

**PROCEDURAL ACT
OF THE ENERGY COMMUNITY SECRETARIAT**

2024/03/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 500.00 per month.
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 to the Head of Administration and Finance Unit once per year upon the latter's request and within a deadline set by him/her.
6. Staff members shall inform the Head of Administration and Finance Unit 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 and validity

This Procedural Act enters into force on the day of its adoption. It is valid until 31 December 2025.

For the Energy Community Secretariat

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

Director

Artur Lorkowski

Done in Vienna on 05 March 2024

Annex 1

**Health Insurance Refund
Application Form**

General information

1. Last name _____ First name _____

2. Entry data on duty _____

3. Nature of application: First application
Resubmission/correction

Health Insurance information

4. I'm insured with the following company (s) _____

5. Period of the insurance: from _____ to _____
dd/mm/year dd/mm/year

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 _____ monthly health insurance reimbursement from the EnC

10. Any other comments: _____

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

Date

Signature of staff member

12. Application reviewed and approved by the Head of Administrative and Financial Unit

Date

Signature of Head of Administrative and Financial Unit