

WORKING OVERSEAS POLICY

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RELATED POLICIES AND GUIDANCE¹

[Welsh Government Security Policy](#)

[Security Guidance: Working and Travelling Overseas](#)

[SmartWorking Policy](#)

[Working Hours Policy](#)

[Travel and Subsistence Policy](#)

[Attendance Management Policy](#)

[Discipline Policy](#)

[Lone Working Policy](#)

[Performance & Development Policy](#)

Relevant FCDO policies are provided by OOT prior to starting at post. Once at post FCDO policies are accessible to Wales Sent staff directly via the FCDO's intranet (Diplohub).

¹ Nb. once overseas, the majority of 'Wales Sent' staff are unable to access the policies via the hyperlinks used in this document, however all HR policies can be accessed via Objective Connect. Please contact the CSSC if you require access.

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POLICY SUMMARY

The Welsh Government (the WG) has an [International Strategy](#) with the following core objectives:

- Raise the Profile of Wales on the international stage;
- Grow the economy by increasing exports and attracting inward investment; and
- Establish Wales as a globally responsible nation.

Delivering these objectives requires some roles to be based within the WG's offices overseas for a limited period of time. We offer support packages for those employees who are posted overseas. Details of the support packages are set out in the annexes attached to this policy.

Key Policy Principles

1. **This policy applies only to staff who are officially posted overseas at the WG's request – also referred to as 'Wales Sent'. This includes staff sent on typically 2+2 year postings or as part of the Short Term Attachment programme delivered by International Relations.** This policy is not applicable to any other circumstances, including staff who are part of a short-term deployment overseas as part of an international learning opportunity or academic/work exchange programme. The WG's policy is not to allow individuals to work outside the UK unless they have been specifically posted overseas for an overseas Welsh Government role.
2. Whilst this is the WG's policy on working overseas, we aim where possible to align our policy with that of the Foreign, Commonwealth and Development Office (FCDO) where appropriate and relevant.
3. The Working Overseas Policy cannot cover every eventuality nor take into account all the broad range of circumstances. Therefore, each case will be considered fully on a case-by-case basis, including seeking advice from HR Policy and the FCDO HR Policy teams where appropriate. This includes seeking FCDO advice during unprecedented situations, such as where the WG policy doesn't cover certain scenarios. This will be kept under review by the WG as the FCDO review their policies.
4. This policy aims to make sure that staff going overseas are not financially affected detrimentally, by providing fair and adequate compensation for the additional cost of living and working overseas. This does not include decisions relating to partners/spouses and their ability to work overseas, as each post/country has its own rules and laws which need to be fully investigated and understood by candidates prior to accepting overseas roles.
5. There can be some circumstances where non-UK national applicants or their partners/spouses cannot be accredited to certain overseas locations or postings. We will work closely FCDO to resolve any issues where possible, prior to the preferred candidate accepting the role overseas.

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This policy supersedes the following expired WG HR Policies:

- Working abroad policy (2012)
- Returning to the UK following an Overseas Posting (2015)

Equality Statement for Overseas Postings

All our policies are fully inclusive of all staff regardless of age, marriage and civil partnership (both same sex and opposite sex), pregnancy and maternity, race, religion, belief, sex, sexual orientation, whether they have an impairment or health condition, are neurodivergent or use British Sign Language, their gender identity or gender expression. We acknowledge that the terms 'gender identity' and 'gender expression' are not protected characteristics as defined by the Equality Act 2010, however, we believe that Government policy which includes provision for those persons who identify within the 'trans' umbrella (rather than on the basis of binary gender) is a more inclusive approach and one which ensures the Welsh Ministers are in a position to comply with all their statutory duties related to equality and the promotion of well-being in Wales. If you have any feedback on the inclusivity of this policy, please email EqualityintheWorkplaceTeam@gov.wales

The WG is committed to recruiting, retaining and developing a workforce that reflects the diverse communities that we serve. We are striving to be an exemplar employer. We are committed to supporting, developing and promoting equality, diversity and inclusion in all of our policies, practices and activities and aim to establish an inclusive culture free from discrimination and based upon the values of dignity, courtesy and respect. We particularly welcome those from underrepresented groups in our workforce.

We recognise intersectionality - that individuals have multiple protected characteristics. We all have an age, gender and sexual orientation for example. People with multiple protected characteristics may face discrimination on multiple levels or encounter increased barriers.

Staff considering working abroad should carefully consider the different legal, social, political and cultural factors of that particular country and how that might impact on them. This is particularly relevant where staff might be endangered or at risk of harassment, discrimination or intolerance because of their sexual orientation, gender identity, race/ethnicity or religion/belief.

The FCDO induction guides to post including an overview of the country, covering the various legal, social, political and cultural factors, will be available to potential job applicants via the Overseas Operations Team (OOT).

Whilst we are an inclusive employer that welcomes part-time and job share employees, there is an approved Business Case for all postings overseas to be available on a full-time basis only. This is to reflect the increased costs to the organisation for accommodation, travel, allowances etc, the fact that our offices are small and the need for resilience and cover, the fact that our roles are representational which requires flexibility and alignment with the rest of the UK Government platform overseas.

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Reasonable Adjustments: As a minimum we will endeavour to ensure a member of staff has the same reasonable adjustments that they have in Wales (e.g. Dragon software, Specialist chair, adjustments to screen time etc). Arrangements need to be considered for those who have equipment at home and how this can be replicated where taking up a role working overseas when relocation is involved. Suitable accommodation overseas would also need to be considered for anyone with a mobility impairment.

Dignity and Respect at Work

Safeguarding in practice means using a human rights approach to minimise the risks created by inherently unequal power dynamics and ensuring that every individual has a voice. The WG considers safeguarding measures to be a priority throughout our work.

The WG expects the highest standard of moral and ethical behaviour from all those who work overseas and is aligned with the FCDO's Dignity and Respect at Work Policy.

GUIDANCE AND PROCEDURES

1. Overseas Postings: Roles and Responsibilities

Employees are responsible for:

- Discussing and agreeing their package of allowances with the Head of Overseas Operations, their line management and, where appropriate, the Deputy Director on appointment.
- Maintaining a copy of their appointment letter for the duration of the posting;
- Notifying the Corporate Shared Service Centre (CSSC) and the Head of Overseas Operations of any change in their personal circumstances which would affect their entitlement to allowances.
- Discussing and agreeing the terms and allowances related to their return to Wales/the UK with the Head of Overseas Operations, their line manager and HR Business Partner.
- Submitting required documentation for any allowance which they claim in accordance with this policy.
- Liaising with the HR Business Partner (International Relations) where necessary to secure an alternative UK posting at their substantive grade, at the end of their posting.

Line managers are responsible for:

- Notifying the Deputy Director International Relations and Head of Overseas Operations of all overseas appointments. Ensuring the health safety and wellbeing of their employees posted overseas.

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- With support from OOT, when required, working with the FCDO to ensure we are consistently implementing operational procedures.
- Reviewing each 2+ 2 year posting at the mid-term point (two-years) before confirming extension for further two years and notifying the Deputy Director International Relations and Head of Overseas Operations of the outcome.
- Discussing the terms and allowances related to an appointment overseas as well as those related to the return to Wales/the UK with their staff in consultation with the HR Business Partner (International Relations) and Head of Overseas Operations, as appropriate.
- Managing the handover of responsibilities between the returning and incoming post-holders.

Deputy Director (International Relations) is responsible for:

- Deciding whether an employee should be returned to Wales/the UK on a temporary or permanent basis for healthcare, after taking advice from the FCDO One HMG Healthline (Healix) and/or the WG Occupational Health team.
- Considering early return cases and deciding whether discretionary payments may be made.
- In consultation with the HR Business Partner (International Relations), placing you in an alternative role, if you are subject to formal disciplinary procedures or under performance.
- Considering any other exceptions to the Working Overseas Policy, in consultation with the Director International Relations and Trade, as appropriate.

The HR Business Partner (International Relations) is responsible for:

- Supporting Deputy Directors to consider early return cases and decide whether discretionary payments should be made.
- Working with employees based overseas at least three months ahead of their return, advising on post opportunities in the WG and current recruitment policy;
- Working with recruiting line managers to ensure any expertise gained is maximised by the WG on their return.
- Supporting line managers in their discussions with employees who are returning from an overseas.
- Supporting the Deputy Director International Relations to place Wales Sent staff brought home from an overseas posting due to disciplinary proceedings or under performance.

The Overseas Operations Team (OOT) is responsible for:

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- Supporting all employees and qualifying dependants at the start and for the duration of their posting overseas and ensuring support is given during their return to a Wales-based role, at the end of their overseas posting.
- Advising employees, line managers and Deputy Directors on the application of this policy ensuring consistency and assurance across the overseas network and that appropriate records are kept.
- Approval and management of expenditure relating of the overseas programme budget (x865).
- Overseeing and managing overseas allowances, with CSSC to ensure allowances are applied correctly and that overseas staff receive the appropriate assistance and consistency in practice is maintained across the WG's overseas network.
- Agreeing rental costs within the guidelines set by the FCDO residential accommodation policy.
- Approving the costs of any temporary accommodation for up to three months on an exceptional basis, upon Wales Sent returning to Wales/the UK.

The Corporate Shared Service Centre (CSSC) is responsible for:

- Advising employees and line managers on the application of WG policy; and liaising closely with the OOT to ensure consistency of approach.
- Ensuring employees receive the appropriate allowances in accordance with their personal circumstances.
- Place a copy of their appointment letter for the duration of the posting onto their personnel file

HR Expert Services

- Assisting the Head of Overseas Operations and line managers with discussions with employees on the package of allowances.
- Provide HR support to the OOT on areas where no policies are clearly appropriate within the Working Overseas Policy.

2. Support for Overseas Postings

If you decide to take up an appointment overseas, the following general benefits are available:

- A set up visit;
- Accommodation rental costs;
- Transportation personal effects;
- Storage costs;
- Utility set up costs, including telephone/broadband;

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- Insurance (business travel and personal injury);
- Medical and dental treatment (to NHS levels of provision);
- Free prescriptions;
- Free eye tests;
- Time off for holidays, emergencies and compassionate leave (including travel);
- Language training (where appropriate).

The following additional benefits may be available (depending on your personal circumstances) when you take up a posting overseas. See Annex A for more information on the support package:

- Cost of Living Allowance (COLA);
- An annual return journey to Wales/the UK²;
- Continuation of Education Allowance (CEA);
- Dislocation Allowance;
- Accreditation and visas;
- Vaccinations;
- Childcare support in line with Welsh Government Policy;
- Hardship Grant.

3. Before the Posting Starts

Appointment

You will need to confirm acceptance of the appointment (subject to an initial set up visit to the new location) **in writing** to the Corporate Shared Service Centre (CSSC), Overseas Operations Team (OOT) [mailbox](#) and the recruiting line manager. The OOT will issue you with an appointment letter setting out the terms and details of your posting, copied to the recruiting line manager and Deputy Director International Relations. You should keep a copy of this appointment letter for the duration of your posting. In some locations, you may also need to open a bank account. Through the OOT Checklist, the FCDO corporate service team at post will help with setting up utility services in line with the residential accommodation policy, providing a float, registering with local authorities for accreditation and medical cover (where applicable) and other basic requirements before setting up residence.

All postings overseas are for a **fixed term period**. Postings are initially for two years duration and may be extended for two further years (2+2), depending on the individual circumstances. All postings will be reviewed by the line manager at least six months before the assignment ends. In **exceptional** circumstances, the appointment may be extended to a maximum of five years, subject to business and operational needs, a business case

² Exception provided for 'immediate family'

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approved by the Director International Relations and Trade and your acceptance of a further period overseas.

Employees posted overseas are required to make a return visit each year to update their knowledge of Wales / the UK, renew personal contacts and assist with their return at the end of their posting. That return visit is paid for by the WG. This is separate to the annual leave journey and is paid for by the overseas activity budget, overseen by each global regional head.

Staff may be eligible to apply for two consecutive postings (i.e. the original overseas posting, plus one consecutive posting) overseas as part of a fair and open recruitment exercise. Job descriptions for new postings will clearly say if they are open to a consecutive posting and therefore whether staff already posted overseas can apply. Not all postings will be available on a consecutive basis, and this will need to be agreed with the Deputy Director International Relations to widen the pool of applicants from within the WG.

Security Checks

Enhanced security checks are required for all Wales Sent Head of Office roles and other postings where required overseas. If you have family / close friends in the overseas location, you must declare this to the OOT at the earliest opportunity, who will seek advice from the Departmental Security Unit on whether there are any security issues arising from these personal connections. In most cases, having friends/family in the overseas location will **not** mean you cannot take up the post, but there are a small number of countries in which having such connections could put your (or their) personal safety at risk. If this is the case, you will not be posted to that location.

Please be aware that posting preparation cannot begin until these necessary security clearances/checks have been obtained and confirmed. The OOT will notify the WG Vetting Team of the new posting who will contact you as soon as possible to begin the process. If you already hold the required clearance level for your new post, it should normally only take a few days to obtain the confirmation. If you need a higher level of clearance, it could take several weeks to complete the process. It is your responsibility to ensure you fill out security clearance forms promptly and attend any security interviews that may be required.

Security training is offered to all staff taking up a role overseas and a security briefing is given by the FCDO when you arrive at post. This is a **mandatory course** run by the FCDO.

If you are travelling with any official information or WG-owned equipment, you must comply with the requirements of the WG Security Policy. You should also read the Departmental Security Unit's Working and Travelling Overseas guidance which contains more information on personal security and health and safety.

Set Up Visit

You and any accompanying dependants will be entitled to a 'set up' visit to the new location. The purpose of this visit is to:

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- make the transition to your new role as efficient and effective as possible;
- help any accompanying qualifying dependants to settle in quickly to the new location;
- view accommodation, travel to work, children's education, healthcare;
- consider employment options for your spouse/partner or children;
- begin induction training for your new role (provided by colleagues/staff and FCDO where relevant 'in-country');
- meet with FCDO colleagues and Community Liaison Officers (CLOs) at the Embassy/Consulate or High Commission to learn about local, social and business culture and customs, regulations and security issues.

To make the visit as productive as possible and achieve value for money, you will be briefed by the Head of Overseas Operations, colleagues at the new location and/or previous post-holders before your visit. You are responsible for arranging your own transport to the destination; however, costs will be met by the Welsh Government. See Annex A for details of the support package.

If you are already employed by the WG you may visit the new location as soon as the offer of appointment is made, and you can delay acceptance of the appointment until your return to Wales/the UK.

If you subsequently decline the offer of appointment, you may be required to pay back half of the total cost of the visit.

Accreditation, Passports and Visas

You will be required to hold a standard passport (obtained at your own cost) before taking up a post overseas. Along with advice from the FCDO HR Hub at post, the [OOT](#) is responsible for supporting you in obtaining the appropriate accreditation including visas for you and any accompanying qualifying dependants. The team will let you know at an early stage whether you and your family members require visas.

Where required, some employees will receive diplomatic status and may need to apply for a diplomatic passport. You cannot apply for a diplomatic passport without a standard UK passport. For non-UK passport holders, diplomatic accreditation may be achievable if required by the post. Costs for diplomatic accreditation or diplomatic passports will be met by the WG.

Health Checks and Vaccinations

All new appointees and their qualifying dependants will be required to undertake pre-posting medical and dental clearance checks and registering with One HMG Healthline **before** taking up an overseas post. If as a result of these checks, you are not advised to undertake the overseas post, you will not be liable for any costs incurred.

You must ensure you have received all the necessary vaccinations and immunisations in advance of taking up an appointment overseas. You should seek advice on what is needed from One HMG Healthline. The WG will reimburse you for any costs you incur.

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Choosing Residential Accommodation

For overseas appointments, the expectation is that WG staff will take up the FCDO **furnished** residential accommodation offer. OOT works closely with the FCDO to ensure suitable, safe accommodation is identified. Rental allowances for locations overseas are reviewed regularly by the FCDO and the latest information is available from the OOT. For more information on the accommodation support package, see Annex A.

Upon completing an accommodation form (provided upon appointment by the FCDO Corporate Services at post), you should discuss your requirements for accommodation with the FCDO's accommodation team supported by OOT and seek location advice from the Welsh Government team at post (where applicable), to benefit from their lived experience.

OOT will organise a 'kick-off' discussion with the FCDO corporate services team supporting your arrival, before your set up visit. Using the starter checklist, this discussion should include:

- your personal and accompanying family's circumstances;
- likely duration of the posting;
- distance to the new office;
- schooling required (where applicable)
- any preferences based on prior knowledge of the new location (although it cannot be guaranteed that these will be met);
- whether another employee is vacating accommodation in the new location which may be suitable for you.

The FCDO will make all reasonable efforts to consider your personal or family preferences in allocating property. However, you may not insist on receiving any particular type, scale or location of accommodation, parking space, or on being allocated the accommodation used by your predecessor.

Agreeing your Accommodation Costs

All residential accommodation requires budgetary sign off by the Head of Overseas Operations to ensure compliance with this policy, as well as budgetary control.

You will be expected to rent furnished accommodation.

If you plan to live in accommodation with your spouse / partner that will be subsidised by your spouse / partner's employer, the WG reserves the right to reduce the amount of rental cost you may reclaim. You should discuss this with your line manager who will seek advice from the OOT and HR Expert Services.

Temporary Accommodation

If you cannot identify suitable housing prior to taking up an overseas posting appointment and you need to take-up temporary accommodation, this will be provided by the FCDO in

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line with the FCDO's Residential Accommodation Policy. Occasionally temporary accommodation may be provided by the FCDO accommodation team at post, prior to your permanent accommodation being ready for you..

Childcare and Education

We will ensure officials who live in Wales and are then posted overseas receive the equivalent level of childcare support they would be eligible for in Wales.

This means up to 30 hours of early education and childcare per week in Wales for eligible parents for 48 weeks per year.

This **excludes** snacks, meals and any extras in early years (such as extra-curricular trips)

You should discuss your childcare situation with your line manager and the Head of Overseas Operations who will coordinate to determine a final decision on funding eligibility in conjunction with advice from the FCDO at post.

The WG is aligned to the FCDO policy relating to children attending school and nursery school whilst overseas. A copy can be obtained directly via the FCDO intranet (Diplohub) or via the WG Overseas Operations Team (OOT).

Finding a Suitable School Overseas

You should research suitable schooling in the location in line with the FCDO criteria which will provided to any member of staff being posted. The FCDO provides detailed post reports on schooling, and you should consult these in the first instance. You should also consider state provision. Before committing to any educational provision, you must discuss the following details with the Head of Overseas Operations and your line manager:

- The type of education your child is receiving in the UK;
- The type of education being proposed;
- Likely cost of education/tuition including exams fees only (no associated costs such as books);
- Actual time spent in education;
- Expected duration of the education;
- Reasons for the choice of education.

If Your Child Remains in School in the UK

If it is agreed that your child should remain in schooling in the UK because:

- there are no suitable schools in the location of your posting; and / or

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- the child is in an examination year or the year prior to an examination year and disruption of the course would have a significant effect on the education standard achieved;

The WG will meet the following costs, in the following circumstances:

- If your child has to attend a fee-paying boarding school, the WG will pay the school fees until your return to the UK or until the child has undertaken their examinations, plus any accommodation costs incurred separately from school fees;
- Where your child is already in a fee-paying day or boarding school, prior to you accepting an appointment overseas, then you will continue to be responsible for these costs. The WG will only pay any difference in costs due to the child remaining in the UK;
- Where your child currently attends or will continue to attend a state school, then the WG will pay any accommodation costs incurred as a result of the child remaining in the UK.
- See Annex A (part F) Continuity of Education Allowance for details.

Driving

It is your responsibility to ensure you hold an appropriate driving licence and insurance for the country within which you will be driving. Where applicable, the OOT will liaise with the FCDO to support you in obtaining the correct licences.

4. Claiming Your Costs

You should consult the Overseas Finance Procedures Manual or OOT via the OOT mailbox regarding claims that support your relocation and return from post as part of your overseas posting. You can only make purchases once approval has been sought from the Head of Overseas Operations.

The WG Travel & Subsistence Policy (T&S Policy) details the expenses payable to employees working overseas who need to travel in the new location or return to the UK on official business. You should discuss and agree all business travel plans with your line manager in advance of travel, copying the OOT mailbox. For full information, including on how to claim, please refer to the WG T&S Policy and the Overseas Finance Procedures Manual.

A Wales Procurement Card (WPC) is provided to support your role overseas and is the preferred method of payment for overseas T&S. All claims and payments made using a WPC must be supported by receipts that detail the actual items purchased not just the summary receipt. In exceptional circumstances, where the WPC cannot be used, you can also make claims using the Overseas Travel Claim form, authorised by line management (Grade 7 and above), and submitted to the relevant team for processing. Any travel and subsistence costs incurred in the UK or overseas should be claimed in accordance with the

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WG T&S Policy. Once you have completed an Overseas Travel Claim form, save the relevant approvals and receipts to iShare and submit your claim to the OOT mailbox.

If you do not hold a WPC, e.g. at the start of an overseas posting and require support in the initial outlay of expenditure to support your relocation, you may claim an advance (known as a temporary imprest) of up to 90% of your likely travel and subsistence expenditure. If the total claim is less than the amount of the advance, you must refund the balance without delay by submitting a cheque for the outstanding amount to Finance Team, Welsh Government, Cathays Park, Cardiff, CF10 3NQ. Advances should be cleared within two months of your relocation.

5. Change in Personal Circumstances

Many of the allowances in the support packages depend upon your personal circumstances. A change in your personal circumstances may mean that some allowances need to be reassessed. Examples of such changes include:

- marriage, civil partnership or cohabitation;
- divorce, separation;
- a spouse/partner/child moves back to Wales/the UK or moves to live with you at the new location;
- the birth of a child;
- a child reaches their 18th birthday;
- a child marries or starts work prior to their 18th birthday;
- a spouse/partner who is living with you at the new location receives an accommodation subsidy from their employer.

You must therefore advise your line manager, the Corporate Shared Service Centre (CSSC) and Head of Overseas Operations of a change in your personal circumstances during your posting that may affect the allowances you receive as soon as possible and within one month at the very latest.

6. Returning to Wales/the UK at the End of the Posting

When a posting overseas comes to an end, the WG aims to:

- ensure a positive move back to Wales/the UK for you and your family;
- protect business continuity and help both you and the new post-holder settle into your role as effectively as possible;
- maintain fair and equitable treatment for all employees through consistent application of the policy and this guidance; and
- recognise your skills and experience and support your continued development when placing you into an alternative role.

You (the returning Wales Sent), the HRBP-International Relations and relevant teams are encouraged to adopt a flexible and open-minded approach to considering redeployment

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opportunities so that a suitable alternative post can be found as quickly as possible. Wales Sent can access internal WG roles via the online recruitment system.

In the unlikely event that HRBP-International Relations have been unable to match a Wales Sent colleague returning from post to another role in Welsh Government, International Relations has agreed with HR that they will continue to pay the salary and deploy Wales Sent to relevant project/policy work within the directorate for up to 3 months after the return to Wales/UK (following special leave), to provide a safety net for colleagues returning from overseas, whilst an alternate WG role is secured.

Your line manager and the HR Business Partner (International Relations) must will discuss with you the process, timescales and issues surrounding your return. The following aspects should be covered:

- potential redeployment opportunities and processes and roles and responsibilities within them;
- your accommodation situation on your return to Wales/the UK.

Using a checklist approach, OOT will support you with the application of this policy to support the return from post, including:-

- arrangements for transporting you, your family and your personal effects back to Wales/the UK;
- any allowances that will be available to you to assist your return; and
- other allowances that you have been receiving which will cease on termination of the assignment.
- Return of your Diplomatic passport/accreditation (if applicable).
- In collaboration with FCDO, support you with ending your residential accommodation, schooling arrangements (if applicable) and healthcare cover.

In the majority of cases, return to Wales/the UK will occur at the end of the assignment. However, in some circumstances the WG may end a posting earlier than this date as a result of a management decision (e.g. reorganisation), disciplinary action, underperformance, attendance, ill health or at your request. This requires agreement of the Deputy Director International Relations or Director International Relations and Trade.

Where you have any personal issues or concerns relating to living overseas, your line manager will work with you to proactively try and resolve these matters to avoid an early return to Wales/the UK. An early return would need the agreement of the Deputy Director International Relations or Director International Relations and Trade. Your line manager and Overseas Operations Team would then assist you in achieving a smooth transition between the overseas posting and your new one.

If you leave Welsh Government at the end of your posting (including the 3 months leeway), WG will pay for your relocation costs back to Wales/UK as per the end of posting support package but would not cover the costs of relocation to any other country. If you leave Welsh Government earlier than the end of your posting (including the 3 months leeway), then

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Welsh Government would not cover the relocation costs back to Wales/UK, unless exceptionally agreed on a case-by-case basis by the Deputy Director International Relations or Director International Relations and Trade.

Recruitment/ Handover

An effective handover of job responsibilities is crucial to business continuity and settling in any new post-holder to the post. As well as discussing progress towards objectives and future work planning, issues about how the post has advanced your personal development and how it can be improved to gain maximum benefit for future post-holders and the WG, should be discussed and fed back to the Deputy Director International Relations and other relevant colleagues.

Note for line managers: the recruitment process for an overseas post should be started with sufficient lead in time to ensure an effective handover period. Employees returning from an overseas postings should take part in briefing the new post-holder on the job role and any other information about living and working in the location that will be useful to the new post-holder and their family in settling into their new environment.

Early return as a result of disciplinary action

If you are dismissed without notice, you will not be entitled to receive any further assistance from the WG from the date you are notified of your dismissal, unless explicitly stated below.

If you are subject to formal disciplinary action as a result of disciplinary, underperformance or attendance procedures and as part of this, you may be required to take up an alternative role within the Welsh Government. It would be the responsibility of the Deputy Director International Relations in consultation with the HR Business Partner (International Relations) to place you in an alternative role.

In both scenarios, the WG will make arrangements with the FCDO to terminate your residential accommodation and other matters at post. WG will pay for the transfer journey back to Wales/UK for you and your dependants, including any heavy baggage. The return journey will be treated as an end of posting transfer journey.

It will be the responsibility of the Deputy Director International Relations in consultation with the HR Business Partner (International Relations) to place you in an alternative role.

Early return as a result of long-term ill health

Long-term ill health is defined as a serious, underlying medical reason for poor attendance where there is either little prospect of a return to work in the future or if someone is in work, that frequent, non-attendance on a longer-term basis will continue to occur resulting in a large proportion of the working year being lost.

If you have a longer-term illness and as a result of the application of the attendance management procedures you have to return to Wales/the UK for the foreseeable future, if you are dismissed or decide to take early retirement, you will be eligible to receive support

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from the Welsh Government to return to Wales/UK. If you have less than 6 months of your overseas posting remaining, you will be treated as if the overseas posting had finished on the agreed end date. Any request for further assistance will be dealt with on its merits and will be at the discretion of your Deputy Director International Relations in consultation with your line manager and the HR Business Partner (International Relations).

Early return as a result of your request, promotion or resignation

Operational requirements change, and it is important for the WG to maintain flexibility in its working overseas arrangements. Returns from overseas posts can be expensive for the public purse, and where early returns are not for wellbeing, compassionate or business reasons, they can be disruptive to the team and wider business continuity.. Retaining staff with appropriate expertise is also key for continuity and delivery for the WG and posts.

Staff should expect to complete their full posting (typically 2+2 years) but may leave their current position early in certain limited circumstances:

1. You need to leave your posting early due to welfare or other personal reasons. In this scenario, any relocation assistance will be discussed with your line manager, in consultation with the Deputy Director International Relations and HR Business Partner (International Relations) as appropriate, considering the full circumstances of your case and met by the Welsh Government.

2. You have been successful in an internal promotion campaign (permanent or temporary), subject to the following conditions. Eligible Wales Sent (staff on secondment are not eligible for example) are able to apply for promotion through the WG's internal promotion mechanisms . If successful during the first two years of your overseas posting, you will be required to wait until the mid-point review of the posting (i.e. at 2 years) before taking up a role on promotion within the WG. If successful during the second 2 years (i.e. during years 3 or 4) of an overseas posting, you will be required to wait until the end of the overseas posting. It may be possible (subject to agreement with your line manager and continuity needs at post) for you to finish the overseas posting up to 3 months earlier than the original agreed end date.

Wales Sent on Short Term Attachments (typically 12 months) would need to discuss with their line manager and case would be discussed on its merits.

If you are successful via the process internal promotion mechanisms³, no salary increment will be payable until you take up a new role at the higher grade. The appointment to that role will always be at point one of the new scale.

Should you resign before the end of your posting (up to three months leeway), for example to take up a role outside the WG, agreement needs to be sought by your line manager, who will consider the circumstances on a case-by-case basis. Once agreed by your line manager in conjunction with Head of Overseas Operations, WG will pay for your relocation costs back to Wales/UK as per the end of posting support package.

³ N.B. the Gateway process is centrally managed, and it is likely that roles on promotion would be outside International Relations, unless there is an opportunity to apply for an overseas-specific Gateway process.

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Early departure from FCDO rented accommodation

The WG will meet any costs associated with the outstanding lease of the FCDO rental property and any reasonable costs the FCDO specify associated an early release from the date of early termination up until the end of the agreement with the FCDO.

The journey back to Wales/the UK

All return journeys must be approved in advance by the Head of Overseas Operations. You and your qualifying dependants will be entitled to a fare-paid transfer journey back to Wales/the UK at the end of your posting. Where applicable, the class of flight is set out clearly in Annex C. For rail travel, standard class only must be used and for sea travel, first class may be used, in line with WG T&S Policy.

You should book your return journey to coincide as closely as possible with the expiry of the lease and the FCDO's inspection of the property. Where there is a time lapse between the inspection / expiry of the lease and the return journey which necessitates overnight accommodation at post, you may book overnight accommodation for you and your dependants for up to two nights at a hotel, in line with the allowances for overnight accommodation and subsistence set out in the WG T&S Policy.

Upon arrival in Wales/the UK the WG T&S Policy will apply in respect of additional travel to your home. In these circumstances, your qualifying dependants will also be eligible for the travel and subsistence allowances set out in the policy and related guidance/procedures. This will include overnight accommodation where you and your family have been travelling for ten hours or more, or where your line manager agrees an overnight stay after the journey before travelling home is necessary for health and safety reasons.

You must discuss and agree all return travel plans with your line manager in advance of travel and seek additional approval via the OOT mailbox where necessary. Travel and subsistence claims are paid as actuals and must be supported by receipts and appropriate documentation. For full information, including approval levels and how to claim, please refer to the WG T&S Policy.

It is your responsibility to apply for and process any visas required for you or your family.

Insurance

If you are travelling on official business, you are covered by the Welsh Government Lifeline Plus Group Personal Accident and Travel Policy. See Annex A (part K) for more information.

Security and personal health and safety

You should ensure that you are fit to undertake the journey back to Wales/the UK and take reasonable care over your personal health and safety during their return. If you are travelling with any official information or WG-owned equipment, you have to comply with the requirements of the WG Security Policy.

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Upon your return to Wales/the UK, you may also wish to consider a self-referral to the WG Occupational Health Team to discuss any health issues you may have or for general advice and guidance on keeping healthy and well.

Resettlement Leave

If you are returning from an overseas posting, you are entitled to five days special leave with pay for resettlement which will be granted immediately after your return. Resettlement leave is additional to any other paid special leave that may be allowed. The WG will also provide up to five days' special leave with pay for resettlement between consecutive overseas postings, where the consecutive posting requires a significant relocation to a new country.

Returning to Accommodation in Wales/the UK

Upon your return, organising accommodation will be your responsibility.

Temporary Accommodation

If you cannot gain access to your property on returning to Wales/the UK because the property is subject to a legal agreement with a third party or you have sold your house as a result of taking up the overseas appointment, the WG will reimburse reasonable costs incurred in providing temporary accommodation for you and your accompanying family for a maximum of three months after your return or until the end of the lease / purchase of property whichever is the earlier.

The WG will reimburse the cost of management fees and rental costs. Any other cost associated with the rental of temporary accommodation will be considered on its merits. Standing charges for utilities except telephone will be reimbursed. You must meet the cost of utilities.

Storage costs

Where you are not able to gain access to your property on returning to Wales/the UK because the property is subject to a legal agreement with a third party or you need to buy a property, the WG will reimburse storage and insurance costs for a period of up to three months following your return up to a limit of £400. You should obtain 3 quotes and submit them to OOT mailbox, the lowest of which will be approved.

Before committing to any expenditure, you must agree the items with the Head of Overseas Operations. You will only be reimbursed for actual, receipted expenditure and should submit your claim, together with receipts to the OOT mailbox for approval and retain on iShare.

Costs associated with transporting any items placed in storage at the beginning of the posting to your home will be reimbursed.

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To obtain reimbursement for these transportation costs, you must obtain three written quotations and submit them to Head of Overseas Operations for approval. The lowest of these quotes will be reimbursed.

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ANNEX A - SUPPORT PACKAGE FOR OVERSEAS POSTINGS

This annex provides more information on some of the key benefits included in the support package.

A. Set Up Visit – Travel and Expenses

You will be entitled to claim the following receipted expenses for the Set Up Visit, including the costs for your eligible family members (see Annex D for qualifying dependants definition) who may be accompanying you to live in the country of your posting:

- 5 days' paid special leave to undertake the visit which may last for up to 7 calendar days;
- overnight subsistence for up to 6 nights;
- the cost of travelling to and from the new location;
- the cost of flights (see Annex C for classification of flight details);
- accommodation costs for up to 7 days;
- breakfast (if it is not included in the overnight rate) lunch and dinner;
- all travel during the visit related to becoming a resident e.g. visits to view accommodation, school, doctors etc.

Any costs relating to sightseeing or general recreational pursuits for you and your family must be met by you. Any other travel and subsistence costs should be claimed in accordance with the **WG Travel & Subsistence Policy**.

If using a WPC is not an option, upon your return you should complete an Overseas Travel and Subsistence Claim form, save the relevant approvals and receipts to iShare and send it to the OOT mailbox for processing.

B. Residential Accommodation

WG will organise residential accommodation via the FCDO residential accommodation platform), This is to ensure accommodation meets standards in each location and to ensure that we have up to date and accurate local information on the current property market, as well as duty of care coverage for Wales Sent. You will need to complete an accommodation form, provided by the FCDO Corporate Services team at post. The FCDO accommodation teams advise on accommodation options in your destination country in collaboration with OOT. Costs require final sign off by the Head of Overseas Operations.

Rental ceilings are in place and vary depending on location. The size of property available to you will be based on your family circumstances (i.e. the family size) as well as a 'one additional room' policy for overseas postings as detailed in the FCDO residential accommodation policy.

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Moving accommodation

You will only be permitted to move accommodation if there is a significant change in your personal circumstances or a significant problem with the accommodation which could not have been reasonably foreseen when the agreement was signed. In these circumstances, you must put your request to the FCDO's accommodation team at post copied to the OOT mailbox, after first discussing with your line manager. The Head of Overseas Operations will assess the circumstances in conjunction with the line manager and reach a joint decision.

If a move to new accommodation is approved, any outstanding liabilities will be met by the WG. We will pay the reasonable, receipted cost of transporting you and your accompanying family's personal belongings to the new accommodation. If assistance is granted, you must obtain three quotes for consideration by the Head of Overseas Operations, the lowest of which will be paid, regardless of whether you choose to use the cheapest. If you decide to use a more expensive option, you must meet the difference in cost yourself.

Dislocation Allowance

The baggage and freight allowances are obtainable via the OOT who will coordinate with the FCDO and their provider. However, the WG recognises that there may be valid reasons why all of the items required for your new home cannot be used outside the UK, typically smaller electrical items which are not provided in the furnished accommodation by the FCDO policy (such as vacuum cleaners, toasters, microwaves, TVs).

Therefore, a Dislocation Allowance of up to £500 may be granted to help purchase these items. You should draw up an inventory of items and agree the Head of Overseas Operations, before buying any items and provide receipts upon purchase.

For the return to Wales/the UK, the baggage and freight allowances should enable an employee and their family where applicable to transport your personal belongings back to Wales/the UK. However, the Welsh Government recognises that with short notice, there may be valid reasons why all the items required for the employee's Wales/UK home cannot be used in the UK or transported from the overseas accommodation. A Dislocation Allowance of up to £500 may be granted to help purchase these items. The employee must draw up an inventory of requirements and agree this with the Head of Overseas Operations, before buying any items and provide receipts upon purchase.

Exceptionally, where an employee requires more than £500 to purchase these items, a case may be made via the Head of Overseas Operations to the Deputy Director International Relations who must agree and authorise any additional allowance.

Storage costs

Storage charges can be paid while you are posted abroad as long as the total volume of effects shipped to and from post and those in store does not exceed your overall entitlement. Items to be stored must be eligible for inclusion in your heavy baggage.

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If you need to place items in storage whilst you are posted abroad, the WG will reimburse storage and insurance costs for a period of your posting aligned with FCDO policies on volume to be stored.

Before committing to any expenditure, you must agree the items to be stored with the Overseas Operation team. You will only be reimbursed for actual, receipted expenditure and should submit your claim to the OOT mailbox, together with receipts for approval and retention on a registered file.

Staff must make their own arrangements for insuring their personal effects which have been left in storage in the UK. The cost of insuring the stored effects cannot be met from public funds.

For staff leaving Welsh Government at the end of their overseas posting (for example end of loan agreement, retirement, or other employment), storage at public expense ends when they cease to be an employee of the WG (i.e. up to the last paid day of work).

Cost of Utilities, Telephone/Broadband and Redirection of Mail

The costs and setting up of standard utilities are organised by the FCDO in line with the Residential Accommodation Policy, when you reside in FCDO accommodation. The setting up and payment of Broadband is not covered by the above, but is reimbursed by the WG⁴. You are responsible for sorting the setting up of broadband at post.

If you have to make business calls, these should be made via your WG smartphone device, MS Teams Telephony (where available) or fixed line at your office location. In exceptional cases where none of these options are available, WG will reimburse for the costs of business calls. Please submit your claim, with an itemised bill for approval to the OOT mailbox.

The WG will reimburse the costs for redirection of mail for up to 3 months.

C. Cost Of Living Addition (COLA) Allowance

COLA compensates you for the additional costs of maintaining UK living standards whilst posted abroad. In some countries, where the cost of living is less expensive than the UK, then COLA will be set at zero. COLA may fall as well as rise, depending on a number of factors.

As COLA rates can change significantly during the course of your posting spending plans should not be made on the basis of a certain level of COLA.

⁴ (to note: this is not aligned with FCDO policy, who do not pay for broadband costs. This will be reviewed in due course as part of a broader review of alignment with FCDO policies and may change

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COLA is reforecast every six months by an expert agency which supplies the rates to the FCDO. Should economies see dramatic fluctuations, then COLA is updated more frequently to cater for these exceptional circumstances.

The level of COLA you will receive is based on whether you have a spouse or partner and the number of children living with you at the location. For example, married, unaccompanied employees receive the single rate of COLA. Employees who have a partner with whom they are living as a couple at the location qualify for the married rate of COLA.

Payments for children stop on the nineteenth birthday (unless they are in full-time education in a sixth form) or earlier if the child marries or starts work.

OOT will be able to advise you on the current rates of COLA.

If during your posting, you return to or remain in the UK for more than 20 working days you must inform your manager, the CSSC and the OOT of the change in your personal circumstances within 20 working days at the very latest as this may affect the COLA you receive in line with FCDO guidelines.

Any salary uplift, allowances and benefits specifically relating to the overseas posting will cease on the date your posting ends. Your substantive grade and other terms and conditions of employment will remain the same.

Procedure

At the beginning of post, using the starter checklist, OOT will provide CSSC with the current COLA band for the grade and relationship status (i.e. single, M+0, M+1 etc) and instruct CSSC (payroll) to add the COLA payment, which is gross and non-pensionable, from the date when the Wales Sent member of staff arrives at post, so that CSSC can apply the correct monthly allowance from the start of the posting. OOT will notify CSSC of any changes to the COLA for all staff in receipt of COLA in March and September each year when the rates are reviewed.

D. Hardship Grant

Hardship allowance is paid to compensate staff and their families for the additional costs of maintaining quality of life at hardship posts. It only applies in very limited cases for the WG Overseas Network (Dubai and Mumbai at the time of publication) and is reviewed annually on the 1 February by the FCDO, so hardship posts can change.

The allowance also provides compensation for the wider challenges that officers face in locations globally when compared to living and working in the UK.

Rates are based on a combination of two scores so each post is different:

- An element that includes data gathered from expatriates and independent sources. These particularly reflect the relevance of factors in the areas of Natural Phenomenon, Air Pollution, Language, Culture, Goods and Services, External

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Isolation, News and Media, Recreation, Housing, Utilities Education, Personal Security and Socio-Political Tensions.

- A security score provided by the FCDO which reflects increased security threats to FCDO/HMG/WG staff, over and above private sector employees, relating to terrorism and hostile intelligence.

Procedure

At the beginning of post, using the starter checklist, OOT will liaise with the FCDO for eligible posts to obtain the allowance rate based on the staff member's status (single or accompanied) and instruct CSSC (payroll) with the annual rate in £/sterling, which is gross and non-pensionable (as is COLA), so that CSSC can apply the correct monthly allowance from the start of the posting. OOT will notify CSSC of any changes to the Hardship Allowance for affected posts each February.

E. Travel Costs

All travel plans must be discussed with your line manager prior to travel. Approval for travel must be in accordance with the requirements set out in the **WG Travel & Subsistence Policy** .

Travel to and from Post

You and your qualifying dependants will be entitled to a fare-paid transfer journey to and from post at the beginning and end of each overseas posting. Details for the flight classification thresholds are included in Annex C.

Annual leave journey

If you are posted abroad for 12 months or more, you and your qualifying dependants are eligible for one fare paid journey to and from the UK per year. The "travel year" starts from the day you report for work in the new location. This provides the opportunity to renew contacts with family and friends, update your knowledge of Wales (which you are representing) and assist your eventual return.

If you and your qualifying dependants choose not to make this annual return journey, you **cannot** use or offset the cost of this journey towards the cost of other travel.

You must use the most economic route. Flight classification details are included in Annex C and approval for the annual trip is required from the Head of Overseas Operations For rail travel, standard class only must be used and for sea travel, first class may be used, in line with WG T&S Policy. Your annual leave journey, along with your class of travel must be agreed in advance with the OOT.

You must take annual leave for the journey to and from post and for the duration of the visit.

Where your immediate family (i.e. spouse/partner/civil partner, mother, father, siblings, children) are resident outside the UK, you and your qualifying dependants will be entitled to a fare paid journey to visit your immediate family up to the value of what it costs to travel to

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the UK. The actual cost of the fare will be paid, even where this is less than a journey to and from the UK. If the actual cost is more, you will have to pay the difference.

Wales Sent who have not retained a property in Wales/UK will be expected to make their own arrangements and cover any residential accommodation costs for the duration of their annual leave in Wales/UK or with immediate family overseas.

Travel for Children at School in Wales/the UK

Where the parent or parents are based overseas with no remaining parent in the UK and a child up to and including age 18 remains in full-time education (nursery to sixth form) within Wales/the UK, that child will be entitled to one paid for, overseas return trip per year to visit their parent(s).

F. Continuity of Education Allowance (CEA)

The policy detail including principles, eligibility criteria and detail are contained in the FCDO policy on CEA, available via Diplohub directly or Overseas Operations Team (OOT) upon request.

The principal purpose of Continuity of Education Allowance (CEA) is to enable staff who meet certain eligibility criteria, to choose to provide an uninterrupted education for their children at a British boarding school in the UK, while they continue to take up posting opportunities overseas at regular intervals during their career. Children for whom CEA is paid are expected to remain at school in the UK from the time a claim for CEA starts, until they complete their schooling via GCSE to A-level or IB Diploma, or the staff member no longer meets the eligibility criteria to continue their claim.

G. Language Training

Language training, including Welsh Language, is available to all staff posted overseas through the standard WG approach to producing a personal development plan (PDP). Any needs identified in the PDP with the line manager can then be aligned to the divisional learning and development policy and budget i.e. outside this policy.

For this policy, the level of training is aligned to the FCDO “operational level” specifically for Paris, Berlin and Montreal postings and “business level for Japan”. These are pre-appointment requirements, clearly stated in the job adverts. Upon appointment further training and support is available at the start of the posting at post.

Your Line Manager, in conjunction with OOT through the checklist and FCDO at post will collaborate to implement the policy to ensure language training needs are met.

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In addition, the Welsh Government will support language training for spouses/partners upon request, via the International Learning Academy, in line with the support offered to partners/spouses at post⁵.

H. Healthcare Overseas

Postings to the European Economic Area (EEA)

If you are being posted to work in the European Economic Area (EEA) you will be entitled to free healthcare under reciprocal EU arrangements. This will include cover for any dependants that go with you.

You must complete HMRC form CA3822 [online](#) and submit. Your CA3822 form should be completed as soon as you have notification of your new posting. If the posting is for 24 months or longer you must include a signed statement stating that you wish to remain UK-insured during the posting. This will ensure that you and your dependants receive the same medical cover as residents of the country you are posted to.

Medical Treatment Overseas

Employees of the WG and their dependants who are posted overseas have access to the FCDO One HMG Healthline Scheme. You must be registered for the [One HMG Healthline](#) Scheme and have medical and dental clearance from them before you start your posting. The scheme ensures adequate, NHS-equivalent levels of care outside the UK and considers individual cases based on fact and medical advice. For every posting, FCDO One HMG Healthline will identify medical facilities which offer standards of care as close as possible to what would be offered under the NHS. For example, free eye tests available to WG employees are replicated by the arrangements overseas.

Via FCDO One HMG Healthline you will have access to experienced medical practitioners who will be on hand to deal with any queries you may have.

If you and your qualifying dependants have obtained medical clearance, you do not need authorisation from the FCDO One HMG Healthline to access primary care services (e.g. GP appointments). However, specialist investigations or treatment of any kind must be approved in advance by the FCDO One HMG Healthline. If you go ahead with specialist tests or treatment without authorisation, you will need to cover the costs yourself.

You and your accompanying family members are eligible for FCDO One HMG Healthline cover in your country of posting only. If you have specified countries that you regularly travel to in the normal course of your work in the "Regional Remit" section of the FCDO One HMG Healthline registration then you (not your accompanying family members) can also access health cover when visiting these countries on business. If your work involves travel to a country you have not specified in the "Regional Remit" section you must

⁵ nb. language training for partners/spouses has been devolved to posts and there is no central guide/cap on number of hours etc this is now determined at post and WG will follow this by post.)

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complete additional duty travel clearance. OOT will advise on the process ahead of posting. You will also be covered by Lifeline Plus Group Personal Accident and Travel Policy when you are travelling on business (see Part K).

If you holiday in a third country (outside the country of posting) you and your qualifying dependents will not be covered by FCDO One HMG Healthline for holidays outside the country of your posting.

Prescription Charges

Prescription charges are also eligible for reimbursement. If you use a provider that has a cashless agreement with the FCDO healthcare provider then the official or family member should complete a cashless claim form and state on it that they are exempt from prescription charges and give the reason for this – WG free prescription policy. The provider would then forward the invoice and cashless claim form to the FCDO for payment.

If there is no cashless agreement in place with the provider then you will need to pay for your prescription and reclaim the costs via the OOT.

The only exception to this rule is a “blue light” emergency where you or your dependants require emergency medical attention. A responsible person (not the patient) will be expected to alert FCDO Healthline as soon as possible about the situation. Retrospective authorisation and reimbursement of medical costs will only be agreed in these emergency situations.

Medical Treatment in the UK

In some circumstances FCDO One HMG Healthline may be able to cover the cost of tests or treatment in the UK. You will need to give FCDO One HMG Healthline around 4 months’ notice if you think you need a referral for a routine NHS appointment. Circumstances where medical treatment in the UK might be approved include:

- Local medical facilities in country fall below NHS standards;
- What is proposed locally would not be recommended in the UK;
- You have already had care under a UK specialist or where there is a likelihood that future care and monitoring will continue well after the posting has ended – this is the “continuity of care” principle;
- Costs of treatment in country are disproportionately high;
- Appointment / treatment isn’t time critical or elective and could reasonably wait until you have a planned trip to the UK for other reasons. This includes asymptomatic ‘well woman’ and ‘well man’ screening (smears, mammograms, etc). Note: FCDO On HMG Healthline will decide what is and is not routine and foreseeable treatment.

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I. Personal Vehicles Overseas

Any import/export of personal vehicles to overseas posts is discouraged and must be organised and met at the post-holder's own cost. There is no provision for import/export of vehicles via the FCDO.

Taking personal vehicles overseas e.g. via ferry or Eurotunnel to Europe is permitted in specific cases, with prior approval, providing the cost impact is equal or less than the costs of the alternative forms of transport to post (for example, in recognition of dependants and luggage) although the WG Travel and Subsistence Policy is clear on the travel hierarchy (active travel and public transport first) and environmental impact of (non-zero emission) vehicles, therefore sustainable transport whilst at post is the default option for the majority of overseas posts.

J. Holidays, Emergencies and Compassionate Leave

Holidays

You will continue to receive your normal annual holiday entitlement, excluding WG privilege, UK public and statutory holidays. You will also be allowed to take the customary public holidays and privilege days at post. All other policies on taking holiday leave continue to apply.

Compassionate Leave

If you need compassionate leave either at the location of your posting or to return to Wales/the UK to deal with a serious domestic crisis, bereavement or serious illness of a close family member, the WG Special Leave Policy will apply. For the purposes of this policy, a 'close family member' is defined as one of the following:

- Spouse or established partner;
- Child or step-child;
- Parent;
- Sibling;
- Step-parent;
- Legal guardian;
- Other legally-recognised next-of-kin (where none of the relatives above are alive).

Compassionate Journeys

If the situation requires you or your spouse/established partner to return to Wales/the UK, the WG will pay the cost of return travel. Flights will be at the rates set out in Annex C, for rail travel, standard class only must be used and for sea travel, first class may be used, in line with WG T&S Policy.. If the visit is an emergency, and economy flights or equivalent are not available within a reasonable timescale, then a business rate flight may

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exceptionally be taken. You should provide documentary proof to the Head of Overseas Operations if that this is the case.

The WG will only pay travel costs incurred as a result of the death / serious illness of the relatives. Paid travel for 'in-laws' or grandchildren is not available, unless the grandchildren are under 5 years of age and have not started full-time education.

Unless there are exceptional circumstances, you should discuss the situation with your line manager, who may need to discuss with the Head of Overseas Operations (to discuss policy or budgetary impact), before committing to any expenditure.

Emergencies outside the UK

In the event of a civil emergency occurring in an overseas location, the safety and welfare of you and your family will be of prime concern. If the WG/FCDO advise that a return to Wales/the UK is imperative, in the event of no charter flights or emergency transport provided by the UKG for all UK civil servants, the WG will pay the cost of travel for you and your dependants. Rates set out in Annex C should be followed, unless the emergency situation dictates restrictions on flights, whereby, you should provide documentary proof to the Head of Overseas Operations and your line manager if that this is the case. For rail travel, standard class only must be used and for sea travel, first class may be used, in line with WG T&S Policy.

Emergency Contact Details

Before commencing an assignment, you must advise the CSSC and the OOT of the names, telephone numbers and addresses of people to contact in the case of emergency and update the HR Self-Service system if necessary.

K. Personal Insurance

If you are travelling on official business, you are covered against injury under the Civil Service Pensions (CSP) unless you are a member of another occupational pension scheme which has similar arrangements. If you are a member of another pension scheme you are also covered for death benefits under your individual pension scheme arrangements.

Emergency Assistance via Lifeline Plus

The WG has a contract for personal accident and travel insurance for employees who are travelling on official business or posted overseas. This also covers your qualifying dependents. Claims should be submitted to the OOT for payment.

Whilst the WG has no liability to pay compensation for the loss of or damage to personal property either in this country or abroad whilst travelling on official business, cover has been provided under this personal accident and travel insurance.

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The contract also includes an emergency assistance helpline. The service provides guidance and contact information in the event of a medical or security situation when you are travelling abroad and operates 24 hours a day, 365 days a year. As well as medical assistance, the helpline can provide:

- advice on replacement of lost or stolen tickets, passport or travel documents;
- assistance in liaison with carrier on location of lost luggage items;
- uninsured motoring assistance if your vehicle breaks down on the way to the airport;
and
- emergency message relay to family or business associate where normal channels fail.

Details of the provision including emergency contact details are available from the travel insurance page on the intranet. You are encouraged to download this information (inc the Travel Card Pack in pdf available under Supporting Information) prior to travelling to post. OOT can provide the details from the intranet again, upon request, for those without access to the intranet whilst overseas.

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ANNEX B - TRANSPORTATION OF PERSONAL EFFECTS OVERSEAS

The WG will pay the costs associated with transporting your and your family's personal effects to an overseas location up to the limits detailed in the Movement of Personal Effects Contract (MOPEC). This includes any clearance costs at port/ airport, delivery to the home overseas and insurance during transit⁶. Items may be transported as heavy baggage or unaccompanied air freight. Any excess weight or volume must be paid for by the employee. You will need to meet any other transportation costs e.g. transportation of pets.

Alternative arrangements for transporting personal effects may be considered as long as the cost is less or equal to the figures obtained via the FCDO which we are aligned to.

You must plan ahead and make advance arrangements to ensure that your heavy baggage reaches your new home in the overseas location on or shortly after your arrival.

If you are taking up an overseas posting at short notice or if there are exceptional circumstances and you need to take additional personal effects via unaccompanied air freight, this should be discussed with the Head of Overseas Operations and your line manager who has discretion to grant additional entitlement in these circumstances. The FCDO also provides a float of items at post, pending heavy baggage arrival.

If the limits set out below do not meet your needs, then you should discuss this with the Head of Overseas Operations and your line manager who **may**, on an exceptional basis, grant an additional allowance.

The information below sets out the broad terms at which you and your accompanying dependants can transport your personal effects to the new location:

1. Personal belongings and household effects will be sent to the location as heavy baggage.
2. Unaccompanied Air Freight may only be used for essential items of clothing/ small personal effects needed on arrival at the location.
3. Items in heavy baggage will in most cases need to be packed to the "for export" standard to limit the potential for damage and will therefore need to be packed by the contractor, to qualify for insurance purposes also.

The maximum quantities that will be paid for by the WG are set out in the FCDO policy covering heavy baggage and are available from the appointed framework supplier (via OOT) in advance of posting or returning from post. These limits:

- cover the employee and all qualifying dependants

⁶ Insurance for heavy baggage is included in MOPEC, providing the removal company has packed.

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- are not transferrable – unused balances may not be carried forward to the return from posting journey or for a future posting abroad.
4. If you choose to take any personal recreational items, for example, musical instruments, or sporting equipment and these incur special packing or handling charges, then these costs must be met by you.
 5. Whatever mode of travel is used, you should take luggage to the maximum of the free allowance granted by the travel provider.
 6. When travelling by a personal or private hire motor vehicle to and from most European countries, you are expected to take any clothing / small personal effects you need upon arrival with you. Where this is not possible, any items that cannot be transported with you may be sent as unaccompanied air freight up to the specified FCDO limits.
 7. Delivery timescales can vary across the globe, therefore you must plan ahead to ensure that your belongings arrive at your home overseas in good time.

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ANNEX C - CLASSIFICATION OF FLIGHTS

For the duration of an overseas posting Wales Sent officials and accompanying dependants are entitled to:

- A set up visit journey from Wales/the UK to post, before taking up the posting.
- A transfer journey from Wales/the UK to Post at the beginning of the posting.
- Annual Leave Journeys to and from Wales/the UK during the posting.
- A transfer journey from Post to Wales/the UK at the end of the posting.

Flying Time	Approved Route - Class of Travel
Up to 5 hours	All Staff: Transfer and annual leave journeys/set up visit Economy
Over 5 hours	All Staff: Transfer journeys: Business (or Premium Economy/Economy if Business not available on aircraft) Annual leave journeys/set up visit : Economy
Over 10 hours	All Staff: Transfer journeys: Business (or Premium Economy/Economy if Business not available on aircraft) Annual leave journeys/set up visit: Premium Economy (for Posts between 10-20 hours)

Notes:

- Class of travel derives from the published flying time excluding any transits between London and Post on the approved route.
- Using the mode of travel which represents best value (see WG T and S policy for full details).
- Spouses/civil partners/established partners and dependent children are entitled to the same class of travel as staff. Children and other qualifying dependants (including authorised parent journeys) not resident at post travelling without the officer must travel in economy class.
- Adjustments considered on a case-by-case basis, as per FCDO policy, e.g. in consideration of medical conditions requiring additional leg room or other adjustments.

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ANNEX D – QUALIFYING DEPENDANTS

The following are qualifying dependants for the purposes of the policy:

- A spouse / partner / civil partner living with the employee overseas.
- A child up to and including age 18 who is not married/ not with a partner/ does not have a civil partner, is living overseas with the employee, has been financially dependent on him/her for the greater part of the posting, and is unemployed.
- A child over the age of 18 who is living overseas with the employee and who irrespective of age is dependant because of physical or mental impairment.
- A child up to and including age 18 who is in full-time education (nursery to sixth form) and is living with the employee overseas.
- A child up to and including age 18 based elsewhere in the overseas location who is not married/ does not have a partner / civil partner/, has been financially dependent on the employee for the greater part of the posting, and is unemployed.