developed with the agreed activities.

### **Language Training before Departure**

The Ministry of Foreign Affairs operates a Language Centre, which is responsible for both testing and language training in Denmark and abroad for advisers and their families. For further information contact the Language Centre, e-mail address: [umsc@um.dk](mailto:umsc@um.dk).

#### **ANNEX 4 - INTERNAL REPORTING**

Unless otherwise agreed, all reports must be submitted to the Ministry of Foreign Affairs via the Embassy.

Sample internal report forms are shown on the following pages. Links to on-line soft copies or copies of the relevant data files may be obtained on request to the Embassy.

**Annex 4.1****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 4.2****WELFARE REPORT**

For adviser and spouse/partner  
(To be submitted together with the Adviser's final report)

**Adviser's name****Position****Contract period****Counterpart/local authority****Anticipated address in home country****Address at the Duty Station****Telephone :****Fax:****E-Mail:****Telephone :****Fax:****E-mail:****ACCOMMODATION**

1. How quickly did you get your own accommodation?
  
2. Is the accommodation satisfactory?
  
3. Water supply?
  
4. Electricity?
  
5. Is there need for domestic assistance?

6. What is the wage level for domestic assistance?

7. Security?

## **COMMUNICATION**

1. Distance to nearest town and the capital?

2. Means of transport to nearest town and the capital (bus/train/plane)?

3. Are there periods when one is cut off from transport to nearest town and the capital?

4. Special advice concerning purchase of car (right-hand/left-hand drive, repairs, possibilities of buying locally/import)?

5. Telephone, e-mail, Internet, radio, TV, newspapers?

## **SCHOOL/EDUCATION**

1. Describe the local school situation.

2. Describe your children's school attendance, quality of teaching, opportunities of contact with other children and other relevant information.

3. Is it possible to receive teaching in Danish/your native language?



**HEALTH**

1. Is your family more or less prone to illness than at home?
  
2. What illnesses has your family had during your stay?
  
3. Are the following facilities accessible close to your place of service?

	YES	NO	If “no”, state distance to nearest:
doctor	<input type="checkbox"/>	<input type="checkbox"/>	
dentist	<input type="checkbox"/>	<input type="checkbox"/>	
pharmacy	<input type="checkbox"/>	<input type="checkbox"/>	
hospital	<input type="checkbox"/>	<input type="checkbox"/>	
health station	<input type="checkbox"/>	<input type="checkbox"/>	

**SHOPS – SERVICE – BANK TRANSFERS**

1. Is there at times a shortage of daily consumer goods? If so, which?
  
2. Is there at times a shortage of services? If so, which?
  
3. Bank transfers. How is money transferred from your Danish bank account? Can credit cards be used?

**WHAT CLOTHING AND ARTICLES OF EQUIPMENT SHOULD BE BROUGHT FROM HOME?**

Please state whether you have felt a need for special clothing and articles of equipment that you were unable to anticipate prior to departure from your home country, or which should be brought along because of higher prices locally. Please also describe the possibility of buying domestic appliances for the kitchen, furniture, TV and computers, etc.

## **EMPLOYMENT OPPORTUNITIES FOR YOUR SPOUSE**

What opportunities are there for your spouse to obtain paid/unpaid employment?

### **Leisure activities**

Sport

Outdoor pursuits

Clubs

Cinema

Other

## **LANGUAGES**

1. What is the most important local language?
  
2. To what extent is knowledge of European languages (which?) sufficient in the local environment?
  
3. Opportunities for tuition in local languages?

## **OTHER MATTERS OF IMPORTANCE**

Date \_\_\_\_\_

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

Signature \_\_\_\_\_  
(Spouse)

**Annex 4.3****FINAL ASSIGNMENT REPORT****Adviser's name****Position****Contract period****Counterpart/local authority****Anticipated address in home country****Address at the Duty Station****Telephone :****Telephone :****Fax:****Fax:****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 5 - 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:

---

  
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 6 - HEALTH CONSULTATIONS

Copenhagen University Hospital  
 Department of Infectious Diseases, IR5112  
 Stairway 51  
 Ward 5112, 1st floor  
 Blegdamsvej 9  
 2100 Copenhagen Ø  
 Phone 35 45 51 12 (08-12, 13-15)

### *How to get to IR 5112*

Either via the parking area between the big central buildings of Rigshospitalet and the red brick building closest to Blegdamsvej or via the back entrance of the same red brick building, from Frederik den V vej, where a lift entrance is located.

### *Prior to posting*

An appointment for a consultation (normally of 30 minutes' duration) can be arranged by telephone: +45 35 45 51 12. The hospital should be informed as to how many people wish to participate. Before the visit the questionnaire in Annex 7.1 should be completed and sent to the Department of Infectious Diseases. All material will be treated confidentially. Sending in the questionnaire beforehand enables the hospital to have specific information about the country concerned ready for the consultation.

Vaccinations can also be obtained on application to:

Statens Seruminstitut  
 Artillerivej 5  
 2300 Copenhagen S  
 Tel.: +45 32 68 32 68  
 Fax: +45 32 68 30 73

Odense University Hospital  
 Sønder Boulevard 29  
 5000 Odense C  
 Tel.: +45 66 11 33 33  
 Fax: +45 66 13 28 54

Rejsemedicinsk Klinik  
 Banegårdsplads 18  
 8000 Århus C  
 Tel.: +45 86 12 20 85

Ovl. Henrik Nielsen  
 Infektionsmedicinsk Afd.  
 Hobrovej 18-22  
 9000 Aalborg  
 Tel.: +45 99 32 65 25  
 Fax: +45 98 13 30 60

### *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. Sören Thybo will answer questions at the e-mail address: soeren.thybo@rh.regionh.dk. The address is only operational, however, when Dr. 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 6.1***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:**

## Annex 6.2

### COPENHAGEN UNIVERSITY HOSPITAL'S TRAVEL AND VACCINATION SERVICE

To Ministry of Foreign Affairs staff and Danida Advisers

In accordance with an agreement between the Ministry of Foreign Affairs and the Department of Infectious Diseases at Copenhagen University Hospital, employees are offered the possibility of seeking **guidance** on **malaria prevention and vaccinations** at the Department of Infectious Diseases.

Consultations can be arranged with the outpatients' clinic at the Department of Infectious Diseases (telephone: +45 35 45 51 12, between 8 a.m. and 12 p.m. and 1 p.m. and 3 p.m.), and are strongly recommended especially for personnel posted for a period of some duration to areas where there are special health risks.

Although it would be desirable for all to receive the same guidance, geographical factors may make it difficult for some personnel to visit Copenhagen University Hospital. For this reason there follows below a brief description of the vaccines recommended in connection with postings of one month or more to the "Tropics". A brief account will also be given of the current guidelines for the use of malaria medicine.

#### **Hepatitis A**

Hepatitis A is a real and not uncommon risk in poor sanitary and hygienic conditions. The vaccine gives extremely good protection for a year after the first vaccination (1440IE administered intramuscularly). A booster is recommended after one year. This gives an extremely high degree of protection for 25 years.

#### **Hepatitis B**

Hepatitis B infects adults through blood or through sexual contact. Vaccination is recommended for health workers or people working with young children in institutions. Other adults have a very slight risk of being infected provided that they take care of themselves in such a way as to also avoid any risk of HIV infection. Surgical or dental interventions may, however, in unfortunate circumstances lead to infection with Hepatitis B. Young children (under 5) can infect each other and should be vaccinated if it is likely that they will play with local children. Three vaccinations in all are required, the second 1 month after the first and the third 5 months after the second. Most people acquire good protection after three vaccinations, and the effect is thought to be very long. A blood test can give a good indication as to whether the vaccination has been effective.

#### **Diphtheria + tetanus**

All adults should be re-vaccinated every 10 years. The vaccination is administered subcutaneously and normally produces tenderness and swelling.

### **Typhoid fever**

The risk of typhoid fever is not large, but vaccination is recommended for postings of more than one month. There are a number of different vaccines, and the longest guaranteed effect is probably obtained from the vaccine TyphimVi, which is injected subcutaneously. The effect lasts for three years, and the degree of protection is estimated at 60-70%. The vaccine is not effective for children under 2.

### **Meningococcus A+C+W135, and Y**

In certain parts of the world, the risk of this bacterial inflammation of the meninges caused by meningococcal bacteria is relatively high, particularly in the Sahel area in Africa, but epidemics of the disease also occur at times in other parts of the world. The vaccination is administered in a muscle and is effective for 3 years. Children may need two doses. For people visiting Saudi Arabia during Hajj the vaccine is obligatory.

### **Yellow fever**

Vaccination is necessary for a large number of countries in Africa (between latitudes 15° N and 15° S) as well as countries in the northern part of South America. The vaccine is also mandatory if the traveller comes from a Yellow fever area in Africa or Latin America and is travelling to Asia. The vaccination certificate must be kept in one's passport, and the vaccine must have been administered at least 10 days prior to entry into these countries. The special stamp in the vaccination card is valid for 10 years. The vaccine is a live vaccine and is injected subcutaneously. May not be administered to pregnant women or very young children.

### **Japanese encephalitis**

The vaccine affords protection against Japanese encephalitis, a disease that occurs in certain parts of Southeast Asia, Indonesia and Asia. The disease rarely occurs in people who visit these areas, where this mosquito-borne disease is to be found either all year round or in epidemics during the "summer six months". Two vaccinations are required with an interval in between of 1 month (given in a muscle)

### **Rabies**

Experience has shown that infection with rabies is rare among personnel posted abroad, for which reason vaccination against rabies is not standard. It is administered to vets and others for whom it can be foreseen that they will be in frequent and close contact with animals. In general, one should avoid close contact with animals, especially dogs, and ensure that one's own pets have been vaccinated against rabies. Even if one has been vaccinated prior to departure ("pre-exposure"), it is necessary to be "post-exposure" vaccinated after suspected infection (from bites or exposure of wounds or mucous membranes to saliva from suspect animals). In case of doubt seek advice !

It is a good idea on arriving at a posting to find out where it would be possible to obtain rabies vaccine and the special Human Rabies Immune Globulin (HRIG), which one would need if one were to be bitten by a possibly rabies-infected animal. The disease has a long incubation period, and even though immediate vaccination would be optimal, the result will be satisfactory if vaccination is begun within a few days.

### **Tuberculosis, BCG (Bacille Calmette Guerine) Vaccination**

In Denmark, this vaccination, which was once administered to all children in the first or second year of school, was discontinued in the 1980s.

The vaccination gives best protection to children below 12 years of age against the most dangerous forms of tuberculosis, for example cerebrospinal meningitis. The protection afforded to adults against the most frequent form of tuberculosis, tuberculosis of the lungs, is, however, doubtful. Vaccination is recommended for children under 12. Administered epidermally and always results in a small ulcer that heals in the course of up to 3 months leaving a small scar.

### **Vaccination during pregnancy**

Provided that it is medically indicated, as in the case of a posting abroad of more than 1 month's duration, there are no grounds for not being vaccinated during pregnancy, except against yellow fever, the vaccine for which, as opposed to the non-living vaccines mentioned above, is a live vaccine.

## **PROPHYLACTIC MALARIA MEDICINE**

### **Malaria prevention in general**

No type of prophylactic medicine affords 100% protection against malaria. It is obviously important therefore to attempt to avoid being bitten by the mosquitoes that transmit malaria. For the most part, these mosquitoes are active from dusk to dawn. Personnel are strongly advised to bring and use mosquito nets impregnated with an insect repellent.

In addition, one should use a mosquito repellent on unprotected skin when in places where there are mosquitoes during this period. The only insect repellent registered in Denmark for various technical reasons is Autan (available in pharmacies). Another widely used product available in most other countries is DEET, containing diethyl-toluamide, for adults preferably 20-50%, for small children 10%. The substance is considered to be non-toxic.

### **Recommendations for malarial prophylaxis**

#### **Malarone**

Should not be used: Travellers who are pregnant or who plan to become pregnant, children under 10 kg.

Considered to be very effective and has been shown in comparative studies to have few adverse effects. It is now available for long time use. Dosage for adults 1 tablet daily always taken with a meal. The medication must be continued 7 days after leaving the malaria area.

#### **Doxycycline**

Should not be used: By children under 12, pregnant women or travellers with known problems of sun reactions of the skin (sun lotion is recommended initially during malaria prophylaxis)

Considered to be very effective and is one of the cheaper effective malaria prophylactics to use.

One of the primary adverse effects is eczema in combination with sunlight. A significant proportion of users will experience adverse effects in the form of stomach pains, nausea and loose stools. As the body's microbiological balance may be disturbed, troublesome fungal infections in the vagina and the mouth may occur in connection with this substance. Dosage is 1 tablet daily and must be continued for 4 weeks after returning home.

Pregnancy: Special advice will be necessary in case of pregnancy.

**What should one do if one gets a temperature and/or influenza-like symptoms during or after travelling in a malaria area?**

The period from being bitten by a malaria mosquito to the development of the disease is a minimum of about 9-12 days. The dangerous type of malaria (falciparum), which can prove fatal in the course of a few days if untreated, usually appears within the first 3 months after returning home at the latest – the other types of malaria may appear later.

**In the event of fever and/or influenza-like illness occurring after the first 9-12 days of a journey in a malaria area and during the first 3 months after returning home, one should therefore always contact a doctor to have one's blood examined for malaria. The doctor should always be informed concerning where one has travelled. Malaria must be suspected until the opposite has been proved by blood tests.**

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



## ANNEX 7 - INSURANCE COVER

# SOS International

## 24h Emergency Center +45 3848 9350

### How to contact SOS International:

If you are in need of **ACUTE ASSISTANCE**, please contact the Emergency Center (24h):

Tel.: +45 3848 9350 (dedicated line)

Fax: +45 7010 5056

E-mail: [um@sos.eu](mailto:um@sos.eu)

Please be ready to inform the Emergency Center whether you are employed by the Ministry of Foreign Affairs, Danida or IHB.

*Examples of acute assistance:*

- *Hospitalization*
- *Serious illness or accident*
- *Need of transportation by sea or air*
- *Need of reference to a doctor or hospital*

If you need **NON-ACUTE ASSISTANCE**, please contact the Claims Department:

Tel.: +45 3848 9380 (dedicated line)

Fax: +45 3848 8964

E-mail: [umclaims@sos.eu](mailto:umclaims@sos.eu)

Please notice that the Claims Department is only operating in Danish working hours, Monday to Friday. You can expect answer within 4-8 working days.

*Examples of non-acute assistance:*

- *Reimbursement*
- *Information about covered benefits*
- *Non-acute planning of long-term treatment*
- *Non-acute reference to a doctor or hospital*

**Claim forms / reimbursement forms can be downloaded at:**

[www.sos.eu/um](http://www.sos.eu/um)

## Who is SOS International?

SOS International is the leading assistance organization in the Nordic region. From our emergency center in Copenhagen, Denmark, we provide acute personal assistance all over the world.

SOS International has a network of qualified suppliers and business partners all over the world, as well as 20 local representative offices across 6 continents. Our 650 employees represent 20 nationalities and, combined, speak more than 30 different languages.

SOS' more than 300 doctors and nurses ensure that you have access to expert medical advice 24 hours a day. SOS' doctors cover three primary work areas: medical contact/visitation, in-house medical advice and medical escort of patients in transit.

SOS is owned by 23 Nordic insurance companies, and SOS was founded in 1961.

## What to do in case of acute need of medical assistance?

The very first thing is to visit to a local doctor or a local emergency room and get a medical evaluation.

***For IHB mission members:*** *If you are seconded to an international mission (e.g. OSCE, EU, UN) you have to contact the medical unit in the mission according to the internal SOP. Immediately after you have to contact SOS and NIRAS/UM.*

Since medical standard can vary from country to country and from facility to facility - and some private facilities may have tendency to over treat and over charge - it is always advisable to consult SOS to be referred to a SOS's Preferred (or Best local) facility, due to be sure regarding the medical treatment and the cooperation with the hospital.

In most severe emergencies SOS can also arrange transportation to the nearest adequate emergency room/hospital. The insured should call our emergency center 24h phone +45 3848 9350 to get information regarding the most adequate medical facility and to get assistance.

In case the insured is already at the emergency room or already hospitalized, the insured must as soon as possible call SOS Emergency Center's 24h phone no. to inform us regarding the injury by giving our assistance coordinators the location and the name and phone number of the treating doctor or hospital.

In this case our doctors will be able to contact the doctor/hospital and get information about the diagnosis and treatment. Based on this information our doctor will decide the next medical steps. If our doctor (based on local medical standards) considers that the treatment is correct, the insured will be able to stay at the location until discharge. If the treatment is considered to be insufficient or wrong, SOS International will evacuate the insured to a better medical facility, to assure the best possible medical treatment.

Any diagnosis may need a different medical transportation, from simple ambulance, to scheduled flight (with or without medical escort), stretcher on a normal flight or air-ambulance in most severe cases.

In some severe cases it may not be medically possible to evacuate/repatriate the patient without compromising the recovery of the patient. Only SOS's doctors have the competence to decide the most adequate and safe evacuation or repatriation solution for the patient. In these cases, SOS' doctors will monitor the case very closely and be ready to intervene as soon as the patient will be able to be transferred.

### **Guarantee of payment:**

SOS International and its local partners can arrange all necessary payments for our hospitalized clients. We are able to give local hospitals and medical assistance companies a Guarantee of Payment covering the costs of the treatment, so that the insured would not have to worry about the financial aspect of the hospitalization. Our local partners aim to have cooperation contracts with most relevant local facilities to unease payment's procedures.

1 April 2011

**Insurance conditions  
for  
stationed Danida advisers on short-term and long-term  
assignments**

**Agreement between the Ministry of Foreign Affairs of Denmark and SOS International a/s  
on the administration of illness and travel necessitated by illness as at 1 April 2011**

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  - 3.3. Catastrophe insurance
    - 3.3.1. Insurance cover
    - 3.3.2. Sums insured for 2010

## 1. Description of assignment

The company shall administer claims on behalf of the Ministry of Foreign Affairs of Denmark, including for bilateral advisers and the International Humanitarian Services, which comprise:

- illness, and travel necessitated by illness
- luggage concerning Danida and the International Humanitarian Services
- catastrophe cover concerning Danida and the International Humanitarian Services

for employees and advisers etc. stationed by the Ministry of Foreign Affairs of Denmark all over the world pursuant to the contracting entity's internal insurance conditions.

It is presupposed that injuries are handled by well-educated staff with the required experience. The company shall make available, with no interruptions, a staffed emergency call centre 24/7.

The arrangement is aimed at ensuring speedy and best possible treatment and follow-up in relation to the above-mentioned injuries.

General visits to and treatment by general practitioner will normally be made locally and does not require a prior agreement with the company. In case of diseases which require treatment and involve expenditure which are not routine, the employee/adviser shall agree with the company where and how the treatment is to take place in accordance with the insurance conditions of the Ministry of Foreign Affairs of Denmark.

If additional information is required to decide on the matter, the company will obtain such required information from the insured or the Ministry of Foreign Affairs of Denmark. The Ministry of Foreign Affairs of Denmark does not request to receive copies of ongoing correspondence in the matter.

## 2. Payment of claims

In addition to payment of the insured person's costs of claims from third parties (hospitals, carriers etc.), the company will reimburse:

- the insured's costs for medical treatment and prescribed medicine pursuant to the internal insurance conditions of the Ministry of Foreign Affairs of Denmark,
- vaccination expenses paid to the appointed supplier at any time (currently the Department of Infectious Diseases of the Copenhagen University Hospital and Statens Serum Institut).

## 3. Internal insurance conditions of the Ministry of Foreign Affairs of Denmark, ERH (Danida)

The following insurance conditions apply for the management arrangement for illness and travel necessitated by illness:

### 3.1. Illness / travel necessitated by illness

The purpose of the insurance is to ensure quick and best possible treatment abroad to stationed employees/advisers in case of illness. Ordinary health consultations and treatment by a general practitioner usually takes place locally and no prior contact to the company is required. In case of illness which require treatment and involve expenditure which are not routine, the employee/adviser shall agree with the company where and how the treatment is to take place in accordance with the provisions below.

### 3.1.1. Persons covered

The insurance automatically covers the following persons:

- Stationed advisers from Danida.
- Advisers in relation to whom the Ministry of Foreign Affairs of Denmark has accepted that the spouse/cohabitant and any children may be brought along are furthermore covered by the insurance; children until attaining the age of 21.
- Spouses/cohabitants, who do not have permanent residence at the place of employment, are comprised by the health insurance during temporary stays at the adviser's place of employment. The same applies to children under the age of 21 who still receive contribution to their living from the employee.
- During private stays in third countries, the stationed advisers and their accompanying spouse/cohabitant and children under the age of 21 are also covered by the insurance.

### 3.1.2. Registration and deregistration of persons

Lists of changes are currently sent to the company as regards the registration and deregistration of insured persons.

In case of an insurance event, the stationed employees are covered by the insurance as stated under „period of cover“, regardless if the company has received such notification.

The insurance is set up without individual health information.

### 3.1.3. Period of cover

The insurance covers during the period of stationing which is understood to mean from the time of leaving the home country, approved by the Ministry of Foreign Affairs of Denmark, and until expiry of the contract, including any subsequent holiday period during which the adviser receives pay from Danida. The insurance does not cover during unpaid leave. Where the adviser, spouse/cohabitant and children have not returned to the country of residence at expiry of the period of stationing mentioned, cover will be maintained until such return has taken place, however, maximum for one month after expiry of the period of stationing for groups A and B, for up to 72 hours after expiry of the period of stationing for group C.

Group A: Comprises advisers who have no spouse/registered cohabitant and no children.

Group B: Comprises advisers in relation to whom the Ministry of Foreign Affairs of Denmark, ERH (Danida) has accepted to pay the travelling expenses of spouses/cohabitants and any children to the country of employment.

Group C: Comprises advisers in relation to whom the Ministry of Foreign Affairs of Denmark, ERH (Danida), due to the adviser's short term of employment, has not accepted to pay the travelling expenses of spouses/cohabitants and any children to the country of employment.

### 3.1.4. Size of the reimbursement

The insurance will reimburse the following with 100 % of the expenses:

Home journey to Denmark of a stationed employee or his/her spouse/partner or cohabitant with the same status in connection with serious disease or death of closest relatives. Such home journey will, as a maximum, be granted twice during a course of a disease.

### 3.1.5. Size of insurance coverage

#### 3.1.5.1. Treatment of disease

The insurance comprises medical treatment, hospital stays and other prescribed treatments and child-births. Cover is not provided for fertility treatments, annual medical examinations or convalescence. In case of recreation which is clearly medically indicated and exceeds the financial capacity of the insured, a request to receive a grant may be sent to the Ministry of Foreign Affairs of Denmark, ERH.

### **3.1.5.2. Hospital treatment**

The selection of place of treatment is based on an overall medical and financial assessment of where the necessary and proper treatment can be received.

Hospital treatment and trips must be pre-approved by the company.

The company will, on request, provide a guarantee or pay a deposit if other hospitals are used than the cooperation partner of the Ministry of Foreign Affairs of Denmark.

### **3.1.5.3. Exclusions**

The insurance does not cover diseases or injuries which have occurred prior to inception of the insurance.

The insurance does not cover expenses for current medical drugs and restoratives which are also used without prescription, such as e.g. headache tablets, sleeping pills, vitamin preparation, cough mixture, iodine and other preparation for cleansing wounds and contraceptives. Nor does the insurance cover expenses for current aids such as thermometers, hearing aids, dressing materials, insoles, electro-medical devices, sticks, glasses and spectacle lenses as well as nursing requisites of glass, rubber and bakelite etc.

### **3.1.5.4. Malaria prophylaxis and other vaccinations where the reason thereof is related to the stationing**

Expenses to malaria prophylaxis, vaccinations and revaccinations are covered by 100%.

### **3.1.5.5. Oral surgery performed by an oral surgeon, treatment of periodontitis and in relation to children straightening of irregular teeth (until attaining the age of 18)**

The insurance pays for oral surgery performed by an oral surgeon, treatment of periodontitis and in relation to children, straightening of irregular teeth (until attaining the age of 18). Contrary to this, the insurance does not pay for other dental treatment, like for instance scaling, filling, extraction of tooth, pivot teeth, dental bridges and implants.

### **3.1.5.6. Funeral grant, rehabilitation, nursing in private homes, physiotherapy, chiropractor, psychological counselling and chiropodist**

Expenses for treatment by a physiotherapist, a psychologist, a chiropractor and a chiropodist are reimbursed, i.e., the expenses for 10 treatments of 1 hour each as a maximum during 12 successive months and subject to GP referral. In wholly exceptional circumstances, treatment by a physiotherapist exceeding 10 treatments can be reimbursed subject to prior agreement with the Ministry of Foreign Affairs of Denmark. Other expenses than those for the above-mentioned services will be reimbursed in accordance with the reimbursement provisions of the Danish National Health Service.

Funeral grant is provided in accordance with the reimbursement provisions of the Danish National Health Service.

### **3.1.5.7. Sports injuries**

Expenses due to sickness resulting from sports injuries are covered by the insurance.

### **3.1.5.8. HIV-AIDS**

Please refer to the HIV/AIDS personnel policy of the Ministry of Foreign Affairs of Denmark.

### **3.1.5.9. Home journey to Denmark of an adviser stationed abroad or his/her spouse in connection with serious disease or death of closest relatives**

Home journey to Denmark for a stationed adviser or his/her spouse in connection with serious disease and death of closest relatives (spouse/cohabitant, children, parents) can, following application for it, be covered by the insurance by 80%, and can normally only be granted once during a course of a disease.

### 3.1.5.10. The company's payment of indemnity

The company can reimburse expenses connected with diseases in pursuance of the above-mentioned rules. Payment can only take place against appropriate documentation in the form of original bills and receipts or similar documentation which the insured him/herself shall translate (into a language of international currency).

Where it has not been clearly stated, the insured shall state the name of the medical drug, supplemented by information on the nature of the disease which is treated.

In case the expected expenses due to sickness are relatively large, the company's approval thereof must be obtained.

Decisions made by the company may be brought before the Ministry of Foreign Affairs of Denmark, ERH (Danida).

### 3.1.6. Term of a claim for damages

The company is not liable in damages for consequences of inherited disorders, disease or injury after expiry of the insurance.

## 3.2. Luggage insurance

The following insurance conditions apply for the management arrangement for luggage for Danida:

### 3.2.1. Insurance cover

The insurance covers in connection with trips between the country of residence and the place of employment, trips in connection with leave as well as business trips paid by the Ministry of Foreign Affairs of Denmark. Further, the insurance covers insofar as the insurance event occurs during the general period of employment. The insurance covers damage resulting from fire, theft, confusion and damage to personal effects and luggage which are sent or carried along for personal use of the insured(s).

In connection with theft from vehicles, the insurance only covers items which have been hidden and/or covered and only from closed and locked vehicles.

**Please note:** The insurance covers on a first loss basis, this means that deduction will not be made for any underinsurance in connection with settlement of claims. Indemnity for one individual item cannot exceed 50% of the sum insured and for film recordings, tape recordings, manuscripts, drawings etc., the indemnity is limited to the price of the raw material.

#### 4. Sums insured for 2010:

<b>Insurance cover</b>	<b>Group A</b>	<b>Group B</b>	<b>Group C</b>
<b>Bagage</b>	124.752	178.218	124.752
- under tjenesterejser	124.752	124.752	124.752

### 3.2.3. The insurance does not cover

- A. Forgotten, lost or mislaid effects.
- B. Cash, securities and the like exceeding what corresponds to the maximum of DKK 6,000 (only for burglary, open theft and robbery).
- C. Goods under removal.
- D. Theft from open and/or unlocked: motor vehicle, boat, caravan, trailer or hotel room.

### 3.2.4. The insured's duties

The liability to pay damages of the company is conditional upon the insured effects being kept properly and upon the insured otherwise having been careful.

### 3.2.5. In case of an insurance event

The liability to pay damages of the company is conditional upon the following provisions being observed:

- A. In case of theft or robbery, this shall be notified to the nearest police authority.
- B. In connection with other damage or loss, this must be notified to the local authority (e.g. airline company, sea captain, train conductor, hotel manager etc.).

### 3.2.6. Dual insurance

Where dual insurance exists, the company only covers to the extent that the insured cannot obtain indemnity elsewhere.

## 4. Fraud

If the insured or the person who is entitled to indemnity fraudulently discloses or fails to disclose circumstances of importance to the assessment of the company's liability, the right to indemnity will be forfeited.

### 3.2.8. Assignment of claims for damages

No one may assign his/her rights without prior consent thereof from the company.

### 3.2.9. Gross negligence

Where the cause of damage is gross negligence on the part of the insured, the company's liability to pay damages shall no longer apply.

## 3.3. Catastrophe insurance

The following insurance conditions apply for the management arrangement for catastrophe insurance for Danida:

### 3.3.1. Insurance cover

Where a situation occurs as stated in the section "Catastrophe situations and the like" of Adviser terms – long-term advisers", and the adviser and his/her accompanying family, as a result of such catastrophe in the country they are staying, loose personal effects (contents, motor vehicle etc.), the company will pay indemnity for the effects lost following a loss assessment and the documentation necessary.

## 4. Sums insured for 2010:

<b>Insurance cover</b>	<b>Danida</b>
Catastrophe insurance	526.227
Car maximum covered by	147.342



**INSURANCE TERMS AND CONDITIONS  
FOR THE ADVISERS STATIONED BY THE MINISTRY OF FOREIGN AFFAIRS  
OF DENMARK**



*This is a translation of a Danish extract of the insurance terms and conditions. In case of any discrepancies, the wording of the Danish original shall apply.*

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Extract from the general terms and conditions in addition to the Danish Insurance Contracts Act no. 129 of 15. April 1930.

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The Ministry of Foreign Affairs of Denmark has taken out group insurance with Tryg for advisers stationed abroad by the Ministry of Foreign Affairs of Denmark, ERH.

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## 1. Persons covered, period of cover and groups covered

### 1.1 Persons covered by the insurance

The group insurance covers the Advisers stationed by the Ministry of Foreign Affairs of Denmark, ERH (Danida). Where the Advisers are accompanied to the Duty Station by a spouse/partner and/or children up to the age of 21, they shall also be covered by the insurance. Spouses/partners who do not have permanent residence at the place of employment are covered by the insurance during temporary stays at the Adviser's place of employment. The same applies to children under the age of 21 who still receive contribution to their living from the employee. During private stays in third countries, the stationed Advisers and their accompanying spouse/partner and children under the age of 21 are also covered by the insurance.

### 1.2 Period of cover

The insurance covers during the period of stationing which is understood to mean from the time of leaving home country, approved by the Ministry of Foreign Affairs of Denmark, and until expiry of the contract, including any subsequent holiday period during which the Adviser receives pay from Danida. The insurance does not cover during unpaid leave. Where the Adviser, spouse/partner and children have not returned to the country of residence at expiry of the period of stationing mentioned, cover will be maintained until such return has taken place, however maximum for one month after expiry of the period of stationing for groups A and B and for up to 72 hours after expiry of the period of stationing for group C.

The insurance cover is automatic which means that it becomes effective without any notice to the Ministry of Foreign Affairs of Denmark, ERH or to Tryg.

### 1.3 Groups covered

Group A: Comprises Advisers which are not providers.

Group B: Comprises Advisers in relation to whom the Ministry of Foreign Affairs of Denmark, ERH (Danida) has accepted to pay the travelling expenses of spouse/partner and any children to the country of employment.

Group C: Comprises Advisers in relation to whom the Ministry of Foreign Affairs of Denmark, ERH (Danida), due to the Advisers' short term of employment, has not accepted to pay the travelling expenses of spouse/partner and any children to the country of employment.

## 2. Sums insured for 2011 (specified in DKK)

Insurance cover	Group A		Group B		Group C	
	Death	Disability	Death	Disability	Death	Disability
<b>Personal accident insurance</b>						
Non-providers	43,077	2,599,216			43,077	2,599,216
Providers			867,012	1,734,022	867,012	1,734,022
Each child			43,077	1,734,022		
<b>HIV/AIDS insurance</b>						
Adviser		629,752		629,752		629,752
Spouse				629,752		
Each child				629,752		
<b>Sickness disability insurance</b>						
Adviser		881,653		881,653		881,653
Spouse				881,653		
Each child				881,653		
<b>Marine insurance / Transport of furniture etc.</b> (does not apply to cars)	Max. 378,196 per consignment in connection with outward and homeward journey					

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### 3. Claims procedure and contact persons in Tryg

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All enquiries regarding the insurance and claims shall be made to:

**Between 8.00 - 16.00:**

Tryg  
Klausdalsbrovej 601  
DK-2750 Ballerup

**Contact persons in case of accident claims**

Malene Johannesen Vig  
Vibeke Jensen

Phone no: +45 44 20 61 14  
Fax: +45 44 20 66 25  
E-mail: [skade.gruppe@tryg.dk](mailto:skade.gruppe@tryg.dk) - att. "UM-team"

**Contact persons in case of cargo claims**

Karin Strøbæk

Phone no: +45 44 20 37 98  
Fax: +45 44 20 66 77  
E-mail: [transportskade@tryg.dk](mailto:transportskade@tryg.dk)

**Contact persons in connection with other insurance issues**

Jannie Refsgaard  
Stina Jensen  
Dorthe Blaabjerg

Phone: +45 44 20 26 78  
Fax: +45 44 20 67 70  
E-mail: [udland.ambassade@tryg.dk](mailto:udland.ambassade@tryg.dk)

**Key Account Manager**

Lars Westerberg

Direct phone: +45 44 20 26 11  
Mobile: +45 21 71 30 73

**Between 16.00 - 08:00:**

Tryg Alarm (emergency centre)  
Phone - 24-hour serv: +45 44 68 82 00  
Fax: +45 44 68 83 00  
E-mail: [alarm@tryg.dk](mailto:alarm@tryg.dk)

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## 4. Personal accident insurance

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### 4.1 When does the insurance cover?

The insurance provides 24-hour cover both during working hours and in the spare time.

### 4.2 Where does the insurance cover?

The insurance covers worldwide.

### 4.3 Sums insured

See paragraph 2.

### 4.4 Insurance coverages

- Disability cover
- Death cover
- Dental injury cover

Furthermore, the insurance has been extended to cover permanent injury resulting from:

- Polio (poliomyelitis anterior acuta)
- Infectious meningitis (encephalopathy acute infectiosa)
- Meningitis
- Disseminated sclerosis
- Blindness or reduced visual power as a consequence of eye diseases

The insurance covers multiple sclerosis. The cover is conditional upon it being possible to diagnose the disease during the insurance period, however, not earlier than after expiry of a waiting period of 12 months. Furthermore, it is a condition that the insured is alive at the time when the claim is made, and that notification of the claim is made to the insurer 6 months after expiry of the insurance, at the latest. In case of multiple sclerosis, a lump sum of DKK 200,000 will be paid.

### 4.5 War and the like

The insurance has been extended to cover accidents which are due to acts of terrorism, release of nuclear energy, war or war-like situation, insurrection, civil unrest, hostage taking, kidnapping and hijacking.

The insurance does not cover accidents occurring as a result of participation in war or war-like situations, insurrection and civil unrest.

### 4.6 Driver of motorcycle/motor scooter/45 moped

The insurance covers when driving a motorcycle, motor scooter or 45 moped.

### 4.7 What does accident mean?

An accident means a sudden event which results in bodily injury.

### 4.8 Disability cover

On the basis of the medical information provided and the extent of the injury, Tryg fixes the degree of permanent injury, however without regard for occupation or social situation. The degree of permanent injury and the size of the sum insured determine the compensation.

The compensation will be a percentage of the sum insured corresponding to the fixed degree of permanent injury. The compensation is paid as a lump sum payment.

The insurance covers degrees of permanent injury from 5% up to 100% resulting from the same accident. The degree of permanent injury cannot exceed 100% per accident.

When fixing the degree of permanent injury, the rating list of the Danish National Board of Industrial Injuries is employed.

#### **4.9 Death cover**

The insurance covers death which is a direct consequence of an accident when the death occurs not later than one year after the accident.

The sum insured is paid to the Insured's next-of-kin in accordance with the Insurance Contracts Act, unless otherwise informed to Tryg. Next-of-kin is the spouse, or if such is not left, children, or if such are not left, then heirs.

An accident does not give right to compensation for both disability and death. Therefore, any amount which has been paid in compensation for disability is deducted from the compensation for death.

#### **4.10 Dental injury cover**

The insurance covers reasonable and necessary expenses for dental treatment resulting from an accident covered by the insurance.

The insurance does not cover expenses for chewing injuries (irrespective of the cause thereof) or expenses for repair or ordinary dental care which have already been indemnified under the insurance.

Further, the insurance does not cover consequential expenses after injury, such as expenses for medicine, bandage, mouth guard, braces, auxiliary equipment and the like.

#### **4.11 What does the insurance not cover?**

The insurance does not cover the following:

##### **4.11.1 Disease and attrition etc.**

Consequences of accidents whose principal causes are pre-existing diseases or predispositions to diseases. (Apart from indisposition or faint).

Worsening of consequences of an accident which is due to an existing or unforeseen disease.

Bodily injuries resulting from attrition or overtaxing which is not sudden.

Consequences of thrombosis, cerebral haemorrhages and the like.

Injuries resulting from infection with diseases, virus, bacteria, other micro-organisms or the like.

Poisoning from food, drinks, stimulants or medicine.

Disability in the form of mental consequences of incidents where the Insured himself/herself has not been exposed to hazard of bodily injury.

Consequences resulting from dental or medical treatment and other treatments which are not necessary in connection with an accident covered by the insurance.

Injuries in connection with childbirth.

##### **4.11.2 Gross negligence, intoxication etc.**

Consequences of accidents caused by the Insured intentionally or due to gross negligence.

Consequences of accidents which result from the Insured's participation in fights, the Insured's criminal offences, self-induced intoxication, self-induced influence of narcotics, self-induced influence of other intoxicants and suicide attempts.

##### **4.11.3 Dangerous sport**

Consequences of accidents occurring during training or participation in:

- Motor race, moped race or racing boat race of all kinds
- Boxing
- Other types of self-defence and martial art
- Mountain climbing and rappelling on rock walls
- Parachute jumps

- Hang gliding
- Aerobatics
- Paragliding
- Ultralight flying
- Rafting

Consequences of accidents which have happened during sports like the types mentioned under subs. 7.11.3.

#### 4.12 In case of injury

Accidents shall be notified in writing and as soon as possible to Tryg. This also applies even if the injury appears to be fairly small after the accident.

Where an accident results in death, Tryg shall be notified thereof within 48 hours. In case of death, Tryg is entitled to require an autopsy.

#### 4.13 Insurance terms and conditions

A complete set of the terms and conditions no. UL02 can be obtained from Tryg.

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## 5. HIV/AIDS insurance for Advisers stationed prior to 1.9.2005

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The insurance has been established via a special policy in London, and it provides compensation to the Adviser or her/his accompanying spouse/partner and children in case HIV positivity occurs during the contract period with the Ministry of Foreign Affairs of Denmark. However, the insurance does not cover sexually transmitted HIV infection.

The following main points are quoted from the policy:

"The insurance covers overseas Advisers of UM who are first diagnosed as being HIV Positive as a direct result of a recorded medical invasion, blood transfusion or transplant of body tissue or a physical or sexual assault recorded with the local police during the policy period, and is the first diagnosis that the insured person has received.

#### **Definitions:**

**H.I.V. Positive:** means when any insured person, following good clinical practice at the time, has undergone diagnostic testing under the directions of a qualified medical practitioner for HIV antibodies, be receiving a positive Enzyme Linked Immuno Sorbent Assay Test and confirmed by Standard Western Blot Test performed on one or more specimens taken from the insured person's body.

**Incident:** A recorded medical invasion, blood transfusion or transplant of body tissues to the insured person or the physical or sexual assault of the insured person as recorded by the local police.

Claims are only payable to the insured person within their lifetime. Any insured person covered hereon who feels they have good reason to believe they may have become infected by an incident must submit to an HIV test within fourteen (14) days of the incident. If this HIV test is positive no claim is payable by underwriters hereon. If this HIV test is negative then a further test must be submitted within three (3) months of the incident. If this HIV test proves negative a further HIV test must be undertaken at six (6) months after the incident and if this is negative no further test results will be accepted by underwriters hereon for the purpose of making a claim in respect of this incident. In the event of multiple claims arising from one household the maximum payable per household is the same as that provided to an individual.

A complete set of the insurance terms and conditions can be obtained from Tryg Udlands- og Ambassadeservice.

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## **6. Sickness and disability insurance for Advisers stationed prior to 1.9.2005**

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The insurance is established via a special English policy in London and covers "permanent disablement by any illness".

The insurance provides compensation for permanent injury following a disease which breaks out during the contract period.

The insurance is subject to Danish case law, and the degree of the disability is fixed using the disability scale from the National Board of Industrial Injuries. The compensation is a percentage of the sum insured corresponding to the degree of disability.

The degree of disability is fixed when the state of health is stationary following the disease, however not earlier than 1 year and not later than 3 years after outbreak of the disease.

The following exclusions apply to the insurance and are quoted from the English policy.

"The insurance does not cover permanent disablement:

- 1) consequent on war, invasion or civil war;
- 2) consequent on an insured person engaging in or taking part in: naval, military or air force service or operations;
- 3) resulting from intentional self-injury or venereal disease;
- 4) arising from pregnancy or childbirth;
- 5) directly or indirectly resulting from medical or surgical treatment (except where such treatment is rendered necessary through sickness within the scope of this policy);
- 6) resulting from deliberate exposure of the insured person to exceptional danger (except in an attempt to save human life) or from his own criminal act or from sickness occurring while he is in a state of insanity (temporary or otherwise) or intoxication, or while riding or driving in any kind of race."

A complete set of the insurance terms and conditions can be obtained from Tryg Udlands- og Ambassadeservice.

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## **7. Marine insurance / Transport insurance of furniture, household and personal goods**

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### **7.1. The insurance covers**

The insurance covers the Adviser's furniture, motor bikes, household contents and personal effects and those of his/her relatives while such is being transported to the place of employment and back to the country of residence and in case of transfer - while being transported from one place of employment to the other.

The insurance only covers goods sent in connection with moving out, transfer and the final moving home, but not other items in transit which are not connected with this, e.g. presents and consignments of foods etc.

The insurance covers total loss, fire, theft/pilferage and damage as a result of an accidental incident affecting from "house to house" cf. Removal Goods Conditions no. 03.50/flyttegodsbetingelser nr 02.50.

Motorbikes are insured according to Institute Cargo Clauses (A)/udvidede danske betingelser, Institute Strikes Clauses (Cargo)/danske strejke betingelser and Institute Radioactive Contamination, Chemical, Biological, Biochemical and Electromagnetic Weapons Exclusion Clauses/Atomforureningsklausul.

Stays at warehouse after unloading which exceed 60 days shall be reported to the company.

**Please note:** The insurance does not apply to dispatch of your car. Insurance thereof you must see to yourself and the company will naturally quote you a premium and issue a policy, if you request so.

## **7.2. War**

Furthermore, the insurance covers the risk in connection with war in accordance with the following terms and conditions which can be obtained from Tryg.

- War risk insurance terms and conditions, no. 40.10

In connection with road and rail transport, the geographical area covered is limited to transport in Europe. Should you request that the war risk cover for road and rail transport be extended to cover transport worldwide (excluding Iraq), please contact the Ministry of Foreign Affairs of Denmark, ERH (Danida).

## **7.3. In case of an insurance event**

Where in connection with removal, damage occurs, both Tryg and the carrier must be informed **immediately** in writing about the nature and extent of such damage.

As soon as possible after this, papers of relevance and a statement of missing or damaged effects and the value thereof shall be sent to Tryg.

## **7.4. Calculation of indemnity**

In case of damage/loss, the indemnity is calculated as the replacement value for a comparable new item with reasonable deduction for age, use, reduced applicability or other circumstances, cf. the Removal Goods Conditions section 7.1.

In addition to this, cover is provided for reasonable freight expenses in connection with replacement supplies.

## **7.5 Excess**

Motor bikes are subject to an excess of DKK 2,000 each and every insurance event.

## **7.6 Insurance terms and conditions**

The insurance terms and conditions below shall apply and can be obtained from Tryg.

The insurance covers on Danish conditions when the transport is from abroad to Denmark and on English conditions when the transport is from Denmark to other countries or between foreign places.

- Removal Goods Conditions no. 03.50/Flyttegods-betingelser nr. 02.50
- Institute Cargo Clauses (A)/Udvidede danske betingelser
- Institute Strikes Clauses (Cargo)/Danske strejke betingelser
- Institute Radioactive Contamination, Chemical, Biological, Biochemical and Electromagnetic Weapons Exclusion Clause/Atomforureningsklausul.

All the text above is informative only. The precise insurance cover appears from the insurance policy in force at any time.



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## 8. Private supplementary cover for Advisers stationed abroad

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Attention is drawn to the fact that the Advisers of the Ministry of Foreign Affairs of Denmark can take out various insurances at their own expense with Tryg. Such insurances will cover during their stationing abroad.

### **International family insurance**

The insurance covers the household contents which the Insured brings along with him/her to another country and can be extended to cover household contents in Denmark.

The insurance consists of a primary cover and supplementary coverages which can be selected as required. The primary cover comprises household contents in the country of employment, luggage, guarantee, private third party liability and legal expenses.

The supplementary coverages comprise electric damage and damage to fixed glass and sanitary fixtures in the country of employment, household contents in Denmark as well as extended cover of bikes and luggage. Each and every insurance event under the household contents insurance and luggage insurance is subject to an excess of DKK 741 (2008).

### **Motor vehicle insurance**

We can offer to write motor vehicle insurance. Before we can send you an offer, please provide us with information on make/model, year, and purchase price as well as on number of claim-free years you can substantiate from your present Insurer.

### **Personal accident insurance**

We offer you a personal accident insurance to supplement the Advisers' personal accident insurance.

### **House insurance and holiday house insurance in Denmark**

Where the Adviser either has a house or a holiday house in Denmark, we can offer to write insurance covering it. Before we can provide information on premium and send a quotation, please inform us on floorage, date of construction and address of the house/holiday house, as well as sum insured for contents in connection with holiday houses.

### **Voluntary Workmen's Compensation insurance abroad for Danish au-pair/cook**

The insurance can be taken out for Danish au-pairs/cooks and covers the Insured (the person stationed abroad) against work-related accidents, cf. the Danish act on insurance against workmen's compensation.

### **Transport insurance**

The insurance covers furniture (including motor vehicles) in transit worldwide.

Please note: **The transport insurance for furniture does not cover dispatch of motor vehicle. Therefore, the Advisers shall see to it themselves that insurance is established for any such motor vehicle.**

### **Further information**

Should you wish to receive further information, please contact Tryg Udlands- og Ambassadeservice on telephone +45 4420 2678 or by mail: [udland.ambassade@tryg.dk](mailto:udland.ambassade@tryg.dk).

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## Group life insurance

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### 1. Who is covered by the insurance?

The adviser and his/her spouse/cohabitee, but not their children, are covered by a group life insurance during the period of stationing.

### 2. Sum insured

Where an adviser or spouse/cohabitee dies during the employment, but before attaining the age of 70, the sum insured will be paid.

### 3. Beneficiary

The sum insured is paid in case of death of a member of the group. It is paid to the next-of-kin unless otherwise agreed with Forenede Gruppeliv. Next-of-kin is understood to mean spouse, or where there is no spouse then heirs according to will or statute. In case another beneficiary stipulation is requested, written notification thereof shall be made to Forenede Gruppeliv.

### 4. The insurance does not cover

Death resulting from war, insurrection or the like where the adviser has taken part in such actively.

### 5. Right of disposal

The insurance cannot be sold, pledged or in any other way be put into circulation.

Insurance cover 2010 (DKK)	Advisers who are single and have no children	Advisers who have dependants
<b>Group life insurance</b>		
Non-providers	35.200	
Providers		352.000

## ANNEX 8 - GUIDELINES FOR LIAISON COMMITTEES

1. In countries where there are a minimum of 4 advisers, it will be possible to establish a liaison committee, if the advisers so wish, and provided that there is a Danish Embassy with Danish staff in the country concerned.
2. The advisers will normally elect 2-4 representatives to be members of the liaison committee, which may also include representatives for spouses/partners. The Embassy may also be represented on the committee.
3. At liaison committee meetings, all matters of importance concerning conditions of employment and the posting may be discussed, including circumstances affecting the adaptation and well-being of spouses and children in the country of service. Furthermore, the Ministry of Foreign Affairs/the Embassy will inform the committee concerning matters of interest for advisers and their families.
4. The purpose of the liaison committee meetings is to create an open and relevant dialogue between the advisers and the Ministry of Foreign Affairs/the Embassy as well as to function as a forum for discussions of general and fundamental development assistance issues and themes.
5. The liaison committee will assist in, among other things, providing support and guidance for newly arrived families and in updating the guidance given to advisers posted to the country concerned.
6. The Embassy will fund participation by members of the committee in its ordinary meetings (normally 4 times a year) in accordance with the regulations for official journeys. In addition, it will also be possible once a year for the Embassy to fund the participation by a representative of the committee in an ordinary or annual liaison committee meeting in a neighbouring country.

Well in advance of the meetings, an agenda must be agreed between the liaison committee and the Embassy. Minutes must be taken and published.

7. In connection with one of the meetings a general annual meeting of 1-2 days' duration for all advisers and spouses/partners may be held. The members of the liaison committee will normally be elected at this meeting.

As a rule, the annual general meeting will discuss one or more themes of relevance for Denmark's cooperation with the country concerned, and advisers from private firms may be invited to participate at their own expense in this part of the meeting.

8. Members of the liaison committee have a duty to observe confidentiality respecting personnel matters or other confidential subjects raised at the meetings.