



INTERPOL

"À LA CARTE" SECONDMENT - CONDITIONS



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SUMMARY AND BACKGROUND

As the world's largest international police organization, INTERPOL strives to facilitate cooperation between law enforcement agencies within member countries in combating transnational crime. In order to achieve this mission, INTERPOL continuously relies on the support of member countries through the secondment of personnel.

Officers seconded to INTERPOL have the unique opportunity to develop professionally and bring to their home administration:

- Experience in policing capabilities at many different levels and in a variety of crime areas
- Leadership and management competencies
- Experience within an international environment
- Global network of law enforcement officers
- Language skills.

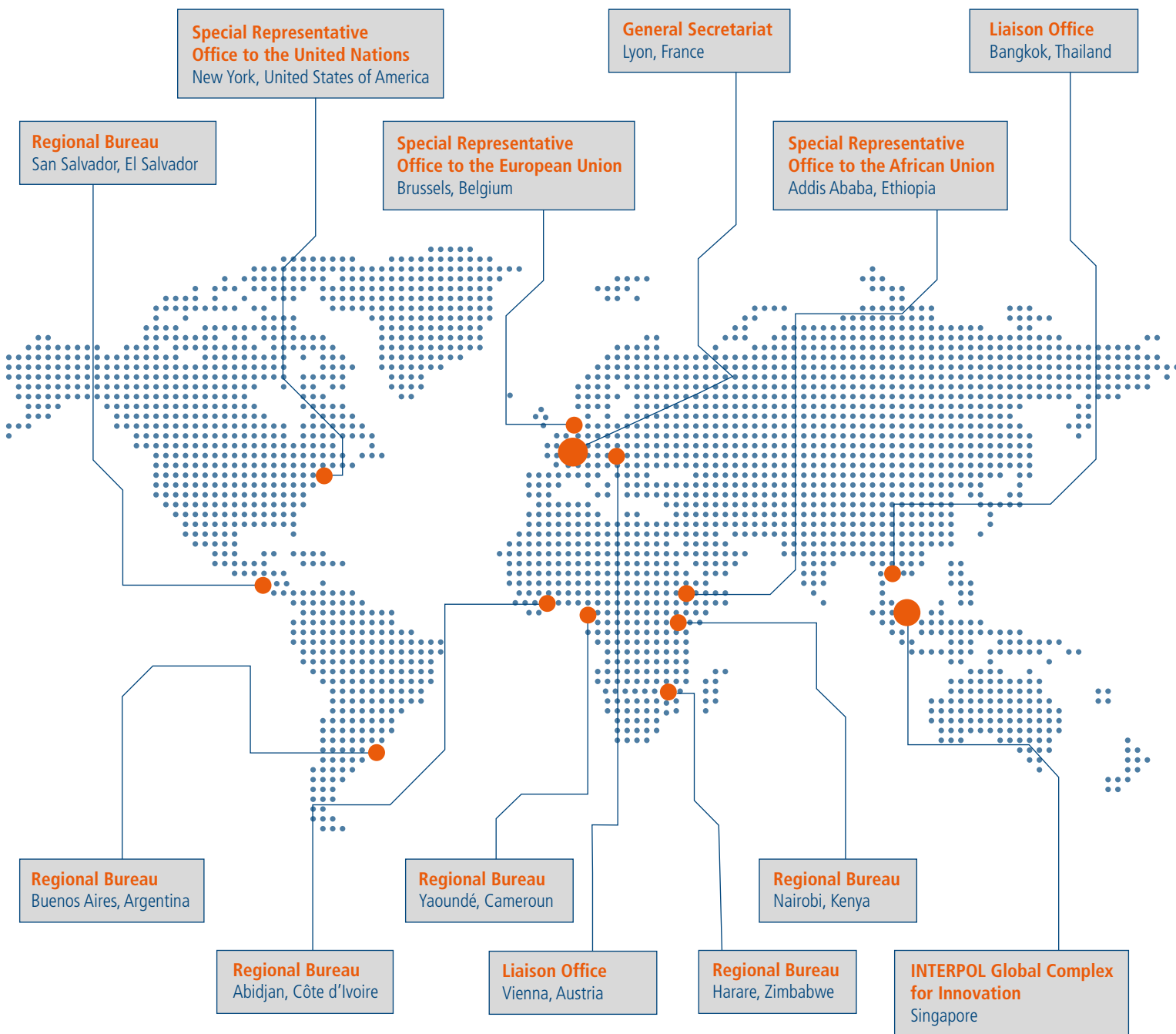
In the past, a regular secondment of three years' duration was the only option available, and this was found to be too rigid, as it limited the possibilities of some member countries to second staff to INTERPOL. With the "À la carte" Secondment initiative, INTERPOL is aiming to diversify the type of secondments on offer in order to encourage higher participation and meet the needs of member countries.

This document sets out the conditions of the new secondment options. All secondments to INTERPOL will be managed within the framework outlined below.

WHAT IS A SECONDMENT?

Over one third of INTERPOL officials are law enforcement officers who have been seconded from their national administration to work at INTERPOL for a specific time period. The national administration pays the remuneration of the seconded official, in addition to their medical insurance, travel and removal expenses and cost of living in the duty station (ie. housing and school fees for children etc.).

Depending on the type of secondment and duty station, INTERPOL may also pay an allowance to the seconded official in accordance with the terms and conditions of secondment.



A LA CARTE SECONDMENT – OPTIONS AND CONDITIONS

REGULAR SECONDMENT

This is the standard fixed-term secondment of up to three years' initial duration. All vacant seconded positions are published on the Recruitment page of the Organization's website. Circulars are also sent to NCBs for member countries to identify suitable candidates to fill these positions.

Candidates must apply via the online recruitment portal with a letter of support from the NCB submitted along with the application. It is compulsory for NCBs to send a message or letter indicating that the national administration is prepared to adhere to the conditions of secondment should the supported candidate be selected.

Emoluments

The national administration concerned commits itself to paying the official's remuneration. It is recommended that the remuneration be sufficient to cover the official's living expenses in the respective duty station. The minimum level of remuneration recommended for the duty station can be found in the Conditions of Secondment (see Appendices 3 to 13).

An expatriation allowance is paid for up to six years for seconded officers who are not nationals of the duty station to which they are assigned. Nationals of the assigned duty station will receive a monthly compensatory allowance (see "Conditions Applicable to Secondments" below in Section 3).

DEVELOPMENTAL SECONDMENT

This is one of the new secondment options proposed and is aimed at the personal and professional development of officers seconded under this scheme.

Member countries may propose officers with high developmental potential for secondment with a view to making it a long-term commitment. The recommended duration of this assignment is six years in order to allow exposure to different roles, time for development and possible career progression. For example, the first three years would be in one role, and the subsequent three years would be either in a supervisory role within the same unit or at the same level in a different specialized unit to allow wider exposure to different subjects (crime areas, regional cooperation, etc.).

Under this scheme, INTERPOL commits to train and develop the seconded officer with an personalized developmental plan based on the expectations of the member country and the officer. It encompasses the development of the officer through special training opportunities (Induction; Data Protection; Security and Confidentiality of Information; INTERPOL Corporate and Policing Capabilities; Intercultural Awareness; Language Courses; and Management Skills Development), as well as exposure to operations and career progression, using a blended learning approach: traditional classroom training, e-learning, and on-the-job learning.

The officer is an INTERPOL staff member under the same secondment conditions as for a regular secondment (see conditions applicable below), with the additional features formalized in the agreement. In this regard, he/she is subject to the INTERPOL Staff Manual, Regulations and Rules.

THE PROCESS INVOLVES:

- A demanding selection process to ensure a proper match with the programme, the individual, and INTERPOL's requirements
- A full Training Needs Analysis involving the individual and the seconding authority prior to arrival.
- Establishment of a development plan with objectives covering the full duration of the secondment.
- An agreement between the seconding authority and INTERPOL to formalize the arrangement.
- An annual report to be sent to the seconding authorities to update them on the progress of their officer. This would include a yearly (or more often if the need arises) review of the objectives to readjust them as required.
- A final report to be sent to the seconding authority upon the completion of the secondment to highlight the skills and competencies that have been developed and evaluate the overall achievement of objectives set.

Emoluments

The national administration concerned commits itself to paying the official's remuneration. It is recommended that the remuneration be sufficient to cover the official's living expenses in the respective duty station. The minimum level of remuneration recommended for the duty station can be found in the Conditions of Secondment (see Appendices 3 to 13).

An expatriation allowance is paid for up to six years for seconded officers who are not nationals of the duty station to which they are assigned. Nationals of the assigned duty station will receive a monthly compensatory allowance (see "Conditions Applicable to Secondments" below in Section 3).

LOAN OF SERVICES

The non-remunerated Loan of Services option is specifically designed to suit the needs of member countries, taking into account the cost of seconding an official outside his/her home country, with more flexible arrangements. Persons under this scheme will be based in their home administrations, as they work on result-oriented tasks for specific activities/projects with defined timeframes (teleworking/telecommuting).

The national administration covers salary costs, allowances, medical benefits and scheduled visits to INTERPOL locations when necessary. Officials under this scheme are not considered INTERPOL staff and will therefore not be subject to the Staff Regulations and Rules. This in-kind contribution will be governed by an agreement between INTERPOL and the relevant government authority, which allows the remote-working option.

INTERPOL is currently exploring a pilot programme with one member country which is yet to be finalized. The final structure of the programme and related rights and benefits will be communicated at a later stage once the Organization has had time to study the results of the pilot programme.

Emoluments

Persons assigned under this scheme do not receive any remuneration/allowances from INTERPOL.

SHORT-TERM SECONDMENT

Short-term secondments are aimed at serving the operational needs of hiring units and member countries in a quick and flexible manner. They have a maximum duration of twelve months and a minimum duration of three months.

The process is initiated by member countries through the submission of a spontaneous application of an officer or the Organization on the basis of a specific need. Once the application has been received, the Organization would undertake efforts to identify a suitable assignment in collaboration with the relevant units as per the specifications of the member country and the professional background of the official.

The candidate will still need to go through an interview with a panel of INTERPOL staff members in order to assess his/her competencies and suitability for a short-term secondment.

Emoluments

Officials on three-month short-term secondments do not receive any remuneration/allowances from INTERPOL. In instances where the secondment is for a duration longer than three months, the Organization will reach an agreement with the authority on what allowances (if any) are to be paid.

ROTATION SECONDMENT

Under the Rotation Secondment scheme, a group of member countries will finance one post that is of mutual benefit through a special account that will be created solely for the purpose. They will then take turns at sending officers on a rotation basis to this position on a short-term or regular secondment (i.e. up to a maximum of three year duration). This type of secondment will be piloted in one of INTERPOL's Regional Bureaus and assessed for feasibility.

This arrangement will provide an opportunity for underrepresented countries which have been deterred by financial constraints in the past to second officers to INTERPOL – especially to their respective Regional Bureaus – and will be strictly controlled under conditions agreed upon with the donor countries.

Member countries which are interested in sponsoring the pilot phase are invited to contact the Human Resources Directorate.

Application Process

Member countries will be asked to nominate a few officers with specific skills and competencies when it is their turn, as per the terms of the agreement. The officers proposed will be assessed by a panel of INTERPOL officials to identify the candidate who best meets the requirements of the post.

Emoluments

A grant will be paid directly to officials under this scheme, unless otherwise agreed with the national administration. The amount of the grant is determined by applying the following formula:

1. The minimum level of remuneration recommended for the duty station, which can be found in the Conditions of Secondment (see Appendices 3 to 13) = A
2. Average salary from the administration from previous 12 months (gross amount) = B
3. Grant = A-B

An expatriation allowance is paid for up to six years for seconded officers who are not nationals of the duty station to which they are assigned, in application of Staff Rule 5.3.2. Nationals of the assigned duty station will receive a monthly compensatory allowance in application of Staff Rule 5.3.3.

PAID SECONDMENT FOR PROJECTS

Under the paid secondments scheme, externally funded projects identify positions that are suitable for secondment of law enforcement officers. These secondments will be cost neutral to member countries and the Organization as they will be financed out of the budgets of the respective projects.

This provision would make it possible to increase the number of police officers working on INTERPOL projects, under attractive financial conditions, and would provide a unique opportunity for underrepresented countries which have been deterred by financial constraints in the past to second officers to INTERPOL.

Application Process

Vacant paid seconded positions will be published on the Recruitment page of the Organization's website and circulars will also be sent to NCBs for member countries to identify suitable candidates to fill these positions.

Candidates must apply via the online recruitment portal with a letter of support from the NCB submitted along with the application. It is compulsory for NCBs to send a message or letter indicating that the national administration is prepared to release the official to INTERPOL for the duration of the project as stated on the vacancy announcement.

Priority will be given to applications from member countries which are direct beneficiaries of the project under recruitment.

Emoluments

A grant will be paid directly to officials under this scheme, unless otherwise agreed with the national administration. The amount of the grant is determined by applying the following formula:

1. The minimum level of remuneration recommended for the duty station, which can be found in the Conditions of Secondment (see Appendices 3 to 13) = A
2. Average salary from the administration from previous 12 months (gross amount) = B
3. Grant = A-B

An expatriation allowance is paid for up to six years for seconded officers who are not nationals of the duty station to which they are assigned, in application of Staff Rule 5.3.2. Nationals of the assigned duty station will receive a monthly compensatory allowance, in application of Staff Rule 5.3.3.

SPONSORED SECONDMENTS

In support of the Diversity Action plan of the Organization, sponsored secondments are aimed at providing an opportunity for underrepresented countries and those which have been deterred by financial constraints in the past to second officers to INTERPOL. The scheme is expected to boost gender and geographic diversity.

Application Process

Like Regular Secondments, this is a standard fixed-term secondment of up to three years' initial duration. Interested candidates are invited to apply for vacant seconded positions, which are published on the Recruitment page of the Organization's website. Circulars are also sent to NCBs for member countries to identify suitable candidates to fill vacant positions.

Underrepresented member countries that wish to send officers to INTERPOL under this scheme are required to express their national administrations' wish to apply for the Sponsored secondment scheme in a supporting letter. This letter should be sent via the NCB to the Human Resources Management Directorate. The decision to approve this request will be made by senior management, based on the quality of the application and the diversity criteria in place.

A pilot project, sponsored by the INTERPOL Foundation for a Safer World, is being rolled out in 2019. The results/success of the pilot phase will be assessed by the Organization, and used to help determine any future adjustments.

Emoluments

Following an agreement between the Organization and the member country, a partial or full grant will be paid directly to the national administration for officials under this scheme. The payment of a full or partial grant will be based on available resources and will be decided by senior management. The full amount of the grant is limited to the minimum level of remuneration recommended for the duty station which can be found in the Conditions of Secondment (see Appendices 3 to 13).

An expatriation allowance is paid for up to six years for seconded officers who are not nationals of the duty station to which they are assigned, in application of Staff Rule 5.3.2. Nationals of the assigned duty station will receive a monthly compensatory allowance, in application of Staff Rule 5.3.3.

Currently, the conditions of secondment indicate a recommended minimum monthly remuneration in order to cover the seconded officials' living expenses. See Appendices 3 to 13 for the conditions of secondment specific to each duty station.

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





CONDITIONS APPLICABLE TO SECONDMENTS

RECRUITMENT AND SELECTION

The recruitment and selection process for secondments is subject to Staff Rule 2.1.3(2) as follows:

The Secretary General shall decide whether the recruitment of seconded officials shall be:

- (a) open to applicants from national administrations and internal applicants;
- (b) limited to applicants from national administrations in competition with each other, when spontaneous applications have been received;
- (c) effected by calling upon an applicant from a national administration when only one spontaneous application has been received.

REMUNERATION

The national administration concerned commits itself to paying the official's remuneration. It is recommended that the remuneration be sufficient to cover the official's living expenses in the respective duty station. The minimum level of remuneration recommended for the duty station can be found in the Conditions of Secondment (see Appendices 3 to 13).

SOCIAL INSURANCE, PENSION CONTRIBUTIONS, WELFARE BENEFITS AND FAMILY ALLOWANCES

The national administration commits itself to making arrangements for the official and their dependant(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 country, 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 coverage on such occasions.

The coverage should take effect as soon as the seconded official and his/her dependant(s) arrive at the duty station. The national administration must provide the Human Resources Management 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 dependant(s).

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.

EMOLUMENTS PAID BY THE ORGANIZATION

An expatriation allowance is paid for up to six years for seconded officers who are not nationals of the duty station to which they are assigned. Nationals of the assigned duty station will receive a monthly compensatory allowance.

Any emoluments paid by the Organization, such as expatriation or compensatory allowances, are determined by a number of factors including nationality and personal situation of the official. The emoluments will also depend on the type of secondment. Further details can be provided upon request.

The expatriation allowance paid to seconded officials may be limited by the seconding authority, particularly where the official is paid this allowance as part of his/her package, or where the Organization pays the amount into an account that is sanctioned by the seconding authority and is not paid to the official. Officials are not be allowed to receive double payments of emoluments. It is the responsibility of both the seconding authority and the official to inform the Organization in instances where provision for such emoluments have already been made by the seconding authority.

WORKING HOURS AND LEAVE

The normal working week consists of 37½ hours, excluding 45-minute lunch breaks. In addition, some seconded officials may be required to work overtime or to perform stand-by duty on certain evenings, Saturdays, Sundays and public holidays.

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.).

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 cooperation, 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 Manual, the organizational policies 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. In application of Staff Regulation 1.5(4), "if an official of the Organization refuses to sign the declaration of loyalty, or wishes to postpone its signature, his appointment shall be considered null and void".

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.

CODE OF ETHICS

All officials are required to sign a Code of Ethics on their first day of work, which encourages the development of personal standards of behaviour born out of a sense of pride in belonging to INTERPOL. The Code of Ethics is based on INTERPOL's aims, vision, mission and values.

FINAL REMARKS

The Organization will not consider secondments proposed either by countries which are not INTERPOL members or by those which are members but have contribution arrears (pursuant to Article 52 of the Organization's General Regulations).



WHY SHOULD YOU SECOND YOUR OFFICIALS TO INTERPOL?

Return on investment for member countries:

- Improve NCB performance – Officers gain an in-depth knowledge of INTERPOL's capabilities
- An officer capable of cascading his/her newly acquired INTERPOL knowledge to their national police thanks to instructor development programmes and a wide range of training material available.
- Language skills acquisition – INTERPOL has four official languages: English, French, Spanish and Arabic in a multilingual setting
- Leadership Training – officers will receive a competency-based training package tailor made to their operational requirements and skill set
- Regional representation – international exposure to diverse and multicultural teams
- Unique networking opportunities – access to 194 member countries and collaboration between the public and private sector





SECONDED OFFICIALS TRAINING PATH

INDUCTION

Upon arrival

Secoded officials are introduced to the Organization's mission and activities through a general presentation of INTERPOL and its Directorates.

The 3 days' programme enables newcomers to get acquainted with:

- Their new colleagues from different backgrounds and fields of expertise and allows them to extend their professional network.
- The Data Protection framework as well as the Security and Confidentiality requirements
- Various corporate capabilities such budget, project management etc.
- The operation activities of the Command and Coordination centre

The programme also helps them get a sense of belonging and outlines expected conduct as an international official following the Organization's values, Code of Ethics and policy on communication and use of social media.

SPECIALIZED TRAINING after a few weeks

A few weeks after joining their units and being trained on the job, the seconded officials will be invited to a 4-day training programme on INTERPOL Policing Capabilities.

The 4 days training programme focuses on:

- The Rules on the Processing of Data (RPD)
- INTERPOL Operational Databases and tools
- The use of internal databases and applications (ICIS, Workflow)
- I-Check-it and the INFRA Model regarding operations
- Notices and I-Link
- Forensics (Fingerprints, DNA, Facial recognition, Firearms)

This programme reinforces the officials' knowledge by providing them with the keys to tackle different situations using scenario-based activities and practical exercises.

DEVELOPMENTAL TRAINING throughout secondment

Once well set-up in their activities, an assesment of training needs is carried out giving seconded officials the possibilites to develop in many areas:

- Multicultural environment awareness and language skills
- Effective presentation and public speaking
- Training development and delivery
- Managerial skills: project management, budget management, staff performance management, etc.
- Training events and operation coordination
- Interaction with different INTERPOL crime areas

This learning process is done through blended training: Traditional classroom training and e-learning modules.

Beside formal training programmes, a wealth of knowledge is also available to meet all kind of interest and needs through the INTERPOL Global Learning Centre and MY INTERPOL internal dashboard.

APPENDIX 1

INTERPOL CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

Any information, documents, resources or objects of any nature transmitted to the undersigned or that comes to his/her knowledge by virtue of his/her work with INTERPOL shall be treated according to INTERPOL's confidentiality regime and shall not be communicated or otherwise transferred to other parties.

The undersigned undertakes to implement all appropriate measures to protect all nonpublic INTERPOL information to which he or she may have access within the context of the present mission, agreement or contract with INTERPOL, and to prevent the theft, unauthorized disclosure, unauthorized use or the improper modification of such information.

The undersigned undertakes not to disclose any such information or the working methods of INTERPOL to unauthorized parties, nor to use the same for any purpose other than the execution of the present mission, agreement or contract with INTERPOL, even for his or her own benefit.

The undersigned undertakes to refrain from using his/her knowledge of INTERPOL gained under the present mission, agreement or contract to gain access to or to assist a third party to gain access to the nonpublic information or the working methods of INTERPOL.

The undertakings mentioned above apply indefinitely. You are reminded that they apply even once the current mission, contract or agreement has been completed.

Name and Organization

Signature

Date and place

APPENDIX 2

DECLARATION OF CONDUCT

I, the undersigned, declare that I shall respect the impartiality and independence of the ICPO-INTERPOL, and shall neither seek nor accept instructions from any government or authority external to the ICPO-INTERPOL during my assignment.

I declare that I shall refrain from any conduct that would adversely reflect on the ICPO-INTERPOL and shall not engage in any activity that is incompatible with the discharge of my duties with the ICPO-INTERPOL.

I declare that I shall exercise the utmost discretion in all matters of official business of the ICPO-INTERPOL.

Unless otherwise authorized by the appropriate INTERPOL official, I shall not communicate at any time to the media, to any person, or other authority external to the ICPO-INTERPOL any information that has not been made public and which has become known to me by reason of my association with the ICPO-INTERPOL. I may not use such information for private advantage. These obligations do not lapse upon termination or cessation of my assignment to the ICPO-INTERPOL.

Date

Signature

APPENDIX 3

CONDITIONS OF SECONDMENT FOR OFFICIALS – LYON

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 4,000 net per month for officials in Grades 3 to 10
- EUR 6,500 net per month for officials in Grades 1 and 2

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 dependant(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 Staff Regulation 14.1. 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 dependant(s) arrive at the duty station. The national administration must provide the General Secretariat's Human Resources Directorate with evidence of the appropriate medical insurance coverage for them before the official takes up the 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 dependant(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

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 applicable from 1 June 2019 are:

- EUR 728 for a single official
- EUR 1019 for an official who is married (or has a common-law spouse) and has no children.
- EUR 1310 for an official with one or more dependent children.

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 per cent of the salary for step 1 of each grade, as set out in the salary scale for the official's duty station.

The expatriation allowance paid to seconded officials may be limited by the seconding authority, particularly where the officials receive this allowance as part of their package, or where the Organization pays the amount into an account that is sanctioned by the seconding authority and does not pay it to the official. Officials are not allowed to receive double payments of emoluments. It is the responsibility of both the seconding authority and the official to inform the Organization in instances where provision for such emoluments have already been made by the seconding authority.

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 that 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.).

In conformity with Staff Regulation 8.2, officials are entitled to a maximum of 12 public holidays which are laid down by the Secretary General for each duty station taking into account local practice. A Staff Instruction is issued at the beginning of the calendar year to communicate the public holiday dates for each duty station for the whole year. The General Secretariat is closed on those days.

8. 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 cooperation, 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 posts, seconded officials shall sign a declaration of loyalty. In application of Staff Regulation 1.5(4), "if an official of the Organization refuses to sign the declaration of loyalty, or wishes to postpone its signature, his appointment shall be considered null and void."

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.

9. 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.

10. Final remarks

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

- * The Organization reserves the right to modify the Directorate's and/or Sub-Directorate's name and internal structure. This may have an impact on the functional title and reporting lines of this position.
- ** The Organization reserves the right to change the duty station proposed in the present circular at any time, subject to the rules in force, and will inform the authorities concerned accordingly.
- *** These are informative amounts calculated based on available current data and may vary in accordance to the established rules.

APPENDIX 4

CONDITIONS OF SECONDMENT FOR OFFICIALS – SINGAPORE

The present document sets out the conditions governing the secondment of an official by his/her national administration to the ICPO-INTERPOL Global Complex for Innovation.*

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: INTERPOL Global Complex for Innovation
Singapore**

Place of residence: Singapore

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 Singapore, including but not limited to housing, utilities, food, etc., it is recommended that the official's remuneration*** should be at least:

- EUR 5,000 net per month for officials in Grades 3 to 10
- EUR 9,000 net per month for officials in Grades 1 and 2

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 dependant(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 Staff Regulation 14.1. 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 dependant(s) arrive at the duty station. The national administration must provide the Human Resources Directorate with evidence of the appropriate medical insurance coverage for them before the official takes up the 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 dependant(s).

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 applicable from 1 June 2019 are:

- EUR 977 for a single official.
- EUR 1,367 for an official who is married (or has a common-law spouse) and has no children.
- EUR 1,758 for an official with one or more dependent children.

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 per cent of the salary for step 1 of each grade, as set out in the salary scale for the official's duty station.

The expatriation allowance paid to seconded officials may be limited by the seconding authority, particularly where the officials receive this allowance as part of their package, or where the Organization pays the amount into an account that is sanctioned by the seconding authority and does not pay it to the official. Officials are not allowed to receive double payments of emoluments. It is the responsibility of both the seconding authority and the official to inform the Organization in instances where provision for such emoluments have already been made by the seconding authority.

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 that 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. In addition, seconded officials may be required to work overtime or to perform stand-by duty on certain evenings, Saturdays, Sundays and public holidays.

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.).

In conformity with Staff Regulation 8.2, officials are entitled to a maximum of 12 public holidays which are laid down by the Secretary General for each duty station taking into account local practice. A Staff Instruction is issued at the beginning of the calendar year to communicate the public holiday dates for each duty station for the whole year. The IGCI is closed on those days.

8. 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 cooperation, 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 this 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 posts, seconded officials shall sign a declaration of loyalty. In application of Staff Regulation 1.5(4), "if an official of the Organization refuses to sign the declaration of loyalty, or wishes to postpone its signature, his appointment shall be considered null and void."

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.

9. Conditions of entry into Singapore

Please note that the Singaporean Ministry of Foreign Affairs does not recognize same-sex partners, and a residence permit will not be granted to the common-law spouse or same-sex partner of an official of the Organization.

10. Final remarks

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

- * The Organization reserves the right to modify the Directorate's and/or Sub-Directorate's name and internal structure. This may have an impact on the functional title and reporting lines of this position.
- ** The Organization reserves the right to change the duty station proposed in the present circular at any time, subject to the rules in force, and will inform the authorities concerned accordingly.
- *** These are informative amounts calculated based on available current data and may vary in accordance to the established rules.

APPENDIX 5

CONDITIONS OF SECONDMENT FOR OFFICIALS – ABIDJAN

The present document sets out the conditions governing the secondment of an official by his/her national administration to the ICPO-INTERPOL Regional Bureau in Abidjan.*

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 such secondment.

1. Duty station

Place of work: Regional Bureau in Abidjan
Abidjan, Côte d'Ivoire**

Place of residence: Abidjan, Côte d'Ivoire

2. Remuneration

The level of remuneration should be high enough to enable officials and any family members. 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 Abidjan, it is recommended that the official's remuneration*** should amount to at least:

- EUR 3,500 net per month for officials in Grades 3 to 10
- EUR 6,000 net per month for officials in Grades 1 and 2

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 make arrangements for him/her to be covered by the appropriate insurance (cover for illness, maternity, work-related accidents, hospital expenses), welfare benefits (in case 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 Staff Regulation 14.1. 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 family arrive at the Regional Bureau. Officials must provide the General Secretariat's Human Resources Directorate with evidence of the appropriate medical insurance coverage before taking up the post. In the absence of such evidence, INTERPOL shall consider that the country agrees to bear the cost of the private insurance that the official or the national administration must adhere to.

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

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

The current amounts applicable from 1 June 2019 are:

- EUR 694 for a single official
- EUR 971 for an official who is married (or has a common-law spouse) and has no children.
- EUR 1,260 for an official with one or more dependent children.

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 per cent of the salary for step 1 of each grade, as set out in the salary scale for the official's duty station.

The expatriation allowance paid to seconded officials may be limited by the seconding authority, particularly where the officials receive this allowance as part of their package, or where the Organization pays the amount into an account that is sanctioned by the seconding authority and does not pay it to the official. Officials are not allowed to receive double payments of emoluments. It is the responsibility of both the seconding authority and the official to inform the Organization in instances where provision for such emoluments have already been made by the seconding authority.

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 that 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-minutes lunch breaks. In addition, seconded officials may be required to work overtime or to perform stand-by duty on certain evenings, Saturdays, Sundays and public holidays.

Seconded officials shall be entitled to two and a half working days of 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.).

In conformity with Staff Regulation 8.2, officials are entitled to a maximum of 12 public holidays which are laid down by the Secretary General for each duty station taking into account local practice. A Staff Instruction is issued at the beginning of the calendar year to communicate the public holiday dates for each duty station for the whole year. The Regional Bureau is closed on those days.

8. 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 INTERPOL 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 cooperation, 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 posts, seconded officials shall sign a declaration of loyalty. In application of Staff Regulation 1.5(4), "if an official of the Organization refuses to sign the declaration of loyalty, or wishes to postpone its signature, his appointment shall be considered null and void."

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.

9. Conditions of entry into Côte d'Ivoire

Please note that the Ivorian Ministry of Foreign Affairs does not recognize common-law spouses or same-sex partners, and a residence permit will not be granted to the common-law spouse or same-sex partner of an official of the Organization.

10. Final remarks

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

- * The Organization reserves the right to modify the Directorate's and/or Sub-Directorate's name and internal structure. This may have an impact on the functional title and reporting lines of this position.
- ** The Organization reserves the right to change the duty station proposed in the present circular at any time, subject to the rules in force, and will inform the authorities concerned accordingly.
- *** These are informative amounts calculated based on available current data and may vary in accordance to the established rules.

APPENDIX 6

CONDITIONS OF SECONDMENT FOR OFFICIALS – BANGKOK

The present document sets out the conditions governing the secondment of an official by his/her national administration to the ICPO-INTERPOL Liaison Office in Bangkok.*

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 such secondment.

1. Duty station

Place of work:	Liaison Office in Bangkok Bangkok, Thailand**
Place of residence:	Bangkok, Thailand

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 Bangkok, it is recommended that the official's remuneration*** should amount to at least:

- EUR 3,500 net per month for officials in Grades 3 to 10
- EUR 6,000 net per month for officials in Grades 1 and 2

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 make arrangements for him/her to be covered by the appropriate insurance (cover for illness, maternity, work-related accidents, hospital expenses), welfare benefits (in case 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 Staff Regulation 14.1. 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 family arrive at the Liaison Office. Officials must provide the General Secretariat's Human Resources Directorate with evidence of the appropriate medical insurance coverage before taking up the post. In the absence of such evidence, INTERPOL shall consider that the country agrees to bear the cost of the private insurance that the official or the national administration must adhere to.

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

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

The current amounts applicable from 1 June 2019 are:

- EUR 694 for a single official.
- EUR 971 for an official who is married (or has a common-law spouse) and has no children.
- EUR 1,249 for an official with one or more dependent children.

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 per cent of the salary for step 1 of each grade, as set out in the salary scale for the official's duty station.

The expatriation allowance paid to seconded officials may be limited by the sending authority, particularly where the officials receive this allowance as part of their package, or where the Organization pays the amount into an account that is sanctioned by the seconding authority and does not pay it to the official. Officials are not allowed to receive double payments of emoluments. It is the responsibility of both the seconding authority and the official to inform the Organization in instances where provision for such emoluments have already been made by the seconding authority.

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 that 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-minutes lunch breaks. In addition, seconded officials may be required to work overtime or to perform stand-by duty on certain evenings, Saturdays, Sundays and public holidays.

Seconded officials shall be entitled to two and a half working days of 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.).

In conformity with Staff Regulation 8.2, officials are entitled to a maximum of 12 public holidays which are laid down by the Secretary General for each duty station taking into account local practice. A Staff Instruction is issued at the beginning of the calendar year to communicate the public holiday dates for each duty station for the whole year. The Liaison Office is closed on those days.

8. 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 cooperation, 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 posts, seconded officials shall sign a declaration of loyalty. In application of Staff Regulation 1.5(4), "if an official of the Organization refuses to sign the declaration of loyalty, or wishes to postpone its signature, his appointment shall be considered null and void."

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.

9. Conditions of entry into Thailand

Please note that the Thai Ministry of Foreign Affairs does not recognize common-law spouses or same-sex partners, and a residence permit will not be granted to the common-law spouse or same-sex partner of an official of the Organization.

To avoid any problems with regard to obtaining a residence permit for Bangkok, all foreign nationals must obtain a "non-immigrant F" visa (in order to obtain a residence permit) before their arrival, by applying to the nearest Thai consular service.

10. Final remarks

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

- * The Organization reserves the right to modify the Directorate's and/or Sub-Directorate's name and internal structure. This may have an impact on the functional title and reporting lines of this position.
- ** The Organization reserves the right to change the duty station proposed in the present circular at any time, subject to the rules in force, and will inform the authorities concerned accordingly.
- *** These are informative amounts calculated based on available current data and may vary in accordance to the established rules.

APPENDIX 7

CONDITIONS OF SECONDMENT FOR OFFICIALS – BUENOS AIRES

The present document sets out the conditions governing the secondment of an official by his/her national administration to the ICPO-INTERPOL Regional Bureau in Buenos Aires.*

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 such secondment.

1. Duty station

Place of work:	Regional Bureau in Buenos Aires Buenos Aires, Argentina**
Place of residence:	Buenos Aires, Argentina

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 Buenos Aires, it is recommended that the official's remuneration*** should amount to at least:

- EUR 2,000 net per month for officials in Grades 3 to 10
- EUR 4,000 net per month for officials in Grades 1 and 2

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 make arrangements for him/her to be covered by the appropriate insurance (cover for illness, maternity, work-related accidents, hospital expenses), welfare benefits (in case 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 Staff Regulation 14.1. 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 family arrive at the Sub-Regional Bureau. Officials must provide the General Secretariat's Human Resources Directorate with evidence of the appropriate medical insurance coverage before taking up the post. In the absence of such evidence, INTERPOL shall consider that the country agrees to bear the cost of the private insurance that the official or the national administration must adhere to.

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 national of the State of the duty station or who has not been the resident in that State for more than three years and can provide proof of the expatriate status, unless the national administration decides otherwise. The allowance shall be paid for a maximum duration of six years.

The current amounts applicable from 1 June 2019 are:

- EUR 441 for a single official.
- EUR 617 for an official who is married (or has a common-law spouse) and has no children.
- EUR 793 for an official with one or more dependent children.

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 per cent of the salary for step 1 of each grade, as set out in the salary scale for the official's duty station.

The expatriation allowance paid to seconded officials may be limited by the seconding authority, particularly where the officials receive this allowance as part of their package, or where the Organization pays the amount into an account that is sanctioned by the seconding authority and does not pay it to the official. Officials are not allowed to receive double payments of emoluments. It is the responsibility of both the seconding authority and the official to inform the Organization in instances where provision for such emoluments have already been made by the seconding authority.

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 that 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-minutes lunch breaks. In addition, seconded officials may be required to work overtime or to perform stand-by duty on certain evenings, Saturdays, Sundays and public holidays.

The CCC working hours are as follows: (15:00-23:00 GMT; 12:00-20:00 local time), and all officials are required to perform stand-by-duty.

Seconded officials shall be entitled to two and a half working days of 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.).

In conformity with Staff Regulation 8.2, officials are entitled to a maximum of 12 public holidays which are laid down by the Secretary General for each duty station taking into account local practice. A Staff Instruction is issued at the beginning of the calendar year to communicate the public holiday dates for each duty station for the whole year.

Although Argentina has more than 15 public holidays, officials are entitled to 12 Argentine public holidays per calendar year. The Regional Bureau is closed on those days.

8. 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 cooperation, 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 posts, seconded officials shall sign a declaration of loyalty. In application of Staff Regulation 1.5(4), "if an official of the Organization refuses to sign the declaration of loyalty, or wishes to postpone its signature, his appointment shall be considered null and void."

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.

9. Conditions of entry into Argentina

All the officials based in Argentina should have an INTERPOL passport. Currently, the passports can only be processed at the General Secretariat in Lyon. Officials are therefore required to visit the General Secretariat on mission before they take up their duties in the Regional Bureau in Buenos Aires.

To avoid any problems in obtaining a residence permit for Argentina, all citizens from the following countries listed below must obtain a visa before their arrival, by applying to the nearest Argentine consular service.

Canadian citizens should pay the reciprocity fee before flying to Argentina.

10. Final remarks

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

- * The Organization reserves the right to modify the Directorate's and/or Sub-Directorate's name and internal structure. This may have an impact on the functional title and reporting lines of this position.
- ** The Organization reserves the right to change the duty station proposed in the present circular at any time, subject to the rules in force, and will inform the authorities concerned accordingly.
- *** These are informative amounts calculated based on available current data and may vary in accordance to the established rules.

APPENDIX 8

CONDITIONS OF SECONDMENT FOR OFFICIALS – HARARE

The present document sets out the conditions governing the secondment of an official by his/her national administration to the ICPO-INTERPOL's Regional Bureau in Harare.*

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 such secondment.

1. Duty station

Place of work: Regional Bureau in Harare
Harare, Zimbabwe**

Place of residence: Harare, Zimbabwe

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 Harare, it is recommended that the official's remuneration*** should amount to at least:

- EUR 3,000 net per month for officials in Grades 3 to 10
- EUR 5,000 net per month for officials in Grades 1 and 2

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 make arrangements for him/her to be covered by the appropriate insurance (cover for illness, maternity, work-related accidents, hospital expenses), welfare benefits (in case 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 Staff Regulation 14.1. 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 their family arrive at the duty station. Officials must provide the General Secretariat's Human Resources Directorate with evidence of the appropriate medical insurance coverage before taking up the post. In the absence of such evidence, INTERPOL shall consider that the country agrees to bear the cost of the private insurance that the official or the national administration must adhere to.

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 national of the State of the duty station and who has not been the resident in that State for more than three years and can provide proof of the expatriate status, unless the national administration decides otherwise. The allowance shall be paid for a maximum duration of six years.

The current amounts applicable from 1 June 2019 are:

- EUR 555 for a single official
- EUR 777 for an official who is married (or has a common-law spouse) and has no children
- EUR 998 for an official with one or more dependent children.

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 per cent of the salary for step 1 of each grade, as set out in the salary scale for the official's duty station.

The expatriation allowance paid to seconded officials may be limited by the seconding authority, particularly where the officials receive this allowance as part of their package, or where the Organization pays the amount into an account that is sanctioned by the seconding authority and does not pay it to the official. Officials are not allowed to receive double payments of emoluments. It is the responsibility of both the seconding authority and the official to inform the Organization in instances where provision for such emoluments have already been made by the seconding authority.

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 that 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. In addition, seconded officials may be required to work overtime or to perform stand-by duty on certain evenings, Saturdays, Sundays and public holidays.

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.).

In conformity with Staff Regulation 8.2, officials are entitled to a maximum of 12 public holidays which are laid down by the Secretary General for each duty station taking into account local practice. A Staff Instruction is issued at the beginning of the calendar year to communicate the public holiday dates for each duty station for the whole year. The Regional Bureau is closed on those days.

8. 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 cooperation, 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 posts, seconded officials shall sign a declaration of loyalty. In application of Staff Regulation 1.5(4), "if an official of the Organization refuses to sign the declaration of loyalty, or wishes to postpone its signature, his appointment shall be considered null and void."

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.

9. Conditions of entry into Zimbabwe

Please note that the Zimbabwean Ministry of Foreign Affairs does not recognize common-law spouses or same-sex partners, and a residence permit will not be granted to the common-law spouse or same-sex partner of an official of the Organization.

10. Final remarks

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

* The Organization reserves the right to modify the Directorate's and/or Sub-Directorate's name and internal structure. This may have an impact on the functional title and reporting lines of this position.

** The Organization reserves the right to change the duty station proposed in the present circular at any time, subject to the rules in force, and will inform the authorities concerned accordingly.

*** These are informative amounts calculated based on available current data and may vary in accordance to the established rules.

APPENDIX 9

CONDITIONS OF SECONDMENT FOR OFFICIALS – SAN SALVADOR

The present document sets out the conditions governing the secondment of an official by his/her national administration to the ICPO-INTERPOL's Regional Bureau in San Salvador.*

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 such secondment.

1. Duty station

Place of work:	Regional Bureau in San Salvador San Salvador, El Salvador**
Place of residence:	San Salvador, El Salvador

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 San Salvador, it is recommended that the official's remuneration*** should amount to at least:

- EUR 2,500 net per month for officials in Grades 3 to 10
- EUR 4,500 net per month for officials in Grades 1 and 2

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 make arrangements for him/her to be covered by the appropriate insurance (cover for illness, maternity, work-related accidents, hospital expenses), welfare benefits (in case 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 Staff Regulation 14.1. 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 their family arrive at the duty station. Officials must provide the General Secretariat's Human Resources Directorate with evidence of the appropriate medical insurance coverage before taking up the post. In the absence of such evidence, INTERPOL shall consider that the country agrees to bear the cost of the private insurance that the official or the national administration must adhere to.

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

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

The current amounts applicable from 1 June 2019 are:

- EUR 497 for a single official
- EUR 695 for an official who is married (or has a common-law spouse) and has no children
- EUR 894 for an official with one or more dependent children.

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 per cent of the salary for step 1 of each grade, as set out in the salary scale for the official's duty station.

The expatriation allowance paid to seconded officials may be limited by the seconding authority, particularly where the officials receive this allowance as part of their package, or where the Organization pays the amount into an account that is sanctioned by the seconding authority and does not pay it to the official. Officials are not allowed to receive double payments of emoluments. It is the responsibility of both the seconding authority and the official to inform the Organization in instances where provision for such emoluments have already been made by the seconding authority.

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 that 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. In addition, seconded officials may be required to work overtime or to perform stand-by duty on certain evenings, Saturdays, Sundays and public holidays.

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.).

In conformity with Staff Regulation 8.2, officials are entitled to a maximum of 12 public holidays which are laid down by the Secretary General for each duty station taking into account local practice. A Staff Instruction is issued at the beginning of the calendar year to communicate the public holiday dates for each duty station for the whole year. The Regional Bureau is closed on those days.

8. 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 cooperation, 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 posts, seconded officials shall sign a declaration of loyalty. In application of Staff Regulation 1.5(4), "if an official of the Organization refuses to sign the declaration of loyalty, or wishes to postpone its signature, his appointment shall be considered null and void."

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.

9. Conditions of entry into El Salvador

Please note that the Salvadoran government does not recognize common-law spouses or same-sex partners, and a residence permit will not be granted to the common-law spouse or same-sex partner of an official of the Organization. Visas for officials and their families (legally married spouses only) are issued upon arrival.

10. Final remarks

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

- * The Organization reserves the right to modify the Directorate's and/or Sub-Directorate's name and internal structure. This may have an impact on the functional title and reporting lines of this position.
- ** The Organization reserves the right to change the duty station proposed in the present circular at any time, subject to the rules in force, and will inform the authorities concerned accordingly.
- *** These are informative amounts calculated based on available current data and may vary in accordance to the established rules.

APPENDIX 10

CONDITIONS OF SECONDMENT FOR OFFICIALS – YAOUNDÉ

The present document sets out the conditions governing the secondment of an official by his/her national administration to the ICPO-INTERPOL's Regional Bureau in Yaoundé.*

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 such secondment.

1. Duty station

Place of work: Regional Bureau in Yaoundé
Yaoundé, Cameroon**

Place of residence: Yaoundé, Cameroon

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 Yaoundé, it is recommended that the official's remuneration*** should amount to at least:

- EUR 3,000 net per month for officials in Grades 3 to 10
- EUR 5,000 net per month for officials in Grades 1 and 2

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 make arrangements for him/her to be covered by the appropriate insurance (cover for illness, maternity, work-related accidents, hospital expenses), welfare benefits (in case 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 Staff Regulation 14.1. 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 their family arrive at the duty station. Officials must provide the General Secretariat's Human Resources Directorate with evidence of the appropriate medical insurance coverage before taking up the post. In the absence of such evidence, INTERPOL shall consider that the country agrees to bear the cost of the private insurance that the official or the national administration must adhere to.

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

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

The current amounts applicable from 1 June 2019 are:

- EUR 550 for a single official
- EUR 970 for an official who is married (or has a common-law spouse) and has no children
- EUR 989 for an official with one or more dependent children.

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 per cent of the salary for step 1 of each grade, as set out in the salary scale for the official's duty station.

The expatriation allowance paid to seconded officials may be limited by the seconding authority, particularly where the officials receive this allowance as part of their package, or where the Organization pays the amount into an account that is sanctioned by the seconding authority and does not pay it to the official. Officials are not allowed to receive double payments of emoluments. It is the responsibility of both the seconding authority and the official to inform the Organization in instances where provision for such emoluments have already been made by the seconding authority.

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 that 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. In addition, seconded officials may be required to work overtime or to perform stand-by duty on certain evenings, Saturdays, Sundays and public holidays.

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.).

In conformity with Staff Regulation 8.2, officials are entitled to a maximum of 12 public holidays which are laid down by the Secretary General for each duty station taking into account local practice. A Staff Instruction is issued at the beginning of the calendar year to communicate the public holiday dates for each duty station for the whole year. The Regional Bureau is closed on those days.

8. 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 cooperation, 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 posts, seconded officials shall sign a declaration of loyalty. In application of Staff Regulation 1.5(4), "if an official of the Organization refuses to sign the declaration of loyalty, or wishes to postpone its signature, his appointment shall be considered null and void."

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.

9. Conditions of entry into Cameroon

Please note that the Cameroonian Ministry of Foreign Affairs does not recognize common-law spouses or same-sex partners, and a residence permit will not be granted to the common-law spouse or same-sex partner of an official of the Organization.

10. Final remarks

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

- * The Organization reserves the right to modify the Directorate's and/or Sub-Directorate's name and internal structure. This may have an impact on the functional title and reporting lines of this position.
- ** The Organization reserves the right to change the duty station proposed in the present circular at any time, subject to the rules in force, and will inform the authorities concerned accordingly.
- *** These are informative amounts calculated based on available current data and may vary in accordance to the established rules.

APPENDIX 11

CONDITIONS OF SECONDMENT FOR OFFICIALS – ADDIS ABABA

The present document sets out the conditions governing the secondment of an official by his/her national administration to the Office of the Special Representative of INTERPOL to the African Union in Addis Ababa, Ethiopia.*

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 such secondment.

1. Duty station

Place of work: Office of the Special Representative of INTERPOL to the African Union

Addis Ababa, Ethiopia**

Place of residence: Addis Ababa, Ethiopia

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 Addis Ababa, it is recommended that the official's remuneration*** should amount to at least:

- EUR 3,000 net per month for officials in Grades 3 to 10
- EUR 5,000 net per month for officials in Grades 1 and 2

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 make arrangements for him/her to be covered by the appropriate insurance (cover for illness, maternity, work-related accidents, hospital expenses), welfare benefits (in case 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 Staff Regulation 14.1. 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 their family arrive at the duty station. Officials must provide the General Secretariat's Human Resources Directorate with evidence of the appropriate medical insurance coverage before taking up the post. In the absence of such evidence, INTERPOL shall consider that the country agrees to bear the cost of the private insurance that the official or the national administration must adhere to.

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

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

The current amounts applicable from 1 June 2019 are:

- EUR 526 for a single official.
- EUR 736 for an official who is married (or has a common-law spouse) and has no children.
- EUR 946 for an official with one or more dependent children.

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 per cent of the salary for step 1 of each grade, as set out in the salary scale for the official's duty station.

The expatriation allowance paid to seconded officials may be limited by the seconding authority, particularly where the officials receive this allowance as part of their package, or where the Organization pays the amount into an account that is sanctioned by the seconding authority and does not pay it to the official. Officials are not allowed to receive double payments of emoluments. It is the responsibility of both the seconding authority and the official to inform the Organization in instances where provision for such emoluments have already been made by the seconding authority.

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 that 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. In addition, seconded officials may be required to work overtime or to perform stand-by duty on certain evenings, Saturdays, Sundays and public holidays.

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.).

In conformity with Staff Regulation 8.2, officials are entitled to a maximum of 12 public holidays which are laid down by the Secretary General for each duty station taking into account local practice. A Staff Instruction is issued at the beginning of the calendar year to communicate the public holiday dates for each duty station for the whole year. The Office of the Special Representative of INTERPOL to the African Union is closed on those days.

8. 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 cooperation, 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 posts, seconded officials shall sign a declaration of loyalty. In application of Staff Regulation 1.5(4), "if an official of the Organization refuses to sign the declaration of loyalty, or wishes to postpone its signature, his appointment shall be considered null and void."

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.

9. Conditions of entry into Ethiopia

Please note that the Ethiopian Ministry of Foreign Affairs does not recognize common-law spouses or same-sex partners, and a residence permit will not be granted to the common-law spouse or same-sex partner of an official of the Organization.

10. Final remarks

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

- * The Organization reserves the right to modify the Directorate's and/or Sub-Directorate's name and internal structure. This may have an impact on the functional title and reporting lines of this position.
- ** The Organization reserves the right to change the duty station proposed in the present circular at any time, subject to the rules in force, and will inform the authorities concerned accordingly.
- *** These are informative amounts calculated based on available current data and may vary in accordance to the established rules.

APPENDIX 12

CONDITIONS OF SECONDMENT FOR OFFICIALS – BRUSSELS

The present document sets out the conditions governing the secondment of an official by his/her national administration to the Office of the Special Representative of INTERPOL to the European Union in Brussels, Belgium.*

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: Office of the Special Representative of INTERPOL to the European Union

Brussels, Belgium**

Place of residence: Brussels, Belgium

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 Brussels, it is recommended that the official's remuneration*** should amount to at least:

- EUR 4,000 net per month for officials in Grades 3 to 10
- EUR 6,500 net per month for officials in Grades 1 and 2

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 dependant(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 Staff Regulation 14.1. 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 dependant(s) arrive at the duty station. Officials must provide the General Secretariat's Human Resources Directorate with evidence of the appropriate medical insurance coverage before taking up the 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 dependant(s).

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

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 applicable from 1 June 2019 are:

- EUR 729 for a single official
- EUR 1,021 for an official who is married (or has a common-law spouse) and has no children
- EUR 1,313 for an official with one or more dependent children.

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 per cent of the salary for step 1 of each grade, as set out in the salary scale for the official's duty station.

The expatriation allowance paid to seconded officials may be limited by the seconding authority, particularly where the officials receive this allowance as part of their package, or where the Organization pays the amount into an account that is sanctioned by the seconding authority and does not pay it to the official. Officials are not allowed to receive double payments of emoluments. It is the responsibility of both the seconding authority and the official to inform the Organization in instances where provision for such emoluments have already been made by the seconding authority.

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 that 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.).

In conformity with Staff Regulation 8.2, officials are entitled to a maximum of 12 public holidays which are laid down by the Secretary General for each duty station taking into account local practice. A Staff Instruction is issued at the beginning of the calendar year to communicate the public holiday dates for each duty station for the whole year. The Office of the Special Representative of INTERPOL to the European Union is closed on those days.

8. 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 cooperation, 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 posts, seconded officials shall sign a declaration of loyalty. In application of Staff Regulation 1.5(4), "if an official of the Organization refuses to sign the declaration of loyalty, or wishes to postpone its signature, his appointment shall be considered null and void."

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.

9. Conditions of entry into Belgium

Officials working for international organizations in Belgium are provided with special residence permits by the Protocol Directorate of the FPS Foreign Affairs after their arrival in Belgium. They are exempt from work permits as regards their function with INTERPOL. To avoid any problems obtaining a residence permit, all nationals of countries requiring visas must apply for a visa before travelling to Belgium. A "visa C" (90 days) is sufficient in this case. Upon the official's arrival, INTERPOL will assist in processing a special residence card issued by the Belgian Ministry of Foreign Affairs Protocol Directorate within 90 days. The Special Representative of INTERPOL to the EU and the Deputy, as well as their dependent family members, are entitled to a type-D residence card (model I). All other staff members of the Office, as well as their dependent family members, receive type-P cards (model III).

Please note that the Belgian Ministry of Foreign Affairs recognizes any kind of domestic partnership as long as it is officially or legally established. Otherwise, a residence permit will not be granted to the partner of an official of the Organization.

10. Final remarks

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

- * The Organization reserves the right to modify the Directorate's and/or Sub-Directorate's name and internal structure. This may have an impact on the functional title and reporting lines of this position.
- ** The Organization reserves the right to change the duty station proposed in the present circular at any time, subject to the rules in force, and will inform the authorities concerned accordingly.
- *** These are informative amounts calculated based on available current data and may vary in accordance to the established rules.

APPENDIX 13

CONDITIONS OF SECONDMENT FOR OFFICIALS – NEW YORK

The present document sets out the conditions governing the secondment of an official by his/her national administration to the Office of the Special Representative of INTERPOL to the United Nations in New York, United States.*

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: Office of the Special Representative of INTERPOL to the United Nations

New York, United States**

Place of residence: New York, United States

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 New York, it is recommended that the official's remuneration*** should amount to at least:

- EUR 4,000 net per month for officials in Grades 3 to 10
- EUR 7,000 net per month for officials in Grades 1 and 2

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 dependant(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 Staff Regulation 14.1. 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 dependant(s) arrive at the duty station. Officials must provide the General Secretariat's Human Resources Directorate with evidence of the appropriate medical insurance coverage before taking up the 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 dependant(s).

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

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 applicable from 1 June 2019 are:

- EUR 814 for a single official.
- EUR 1,139 for an official who is married (or has a common-law spouse) and has no children.
- EUR 1,465 for an official with one or more dependent children.

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 per cent of the salary for step 1 of each grade, as set out in the salary scale for the official's duty station.

The expatriation allowance paid to seconded officials may be limited by the seconding authority, particularly where the officials receive this allowance as part of their package, or where the Organization pays the amount into an account that is sanctioned by the seconding authority and does not pay it to the official. Officials are not allowed to receive double payments of emoluments. It is the responsibility of both the seconding authority and the official to inform the Organization in instances where provision for such emoluments have already been made by the seconding authority.

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 that 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.).

In conformity with Staff Regulation 8.2, officials are entitled to a maximum of 12 public holidays which are laid down by the Secretary General for each duty station taking into account local practice. A Staff Instruction is issued at the beginning of the calendar year to communicate the public holiday dates for each duty station for the whole year. The Office of the Special Representative of INTERPOL to the United Nations is closed on those days.

8. 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 cooperation, 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 posts, seconded officials shall sign a declaration of loyalty. In application of Staff Regulation 1.5(4), "if an official of the Organization refuses to sign the declaration of loyalty, or wishes to postpone its signature, his appointment shall be considered null and void."

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.

9. Conditions of entry into the United States

Please note that the United States Government does not grant G4 visas (the residence permit for employees from diplomatic missions and international organizations) to spouses of officials who are in both same-sex and opposite-sex domestic partnership. G4 visas may only be granted where couples can prove they are legally married.

10. Final remarks

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

- * The Organization reserves the right to modify the Directorate's and/or Sub-Directorate's name and internal structure. This may have an impact on the functional title and reporting lines of this position.
- ** The Organization reserves the right to change the duty station proposed in the present circular at any time, subject to the rules in force, and will inform the authorities concerned accordingly.
- *** These are informative amounts calculated based on available current data and may vary in accordance to the established rules.

Scan this QR code to access information on seconded vacancies:





INTERPOL

General Secretariat
Career Development, Mobility and Recruitment Branch
200 quai Charles de Gaulle
69006 Lyon
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<https://www.interpol.int/What-you-can-do/Careers/Secondments>