



Paris, 25 April 2022

Memorandum No. 2022-1

Subject: Medical care for OIE staff working in the Regional and Sub-Regional Representations

HAVING REGARD TO

Article 6.1 of the OIE Staff Statute and Chapter VI of the Staff Rules, which provide for medical insurance for Headquarters staff

CONSIDERING

The OIE's willingness to offer a fair treatment to all both at Headquarters and in the Regional and Sub-Regional Representations (RR-SRR), as much as possible,

The diversity of national, public or private health systems and facilities available in the regions, as well as the diversity of the administrative situation of the staff,

The unsuccessful consultation of several insurance companies for a scheme common for all the RR-SRR staff,

AND CONCLUDING

That the most convenient solution is to provide an additional remuneration to staff of the Regional and Sub-Regional Representations in order to introduce a partial contribution from the OIE to the cost of an optional enrolment in health insurance,

The Director General,

Decides

Article 1: Introduction of a new benefit

All staff employed in the Regional and Sub-Regional Representations have the possibility to benefit from partial reimbursement of medical insurance costs under the below-detailed conditions.

Article 2: Eligibility

All staff employed in the Regional and Sub-Regional Representations are eligible to this benefit with the exception of seconded employees whose salary is paid by their home institution and not by the OIE.

For the sake of clarity, external consultants and interns are not eligible to this benefit.

Article 3: Principle of non-obligation

This benefit is optional. All staff concerned have the possibility to contract or not, with the medical care provider of their choice.

Article 4: Terms and conditions

The below terms and conditions are cumulative:

1. The OIE will bear 50% of the cost of the selected private insurance;
2. Only “core” guarantees, as mentioned in the tab below, shall be considered in the total cost entitled to a 50% reimbursement?
3. The maximum amount reimbursed by the OIE is capped to EUR 150 (USD 170) per month or EUR 1 800 (USD 2 040) per year.

Nature of risks covered	Core or Optional
Visits to generalist practitioners	Core
Visits to specialised practitioners	Core
Pharmacy	Core
Hospitalisation (including maternity)	Core
Transport (Hospitalisation)	Core
Optical	Optional
Dental care	Optional
Orthodontic appliances or dental prosthetics	Optional
Repatriation	Not covered
Disability insurance	Not covered
Life insurance	Not covered

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- The insurance can cover the staff and their dependents;
- The above-mentioned maximum amount remains constant and is not adjusted for inflation until further notice;
- Risks identified as “optional” and/or “not covered” in the above tab could be exceptionally considered in the total amount entitled to 50% reimbursement at the sole discretionary decision of the DG. Those exceptions shall be based:
 - on the critical situation of an employee situation, provided a rationale and evidence are confidentially shared with HR.
 - on the specific political situations or critical risks in some geographical zone (for instance: war zone requiring specific protections/guarantees)

On the basis of a detailed quotation, the staff can be advised by HR Unit about the eligibility of the costs.

Article 5: Process

Reimbursement will be done on the monthly basis with the payment of the salary.

All reimbursements will be made upon receipt of invoices.

Should receipts present “core”, “optional” and “not covered” risks, the detailed cost of “core” risks must be clearly identified for these costs only to be considered.

Article 6: Management

The Director of Administration is responsible for implementing this memorandum.

The present memorandum cancels and replaces the decision dated 5 August 2011.

The present memorandum shall enter into force on 1 May 2022.

A handwritten signature in blue ink, appearing to read 'M. Eloit', is centered on the page. The signature is fluid and cursive.

Monique Eloit
Director General