

## RULES APPLICABLE TO CONSULTANTS AND TEMPORARY PERSONNEL

### Chapter XVI

# Consultants

#### **Article 68      General provisions**

- 68.1 The Head of the NATO body may call on the services of consultants when necessary.
- 68.2 A consultant is defined as a recognized expert or specialist engaged to serve in an advisory or technical capacity.
- 68.3 A consultant shall not hold an established post in the Organization.
- 68.4 Consultants shall not normally be engaged unless they fulfil the conditions laid down in Article 3(a), (d) and (g) of the Rules governing members of the staff (Part I of these Regulations).

#### **Article 69      Duration of employment**

- 69.1 The duration of employment of consultants shall be stipulated in the contract and shall not normally exceed a period of 90 consecutive days. However, if required by circumstances, such contracts may be extended by one further period not exceeding 90 days.
- 69.2 Where, in exceptional and well-defined cases, the services of a consultant are known to be required for a period longer than 180 days, specific budgetary provision shall be made.
- 69.3 Where consultants are required to provide services or goods, the date by which those services or goods shall be furnished shall be stipulated in the contract.

#### **Article 70      Fees**

- 70.1 Consultants' fees shall be fixed in the contract and shall be payable in the currencies of the host country, their home country, or both.

- 70.2 In addition to this contractual fee, consultants may, during their period of service with the Organization, continue to receive emoluments from outside sources.
- 70.3 The fees paid to consultants are not exempt from taxation.
- 70.4 No payment of fees will be effected unless a written declaration has been made by the immediate supervisor certifying the time during which consultants have worked and that their performance of duty has been satisfactory or that the services or goods have reached the required standard and have been furnished by the date specified in the contract.

### **Article 71      Obligations and responsibilities**

The provisions of Chapter IV of the Rules governing members of the staff (Part I of these Regulations) shall, unless otherwise decided by the Head of the NATO body and except as provided in Article 70.2, be applicable to consultants.

### **Article 72      Travel**

- 72.1 Consultants whose place of residence is more than 100 km from the place of employment shall be entitled to the reimbursement of direct travel expenses to and from that place of residence on taking up their duties and on leaving the service of the Organization unless these expenses are borne by a government or other authority.
- 72.2 The provisions of Articles 40 and 41 of the Rules governing members of the staff (Part I of these Regulations) shall be applicable to consultants.
- 72.3 For the purposes of establishing the rates payable under this article, consultants will be assimilated to international civilian personnel grades.

### **Article 73      Leave**

Leave entitlement, if any, shall be specified in the contract.

### **Article 74      Insurance**

Consultants may be covered, at their request and at their expense, by accident insurance for occupational risks during the period of their engagement.

### **Article 75      Immunities and privileges**

If it is to the benefit of the Organization, consultants employed on missions may be granted certain privileges and immunities under the conditions laid down in Articles 21 and 22 of the Agreement on the status of the North Atlantic Treaty Organization, national representatives and international staff signed in Ottawa on 20<sup>th</sup> September, 1951 (Annex I).

**Article 76      Security**

The provisions of Chapter VI of the Rules governing members of the staff (Part I of these Regulations) shall in all cases be applicable to consultants.