



PROCEDURAL ACT OF THE ENERGY COMMUNITY SECRETARIAT

2026/03/ECS-ENC: ON RULES FOR SECONDED STAFF, INTERNS, LOCALLY RECRUITED STAFF AND FELLOWS

The Energy Community Secretariat,

Having regard to the Staff Regulations of the Energy Community, and in particular section 2 thereof,

Having regard to the applicable Rules for Recruitment, Working Conditions and Geographical Equilibrium of the Secretariat's Staff of the Energy Community ("the Recruitment Rules"),

Whereas promoting secondment, internship, Locally Recruited Staff and fellowships as tools for interlinking the professional knowledge and experience of the Secretariat and its stakeholders, for contributing to practical education and improvement of the quality of domestic energy administration, and for making the Energy Community workforce as a whole more efficient lies in the interest of the Secretariat,

Whereas this interest needs to be reconciled with the limitations of the budget to be fully respected at all times,

Whereas secondment and internship as well as fellowships and Locally Recruited Staff requires clear definitions and rules on the appointment or recruitment procedures as well as the working conditions at different duty stations of the Energy Community or in one of the Contracting Parties,

While the Staff Regulations apply to Secoded Staff, Interns, Fellowships and Locally Recruited Staff as far as explicitly referred to within the Staff Regulations,

Whereas this Procedural Act was amended, in order to increase clarity and align the rules with the amended Staff Regulations and Recruitment Rules,

ADOPTS THE FOLLOWING PROCEDURAL ACT:



Article 1 Secondees

1. Public authorities of a Contracting Party, Participant or Observer to the Energy Community Treaty or international organizations or any other third party may second a person to work at the Secretariat at any of its duty stations ("Secondees") in line with the provisions of these Rules. During the secondment period, the Seconded Staff remains employed by the seconding party.
2. Seconded Staff may come from any public authority or international organization, including but not restricted to, ministries, agencies, regulatory and competition authorities, courts, IFIs, development institutions, etc.
3. Only candidates fulfilling the highest standards of professional excellence and personal integrity shall be appointed and seconded. Working knowledge of English is indispensable. To the extent possible, the appointment of Seconded Staffs shall reflect a geographical equilibrium within the territories covered by the Energy Community.
4. Interested candidates shall send their application to the seconding party. The seconding party may forward to the Secretariat the application together with a letter of recommendation signed by the responsible Head of the seconding party.
5. The selection of the Seconded Staff on the basis of the received applications shall be led by Selection Committee established by the Director in the size and format suitable for the purpose of recruitment or solely by the Director of the Secretariat.
6. The appointment of any Seconded Staff may be preceded by an interview with the candidate.
7. Secondment shall require an act of appointment by the Director of the Secretariat.
8. The act of appointment shall be accompanied by a written agreement between the Secretariat, the candidate and the seconding party on the terms and conditions governing the secondment. In this agreement, the seconding party shall commit to continue any payments (salary, contributions to social security and insurance systems, etc.), required by national law governing the employment of the Seconded Staff by the seconding party.
9. Any appointment of a Seconded Staff may be for up to one year.
10. Seconded Staff shall work under the full and sole authority of the Director of the Secretariat and, as the case may be, the head of the unit or a Staff Member within the unit they are assigned to internally. During the time of their secondment, Seconded Staff shall act



impartially and in the interest of the Energy Community alone and shall not seek or accept any instructions or directions from their seconding party or other third parties. The seconding party shall accept that in the written agreement concluded with the Energy Community under paragraph 8 above.

11. Early termination of the secondment shall be governed by the rules stipulated in the Staff Regulations.

Article 2 Interns

1. The Secretariat may offer internships for the purpose of assistance to Staff Members of the Secretariat.
2. Duty station of an Intern may be at the headquarter of the Energy Community in Vienna, at one of its regional offices or in one of the Contracting Parties, in which the support shall be provided.
3. An internship may be for a period of up to one year.
4. An application for an internship shall be addressed to the Secretariat directly and be accompanied by a resume of the applicant. Applications may respond to a vacancy notice but also be submitted independently. Working knowledge of English is indispensable. The Director may decide to invite the applicant for an interview.
5. The recruitment of an Intern shall be made by way of an internship agreement between the Energy Community and the Intern. The internship agreement may be terminated by both parties upon two weeks' notice by way of a reasoned termination letter.
6. Interns shall work under the full and sole authority of the Director of the Secretariat and, as the case may be, the head of the unit or a Staff Member within the unit they are assigned to internally. They shall act impartially and in the interest of the Energy Community alone and shall not seek or accept any instructions or directions from any third party.

Article 3 Common rules for Secondees and Interns

1. Seconded Staff and Interns shall be subject to the Treaty, the Staff Regulations, as well as Procedural Acts of the Energy Community Secretariat or guidelines issued by the Director in their most recent versions, in the same way as Staff Members, unless and to the extent the



present rules provide otherwise or the Director decides to make exceptions. Any such exemptions shall be stipulated in the act of appointment or the internship agreement.

2. The relation between the Energy Community and a Seconded Staff or Intern shall not be governed by Austrian law or the law of any other national jurisdiction.
3. The Energy Community shall not be liable for any contributions to systems of national social security, insurances or any other arrangement entered into or requested by the Seconded Staff or Intern. Seconded Staff and Interns shall present the Secretariat a written confirmation of their health insurance coverage before taking up work.
4. Seconded Staff and Interns shall sign a declaration of absence of conflict of interest and of confidentiality before taking up their work.
5. Seconded Staff and Interns shall be assigned to one of the units at the Secretariat or the Director directly.
6. Seconded Staff and Interns shall be provided by the Secretariat with adequate working conditions.
7. Seconded Staff and Interns shall normally work full-time, i.e. 40 hours a week, and shall be entitled to 2,5 days of leave per month to be coordinated with the direct superior. Depending on the specific activities the Seconded Staff or Intern shall contribute to, Seconded Staff or Intern may also work part-time, if explicitly agreed in the agreement with the Secretariat (and seconding party).
8. Seconded Staff and Interns shall be entitled to a certificate of employment upon completion of their secondment or internship.
9. Seconded Staff and Interns shall not have any claim to employment by the Energy Community.

Article 4

Administrative and Budgetary implications

1. Any appointment as Seconded Staff or as Intern shall depend on the administrative and financial capacity of the Secretariat.
2. Seconded Staff and Interns shall receive a monthly stipend by the Energy Community to support them in meeting the subsistence costs. It may vary depending on the duty station and tasks assigned.



3. Seconded Staff and Interns, as well as their dependents, shall not be entitled to any other benefits, allowances or compensations besides the monthly stipend, with the exception of reimbursement of travel costs and daily allowances in line with the Travel Rules.

Article 5 Locally Recruited Staff

1. In case of a need of additional administrative or technical support, the Director may recruit persons locally and assign them to an hourly rate ("Locally Recruited Staff").
2. Recruitment of Locally Recruited Staff shall be done by way of a service agreement which, as a minimum, shall determine the service to be provided by the Locally Recruited Staff, the hourly rate and stipulate confidentiality obligations. The service agreement shall not be governed by Austrian law or the law of any other national jurisdiction.
3. Locally Recruited Staff shall normally be deployed on an ad hoc basis. When working for the Secretariat on a regular basis, Locally Recruited Staff may not be deployed more than 20 hours per week. In any event, the deployment of Locally Recruited Staff may not lead to a circumvention of the Recruitment Rules.
4. Locally Recruited Staff, as well as their dependents, shall not be entitled to any other benefits, allowances or compensations besides the hourly rate agreed.
5. Locally Recruited Staff shall not have any claim to employment by the Energy Community.

Article 6 Fellows

1. The Director may decide on fellowship assignments to support and strengthen research capacities at the Energy Community.
2. Such assignments as referred to under (1) shall be allowed depending on administrative capacity of the Secretariat (like space, equipment) with duration of up to 2 years. Such assignments shall be at no costs to the Energy Community. The Travel Rules also apply to Fellows.
3. The Director shall assign the fellow to a specific Staff Member or unit of the Secretariat. She/he shall perform his functions under the authority, and in full compliance with the instructions of the Director, and any person acting on his/her behalf.



4. The fellow shall comply with all regulations, rules, instructions, procedures issued by the Energy Community and its Secretariat.

Article 7 Entry into force

1. This Procedural Act shall enter into force upon its adoption.
2. Upon its entry into force, PA 2019/05/ECS-EnC On Rules for Secondees, Interns, Other assignments and Locally Recruited Persons shall be repealed.

For the Energy Community,

A handwritten signature in black ink that reads "Artur Lorkowski".

Artur Lorkowski
Director

Done in Vienna, on 22 January 2026