

9.04 General Guidance on Overseas Posting

This policy details the various arrangements regarding issues which arise when you are posted to an overseas location.

- The arrangements are in place to deal with unforeseen events such as death overseas – Section 1
- The situation regarding insurance cover - Section 2
- Any issues regarding compensation including in the case of terrorist/criminal activity - Sections 3 and 4
- Compensation for loss of/damage to personal property – Section 5
- Any issues with passports or bank charges – Section 6 and 7
- Departmental discretion on expenses – Section 8

The following terms within this policy are defined in the glossary:

Incidental expenses

You may also be interested in the following policies:

9.13 Subsistence Allowances, 9.03 Concessionary Travel, 9.15 Refunds of and assistance with expenditure incurred on removal, 9.10 Overseas Posting and Travel, 8.07 Pay for Overseas Postings, 9.11 Cost of Living Addition for Overseas Postings, 9.08 Medical Arrangements at Overseas Posts, 9.05 Introduction to Overseas Pay and Allowances

This policy is version 1.0

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This homepage is only a guide to the policy, not the policy itself. In the event of any discrepancy between the content of this homepage and the associated policy, the wording of the policy shall apply.

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1 Death of a Member of Staff or Dependant based Overseas

1.1 Funeral Arrangements

1.1.1 Funeral arrangements for an officer or dependant who dies overseas are the responsibility of the next of kin. Departments may give assistance, including a financial contribution towards cost, on the lines set out in the following paragraphs; these arrangements do not, however, constitute a right.

1.2 Overseas Burial or Cremation

1.2.1 Departments may make a grant in respect of the amount by which reasonable local funeral expenses exceed the amount given in Annex 1. The calculations should be based on the following components:

a. interment

- grave, coffin, robe, hearse, one following car, undertaker's services and fees of officiating minister; or

b. cremation

- as above (except for grave), scattering of ashes or provision of an oak urn, a two line entry in the Book of Remembrance and fees for any special medical certificates.

1.3 Attending Funeral Overseas

1.3.1 Departments may meet the cost of the return economy class air fare from the United Kingdom or the Republic of Ireland and incidental expenses for four immediate family members to attend the funeral.

1.3.2 Departments may provide such family members with board and lodgings at public expense for up to three nights within the limits of the subsistence allowance applicable to the officer's grade.

1.4 Visiting the Grave

1.4.1 If it is impracticable for the next-of-kin to attend the funeral overseas or for the repatriation of the body, two people may be allowed travel at public expense to visit the grave within two years of the interment. The rules as in paragraph 1.3.2 apply.

1.5 Repatriation of the Body

1.5.1 If the next-of-kin wishes, the body of a deceased officer or dependant may be repatriated, at public expense, to a destination in the United Kingdom or Republic of Ireland for burial or cremation.

1.5.2 Where cremations take place locally, the ashes may, at the request of the next-of-kin, be sent to any destination in the United Kingdom or the Republic of Ireland at public expense.

1.5.3 Return fares at public expense to attend the funeral of the deceased in the United Kingdom or the Republic of Ireland may be granted to those whose fares to the overseas post were previously met from public funds.

2 Excess Insurance Premiums

2.1 If, due to the nature of your duties, while serving overseas you are required to pay a higher premium than that which would normally be required of you in NI, you may have the additional premium refunded by your Department on any capital sum insured which is not more than four times your annual salary scale maximum, provided that your pay contains no element in recognition of the factors leading to the higher insurance cost.

2.2 Only the excess premiums may be refunded and payments may be made only in respect of whole life assurance and endowment assurance policies covering a period of 10 years or more.

2.3 In the case of new policies, you must produce competitive estimates in order to satisfy your Department that you are unable to obtain cheaper cover from other suitable companies.

3 Injury Benefits and Personal Injury Compensation

3.1 Northern Ireland Civil Servants serving abroad, are covered by the Civil Service Injury Benefits Scheme (Northern Ireland) 2003.

4 Compensation for Injury from Terrorist and Criminal Activity Abroad

4.1 Introduction

4.1.1 The following paragraphs explain the scheme whereby dependants of NI based officers serving overseas may be paid ex-gratia compensation for personal injuries sustained as a result of terrorist and criminal activity overseas. The scheme does not apply to NI based officers themselves.

4.2 Eligibility

4.2.1 This scheme applies to:

- a.** members of your household (see Introduction to Overseas Pay and Allowances, paragraph 6.1 for definition) whose passages to the country where the incident occurred were paid from public funds; and
- b.** dependant children who visit their parent(s) at post - includes passages at public expense and privately financed journeys.

4.2.2 If a dependant sustains injury in an area other than in the area of substantive posting of the officer, Departments will consider the question of eligibility under the scheme in the light of the particular circumstances which led to the injury.

4.2.3 The scheme will not apply to persons who sustain injuries as a result of their own serious negligence or misconduct and will not apply to those who disregard official advice or instruction to leave the area.

4.3 Assessment of Compensation

4.3.1 Compensation will be assessed by the Government legal advisers and will be analogous to that which would be payable under the Criminal Injuries Compensation Scheme had the injury occurred in NI.

4.3.1 Information about the Criminal Injuries Compensation Scheme can be obtained from:

The Compensation Agency
Royston House
34 Upper Queen Street
BELFAST
BT1 6FD
Tel no 028 9024 9944
www.compensationni.gov.uk

5 Compensation for Loss of and Damage to Officers' Personal Property

5.1 Discretionary Arrangements

5.1.1 Subject to the following provisions Departments may, at their discretion, make an ex-gratia payment to you if your property (other than luxury items) is lost or damaged in the course of their employment. Compensation can be made irrespective of any legal liability to do so, providing that:

- a.** the loss or damage is not covered by insurance or any provision for free replacement; and

- b.** you have not been negligent.

The amount of the payment must be calculated as the current cost of replacing the article less an amount for depreciation or, if less, the cost of repair.

5.2 Loss of Cash

5.2.1 You should not normally be compensated for cash lost or stolen on official duty. However, Departments may exceptionally provide compensation where:

- a.** the amount or part amount is verifiable;
 - b.** there was an official need for the cash to be carried on duty
 - c.** there has been no negligence on your part ;
- and
- d.** the loss was reported to a responsible authority.

5.3 Loss or Damage to Personal Property Other Than Through Riots

5.3.1 Where the claim relates to the loss, temporary loss, or damage of your property when travelling as passengers by air, the sum which a Department may pay under this section may not be greater than that which would have been payable by the carrier if the carrier had been legally liable for that loss or damage.

5.3.2 Where the loss or damage occurs other than in transit by air, Departments will not compensate you if you are on Cost of Living Allowance (CoLA) terms for loss or damage to cars or personal effects, since provision is included in CoLA budgets for comprehensive insurance cover.

5.4 Loss or Damage to Motor Vehicles and Possessions Through Riots

5.4.1 Special arrangements exist in respect of loss or damage to motor vehicles and personal possessions through riot. In these circumstances Departments should consult Department of Finance and Personnel.

6 Passport Facilities

6.1 You (and accompanying members of your household whose fares have been met from public funds) are entitled to free passport facilities if you are being sent abroad on behalf of the Northern Ireland Civil Service.

6.2 To qualify for a standard British passport the applications must be:

- a. submitted to the Passport Agency by their Department;
- b. accompanied by a supporting letter from their Department confirming that you are:
 - directly employed by the Department; and
 - are travelling on official business at Government expense;

6.3 Departments may reimburse incidental expenses for passports (such as passport photographs) incurred by you and members of your household because of visits/postings overseas.

7 Bank Charges

7.1 Where no facilities exist for you when serving overseas to draw their pay through official sources and you necessarily have to make arrangements at your own expense for its transfer from NI into a local bank overseas, you may be reimbursed by your employing Department any bank charges incurred in making such transfers up to a limit of 12 transfers per annum.

8 General Departmental Discretion

8.1 The common feature of these rules and guidance is to provide for the reimbursement of extra expenses necessarily incurred in carrying out official duty. However, the general purpose of meeting necessary expenses cannot be satisfied in every case by the rigid application of the general rules.

8.2 If the rules leave you seriously out of pocket, or if the rules do not cover a particular case, Departments may consider making payments up to a maximum of £5,000 in respect of these shortfalls.

ANNEX 1

DEATH OF AN OFFICER OR DEPENDANT OVERSEAS

Funeral of an Officer or a Dependant Overseas

Overseas Burial or Cremation (Section 1)

Amount beyond which Departments may make a grant to cover excess cost - **£475**

Note: The above allowance will be subject to review