

# Short-Term Posting Abroad Policy

## 1. Background

AADK has received a few staff requests to be posted abroad in more or less short periods to handle tasks closer to their constituency. The requests are also expressed by people who are motivated to develop or revive their international experience and profile.

For many years, the organisation has not facilitated such postings. But in a time where AADK works actively to support a network approach within AAI among other in relation with the federation CMR project, it is time to reconsider this approach.

## 2. Principles

In addition to the international posting opportunities that AADK offers (Advisors, Inspirators, Expatriates, Secondments), it is possible for all employees to be posted abroad to fulfil a mission for a shorter period.

With the Short-Term Posting Abroad Policy, AADK:

- Wants to promote staff skills and career development including providing international experiences and skills.
- Aims to facilitate people's work as close as possible to their constituency, supporting close interaction and cooperation.
- Actively supports the development of network of skilled people with strong personal relations within community of practices.
- Is committed to minimizing its carbon footprint and thus reduce travel activities.

This policy defines the criteria to open for such postings, the decision process to agree on mission to be posted abroad for a short period and the terms and conditions for staff in this period.

### 2.1. Definition

A Short-Term Posting Abroad is defined by:

1. A posting requested by the line manager, agreed with the employee, and related to a mission that can be better fulfilled in another country than from the one the employee usually works and lives in;
2. Or a posting requested by the employee, agreed with the line manager and related to a mission than can be equally well fulfilled in another country than from the one the employee usually works and lives in;
3. And a period between 3 weeks and 6 months (incl. travel time), where the employee is based abroad.

Duty travels, EFAST postings and Secondments are not in the scope of this policy.

## 3. Decision & implementation process

It is an assumption that the employee and her/his line manager have discussed at a very early stage the opportunity and relevance to deliver the mission in another country than the usual country of service. The discussion can be part of the Annual Staff-Talk or at any time during the planning of activities.

The process includes 4 parts

1. Investigation of feasibility where the following questions are answered (the line manager and the employee agree together who will investigate what):
  1. What is/are the country/countries where the mission can be fulfilled?
  2. Is there any partner in the country interested in hosting the employee and the mission?
  3. What is the feasibility regarding work permit?
  4. What are the pros & cons to work from this country/partner (or each of these countries/partners)?
  5. What will be required from the hosting country/office? Is the host able to provide this?
  6. Are there any special requirements of the employee (language, security, safeguarding)?

7. What is the cost of the temporary posting (travel, accommodation, visa & vaccination, possible security, immersion and alike costs incl. training if required)?
8. How will the posting be financed? What budget line will cover the expenses in case of AADK bearing some costs?
9. How will the posting impact the existing team at home?
2. Decision is made by the line manager after consultation of the Cluster Director, AADK HR, the Employee's team and partner's Director, if any, based on
  1. Expected added value for AADK, the hosting partner/country, and the project by fulfilling the mission abroad
  2. Contribution to the employee's skills and career development
  3. Reality of opportunity to be hosted by and cooperate with partner
  4. Possibility to cover possible extra costs with existing funding
  5. Risks regarding:
    - Employee's security
    - Team's activities
    - Consequence in case of interruption of the posting (incl. cost to be carried out by AADK)
3. Execution of the decision including:
  1. MoU with the host with, as minimum, a description of the purpose of the mission, expected contribution from both parties, services provided by the host, cost and payment process – Line manager's responsibility
  2. Arrangement of travel, related formalities and stay incl. vaccination and work permit – Employee's responsibility (with support of the host with regard to work permit if required)
  3. Registration for and participation in any required training – Employee's responsibility in cooperation with AADK HR and host
  4. Be knowledgeable of local Laws, Rules and Policies and Values – Employee's responsibility with the support of the host
  5. Internal information to
    - the team and AADK generally – Line manager's responsibility
    - the host organisation – host director's responsibility
  6. Security briefing – host's responsibility but it is the obligation of the employee to participate (and possibly request it)
4. Evaluation and learning after return; this involves the line manager, the employee, the host, and the team; and it is documented on the team's site or library as well as in HR library.

#### 4. Terms & Conditions during Short-Term Posting Abroad

If the posting is requested by the line manager and agreed with the employee (Chapter 2.1 - Definition 1), AADK covers costs related to the employee including:

- Travel (one return ticket and meals during travel)
- Visa and vaccination
- Accommodation in accordance with AADK Housing Policy but:
  - Not in hotel or equivalent, even at the start of the posting period
  - Preferably at the host's place if possible
- Compensation for the office used at the partner's place if required

If the posting is requested by the employee and agreed with the line manager (Chapter 2.1 - Definition 2), AADK does not cover any accommodation or office rental but can cover:

- Travel (one return ticket and meals during travel), visa and vaccination, if the travel is planned in relation with an activity that would have taken place in any event.

The employee will be covered in any case by AAI insurance in accordance with ActionAid Global travel insurance conditions.

The employee will receive in any case salary as usual, but no other allowance will be paid during the posting. Meals during the stay are not covered by AADK. If the posting is requested by the line manager, accommodation and possible office costs will be paid directly to the host (via recharge system) or refunded on invoice.

If the employee decides to be accompanied by dependents (spouse, children etc.) during a part or the whole posting, all costs related to the dependents will be the employee's responsibility (incl. extra housing cost).

If the employee happens to have duty travel during the posting, AADK duty travel rules apply incl. procedures to plan, register and report on duty travel as well as per diem (available on [inSight](#)). Otherwise, no per diem will be paid during the posting.

It is the employee's responsibility to follow her/his country of origin's Tax Regulations.

During the posting, the employee is still committed to AADK [Values Policies](#) and [Code of Conduct](#). In addition, the employee is committed to the national Laws and Rules as well as to partner's Policies and Values. Any breach of law, rules and policy will lead to disciplinary procedure including possible dismissal and prosecution.

## 5. Implementation and Policy Review

HR is responsible to develop and maintain the policy implementation. It will include:

- Communication of the policy on request and on inSight.
- Awareness of people e.g. managers.
- Yearly evaluation and adjustment recommendations

This policy will be reviewed every three years, if changes in AAI policies impacts this policy, when learning from cases leads to the need to adapt the policy, or when there are major changes in global regulatory requirements.

The Criminal Activity Officer is in charge to initiate the review of the policy.

### 5.1. Change log

Endorsed by AADK Leadership Team – 2019, March 26<sup>th</sup>

Date of Change	Change	AADK Impact