



EUROPEAN CENTRAL BANK

INTERNAL

28 January 2003

ADMINISTRATIVE CIRCULAR 02/2003

***RULES ON SECONDMENT OF MEMBERS OF STAFF FOR EXTERNAL
WORK EXPERIENCE***

1. Introduction and definition

This Administrative Circular sets out the rules pertaining to the secondment of ECB members of staff for external work experience.

Secondment for external work experience means the re-deployment of a member of staff holding a fixed term or permanent contract (“seconded”) on a temporary basis from the ECB to another central bank, another European or international organisation or any other organisation (“host organisation”) to enable this member of staff to acquire relevant work experience in the host organisation.

2. Objective

Secondment for external work experience is intended to widen the experience and knowledge of the seconded of the structures and working methods of the ESCB, of other central banks outside the ESCB, or of European institutions, international organisations or other organisations that are relevant to the ECB’s business. The secondment for external work experience shall be to the mutual benefit of both the ECB and the seconded.

Secondment for external work experience shall furthermore foster the ties between the ECB and its counterparts.

Secondment for external work experience is also undertaken to develop and motivate staff with a good performance by providing them with the opportunity to familiarise themselves with, or complete their knowledge of, the structures and working methods of other relevant organisations.

3. General conditions for secondment for external work experience

a) Conditions applying to the candidate secondees:

In order to be considered for secondment for external work experience, ECB members of staff shall have a good performance, as evaluated by their local management.

In addition, they shall have worked for at least three years within the ECB. However, the relevant local management can waive this condition in view of the prevailing business needs, which shall be duly justified in the local management's application to the Directorate Human Resources.

b) Conditions applying to the envisaged work experience with the host organisation:

The work experience envisaged by the candidate secondees at the host organisation shall broaden and increase technical and professional skills that are beneficial to the current work, or any developments therein, or to work that will be assigned to them upon their return to the ECB.

4. Rules applying to secondees

Secondees remain subject to the Conditions of Employment, Staff Rules and all other ECB provisions, including the ECB's Code of Conduct, with the exception of the rules regarding working time and leave, which are laid down in the last three paragraphs of this Article.

In addition and to the extent that this does not create any conflicts of interest, secondees shall also comply with all internal rules of the host organisation. Breach of such rules reported to the ECB by the host organisation may lead to the termination of the secondment.

In case of conflict between obligations arising from the first paragraph and obligations arising from the second paragraph of this Article, the obligations mentioned in the first paragraph of this Article shall prevail.

The following provisions shall apply specifically in respect of working time:

The standard working week of forty hours according to Article 25 of the Conditions of Employment and Staff Rule 5.1 shall be replaced by the official full-time working hours at the host organisation. No entitlement to compensation for overtime will exist.

Opportunities for External Work Experience shall usually imply full-time work. Exceptionally, if the host organisation can accommodate such a request, members of staff who are employed on part-time contracts or who have been authorised to work part-time at the ECB according to Article 25 of the Conditions of Employment and Staff Rule 5.2, may continue to work part-time during an External Work Experience.

During the secondment, the public holidays observed by the ECB according to Art. 27 of the Conditions of Employment and Staff Rule 5.8 will not apply. Instead, the public holidays observed by the host organisation shall apply.

5. Salary

During the entire duration of their secondment for external work experience, secondees shall remain on the ECB's payroll and shall receive their regular salary, including allowances, general annual salary increases and individual annual increases, in accordance with Article 3.1.1 of the Staff Rules.

6. Travel, accommodation and compensation for other costs in connection with the secondment for external work experience

In addition to their regular salary, the ECB shall reimburse the secondees for the following:

- a) Travel at the commencement and completion of the secondment for external work experience according to the Rules for Business Travel;
- b) A travel allowance equivalent to the travel allowance according to Article 20 of the Conditions of Short-Term Employment;
- c) The full cost of temporary private accommodation suitable for single occupancy approved by the Directorate Human Resources. During the first four weeks, the secondee shall, as long as no approved accommodation is secured, be reimbursed for hotel accommodation in line with Article 5.6 of the Business Travel Rules¹. In exceptional cases and upon prior approval of the Directorate Human Resources, this period can be extended. Should the secondment for external work experience be cancelled prior to the expiration of the accommodation contract due to reasons beyond the staff member's control, the ECB shall reimburse the cost which result therefrom;

¹ Administrative Circular 08/2002 "Rules on Business Travel by ECB Staff Members" of 25 June 2002.

- d) A daily subsistence allowance in accordance with Article 4.4.2 of the Staff Rules. The Directorate Human Resources shall adjust the allowance in case of secondment to countries with a significant difference in the relative cost of living compared to Frankfurt. In such instances, the adjustment shall be implemented in line with the available cost of living data.
- e) Other necessary incidental costs (e.g. medical costs going beyond the limits for ECB medical coverage in certain countries) claimed in specific cases by the secondee, subject to prior approval of the Director Human Resources.

In any event, no costs shall be reimbursed relating to accompanying spouses/recognised partners and/or dependants, and no additional allowances shall be paid in such cases.

7. Appraisal

For the purpose of the appraisal, the secondment for external work experience shall be considered as working time at the ECB.

The manager and staff shall discuss the achievements during the secondment for external work experience in detail, on the basis of the back-to-office report mentioned under Article 11.

8. Duration

Secondment for external work experience shall normally last six months. It may be extended to a maximum period of twelve months or reduced to a minimum period of two months.

Stays of less than two months shall be handled according to the Business Travel Rules.

As a general rule, the duration of the secondment for external work experience as well as the starting date shall be set by local management with a view to returning optimum value to the ECB, the host organisation and the secondee.

The secondment for external work experience shall be without prejudice to the ECB's right to call upon the secondee for temporary assistance during the duration of his/her secondment for external work experience, in the event that the ECB's own commitments are jeopardised by the absence of the secondee.

9. Resources

No additional positions shall be created to temporarily substitute for the secondees. Temporary cover for seconded staff may be requested by recourse to the approved non-ECB staff budget for the year.

Upon the request of business areas the Directorate Human Resources shall approach the other organisations on a case-by-case basis to try to arrange for simultaneous staff exchanges. Such requests shall be forwarded to the Directorate Human Resources at least six months before the envisaged starting date.

The extra costs listed under Article 6 will be funded from a central budget for secondment for external work experiences managed by the Directorate Human Resources.

10. Procedure

- a) Members of staff who wish to benefit from a secondment for external work experience shall submit an expression of interest to their local management, indicating their preference concerning the nature of the relevant work experience as well as the name of the envisaged host organisation. The expression of interest of the member of staff shall also contain a reasoned explanation of how this work experience can support their current or future work at the ECB.

Local management may also identify suitable opportunities for external work experience.

- b) Having due regard to budgetary constraints and business needs, local management shall take into consideration the conclusions on staff development in the appraisal, the individual and divisional work plans as well as the business area's priorities when evaluating expressions of interest for secondment for external work experience.
- c) To allow for the smooth management of the External Work Experience Scheme and to obtain a provisional overview of planned activities, the Directorate Human Resources will invite local management to submit a list of candidates for external work experience at the latest three months before the beginning of the next year. Further individual nominations for external work experience may also be submitted during the year.
- d) For each nomination made under c), local management shall provide the following information:

- the name of the candidate secondee,
 - the description of the merits of the candidate secondee as well as a reference to his past performance,
 - the target organisation and the names of contact persons, if available,
 - the description of the desired work opportunity as well as a description of how this work supports the work that the candidate secondee is currently performing at the ECB,
 - the duration and the envisaged date of commencement of secondment
 - in the event of a waiver of the condition of three years' work experience, a reasoned explanation of the prevailing business needs.
- e) After agreement with local management, the Directorate Human Resources shall send a written confirmation of the secondment to the candidate secondee. A copy of this letter shall be sent to local management.
- f) After the candidate secondee has agreed, the Directorate Human Resources shall send a confirmation letter containing the agreed details to the host organisation. No secondment may be taken up before final clearance by the Directorate Human Resources
- g) The secondee shall be responsible for finding suitable accommodation for single occupancy. Secondees may accept an offer of the host organisation to use their accommodation facilities, or follow their recommendation for suitable accommodation. Upon approval by the Directorate Human Resources, the secondee shall personally conclude any rental contract for accommodation. Only costs relating to accommodation that were approved by the Directorate Human Resources beforehand shall be reimbursed.
- h) Secondees shall claim the allowances and the reimbursement of incurred costs from the Directorate Human Resources against documentary evidence by using the appropriate claim form. On request, secondees may be granted an advance payment to cover the cost of accommodation for the first month.

The allowances shall be paid together with the salary in accordance with Article 3.1.1 of the Staff Rules. Reimbursements shall also be paid in the salary account. The secondees shall be responsible for ensuring that the funds can be accessed in the host country. In this respect, secondees shall be obliged to inform themselves directly with their bank.

11. Report

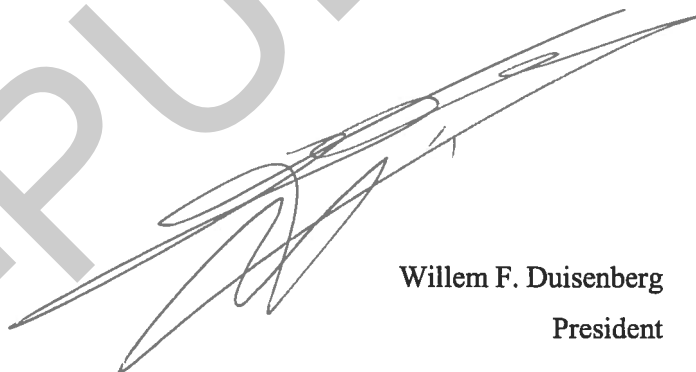
Upon completion of their secondment for external work experience, members of staff shall submit a back-to-office report to local management, with a copy to the Directorate Human Resources.

This report shall include a summary of the main responsibilities and accomplishments during the assignment, as well as a description of the relevant specific experience acquired in relation to the work at the ECB.

In addition, this report shall also include information on any problem in the organisation of the secondment that may have been encountered.

Done at Frankfurt am Main on 28 January 2003.

For and on behalf of the Executive Board



Willem F. Duisenberg
President

Garcia Garrido, Beatriz

From: Mütsch, Burkard
Sent: 28 January 2003 16:43
To: **All ECB Staff (with management approval)
Subject: Administrative Circular "Rules on secondment of members of staff for external work experience"

Dear all,

The President has signed the Administrative Circular " Rules on secondment of members of staff for external work experience" which comes into effect immediately.



Shortcut to Rules on
secondmen...

Best regards,
Burkard Mütsch

Organisational Planning Division

ECB-PUBLIC