

PROCEDURAL ACT

OF THE ENERGY COMMUNITY SECRETARIAT

2025/25/ECS-ENC: ON THE ADOPTION OF A HEALTH INSURANCE REIMBURSEMENT SCHEME

The Energy Community Secretariat,

Acknowledging the importance of competitive remuneration and financial incentives of staff members in line with equal standards,

Committed to follow and implement the best practices among international organisations operating in Austria providing financial support to staff mandatory health insurance contribution,

Based on Section 12.1 of the Energy Community Staff Regulations, as amended by Procedural Act 2024/04/MC-EnC, adopted by the Ministerial Council on 19 February 2024,

ADOPTS THE FOLLOWING PROCEDURAL ACT:

Article 1

Health Insurance Cost Reimbursement

1. Staff members of the Energy Community are entitled to the monthly reimbursement of their actually incurred costs for adhering to a public or private health insurance scheme.
2. Health insurance costs can only be reimbursed for actual costs incurred and not to the extent the health insurance is paid by a third party. Costs incurred for insuring third parties, including dependents, as well as costs of insurance brokers or other services, cannot be reimbursed.
3. In any event, the amount of reimbursement cannot exceed EUR 550.00 per month in 2026, and EUR 605.00 per month in 2027.
4. To receive health insurance cost reimbursement, staff members shall apply by submitting the form as per Annex 1. The application shall be accompanied by a health insurance policy on the name of the staff member concerned as well as a proof of actual payment of the prime for which reimbursement is requested (bank statement).

5. The application for compensation of health insurance costs shall be submitted for further processing to the Executive Coordinator and HR Expert once per year upon the latter's request and within a deadline set by him/her.
6. Staff members shall inform the Executive Coordinator and HR Expert of any change in their health insurance scheme such as termination, change of insurance company, change of the prime amount etc., within 10 working days, and upon request.



Article 2 Entry into force

This Procedural Act shall enter into force on 1 January 2026 and shall be valid until 31 December 2027.

For the Energy Community



Artur Lorkowski
Director

Done in Vienna on 22 December 2025

Annex 1

Health Insurance Refund Application Form

General information

1. Last name [Click or tap here to enter text.](#) First name [Click or tap here to enter text.](#)

2. Entry data on duty [Click or tap to enter a date.](#)

3. Nature of application: First application ☐
Resubmission/correction ☐

Health Insurance information

4. I'm insured with the following company (s) [Click or tap here to enter text.](#)

5. Period of the insurance: from [Click or tap to enter a date.](#) to [Click or tap to enter a date.](#)

6. I attached a copy of the health insurance policy Yes ☐ No ☐

7. I attached a proof of the payment for the insurance Yes ☐ No ☐

8. I certify that I do not get health insurance reimbursement from other sources Yes ☐ No ☐

9. I request EUR [Click or tap here to enter text.](#) monthly health insurance reimbursement from the EnC

10. Any other comments: [Click or tap here to enter text.](#)

11. I certify that the above information is correct and up to date.

[Click or tap to enter a date.](#)
Date

Signature of staff member

12. Application reviewed and approved by the Executive Coordinator and HR Expert.

[Click or tap to enter a date.](#)
Date

Signature of Executive Coordinator and HR Expert