

Appendix 2

TERMS AND CONDITIONS FOR ACCOMPANYING FAMILY MEMBERS

Revised 9 April 2015

Valid with effect from 9 april 2015

1. PREREQUISITIES FOR AND DEFINITION OF ACCOMPANYING FAMILY MEMBERS

Cohabitant, registered partner and spouse are given equal status in these terms and are referred to as partner. Partners and children who move to the duty station from Norway, a former duty station or a third country are considered accompanying family members.

Secondees can apply to have their family members accompany them if NORDEM/NCHR or the agency in question has defined the duty area as a “family duty station” and if the secondment has a minimum duration of 364 days. The criteria for the stationing of family conform to the levels of risk. The main rule is that the country/area must be classified as risk level 0/1 for NORDEM/NCHR to approve the area as family-friendly.

Secondees require written approval from NORDEM/NCHR that family members accompany them and that these are included in the employment contract drawn up between NORDEM/NCHR and the secondee. The receiving agency must also consent to secondees bringing their family. In addition, NORDEM/NCHR must take project- and budget-related factors into consideration.

Secondees are responsible for submitting written notification of any changes that may affect the terms and conditions described below. Failure to fulfil this duty to inform can have consequences for the employment. Any excess payment of allowances due to lack of information from the secondee must be refunded.

NORDEM/NCHR covers the costs of visas, medical examinations and vaccinations for accompanying family members.

Accompanying family members are not granted hardship allowance.

2. OBLIGATIONS OF ACCOMPANYING FAMILY MEMBERS

Accompanying family members over the age of 18 must sign “the Code of Conduct for NORDEM Secondees”, and undertake to comply with the security rules that apply at the duty station for secondees. Any breach of these rules may result in immediate repatriation.

3. ALLOWANCE FOR ACCOMPANYING PARTNER

In the period the partner is at the duty station, the secondee is granted a higher rate of overseas allowance (so called spouse allowance) in order to cover anticipated additional expenses for the accompanying partner. The payment of the allowance is conditional on the partner residing permanently at the duty station. ‘Permanent residence’ is

understood as the partner actually staying at the duty station for at least half the seconded's service time each calendar year.

The allowance is paid from and including the date of the partner's arrival at the duty area and up to and including his/her date of departure from the duty area.

3.1. Termination of the spouse allowance

The allowance is conditional on the accompanying partner being dependent on the seconded. 'Dependent' is understood as the partner not having a personal income that exceeds the allowance. If during his/her stay the partner receives a personal income that exceeds the allowance, or receives compensation to cover increased living costs from his/her own employer, the allowance ceases with the following salary payment. The seconded is obliged to report any personal income the partner may have.

If the partner leaves the duty station for a consecutive period of more than two months, the spouse allowance ceases from and including the date of the partner's departure from the duty station. The seconded is obliged to report any long-term absence on the part of the partner.

In the event of a break-up of the relationship, the right to the spouse allowance ceases from the date of the break-up.

4. ALLOWANCE FOR CHILDREN

4.1. Allowance for children

Seconded are granted a higher overseas allowance to cover the loss of child benefit and anticipated additional expenses if the child's stay at the duty station extends more than six consecutive months of the contract period. The exception is if the child or the person/persons with whom the child lives are not compulsory or voluntary members of the Norwegian National Insurance Scheme.

Written documentation of the loss of child benefit must be submitted before the contract is entered into. If this is not submitted, the allowance for children will not be paid.

The allowance is paid for accompanying children provided for by the seconded until the child reaches the age of 18.

The allowance is paid from and including the date of the child's arrival at the duty station and up to and including his/her last day in the duty area.

The allowance for children is not granted to:

- children who are not under the care of the seconded and who do not reside with him/her permanently but are provided for by the seconded as a result of maintenance obligations.
- children of the seconded's partner from a former marriage or relationship for whom the seconded did not provide for before the contract was entered into.

- children who are absent from the duty station for a consecutive period of more than two months. The allowance for children ceases to apply in such cases from and including the date of the child's departure from the duty station. The secondee is obliged to report any long-term absence from the duty area on the part of the child.

4.2. Educational expenses

If a school service equivalent to that the child is entitled to in Norway cannot be provided at the duty station by state schooling, expenses for the necessary private schooling can be covered.

Expenses for private schooling can be covered from when the child starts school in the calendar year in which he/she reaches the age of five and up to and including 19 years of age, but in such a way that the expenses are covered throughout the year in which the student reaches the age of 19.

Expenses for upper secondary school education that provides university and college admissions certification are covered for one full school programme provided that documentation showing that further schooling is required to qualify for admission to a higher educational institution in Norway is not submitted. Children who in accordance with the Norwegian Education Act are entitled to an extension of up to two years of their upper secondary schooling have school fees covered correspondingly. In special duty-related circumstances and on application, consent may be given to covering expenses beyond the age of 19 for the completion of upper secondary schooling. Expenses for education beyond upper secondary school are not covered.

When educational expenses per child exceed NOK 275,000 (excluding registration fee) a parental contribution of up to NOK 15,000 per child per school year is levied.

The following expenses are covered on the approval of NORDEM/NCHR if a school service equivalent to that the child is entitled to in Norway cannot be provided at the duty station by state schooling:

- compulsory school fees and other compulsory expenses related to the schooling, e.g. the cost of special tuition
- private remedial teaching documented by the school
- schooling in other parts of the duty country and in a third country when it is shown that the school service at the duty station is inadequate
- expenses incurred by a boarding school in a third country or in Norway when both parents are permanently resident at the duty station and it is shown that the school service at the duty station is inadequate
- expenses of up to NOK 60,000 per child per year for a small flat/bedsitter outside the duty station when it is shown that the school service at the duty station is inadequate

- expenses incurred by distance learning, including online teaching, when this is the only relevant teaching option or when it represents a necessary supplement to the school service at the duty station

The following expenses are not covered:

- Educational materials
- Transport
- School excursions
- Lunch
- Uniform

It is presumed that the allowance for children and other remunerations cover such expenses.

4.3. Kindergarten expenses

If a kindergarten service equivalent to that the child is entitled to in Norway cannot be provided at the duty station by state kindergartens, expenses for the necessary private kindergarten can be covered.

Kindergarten expenses can be granted from when the child reaches the age of one until he/she is five years old, but in such a way that the cost is covered until the child starts school, cf. 4.2.

Compulsory expenses for a kindergarten are covered to a maximum of NOK 175,000 (excluding the registration fee) per child per year.

The parental contribution amounts to NOK 2,000 per month for an all-day service. A sibling discount of 40 per cent is granted for the second child etc.

The following expenses are not covered:

- Summer kindergarten service
- Transport to and from the kindergarten
- Uniform
- Materials

It is presumed that the allowance for children and other remunerations cover such expenses.

5. HEALTH, INSURANCE AND NATIONAL INSURANCE

5.1. Medical examinations and vaccinations

Prior to departure, accompanying family members must undergo a medical examination to confirm that they are medically fit to stay at the duty station during the planned period. NORDEM/NCHR covers the costs of the medical examinations.

Accompanying family members must at all times ensure that they are fully vaccinated in accordance with the provisions that apply at any given time in Norway for the specific country/region. They are also obliged to be fully vaccinated at all times in accordance with the standard Norwegian vaccination programme (polio, diphtheria and tetanus). The costs of this are met by the individual. Other vaccination expenses for the duty area in question are covered on agreement with NORDEM/NCHR.

On their return home, and on their own initiative, accompanying family members must at the expense of NORDEM/NCHR undergo a new medical examination by a doctor.

The public health service must be used unless otherwise agreed with NORDEM/NCHR.

5.2. Insurance

NORDEM/NCHR takes out travel insurance for accompanying family members during their stay at the duty station. The secondee and accompanying family members are themselves responsible for taking out any further necessary insurance.

5.3. National Insurance/the Norwegian Labour and Welfare Administration (NAV) Overseas - applicable to Norwegian accompanying family members who belong to the Norwegian National Insurance Scheme

Accompanying family members are themselves responsible for their national insurance. This entails the family members themselves seeking membership of the National Insurance Scheme and extending the membership in the event of an extension of the period abroad.

NORDEM/NCHR recommends that accompanying family members are members of the health and pension service provided by NAV Overseas.

Accompanying family members who are not covered by the Norwegian National Insurance Scheme and who do not meet the criteria for voluntary membership in NAV Overseas must notify NORDEM/NCHR of this in writing well ahead of departure.

6. TRAVEL TO AND FROM THE DUTY STATION

All ticket reservations must take place in consultation with NORDEM/NCHR.

6.1. Travelling to the duty station and travelling home

The return trip to the duty station/home for accompanying family members is only covered if the family's stay at the duty station is planned to last a minimum of eight months.

6.2. Moving loads/luggage for accompanying family

NORDEM covers accompanying family members' expenses related to moving to/from the duty station as described below.

For accompanying family members who plan to stay at the duty station for eight months or more, NORDEM/NCHR covers up to 30 kg accompanied luggage per family member, in addition to up to 70 kg or 2 cubic meters per family member sent as cargo or by reasonable alternative means in consultation with NORDEM/NCHR, if such means are cheaper than cargo.

If the secondee can document that renting fully furnished accommodation is impossible or not cost-effective for NORDEM/NCHR, the secondee can, as an exception and by agreement with NORDEM/NCHR, receive reimbursement for unaccompanied luggage/moving loads for:

-5 cubic meters for accompanying partner sent as cargo or by reasonable alternative means in consultation with NORDEM/NCHR.

-2,5 cubic meters for accompanying partner sent as cargo or by reasonable alternative means in consultation with NORDEM/NCHR.

6.3. Paid travel home

Accompanying family members are granted one paid return trip – from the duty station to home and back – per 12 months of completed service, which includes travel at the start and end of the secondment. Paid travel home cannot be transferred from one contract period to another unless justified by extraordinary circumstances.

6.4. Travel connected to compassionate leave

NORDEM/NCHR does not cover travel expenses related to compassionate leave. The accompanying partner can apply to have the costs covered through his/her travel insurance in connection with death, life-threatening illness or accident involving a close family member. A prerequisite for such travel expenses being covered by travel insurance is that the applicable insurance company's hotline is contacted before booking the trip. Secondees are themselves responsible for managing and following up contact with the insurance company.

7. REPATRIATION/EVACUATION

NORDEM/NCHR can, at short notice, demand that accompanying family members return to Norway or another third country for security reasons.

The allowance for spouse and children will be paid for the month of the repatriation/evacuation. The secondee can be granted up to one week's compassionate leave with pay and one travelling day each way to assist the family on their return home. Any application from the secondee for coverage of his/her ticket will be assessed by NORDEM/NCHR.

NORDEM/NCHR cannot be held financially liable for repatriating families apart from direct costs incurred by the trip home.

7.1. Termination of employment/dismissal of the secondee

In the event of termination of employment/dismissal of the secondee, the same conditions for coverage of the trip home apply for the family as those that apply for the secondee.