

CONDITIONS OF SECONDMENT

The present document sets out the conditions governing the secondment of an official by his/her national administration to the ICPO-INTERPOL General Secretariat.

By proposing to second one of its officials, the national administration concerned commits itself to fulfilling the obligations incumbent on it, vis-à-vis both its own official and the Organization, as a result of the secondment.

1. Duty station

Place of work: General Secretariat
 Lyon, France

Place of residence: Lyon, France*

2. Remuneration

The level of remuneration should be high enough to enable officials and any family members accompanying them to live in appropriate conditions at the duty station.

Given the cost of living in Lyon, it is recommended that the official's remuneration should amount to at least EUR 5000 net per month.

By proposing to second one of its officials, the national administration concerned commits itself to paying his/her remuneration.

3. Social insurance, pension contributions, welfare benefits and family allowances

By proposing to second one of its officials, the national administration commits itself to making arrangements for the official and their dependent(s) to be covered by the appropriate medical insurance (cover for illness, maternity, work-related accidents, hospital expenses), welfare benefits (in the event of death, inability to work or other disability) and retirement benefits and that such cover extends to all missions undertaken by the official on behalf of INTERPOL, including missions of long duration or loan of the seconded official, subject to the agreement by the seconding State, to an intergovernmental organization in conformity with Regulation 14.1 of the Staff Manual. It is therefore essential for the official to have appropriate social insurance cover on such occasions.

The coverage should take effect as soon as the seconded official and his/her dependent(s) arrive at the duty station. The national administration must provide the General Secretariat's Human Resources Sub-Directorate with evidence of the appropriate medical insurance coverage for them before the official takes up his/her post. In the absence of such evidence, INTERPOL may decide not to accept the secondment of the official until it has been provided and advises the national administration that in the event of a medical emergency, the Organization will not make any provisions for the official or his/her dependent(s).

Seconded officials recruited outside France cannot claim family allowances paid in France.

4. Travel and removal expenses

All travel and removal expenses incurred on assumption of duty and on cessation of service shall be covered by the national administration concerned.

5. Emoluments paid by the Organization

- Seconded officials who are not nationals of the State of their duty station and who have not been resident in that State for more than three years

An expatriation allowance shall be paid each month by INTERPOL to a seconded official who is not a national of the State of the duty station or who has not been a resident in that State for more than three years and can provide proof of his/her expatriate status, unless the national administration decides otherwise. The allowance shall be paid for a maximum duration of six years.

The current amounts are:

- EUR 683 for a single official
- EUR 956 for an official who is married (or has a common-law spouse) and has no children
- EUR 1228 for an official with one or more dependent children.

- Seconded officials who are nationals of the State of their duty station

A monthly compensatory allowance is paid to all seconded officials who are nationals of the State of their duty station. The amount of this allowance, paid in Euros, is 15% of the salary for step 1 of each grade, as set out in the salary scale for the official's duty station.

Under the conditions laid down in the Staff Manual, the Organization shall cover the expenses of seconded officials sent on missions.

6. Duration of secondment

The secondment shall normally be for a period of three years. The Secretary General may extend the secondment, provided the respective national administration agrees to it. The total length of secondment should normally not exceed six years.

7. Working hours and leave

The normal working week consists of 37½ hours, excluding 45-minute lunch breaks. A flexitime system is in force for most of the officials.

Seconded officials shall be entitled to two-and-a-half working days' annual leave per month. Seconded officials shall only be entitled to take the annual leave accrued during their service to the Organization. It is therefore recommended that all leave due to seconded officials from their national administration be taken prior to their assumption of duties.

Seconded officials may also be granted supplementary leave days in conformity with the relevant provisions of the Staff Manual (leave for family reasons, etc.).

8. Permanence Duties

The Command and Co-ordination Centre (CCC) Operations Room is the focal point of all operational information into and out of the General Secretariat. **All seconded police officers who enter the General Secretariat at grade 4 or 5 level are periodically scheduled to perform Permanence Duties in the CCC during their secondment (on average, once every 15 months).** The permanence duty will last one month and officers during that length of time will work as if they were part of the CCC. Thus, they will be working on night, morning and afternoon shifts (on weekends and bank holidays). In order to properly carry out these important duties, it is imperative that the seconded officers be familiar with and skilled in the work of the CCC.

In addition, as CCC operations affect all aspects of the INTERPOL General Secretariat, it is important that officers be aware of how information is received at the CCC and how it is processed and acted upon. The best way to acquire this knowledge is to actually work in the CCC.

Therefore, all officers selected for grade 4 or 5 positions will spend the first four to six weeks of their secondment attached to the CCC and be under direct supervision of CCC management before commencing with the Unit for which they have been selected.

9. Duties, obligations and privileges

In conformity with Article 30 of INTERPOL's Constitution, the national administration must refrain from giving instructions to an official it has seconded to work at the General Secretariat and must respect the exclusively international character of the duties of the Organization's staff. In seconding an official to the Organization, the national administration is serving the interests of the international community and international police co-operation, not its own interests.

The officials of the Organization are subject to the authority of the Secretary General, to whom they are responsible in the performance of their functions. They shall observe the Staff Regulations, the Staff Rules and any Staff Instructions issued by the Secretary General.

The officials of the Organization are international officials and, as such, their responsibilities are not national but exclusively international. By accepting

appointment, they pledge themselves to discharge their functions and to regulate their conduct with the interests of the Organization alone in view. On taking up their post, seconded officials shall sign a declaration of loyalty.

Officials of the Organization enjoy the privileges, immunities and facilities to which they are entitled by virtue of the international agreements concluded by the Organization or by virtue of national legislation relating to this matter.

10. Conditions of entry into France

Please note that the French Ministry of Foreign Affairs does not recognize common-law spouses and a residence permit will not be granted to the common-law spouse of an official of the Organization.

To avoid any problems with regard to obtaining a residence permit for France, all nationals of countries requiring visas for an extended stay in France must obtain a visa 'D long séjour, en vue de l'obtention d'une carte pro-MAEE' before their arrival, by applying to the nearest French consular service.

11. Final remarks

The Organization will not consider secondments proposed by countries with contribution arrears.

* The Organization plans to establish a Global Complex in Singapore at the end of 2013. Although no decisions have been made at this time as to which posts will be transferred to Singapore, acceptance of the post implies acceptance of a transfer to Singapore.
