

**REGULATIONS FOR THE STAFF OF THE PERMANENT  
INTERNATIONAL SECRETARIAT OF THE ORGANIZATION  
OF THE BLACK SEA ECONOMIC COOPERATION<sup>1</sup>**

**DEFINITIONS**

**RULE I**

1 These regulations shall include the rules, principles and procedures governing the selection of personnel, their recruitment and the efficient operation of the Permanent International Secretariat of the Black Sea Economic Cooperation, in attainment of the objectives set forth in the Charter of the Organization of the Black Sea Economic Cooperation.

2. For the purpose of these Regulations:

"BSEC" means the Organization of the Black Sea Economic Cooperation.

"CHARTER" means the Charter of the BSEC.

"MEMBER STATES" means the States which are parties to the Charter.

"COUNCIL" means the Council of the Ministers of Foreign Affairs of the BSEC Member States.

"CHAIRMAN IN OFFICE" means Minister of Foreign Affairs of the Member State, which assumes the Sessional Chairmanship of the BSEC or any other Minister designated for this purpose by the Government of the State in question.

"COMMITTEE" means the Committee of Senior Officials representing the Ministers of Foreign Affairs of the Member States and acting on their behalf.

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<sup>1</sup> *Approved by the First Council of Ministers ( Thessaloniki, 27 October 1999).*

"PERMIS"	means the Permanent International Secretariat of the BSEC.
"SECRETARY GENERAL"	means the Secretary General of the BSEC Permanent International Secretariat.
"STAFF MEMBER"	means a person holding a fixed-term appointment in the PERMIS.

## **FUNCTIONS**

### **RULE II**

The PERMIS shall be entrusted with the following functions:

- a)** to prepare drafts and distribute the BSEC documents in accordance with the mandate given by the Chairman in Office;
- b)** to circulate the BSEC documents made available by the Member States;
- c)** to carry out correspondence pertaining to secretarial services;
- d)** to maintain the archives and documentation of the BSEC;
- e)** to provide administrative support to the BSEC meetings;
- f)** to attend the BSEC meetings and the BSEC events;
- g)** to attend other relevant meetings with the consent of the Chairman-in-Office;
- h)** to provide information regarding the BSEC, when needed, to the Member States and to third parties;
- i)** to carry out administrative and technical functions assigned by the Council, Chairman-in-Office, the Secretary General or by relevant regulations of the BSEC;
- j)** to prepare Progress Reports on its activities for submission to the Council;

- k)** to monitor and facilitate progress in the elaboration and implementation of projects and programs of common interest;
- l)** to conduct consultations with the Member States, Observers, and non-governmental organizations (NGOs), involved in the BSEC activities and to maintain consultations and carry out coordination and cooperation activities with the BSEC related bodies;
- m)** to maintain dialogue with international organizations and third countries under mandate given by the Council and in consultation with the Chairman-in-Office;
- n)** to recruit supportive staff and to hire consultants;
- o)** other functions upon the approval by the Council.

## **DUTIES**

### **RULE III**

1 By accepting appointment, the staff members of the PERMIS pledge themselves always to perform their duties as international officials with exclusive regard to the objectives and interests of the BSEC. Their conduct shall conform to the principles of integrity and impartiality required for their work.

2 The staff members of the PERMIS shall be under the supervision of the Secretary General and accountable to the Latter in connection with the functions assigned to them which are related to the principles and objectives of the BSEC.

3 In the discharge of their offices, the staff owes its duty entirely to the BSEC and no other authority. Each Member State shall respect the international character of this duty and shall refrain from any attempt to influence the staff in the discharge of duties.

4 Participation of national civil servants, with the approval of their national competent authorities, in the staff of the PERMIS will not in any way impair their professional status, rights and career advancement in their national administrations.

5 The staff members shall be at the disposal of the Secretary General the whole working time. The Secretary General shall determine

the working days per week and office hours per day in the PERMIS. The normal working week shall consist of five working days, Monday through Friday, of eight working hours each day for the full-time staff. The Secretary General may, when necessary, require the staff to work different and/or additional hours.

6 The staff members of the PERMIS shall conduct themselves at all times in a manner befitting the international status of the BSEC. They shall avoid any action and any kind of public pronouncement, oral or written, which may damage the BSEC and/or the PERMIS and may also adversely reflect on their individual status as well as the integrity, independence and impartiality of their position and function as staff members. They shall at all times bear in mind the reserve and tact incumbent upon them by reason of their international status.

7 The privileges and immunities provided in accordance with Article 28 of the Charter and the provisions of the Additional Protocol on the Privileges and Immunities of the Organization of the BSEC furnish no excuse to the staff members for non-performance of the laws and regulations of the countries in which they enjoy privileges and immunities.

8 In connection with their duties the staff members shall not receive any honor, decoration, favor, gift or remuneration from any Government or from any source external to the BSEC without prior permission from the Secretary General to be accorded with the maximum discretion.

9 Subject to the approval of the Secretary General, the staff members cannot publish work(s) and/or article(s) during term of office pertaining to the subjects dealt by the BSEC and its related bodies.

10 The staff members shall at no time use information known to them by reason of their official position to private advantage nor shall they publish any restricted documents that have not been made public except with the written approval of the Secretary General. The staff members shall not keep for themselves restricted documents nor deliver such documents or communicate the information therein to third parties. Staff members shall exercise the utmost discretion in regard to all matters of documentation and official business. These obligations shall not cease upon termination of their duties in the PERMIS.

11 No staff member may be actively associated with the management of any business, nor may he or she hold a financial interest

in any business, especially if there is any possibility that the staff member will benefit from such association or financial interest by reason of his/her official position in the PERMIS.

#### **RULE IV**

The PERMIS shall not interfere in the political affairs of the Member States. It shall not be influenced in the performance of its functions by any Member State.

### **CLASSIFICATION OF POSTS**

#### **RULE V**

1. The posts in the PERMIS shall be classified in Category D representing Directorial Staff, Category P representing Professional Staff and Category S representing Supportive Staff.

2. The Secretary General shall be the chief administrative officer of the PERMIS.

3. Subject to the Council's approval, the Secretary General shall make appropriate provision for the classification of posts and staff according to the nature of the duties and responsibilities required.

The posts in the PERMIS shall be classified in accordance with the following categories:

Category D : Directorial staff: Secretary General, First Deputy Secretary General and Deputy Secretary General;

Category P : Professional staff: Project Coordinator, Legal Advisor, Executive Manager<sup>2</sup> as well as other similar expert personnel;

Category S : Supportive staff: Accountant, Archivist/Officer in Charge of Documentation, Secretary/Typist, Secretary/Receptionist, Superintendent, Driver/Messenger, Office-Cleaner, etc.

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<sup>2</sup> *"Executive Manager" was added in pursuance of the decision of the Second Council (Chisinau, 27 April 2000)*

4. In conformity with the objectives of the BSEC and for the efficient and effective fulfillment of the functions of the PERMIS, the Secretary General shall assign in accordance with the Job Descriptions the appropriate division of work among the staff members. In this assignment education, experience, competence and other relevant personal qualities of the individual staff member shall be the determining factors.

5. It remains the Council's prerogative, in accordance with the specific needs, and in order to render PERMIS more effective, to abolish existing or create new posts of staff. The abolition of posts can take place upon the expiration of the term of office of the occupant staff member.

6. Respective recommendations by the Secretary General based on requirements arising will be given the necessary consideration.

## **APPOINTMENTS**

### **RULE VI**

1. The necessary requirements and description of duties applicable to all categories of the PERMIS staff are set forth in the Job Descriptions and the Terms of Office of the Staff of the PERMIS.

2. For the appointment of the staff categories D and P, the principles of professionalism and balanced representation on as wide basis as possible from all the Member States in accordance with the rule of rotation shall be applied.

3. When needed, upon approval by the Council, additional P staff may be seconded by the interested Member States.<sup>3</sup>

4. For the appointment of the staff in categories D and P, the following procedure shall be observed:

a) The PERMIS shall announce the vacancies to all Member States one year in advance before the termination of the service concerned.

b) Only candidates who are nationals of the Member States are eligible.

c) The PERMIS shall circulate the curricula vitae of the candidates nominated by the Member States and other relevant information to all Member States. Unless otherwise decided by the Council, the interested

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<sup>3</sup> *The Paragraph 3 of Rule VI was added by the Twentieth Council (Yerevan, 16 April 2009). The remaining paragraphs were renumbered.*

Member State shall, in principle, propose two candidates.

d) The Committee of Senior Officials shall evaluate the applications, interview the candidates and recommend the candidates selected in accordance with the principles and the rules set forth in the above paragraphs 1 and 2 to the Council for appropriate decision.<sup>4</sup>

5. Unless otherwise decided by the Council, the Secretary General shall be appointed for a period of three years and will be eligible for reappointment. The procedure for appointment will also be applicable for reappointment;

Unless otherwise decided by the Council, the Directorial Staff and the Professional staff shall be appointed for a period of three years, which can be renewed for up to two years.

The post for the First Deputy Secretary General shall be allocated to the nationals of the Host Country where the Permanent International Secretariat is located.<sup>5</sup>

6. For the recruitment of the personnel in category S, the following method shall be applied:

- The Secretariat shall announce the vacancies to all Member States through diplomatic channels three months before the termination of the service concerned.
- The applicants shall be nationals of the Member States.
- Those who wish to apply may do so by completing an application form to be prepared and supplied by the PERMIS. These applications shall be accompanied with supporting documentation such as copies of identification papers, health reports, legal statement of good conduct and photos, etc.
- The final decision shall be made by the Secretary General, in consultation with the Directorial Staff, taking into account the international character of the Secretariat.

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<sup>4</sup> *The paragraph 4 d of Rule VI was amended by the Twentieth Council (Yerevan, 16 April 2009)*

<sup>5</sup> *The third clause of paragraph 5 Rule VI was adopted by the Special Council (Istanbul, 25 June 2004).*

- A renewable fixed-term two-year employment contract containing the conditions of employment shall be signed for each appointment by the Secretary General, or his representative in accordance with Rule XX, and by the employee after completing successfully a probationary period of three months at the work assigned.

## **IMMUNITIES AND PRIVILEGES**

### **RULE VII**

The Secretary General and the staff members shall enjoy in the territories of the Member States the Privileges, immunities and facilities in accordance with the Additional Protocol on the Privileges and Immunities of the Organization of the Black Sea Economic Cooperation, done in Tbilisi on 30 April 1999 and the Headquarters Agreement between the Organization of the Black Sea Economic Cooperation and the Government of the Republic of Turkey, done in Chisinau on 27 April 2000.<sup>6</sup>

## **CONSULTANTS**

### **RULE VIII**

The Secretary General, in consultation with the Directorial Staff, may hire consultants for a period of up to one year, on the basis of temporary and specific assignments, within the limits of the allocation set in the budget for this purpose. The consultants shall be nationals of any Member State. The contract must set forth the assignment, its duration, terms and remuneration.

## **SALARIES AND RELATED ALLOWANCES**

### **RULE IX**

1 The monthly salaries of the staff members in categories D, P and S shall be in accordance with the scale of salaries to be approved by the Council. The scale of salaries shall be reviewed in the course of annual

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<sup>6</sup> *Rule VII was amended by the Eighteenth Council ( Kyiv, 17 April 2008)*



budget formulations and in case of necessary salary raises, a new scale of salaries shall be developed and submitted to the Council for approval. The scales proposed shall be based on the living standards and conditions in the host State of the PERMIS.<sup>7</sup>

2 For categories D and P, the staff member shall be entitled to a salary as of the date of assumption of post.

3 The staff member recruited to fill a post in category S shall be entitled to the salary at the end of each month worked.

4 In case of termination of work or physical incapacitation or death, an additional salary of one month shall be paid to the staff member or the family of the deceased.

5 Table A attached to these regulations contains the scale of salaries of the staff of the PERMIS.

## **ALLOWANCES - TRAVEL AND REMOVAL EXPENSES**

### **RULE X**

1 Official duty travel expenses and hotel accommodation shall be paid by the PERMIS if they are not covered by the host country/organization. If the host country/organization covers boarding and lodging, the per diem shall be paid half of the full rate. There shall be no per diem if it is paid by the host country/organization. Per diem shall be paid according to the scale contained in Table B attached to this document.

2 Representation allowances shall be accorded to all the members of the Directorial Staff as indicated in Table C attached to this document.

3 The PERMIS shall reimburse for staff members of categories D and P travel expenses, including those for transportation of household goods, incurred by the staff member, by the staff member's spouse and by his /her dependent children, upon:

- a) appointment;
- b) home leave once in a term of two years;

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<sup>7</sup> *The Paragraph 1 of Rule IX was amended by the Eighteenth Council (Kyiv, 17 April 2008). Paragraph 2 was deleted and the remaining paragraphs were renumbered.*

- c) separation from service, unless the staff member resigns before completing a period of service of one year.

The scale of compensation rates is contained in Table D attached to this document.

4 The staff members, unless they are permanent residents or nationals of the host country of the PERMIS, are entitled to an educational grant in the amount of 75 percent of the education costs actually incurred, not to exceed the maximum education grant set up by the UN for the host country, in respect of each child in full-time attendance at a primary or secondary/vocational school or university. Entitlement to the education grant shall cease at the end of the school year in which the child completes his/her education or reaches the age of 20 years whichever is earlier.

5 In case of decease of a staff member during the term of office, the expenses incurred in preparing and transporting the deceased to the place of burial shall be covered by the PERMIS.

## **PERSONNEL AFFAIRS**

### **RULE XI**

The member of the Directorial Staff in charge of Administrative and Financial Affairs shall also be responsible for Personnel Affairs under the direct supervision of the Secretary General.

## **LEAVE**

### **RULE XII**

1 A staff member is entitled to a regular annual leave of thirty working days with pay. The leave will be granted in accordance with the requirement of work and the staff member's desire. Full utilization of annual leaves is the principle.

2 In case the leave is not approved in the interest of the work, the employee is entitled to accumulate leave for two successive years. Indemnity shall not be paid for unused leave days.

3 Staff members may be granted, in exceptional cases, special leave for the following reasons:

- a) marriage of the staff member; three working days
- b) change of residence of the staff member; two working days
- c) death of spouse, child, parents, parents-in-law; five working days

4 Special leave for reasons other than those mentioned in Paragraph 3 above may be granted at the discretion of the Secretary General for exceptional reasons, provided that such leave shall not exceed 7 working days per annum and 2 days each time.

5 A staff member unable to perform duties because of illness or injury extending beyond three consecutive days shall be granted sick leave upon presentation of a medical report from a duly qualified hospital.

6 In special medical cases, emerging during the term of office, a staff member may be granted sick leave not exceeding 6 months for a two-year period. The staff member concerned shall present to the PERMIS every two months a medical report issued by a qualified hospital indicating the state and progress of health. The first three months shall be on full salary and the following months on half-salary. In case the sickness continues, the term of office of the staff member shall be ended at the conclusion of the one-year term and as compensation, a one month extra salary shall be paid.

7 End of service indemnity shall be paid to any staff member who serves for a period of 2 years minimum. This shall be a one month salary extra.

8 Female staff members shall be entitled to maternity leave for a period of sixteen weeks. The leave shall commence six weeks prior to the anticipated date of birth upon presentation of a certificate from a duly qualified medical hospital indicating the anticipated date of birth. Maternity leave shall be with full pay for the entire duration of absence.

9 Upon the termination of their maternity leave and for a further period of six months, female staff members are entitled to a six-hour working day.

## **SOCIAL INSURANCE AND PENSIONS**

### **RULE XIII**

**1.a)** The Secretary General shall make provision for the health insurance of the staff members.

**b)** The staff members shall participate in the health insurance system of the host country selected by the Secretary General.

**c)** Staff members may be required to participate in health insurance program under conditions established by the Secretary General of the PERMIS.

**2. a)** For Categories D and P a staff member is entitled to receive seniority risk allowance of two months net salary for completion of the full term of office.

**b)** If at the moment of termination of work the term of office is not completed, the above-mentioned allowance is calculated proportionally.

**c)** Arrangements for the pension of the members of the staff of the PERMIS shall be made by themselves.

## **RETIREMENT AND RESIGNATION**

### **RULE XIV**

1 A staff member of categories D and P may resign by giving the Secretary General a written notice one month before the date on which release from service is desired. The Secretary General may accept the resignation before expiration of the term of office and the procedure shall be considered completed upon acceptance of the resignation by the Secretary General who shall apprise thereafter the Chairman-in-Office.

2 A staff member of category S may tender resignation provided that resignation is notified, in writing, to the Secretary General at least one month before the date on which release from service is desired. The Secretary General may accept the resignation before the expiration of contract.

3 If the staff member in category S leaves job for compelling reasons before the expiration of contract, the released staff member shall be entitled to the part of the salary calculated on the basis of the number of days worked.

## **TERMINATION OF SERVICE**

### **RULE XV**

The Secretary General may upon consultations with the Directorial Staff terminate the services of a staff member of category S in the following cases:

1 If the interest of the work requires the abolition of the post or the reduction of the number of employees upon a decision of the Council or if the employee is physically unable to continue in service.

2 In cases where the employee's conduct or acts do not conform to the provisions of Job Descriptions and the Terms of Office of the Staff of the PERMIS, or if the employee's services are not satisfactory in terms of required criteria, or if the facts prior to employment are revealed which would have precluded the employment, the service of the employee shall be terminated.

3 The staff member whose services are terminated shall be given one month's notice. The service may be terminated immediately and, in such a case, the staff member shall be given the salary of the next month.

4 Staff members of Category S who reach the age of 65 while in service shall normally terminate it on the last day of the month of their 65th birthday. The Council may, by way of exception and only in the interest of the BSEC, offer or extend an appointment beyond this age limit for a period not exceeding one year.

### **RULE XVI**

In case of the events provided for in paragraphs 1 and 2 of Rule XV occurring to any staff member of the categories D and P, the Council may decide to terminate his/her service.

## **DISCIPLINE**

### **RULE XVII**

1 The Secretary General may take disciplinary measures including dismissal against a staff member of Category S whose conduct proves to be unsatisfactory. There is no entitlement to either the period mentioned in Paragraph 3 of Rule XIV or an indemnity payment in the event of summary dismissal for serious misconduct.

2 The Secretary General may directly or by delegation impose the following disciplinary measures against any staff member:

- a) An initial verbal warning against misconduct;
- b) Written warning;
- c) Suspension from service of any staff member of Category D and P with or without pay for a maximum period of two months, upon the authorization of the Council in this respect.

3 The Secretary General alone may decide to suspend a staff member of Category S from work for a maximum period of two months with or without pay.

4 The Secretary General shall provide the necessary details for regulating disciplinary measures.

5 In a disciplinary action the following procedures shall be respected:

- a) The staff member shall be provided, for a measure other than verbal and written warning, with a written notification of the facts and circumstances justifying action against him/her.
- b) The staff member shall have the opportunity to present a written/and oral explanation of the facts and circumstances relevant to the inquiry.
- c) All measures imposed shall be placed on record at the times they are imposed.

## **DISCIPLINARY COMMITTEE**

### **RULE XVIII**

1 Within a month period a staff member shall have the right of final appeal to the Disciplinary Committee against decision instituting the disciplinary measures above.

2 The Disciplinary Committee holds its sessions in the premises of the PERMIS.

3 The Disciplinary Committee, for appeals filed by staff members of Categories D and P, is constituted of a representative of the Chairman in Office and two staff members of D and P categories chosen respectively by the rest of the staff members of D and P categories.

4 The Disciplinary Committee, for appeals filed by staff members of S Category, is constituted of a representative of the Chairman in Office and two staff members of D and S categories chosen respectively by the staff members of D and S categories.

5 The Chair of the Disciplinary Committee is assured by the representative of the Chairman in Office. All the expenses should be accountable to the BSEC PERMIS Budget.

6 The Disciplinary Committee adopts its decisions by simple majority.

7 The Council of Ministers can terminate the service of the staff members belonging to D and P categories upon recommendation of the Secretary General.

## **GENERAL PROVISIONS**

### **RULE XIX**

Unless otherwise specified, in the application of the regulations, the staff-member's family shall be meant to include the spouse and children under 18 years of age or under 25 years of age in case of their full-time attendance at school, university or similar educational institutions.

## **RULE XX**

In the absence of the Secretary General, the First Deputy Secretary General shall represent the PERMIS and conduct its affairs on behalf of the Secretary General. In the absence of both the Secretary General and the First Deputy Secretary General, the PERMIS shall be represented, in accordance with seniority, by a Deputy Secretary General who shall conduct the affairs of the PERMIS on behalf of the Secretary General.

## **RULE XXI**

1 In the distribution of work, without prejudice to Rule XX, any of the duties assumed by the Secretary General may be delegated to the Deputies Secretary General by the Former.

2 The Secretary General shall be responsible and accountable to the Chairman-in-Office for the proper application of these Regulations.

3 The present regulations shall be approved by resolution of the Council.

4 The present regulations may be supplemented or amended in accordance with resolution of the Council.