ANTIGUA AND BARBUDA



THE FOREIGN SERVICE ORDERS, 2009

2009, No. 11

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THE FOREIGN SERVICE ORDERS, 2009

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ANTIGUA AND BARBUDA

THE FOREIGN SERVICE ORDERS, 2009

2009, No. 11

THE FOREIGN SERVICE ORDERS made by the Minister in exercise of the powers conferred upon him under section 28 of the Civil Service Act, Cap. 87.

1. Short title and Commencement

These Orders may be cited as the Foreign Service Orders, 2009 and comes into force on a date appointed by the Minister by Notice published in the *Gazette*.

2. Terms and Definitions

In this Order—

Ambassador includes a High Commissioner and other diplomatic official accredited to a foreign sovereign or government, or to an international organisation. **Resident Ambassador** is one who resides in the country or in one of the countries to which he/she is accredited. **Non-Resident Ambassador** is one who does not reside with the country to which he/she is accredited but lives in another country or in Antigua and Barbuda.

Child means offspring, stepchild or legally adopted minor.

Consul General means the most senior diplomatic or consular representative assigned to a consular jurisdiction to promote and protect the interest of the citizens of the home country, and to foster economic, educational, cultural and social relations between the host and home countries.

Dependant means an unmarried child under the age of 18 years, an unmarried child under the age of 18, who is financially dependant by virtue of being in full time attendance at a recognized educational institution and who is not more than 24 years of age at the commencement of the academic year, a child over the age of 18 years who is mentally or physically challenged, and an immediate family member who, in the opinion of the Permanent Secretary, shall provide assistance to the Officer in the performance of his/her official duties *in lieu* of a household employee.

Director General means the Foreign Service Officer holding the Office of Chief Professional Adviser in the Ministry of Foreign Affairs with direct responsibility for advising the Minister on foreign policy issues, and for the overall co-ordination of functions and duties of all foreign service offices in the Overseas Missions.

Duty Station means Antigua and Barbuda or any overseas post.

Education Expenses means tuition fees and non-refundable charges such as application and registration fees, where applicable.

Foreign Service Review Committee means a committee established by the Public Service Commission and consisting of a member of the Public Service Commission, the Permanent Secretary of the Ministry of Foreign Affairs, the Director General and such other public officers as the Public Service Commission may appoint.

Head Mission means Antigua and Barbuda's most senior Representative in any country holding the rank of Ambassador, High Commissioner, Permanent Representative, Consul General, or the most senior representative of Antigua and Barbuda accredited to any international organization and who holds overall responsibility within the host country.

Headquarters means the Ministry of Foreign Affairs in Antigua and Barbuda.

Household effect means the furniture, household equipment and personal articles of an officer and his dependants, excluding motor vehicles and pets.

Immediate family means spouse, child, parent and sibling.

Locally recruited staff means non-representational employees or persons with resident status in a country of operation, recruited from within the host country and appointed as support staff at a Mission or Consular Post.

Member of Household means dependants and household employees or any other person duly approved by the Permanent Secretary.

Member of the Foreign Service means a designated career/non-career officer, including Heads of Mission/Post of the Ministry of Foreign Affairs engaged in the specific role of exercising foreign policies.

Minister means Minister with responsibility for Labour, Public Service Affairs and Empowerment.

Mission means any Embassy, High Commission, Diplomatic or Consular Office outside of Antigua and Barbuda.

Non-representational Officer includes any person from without the Ministry of Foreign Affairs who subsequent to this Order coming into force is assigned to the Overseas Division.

Non-representational Staff means any members of the support staff not included in the official listing of representational officers and including persons engaged in providing administra-

tive or technical support services to a mission in areas including such as accounting, secretarial and clerical functions at a post.

Officer means a Foreign Service Officer serving at the Ministry of Foreign Affairs or at a Mission.

Overseas Post means any country outside Antigua and Barbuda where a Diplomatic Mission or Consulate is located.

Permanent Secretary means the Permanent Secretary in the Ministry of Foreign Affairs.

Removal Expenses means Shipping or Transportation costs and Passages of an Officer who has been transferred or is retiring, his/her dependants and household employees, where applicable.

Representational Officer means a foreign service officer assigned to the Foreign Service as career diplomat or consular officer in the Overseas Division of the Foreign Service.

Route means the route approved as being the most practical and economical route by land, air or sea or any combination of them.

Single Officer means any one of the following conditions *(a)* Unmarried Senior and Other representational officer *(b)* a widowed, separated or divorced officer who normally resides alone *(c)* a married officer who is not travelling to post with a spouse or dependants.

Spouse means a spouse by virtue of a legally recognised marriage;

Transfer means to post to the Overseas Division, to send from one Overseas Post to another, or to assign from an Overseas Post to Antigua and Barbuda.

POSITION OF THE FOREIGN SERVICE WITHIN THE PUBLIC SERVICE

The Antigua and Barbuda Foreign Service is an integral part of the Antigua and Barbuda Public Service. It is an agency of the Government of Antigua and Barbuda in the conduct of the international and commercial relations and foreign policy objectives. All Officers of the Foreign Service, including Heads of Missions, Ambassadors, contracted and non-representational officers serving at Overseas Missions or at Headquarters are subject to the administrative authority of the Permanent Secretary of the Ministry of Foreign Affairs.

APPLICATION AND GENERAL INSTRUCTIONS

Where no specific provision is made in these Orders, the Public Service Regulations or other regulations and rules governing the Public Service, including those governing age of retirement and eligibility for pensions upon retirement, shall apply to Officers within the Foreign Service. These Orders are, however, to be read in conjunction with the regulations contained in the Foreign Service Administrative Manual.

3.1 Application of the Orders

These Orders apply to all Representational Officers of the Government of Antigua and Barbuda.

3.2. Locally Recruited Staff

Locally Recruited Staff at Overseas Missions shall be subject to the terms and conditions laid down in their letters of appointment and such regulations as are, from time to time, made applicable to them.

3.3 Non-Foreign Service Officers assigned to Overseas Missions

Members from the other Ministries or Departments of the Government of Antigua and Barbuda who are assigned to serve in an overseas Mission shall be subject to the provisions of Chapter 4 of these orders relating to Official Conduct and Discipline and other provisions specified in their letters of appointment as applicable to them.

3.4 Relationship with Service Directives and Regulations

3.4.1 Where there is no specific provision in the Foreign Service Orders on any matter, the relevant provisions of the Public Service Regulations or Public Service Directives and any other regulations governing the Public Service shall apply. Where there is conflict between provisions in the Foreign Service Orders and the provisions of the Public Service Commission Directions or other regulations governing the Public Service, the provisions in the Foreign Service Orders shall prevail.

FOREIGN SERVICE AND APPOINTMENTS

4.1 Organization and Structure of the Foreign Service

4.1.1 The Foreign Service shall comprise two Divisions—

(a) The Headquarters Division, and

(b) The Overseas Division, consisting of all overseas missions

4.2 Classification of Foreign Service Officers

4.2.1 Officers of the Foreign Service may be classified as follows—

(a) The Permanent Secretary;

(b) The Director General who shall be the Chief Professional Officer and Adviser to the Minister of Foreign Affairs;

(c) Representational Officers;

(d) Non-Representational Officers;

4.3 Appendices A, B and C

The Offices, the holders of which are classified in the manner specified in order 4.2.1 of these Orders are set out in Appendices A, B, and C.

4.4 Appointments of Representational Officers

4.4.1 Appointments to the offices of Ambassador, High Commissioner, Permanent Representative, Consul-General, and Honorary Consul-General or other principal representative of Antigua and Barbuda in any other country or accredited to any international Organization and any other office designated by the Public Service Commission, shall be made by the Governor-General in accordance with sections 100 (1) and (2) *(c)* of the Constitution. Holders of these offices may be appointed as regular officers or on fixed term contracts, as may be determined by the Public Service Commission.

4.4.2 The power to exercise disciplinary control and the power to remove the persons specified in Order 4.4.1 shall be carried out in accordance with section 101 (2) *(c)* of the Constitution.

4.5 Appointments of Other Representational Officers

Appointments to other representational offices, other than those specified in Order 4.4.1, shall be made by the Public Service Commission on such terms and conditions as may be determined by the Public Service Commission.

4.6 Appointment of Non-representational Officers

Officers designated by other Ministries and Departments to perform specific duties in overseas Missions shall be nominated by the Permanent Secretary responsible to the Ministry or Department.

4.7 Recruitment of Representational Officers

Subject to Order 4.5, representational officers may normally be citizens of Antigua and Barbuda who possess the necessary qualifications as determined from time-to-time by the Public Service Commission, and are adjudged to be physically and mentally fit for appointment to the Foreign Service.

4.8 Recruitment of Non-representational Staff

Non-representational Staff may be recruited from among nationals of:

(a) Antigua and Barbuda

(b) Other OECS/CARICOM countries; or

(c) Other friendly states.

who fulfil the requirements in respect of their offices. In case of persons mentioned in subparagraphs *(b)* and *(c)*, the prior approval in writing from the Permanent Secretary shall be obtained.

4.9 Promotion within the Foreign Service

Every officer within the Foreign Service is eligible for a merit-based promotion. Such promotions shall be based on an officer's:

(a) prior and current job related experience and;

(b) period of tenure within the Foreign Service;

(c) academic and other qualifications; and

(d) suitability for the office under consideration.

4.10 Declaration under the Official Secrets Acts

Every employee who has not previously done so shall sign the prescribed declaration of secrecy at the time he/she assumes duty-

(a) in the case of an employee who assumes duty in Antigua and Barbuda, in the presence of the Permanent Secretary or other Representational Officer not below the rank of Assistant Secretary;

(b) in the case of an employee who assumes duty at the Overseas Division, in the presence of the Head of Mission or other Representational Officer not below the rank of First Secretary;

(c) A copy of the declaration shall be delivered to the officers signing it and he/she shall be given a receipt therefor. A copy of the declaration and receipt shall be kept in safe custody at the Overseas Mission and a copy sent to Headquarters Division;

(d) Unauthorized disclosure of information acquired by an employee in the course of his/her duties, shall be considered grounds for summary dismissal from the Service, and the Officer may be liable for prosecution under the relevant criminal statues of Antigua and Barbuda pertaining to such disclosures.

4.11 Method of Recruitment:

Positions applicable to locally-engaged staff which may become vacant from time to time may be advertised by the relevant Overseas Mission in a newsletter, electronically or in any other manner approved by the Head of Mission or Consular Post. Appointment may then be made by the Head of Mission or consular Post in accordance with Section 4.6. All appointments made by the Heads of Mission or Consular post under this Act shall be notified to the Permanent Secretary as soon as possible thereafter.

POSTINGS, TRANSFERS AND REASSIGNMENTS

5.1 Duty Station

5.1.1 Members of the Foreign Service shall be liable to transfer on a basis of regular rotation between Antigua and Barbuda and Overseas Missions or between one Overseas Mission and another unless otherwise stipulated in the terms and conditions of their contract.

5.1.2 The Permanent Secretary shall give primary consideration to the relationship between the needs of the Foreign Service and the qualifications, experience and performance of Officers in determining the duty station in which an Officer can best serve at any time. The Permanent Secretary may, however, take into account of any special considerations brought to his/her attention when deciding a duty station where an Officer should serve.

5.2 Initial Service at Headquarters

5.2.1 Subject to Order 5.2.3, an Officer recruited for Overseas Post will normally, on first appointment, be required to serve at Headquarters for a specified period, where he/she will undergo a period of orientation.

5.2.2 Subject to Order 5.2.3 a member of the non-representational staff may on first appointment be required to serve at Headquarters for a specified period, and he/she may be required to undergo a period or orientation as specified in Order 5.2.1

5.2.3 The Permanent Secretary may, where he/she considers it proper or expedient so to do, vary or waive the period of service under Orders 5.2.1 or 5.2.2.

5.3 Tour of Duty Overseas

5.3.1 A tour of duty at an Overseas Mission shall normally be for a period of four (4) years for Representational Officers and a period of three (3) years for Non-Representational Officers, subject to satisfactory performance and conduct and considerations of Order 5.1.2.

5.3.2 A tour of duty may be extended for an additional period of up to four (4) years, if in the opinion of the Ministry of Foreign Affairs, the interests of the Foreign Service shall be better served.

5.3.3 The tour of duty of Officers, including Heads of Mission or Consulates and any officers serving in a honourary capacity, where applicable, shall be in accordance with the terms of their contracts or letters of appointment.

5.4 Notification of Transfer

5.4.1 Officers shall be given at least three (3) months notice of any proposal to transfer them from an Overseas Post to any other post, subject to the relevant provisions of the Foreign Service Order. Officers shall be expected, however, to comply with any reasonable transfer order whether or not it has been possible to give them the normal period of notice.

5.4.2 In the event of a break out of war, uprisings or national disaster, natural or man made, officers and members of their household may be required to return to Antigua and Barbuda at short notice.

5.5 Transfers

5.5.1 Officers serving at the Headquarters Division shall be subject to transfer to any Overseas Post unless otherwise stipulated in their contractual arrangements. Similarly, Representational Officers and other officers serving at an Overseas Mission shall be subject to transfer between Overseas Posts as well as to the Headquarters Division or other areas of the public service. The exigencies of the Foreign Service shall remain the paramount factor.

5.5.2 Unless otherwise stipulated in contractual arrangements, an Officer may be transferred/seconded from the Foreign Service to another Department of Government, or to a regional or international agency or body under terms relating to transfers established by the Public Service Commission, and in the case of a regional/international agency or body, under terms agreed to by the agency/body in question, the Permanent Secretary and in consultation with the Officer. Equally, an Officer from another Department of Government may be transferred/seconded from that Department to the Foreign Service under terms to be set by the Public Service Commission and the Permanent Secretary.

5.5.3 To the maximum extent possible, due care shall be taken to avoid posting two officers who are married or one or more of their dependants to the same Overseas Post.

5.5.4 Unless otherwise herein provided under Orders 5.5.1 to 5.5.3, the rules relating to transfer/secondment under the Civil Service Act and Regulations shall be applicable to Foreign Service Officers.

5.6 Voluntary/Unilateral Resignation

5.6.1 An Officer who voluntarily decides to resign from his or her office before or at the end of his/her agreed period of service, (e.g. the period of service stipulated in a contract or in a letter of appointment), is required to submit his/her resignation in writing to the Permanent Secretary via the Head of Mission, in accordance with the terms of his/her contract or at least three (3) months in advance of the anticipated date of his/her proposed date of departure, his/her reasons for leaving the Service. These conditions are subject to and must comply with the regulations in force at time of resignation as stipulated in the Foreign Service Administrative Manual. The Officer's entitlements, if any, are those spelt out in the Foreign Service Administrative Manual.

5.7 Age-related Retirement

Retirement from the Service will be at an age specified in the Pensions Act and the Pension (Non-Established) Public Employees Act.

5.8 Payment of Passages on Retirement

An Officer leaving a Mission or Consular Post on retirement shall be entitled to payment of passages and other transportation expenses. Such Entitlement shall apply within the period and under the current rules stipulated in the FSAM.

OFFICIAL CONDUCT AND DISCIPLINE

6.1 Official Conduct of Officers

6.1.1 The relevant provisions of the Public Service Regulations, and other rules, instructions and directions applicable to public servants shall, subject to the relevant provisions of the Constitution of Antigua and Barbuda, also apply in all matters relating to the conduct and discipline of members of the Foreign Service.

6.1.2 An Officer of the Foreign Service is expected to:

(a) Conduct him/herself as a diplomat and treat others with respect, courtesy, and dignity;

(b) strive to respect local laws, customs, and practices;

(c) be appropriately attired when carrying out his/her official duties; and

(d) be seized with the implementation of Antigua and Barbuda's foreign policy goals and objectives.

In addition, special instructions regarding the conduct of Officers may be issued by the Ministry Foreign Affairs from time to time in respect of any matter for which there is no provision in the Public Service Regulations or Public Service Directions or other regulations governing the Public Service.

6.1.3 All Officers, whether serving at Headquarters or at Overseas Division, must bear in mind that they are official representatives of Antigua and Barbuda and shall not engage in any kind of activity that would impair their performance or bring the Foreign Service into disrepute.

6.1.4 All Officers should avoid engaging in any overt political activity outside their regular duties.

6.2 Loyalty and Confidentiality

Officers shall not seek or accept instructions from any foreign government, international organization or other external source and shall not communicate to any foreign government, entity, person or other source, information which has not been made public but which is known to them by reason of their position in the Foreign Service, except by authorization of the Minister of Foreign Affairs or the Permanent Secretary. Upon separation from the Foreign Service, These obligations remain in force for the specified period set out in the Foreign Service Administrative Manual.

6.3 Privileges and Immunity

Officers serving at an overseas post who are granted privileges and immunities under the Vienna Conventions must bear in mind that those privileges and immunities carry an obligation to comply with the laws and regulations of the host country. In this regard, Officers shall be held responsible for the conduct of all members of their household.

6.4 Financial Management

6.4.1 All Officers, whether serving at Headquarters or at an overseas Mission, are required to be prudent in the conduct of their personal lives and in the management of their financial affairs, as excessive indebtedness may be regarded as impairing their efficiency and their usefulness to the Foreign Service.

6.4.2 Officers serving at an Overseas Mission shall promptly discharge debt owing to institutions in the host country and shall not become engage in any financial commitments that would extend beyond their normal tour of duty. Personal financial obligations shall not be given any primary consideration in respect of any decision regarding the transfer of an Officer from one Overseas Post to another.

6.4.3 All Officers shall make themselves familiar with the relevant provisions of the Civil Service Regulations relating to bankruptcy and insolvency and with all other pertinent financial instructions and guidelines of the Ministry.

6.4.4 At no time shall Officers be granted advances from public funds outside of the provisions of the financial procedures of the Ministry. Officers who fail to comply with those requirements by way of the receipt or payment of such advance shall be liable to disciplinary action, including dismissal from the Public Service.

6.5 Legal Matters

6.5.1 Any Head of Mission or any Representational Officer who becomes involved in any way in criminal or civil proceedings shall immediately notify the Permanent Secretary in writing. An Officer serving overseas shall have the notification transmitted promptly through his/her Head of Mission/Post so that a determination can be made in respect of the waiver of diplomatic immunity, where appropriate.

6.5.2 An Officer's direct involvement in any legal proceedings that could impair his/her effectiveness or bring the Foreign Service into disrepute may be liable to transfer from the Foreign Service.

6.6 Marriage and Personal Relationships

6.6.1 All Officers who propose to marry must notify the Permanent Secretary in writing no later than one month before the proposed marriage date, indicating the nationality and particulars of the intended spouse. Officers serving at an Overseas Mission shall transmit the notification through their Head of Mission.

6.6.2 Officers shall at all times ensure that the nature of personal and domestic relationships and behaviour do not impair their effectiveness or bring the Foreign Service into disrepute. If the situation persists, it may render the officer liable to disciplinary action or transfer from the Foreign Service.

6.7 Divorce

An Officer who becomes involved in a divorce suit shall immediately notify the Permanent Secretary of such involvement. Officers serving at Overseas Mission shall transmit the notification through the Head of Mission or Consular Post, as the case may be.

6.8 Employment of Spouses or Dependants at Missions

Officers serving at an Overseas Mission, whose spouses or dependants are desirous of taking up employment in the host country during their tour of duty, shall seek the prior permission in writing of the Permanent Secretary, after consultation with Head of Mission and shall state the nature of such employment. Dependants shall observe the host country laws regarding their terms of employment and general conduct. Officers shall be held responsible for the compliance of their spouses and dependants in this regard.

6.9 Discipline

6.9.1 Officers who fail to comply with any of the provisions of these Orders, in respect of their official conduct and management of their personal affairs or who bring the Foreign Service into disrepute shall be liable to disciplinary action, including dismissal from the Public Service.

6.9.2 Officers serving at an overseas Mission are accountable to the Head of Mission/Post who in turn is accountable to the Permanent Secretary for their conduct as official representatives of Antigua and Barbuda. The Head of Mission/Post is duly authorized to bring to the attention of an Officer the implications of any conduct or activity that would impair the Officer's performance or bring the Foreign Service into disrepute.

6.9.3 An Officer who, in accordance with Order 6.9.2, has been advised that his/her conduct may be detrimental to the Foreign Service, or contravenes the letter or spirit of the relevant provisions of Foreign Service Orders, and persist with such conduct and activity, shall be subject to disciplinary measures, in accordance with the Civil Service Regulations.

6.9.4 If a disciplinary matter is referred to the Permanent Secretary for his/her consideration, he/she shall deal with the matter in accordance with the prescribed procedures under the Public Service Regulations.

PASSAGES, TRANSPORTATION AND STORAGE

7.1 Passages for Officers and Dependants

7.1.1 On transfer from one duty station to another, the cost of a passage by an approved route shall be met from public funds in respect of Representational Officers and dependants who are travelling to reside with them.

7.1.2 In the case of Non-representational officers, the payment of passages from public funds shall be applicable to the Officer only. The payment of return passages for dependants and other approved members of the household shall be the responsibility of the Officer.

7.1.3 All dependants shall be required to travel with Representational Officers at the time of transfer, but if special circumstance do not allow for this, an officer may seek permission from the Permanent Secretary for alternative arrangements.

7.2 Passage for Household Employee

7.2.1 All designated Senior Representational Officers other than Heads of Mission, who are being assigned to overseas posts which will require extensive representational duties outside of the normal working hours and those who have children under the age of 16

years may, at the discretion of the Permanent Secretary, be granted the cost of an economy passage for a household employee from Antigua and Barbuda to their overseas post.

7.2.2 In the case of a Head of Mission, or Consular Post, an economy passage shall be met from public funds in respect of household staff who are engaged from Antigua and Barbuda or from an Overseas Post to which the Head of Mission was previously assigned. Passage to Antigua and Barbuda or to the country in which the employee was initially engaged shall be paid from public funds at the end of the Head of Mission's tour of duty.

7.2.3 The payment of a passage for a household employee shall be subject to the required security clearance of the individual and shall be approved only once in each direction during each posting.

7.2.4 In the case of non-representational members of staff, the payment of a passage for a household employee shall be the responsibility of the Officer.

7.3 Removal of Household Effects

7.3.1 When an Officer is being transferred from one station to another, the cost of removal of his/her household effects shall be met from public funds within the limits prescribed and specified in the Foreign Service Administrative Manual (FSAM). The limits are determined on the basis of the officer's rank, size of his/her family and the nature of the accommodation at the post to which the Officer is being assigned or from which he/she is being reassigned to Antigua and Barbuda.

7.3.2 The household effects of the Officer shall normally be transported by land or sea but where the cost of transportation of the prescribed quantities of household effects by air does not exceed the cost of transportation by land or sea, that alternative may be used.

7.4 Removal on Retirement

Officers who are being relocated to Antigua and Barbuda from an overseas post on retirement shall have the same entitlement as serving Officers in respect of their removal expenses in accordance with the provisions of Order 7.3.

7.5 Removal on Termination of Employment

7.5.1 If an Officer ceases to be employed in the Foreign Service by virtue of his resignation or dismissal while at an overseas post, removal expenses in respect of Foreign Service Officers, their dependants, and household effects shall be met from public funds in keeping with the procedures outlined by this Order.

7.5.2 In the case of Non-representational officers the entitlement to removal expenses from public funds shall be applicable to the Officer but does not extend to his dependants and other members of his household.

7.5.3 Removal expenses under this Order shall be applicable only to transportation to Antigua and Barbuda and shall be effected within the time frame prescribed in the Foreign Service Administrative Manual (FSAM).

7.6 Storage of Household Effects

7.6.1 Where Officers are being transferred from any station to an overseas post and it is considered that the transportation of their household effects would not constitute an appropriate charge to public funds, the charges for storage (including packing, insurance and transportation) of those effects at an approved storage point in Antigua and Barbuda, may be met from public funds for the duration of an Officer's tour of duty overseas and up to a period set forth in the FSAM.

7.6.2 Storage limits (including insurance coverage) of an Officer's household effects during a tour of duty overseas shall be determined on the basis of the officer's grade, his/her marital status and size of the family of the Officer.

7.6.3 Where an Officer has taken advantage of storage facilities in Antigua and Barbuda, he/she shall be entitled to the transportation to or from an overseas post of his/her personal effect of an amount not exceeding that set forth in the FSAM.

7.6.4 Where an Officer has been permitted to transport his/her household effects at public expense on transfer from one station to another but cannot immediately identify suitable accommodation, the Permanent Secretary may approve payment from public funds of the charge for storage of his/her household effects at either station for a length of period set forth in the FSAM.

7.7 Transportation of Motor Vehicle

7.7.1 Officers being transferred from a travelling post shall be eligible for the transportation of their personal car (including crating and insurance) at public expense in addition to the transportation of their household effects pursuant to the provisions of Order 7.3 provided the car is being transported as a part of the Officer's shipment.

7.7.2 For the purposes of these Orders, a Heads of Diplomatic Mission and Heads of Consular Post shall be deemed to occupy a travelling post.

7.7.3 Other Officers not coming from a travelling post may utilize any unused portion of the limit on their household effects to offset the cost of transportation of their car. In such cases the cost of insuring the car in transit shall be at the Officer's expense.

7.7.4 The cost of transporting a car at public expense shall normally be applicable only to Officers being transferred to a post for a full tour of duty and shall not be authorized on more than one occasion to and from the same post during any tour of duty.

7.8 Insurance of Personal Effects

7.8.1 Where the household effects and car, where applicable, of Officers are being transported at public expense under the provisions of Orders 7.3 and 7.7 respectively, the cost of insurance of their household effects and car in transit, against all risks of loss and damage up to a value that is deemed reasonable and justifiable, shall be met from public funds.

7.8.2 Officers on transfer shall furnish in accordance with the FSAM prior to shipment, an inventory of all articles of personal effects and household goods and the value of each item to be transported from the present station to the station to which they are being transferred. Insurance coverage shall not be provided at public expense, unless a full inventory is furnished and the Permanent Secretary considers the valuations submitted for insurance purposes to be reasonable.

7.8.3 All Officers shall be responsible for the insurance coverage of their household effects and motor vehicles during their tour of duty at post and shall also be responsible for insurance coverage of any household effects in excess of the quantities approved from public funds in relation to their transfer from one station to another.

MEDICAL AND HEALTH ISSUES

8.1 Medical Examination

8.1.1 Under the provisions of these Orders, the Permanent Secretary may require any officer serving at Headquarters or Overseas Division to undergo a physical and/or psychological examination should there be any reason to believe that an Officer's effectiveness has been impaired by an apparent medical condition. The cost of such examination shall be met from public funds.

8.1.2 Officers selected for posting overseas may be required to undergo and pass a prescribed medical examination and to have an up to date immunization record before proceeding overseas. A similar examination may also be required in the event of a transfer from one Post to another.

8.2 Health Services at Post

8.2.1 The cost of medical, dental and vision insurances for Officers and their dependants that are at posts shall be met from public funds in accordance with the terms set out in the FSAM.

8.3 Medical Expenses during official travel and transfer

8.2.2 Where an Officer serving at any duty station falls ill and has to seek urgent medical attention while travelling on official business away form his/her duty station, the cost of his/her medical expenses shall be covered in accordance with the FSAM.

LEAVE OF ABSENCE

9.1.1 All Officers shall be eligible for vacation, departmental and sick leave in accordance with the principles and practices of the Public Service and the relevant provisions as specified in the Foreign Service Administrative Manual (FSAM).

9.1.2 The grant of departmental leave to Officers serving at an overseas post shall be authorized by the Head of Mission. An application for vacation or maternity leave shall follow the procedural guidelines as stipulated within the FSAM.

OFFICIAL TRAVEL

10.1 Officer and Spouse

10.1.1 When an Officer is required to travel on official business outside the country of his/her duty station, the cost of his/her fare by an approved route and his/her daily subsistence allowance (DSA) shall be paid from public funds for travel by an approved mode of transportation.

10.1.2 Where a Head of Mission travels to another country to which he is accredited to present his/her credentials and is accompanied by his/her spouse, the cost of the spouse's fare and subsistence at the established rate shall be paid from public funds. Subsistence Allowance payable to the spouse shall be at the rate specified in the FSAM.

10.1.3 If a Head of Mission or Consular post can establish that it is in the public interest for himself or other officer travelling on official duty in the country in which he/she is stationed to be accompanied by a spouse, the cost of spouse's transportation, hotel accommodation and meals may be paid within the framework of approved rates and conditions set out in the FSAM.

10.2 Flight Insurance

10.2.1 Officers stationed at Headquarters or in the Overseas Division who travel on official business, are entitled to coverage for flight insurance at public expense on no less favourable terms and conditions as those established within the Public Service. IN the case of officers in an overseas post the cost of the premium and level of coverage in host country currency shall be approved by the Head of Mission and shall be deemed reasonable in relation to the coverage for Officers at Headquarters. Any additional coverage shall be at the Officers expense.

10.3 Transportation

10.3.1 To facilitate the carrying out of his/her roles and responsibilities, each Head of Mission is entitled to be provided with an adequate means for his/her transportation in the country of posting.

ALLOWANCES

11.1 Housing & Household Staffing Allowance at Post

11.1.1 All Heads of Missions/Post are entitled to receive furnished accommodation and the level of household help based on marital and household status and as specified in the FSAM. The Type and location of such accommodation shall be in keeping with the officer's grade and should reflect Antigua and Barbuda's interests and the image it desires to maintain in the host country. The provision of accommodation at posts is intended to enhance the officer's effectiveness in representing Antigua and Barbuda and in undertaking and carrying out official responsibilities of a social and business nature.

11.1.2 A Head of Mission is entitled to recruit his/her own household staff under the terms and conditions set forth in the FSAM. Such conditions are to be determined by the officer's marital status, size of household and country of normal residence. Where such staff is recruited other than in the City of Mission, the cost of return passage by an approved route and method of transportation to the place of recruitment and other necessary related expenses may be paid in respect of not more than 2 persons.

11.1.3 All Ambassadors assigned to the Headquarters shall be entitled to receive a housing allowance as specified in the FSAM to facilitate them in maintaining a household that is conducive to carrying out official responsibilities of a social and business nature.

11.1.4 Other Representational Officers serving at an overseas post shall be provided with government-arranged accommodation, or with a housing allowance to rent accommodation from the date on which they officially assume duty at post until the date of their transfer from post. Housing allowance shall continue to be paid at public expense during periods of an Officer's approved leave of absence from post.

11.1.5 Where a Head of Mission/Post or other senior representational officer dies while serving abroad, housing accommodation may be provided for his/her spouse and dependants for a period not exceeding three (3) months following his/her death.

11.1.6 An Officer shall not sublet accommodation rented at public expense.

11.1.7 The housing allowance at post shall be subject to such ceilings and rates periodically established by the Foreign Services Review Committee base on the housing market at post, the officer's rank and size of his/her household, country of residence and the nature of his/her representational duties.

11.1.8 The charge for housing allowance for non-representational officers shall be deducted from their Housing Allowance at the point of payment and shall be paid over directly by the Mission or Consulate to property owners or their agents.

11.1.9 All Officers shall seek the prior permission of the Head of Mission in respect of any proposal to extend the complement of their household at post and shall promptly advise of any decrease in the size of their household. Officers shall also advise the Head of Mission if they propose to maintain family members or other visitors in government-owned or rented accommodation for any period in excess of sixty (60) calendar days.

11.1.10 Where suitable furnished accommodation, whether rented or owned by government, is available at post, Officers shall be required to occupy such accommodation. If an Officer, for whom accommodation is provided chooses to rent alternative accommodation, he/she shall not be eligible for the payment of his/her housing allowance from public funds.

11.1.11 Officers at overseas posts whose housing allowances are met from public funds shall be required to enter into a tenancy agreement with the overseas Mission in the capacity of head lessee. The Mission shall have the ultimate responsibility for paying the rent directly to the property owner or his/her agent.

11.1.12 When negotiating rental or lease agreements, Missions/Consulates or individual Officers shall endeavour to secure the inclusion of a diplomatic clause with provision for the termination of the lease at short notice in the event of the transfer of the Officer before the expiry of the lease. In the event of failure to secure a diplomatic clause, outstanding rental obligations shall be met from public funds if an Officer is transferred before the expiry of the lease.

11.2 Temporary Accommodation on Transfer

11.2.1 Where an Officer is being transferred from one station to another and is required by the Permanent Secretary to postpone his/her date of departure from his/her present station at short notice and he/she is thereby unable to make arrangements for the continued occupancy of his/her present place of residence, the cost of temporary accommodation for the Officer and his/her dependents shall be paid from public funds for the period up to his/her new date of departure which should not exceed sixty (60) calendar days.

11.2.2 Where an Officer on transfer is unable to immediately identify long-term accommodation on arrival at an overseas post, or is required to vacate his/her accommodation in advance of his/her departure from post, permission shall be granted for him/her and his/her dependants to stay in alternative accommodation at public expense for a period not exceeding sixty (60) calendar days. Reimbursement for such expenses shall be made upon the submission of the appropriate invoices, legitimate documentary evidence and/or an honour certificate.

11.3 Temporary Accommodation on Reassignment to Antigua & Barbuda

11.3.1 Where possible, Officers who are reassigned to Antigua and Barbuda from an overseas post to serve at Headquarters or in any other public sector area may be provided with government-owned or rented accommodation for themselves and their dependants for a period not exceeding nine (9) months from the date of their return to Antigua and Barbuda. Where such accommodation is not available, the Officer shall be granted a housing allowance at rates prescribed by the Permanent Secretary for a period not exceeding nine (9) months from the date of his/her return to Antigua and Barbuda, and thereafter to any housing allowance attached to the post to which he/she is being transferred. An Officer shall be eligible for such allowance whether the accommodation is rented or owned by the Officer.

11.3.2 Where government-owned, rented, or other permanent private accommodation is not immediately available for a returning Officer, the Permanent Secretary may grant permission for the Officer and his/her dependants to stay in alternative accommodation at public expense for a period not exceeding sixty (60) calendar days, provided the Officer did not benefit from the sixty (60) day overseas allowance payable under Order 11.8.5 at the time of transfer from post. The cost of accommodation and official telephone calls shall be met from public funds, at rates prescribed by the Permanent Secretary during that period.

11.3.3 An Officer who is reassigned from an overseas post to Antigua and Barbuda on retirement shall be granted a housing allowance as provided for under Order 11.3.2 for the duration of his/her pre-retirement leave but shall not exceed six months.

11.4 Transfer Allowance

11.4.1 Officers who are being transferred from one post to another shall be paid a transfer allowance at a rate prescribed as set forth in the FSAM.

11.5 Clothing Allowance

11.5.1 Officers who are being transferred from Antigua and Barbuda on the initial posting to an overseas post shall be paid a special clothing allowance, at rates specified in the FSAM.

11.5.2 All representational officers shall be entitled to an annual clothing allowance at the rate specified in the FSAM.

11.5.3 Protocol Officers/Foreign Service Officers should receive an annual clothing allowance/ uniform.

11.6 Warm Clothing Allowance

11.6.1 Officers who are being assigned to an overseas post in a temperate region shall be paid a special warm clothing allowance at the rate specified in the FSAM. Such rate shall be established on the basis of the size of an officer's household. The allowance shall be payable on the occasion of each posting to a temperate climate, provided that an officer has not been in receipt of such allowance within the preceding three (3) years.

11.6.2 In the case of non-representational members of staff the level of the warm clothing allowance shall be payable only on behalf of that employee.

11.6.3 Officers stationed at Headquarters who are required to undertake official travel to countries in temperate country, shall be provided with a special warm clothing allowance at rates prescribed and set forth in the FSAM provided that the Officer has not been in receipt of a warm clothing allowance as prescribed in Order 11.6.1. An officer shall not be entitled to receive this special allowance more than once in any three (3) year period.

11.7 Heating/Utility Allowance

11.7.1 Officers serving at overseas Missions in temperate climates may be paid a heating/utility allowance at a rate approved by the Foreign Service Review Committee and prescribed in the FSAM.

11.7.2 For the purposes of these Orders, a temperate climate shall be deemed to exist at those posts located in the following regions:

In Europe north of Latitude 40°N
In Asia and Africa north of Latitude 32°N
In North America north of Latitude 35°N
South of Latitude 30°S
At altitudes of 2000 metres or more above sea level

11.8 Overseas Allowance

11.8.1 Officers serving at an overseas post shall be paid an overseas allowance which together with their salary and other allowances, where applicable, is intended to assist them and their families in maintaining a reasonable standard of living, thereby facilitating them in the performance of their duties at post.

11.8.2 The overseas allowance for non-representational officer is payable at a single rate appropriate to the officer's grade.

11.8.3 All officers serving at overseas Mission who are receiving allowances shall be required from time to time to provide information to the Permanent Secretary on their personal living expenses.

11.8.4 Officers shall be paid an overseas allowance from the date of arrival at post, provided that they officially assume duties at the Mission/Post on the first working day thereafter, unless they are otherwise in receipt of the subsistence allowance payable under Order 10.3.2 in which case they become eligible for the full payment of the overseas allowance after they cease to draw subsistence allowance.

11.8.5 An Officer may, with the prior approval of the Permanent Secretary, be granted an advace not exceeding two (2) month's overseas allowance applicable to his/her grade, to facilitate setting up at post, with provision for the advance to be cleared in keeping within six (6) months of having received the advance.

11.8.6 Officers shall continue to be paid overseas allowance during periods of approved leave on full salary for periods not exceeding ninety (90) working days and during approved absence from post on official duty other than a temporary assignment to another overseas post. After ninety (90) working days the officer is entitled to receive fifty (50%) of the allowance.

11.8.7 Officers who have been granted maternity leave shall be eligible for the payment of overseas allowance during a period of sixty (60) consecutive days maternity leave followed by vacation leave not exceeding forty-five (45) working days.

11.8.8 During periods of extended illness the full overseas allowance may be paid for a period not exceeding sixty (60) consecutive days, and thereafter fifty (50%) per cent of the overseas allowance may be paid for a period not exceeding the duration of approved special sick leave.

11.8.9 An Officer serving at an overseas Mission who is appointed to act in a higher grade, shall be eligible for the payment of the overseas allowance applicable to the higher grade to which he/she has been assigned at post during approved vacation leave for periods not exceeding thirty (30) working days. He/she shall, however, be paid salary at the level applicable to his/her substantive post during any period of vacation leave.

11.8.10 An Officer who is temporarily assigned from one overseas post to another for a period exceeding thirty (30) calendar days shall be paid the overseas allowance and other allowances applicable to his/her status in the Mission to which he/she is regularly assigned or those applicable to his/her status in the Mission to which he/she is temporarily assigned, whichever is the higher, in addition to any subsistence allowance payable to him/her under the relevant provisions of the Foreign Service Administrative Manual (FSAM). No temporary overseas assignment should, however, normally exceed ninety (90) days.

11.8.11 An Officer serving at an overseas post who is pursuing an approved course of training at post or elsewhere for a period not exceeding ninety (90) consecutive days shall continue to receive overseas allowance and any other allowances to which he/she may be eligible at the post to which he/she is assigned.

11.8.12 An officer who undergoes training in his country of posting and continues to occupy the same residence will receive the whole of his overseas allowance less an amount equal to the subsistence allowance payable to him during the period of his training.

11.8.13 Officers who are being transferred to Antigua from an overseas post or, on retirement from the Foreign Service, may be paid on termination of duties at post, the overseas allowance applicable to their substantive post in the Mission for a period not exceeding sixty (60) consecutive days. The overseas allowance approved for the period of leave may, with the prior permission of the Permanent Secretary, be paid a fortnight in advance of the completion of an Officer's tour of duty at the Mission to facilitate the clearance of any outstanding debt prior to his/her departure from post.

11.8.14 Officers who are in receipt of the sixty (60) day overseas allowance or any portion thereof under Order 10.8.13 shall not be eligible for the receipt of a housing allowance or the provision of accommodation at public expense during the same period.

11.8.15 An Officer whose services are terminated by virtue of his/her resignation or dismissal from the Foreign Service while serving at an overseas post shall not be eligible for the payment of Overseas Allowance during any period of leave immediately preceding or following on the effective date of termination of his/her services. For the purposes of this Order, an Officer who proceeds on leave prior to his/her separation from the service, without approval, shall be deemed to have terminated his/her service from the date on which he/she proceeds on such leave.

11.9 Entertainment Allowance

11.9.1 Designated Officers serving at Headquarters or at Missions shall be provided with entertainment allowances at rates approved by the Minister on the recommendation of the Foreign Service Review Committee, for the purpose of undertaking such entertainment as may be required in the course of their official duties.

11.9.2 Where an Officer is not in receipt of an entertainment allowance a special allotment may be allocated to overseas Missions for the purpose of official entertainment. Officers shall be reimbursed entertainment costs in respect of official representational duties only, on submission of appropriate bills or receipts, on the basis of prior approval of the Head of Mission.

11.10 Transportation Allowance

11.10.1 Designated Officers serving at Headquarters and at Missions, who are required to use their privately owned vehicles in the performance of their duties, shall be granted a transportation allowance, in addition to the mileage in respect of excess distance travelled beyond a specified limit. The rates applicable shall be set out in the FSAM, payable in the currency of the country where officers are based, and on the basis of transport costs at post.

11.10.2 Designated officers shall be eligible for receipt of the travelling allowance applicable to their post on assumption of duty and on the condition that they are in possession of a personal vehicle which is normally used for official business purposes. If they are not yet in possession of a personal vehicle they shall retain their eligibility to the allowance for a period not exceeding six months from taking up their duties.

11.10.3 Officers who are not in receipt of a transportation allowance but who are required to use their own means of transport for official travel shall be paid a mileage allowance at the rates prescribed in accordance with item Order 11.10.1.

11.11 Travel Allowance

11.11.1 Officers who are required to perform the duties of their posts away from the country or district of posting shall be entitled to receive an advance or reimbursement All expenses shall be within the prescribed terms and conditions approved by the Foreign Service Review Committee and prescribed in the FSAM. The route and method of transportation and type of hotel accommodation of officers shall be in accordance with approved guide-lines and directions issued by the head of Mission or Consulate.

11.12 Child Allowance

10.12.1 Officers with unmarried children under the age of 18 years or mentally or physically challenged [handicapped] children shall be paid a child allowance in respect of each eligible child, up to a maximum of three (3) children per family, who resides with the Officer at post, at rates prescribed in the FSAM.

10.12.2 If two Officers at a post are married to each other or co-habiting, only one parent of a given child will be eligible for this allowance.

11.13 Education Allowance

11.13.1 An education allowance shall be payable to members of Heads of Mission in respect of children between the ages of 5 years and 18 years, up to a maximum of three (3) children

per family. The allowance becomes payable on the date on which a child attains the age of 5 years, provided that the child is not more than 18 years of age at the commencement of the academic year. The child must be in full time attendance at a primary or secondary educational institution at post. The allowance is intended to provide dependant children with a standard of education at post comparable to what is available in Antigua and Barbuda. The provision under Order 11.12.2 is also applicable to this provision.

11.13.2 Heads are required to submit a school prospectus as well as a schedule of fees to the Foreign Service Review Committee which shall determine and advise Heads on the appropriateness of the school and fees. The Conditions for changing these fees as are as prescribed in the FSAM.

11.13.3 The education allowance for primary and secondary education shall be paid on a term or semester basis at the rate of seventy five (75%) per cent of the tuition fee only, but not exceeding rates which shall be prescribed by the Foreign Service Review Committee from time to time in the FSAM.

11.13.4 Where the Head of Mission has been duly notified of his/her transfer from an overseas post, he/she shall promptly advise the educational institution at which his/her child is in attendance to avoid any penalties that may be imposed by the institution if the child is to be withdrawn without the required prior notification. Any Officer who fails to comply with this requirement shall be responsible for any penalty of a financial nature that might be imposed by the institution in that regard.

11.13.5 Where suitable educational facilities are not available at post, arrangements should be made for the dependant child/children to be educated in Antigua and Barbuda while the Head is at post. In special circumstances, permission may be granted by the Foreign Service Review Committee through the Permanent Secretary for the child/children to be educated in another location. In such exceptions, an education allowance (Order 11.13) may be paid, provided that it does not exceed the amount of the allowances payable if the child or children were being educated at post.

11.14 Allowances for Acting Appointments

11.14.1 When an Officer serving at an overseas post is duly authorized to undertake the duties of a higher post, in addition to those of his/her own post during a period of approved leave of absence of the Officer in the higher post, he/she may be paid, in addition to any salary which may be applicable under the relevant provisions of the Foreign Service Orders, a percentage of the allowances attached to the higher post of the absent officer to assist in defraying the cost of additional representational duties which would fall to him/her during the period of acting.

11.14.2 Where an Officer performs the full duties of a higher post for periods in excess of ninety 90 consecutive calendar days, he/she shall become eligible from the 91" day onwards to

receive emoluments related to the higher post, in place of his/her own allowance The officer must have been duly authorized through the Permanent Secretary to act in the higher position.

11.14.3 Where an Officer who has not previously been in receipt of a transportation allowance performs the full duties of a higher post to which a transportation allowance is attached, such allowance shall be paid to him/her at the rate applicable to the higher post.

11.15 Home Leave Passage Grant

11.15.1 The Head of Mission and spouse residing at post shall be entitled to one passage grant annually for leave to be taken in Antigua and Barbuda. This grant shall not be allowed more than once per calendar year and may not be credited against a subsequent year. The passage must be booked by most direct route and may not entail stop-overs. Travel may originate at a destination other than the place of posting, provided that cost associated with doing so is no greater than the cost of travel originating at the place of posting. Any air transportation services in category other than business or economy shall require prior approval of the Permanent Secretary.

FOREIGN LANGUAGE TRAINING

12.1.1 Representational Officers who are being assigned to a non-English speaking country and who are unable to communicate effectively in the foreign language, shall be required to pursue a course of training in the language of the assigned country. Where training in the relevant language is not available in Antigua and Barbuda or it may not be possible for an Officer to receive the required training before his/her departure, the Officer shall be reimbursed the cost of tuition fees for language training at post for himself/herself, subject to the prior approval of the Permanent Secretary. Regular reports shall be provided on the Officer's acquisition of the foreign language skills.

12.1.2 Where the Ministry of Foreign Affairs considers it desirable for an Officer to learn a language, other than the language of the country in which he/she is serving, the Officer may be reimbursed from public funds costs related to receiving tuition for a foreign language.

12.1.3 All officers are encouraged to learn a foreign language and shall be eligible for a one time foreign language grant upon completion in accordance with the FSAM.

COMPASSIONATE ASSISTANCE

13.1 Illness or Death

13.1.1 Where a Head of Mission, other Officer, a spouse, or a dependant falls ill at post and requires hospitalisation, or is temporarily incapacitated, the Permanent Secretary may, on

receiving a formal request from the Mission, authorize the employment of household help at public expense, where such help is not already available. Such help may not however normally extend beyond twenty-eight (28) days shall be considered only on receipt of a further application accompanied by an advice of a detailed medical report from an approved medical practitioner.

13.1.2 If a member of the immediate family of either an Officer or his/her spouse dies in Antigua and Barbuda while they are both at post, permission may be granted for a refund of fifty-percent (50%) of two return air fares by the most economical route to be paid from public funds for the Officer and or spouse or another dependant to attend the funeral in Antigua and Barbuda. Neither an Officer nor his/her spouse shall be eligible to receive the illness or death assistance payments more than once in any twelve month period

13.1.3 If a member of the immediate family of either an Officer or his/her spouse falls gravely ill in Antigua and Barbuda while they are at post the Permanent Secretary may consider the grant of a refund of fifty-percent (50%) of one return passage for the Officer or his/her spouse or another dependant to visit a family member who is terminally ill. If the family member dies within three months of such a visit, however, only one of the benefits under order 13.1.2 shall be paid for the Officer or spouse or a dependant to attend the funeral in Antigua and Barbuda.

13.1.4 In the case of non-representational officer, fifty-percent (50%) of only one return airfare can be approved in respect of travel to Antigua and Barbuda to visit a terminally ill family member or to attend the funeral of an immediate member of his/her family. Passages under these Orders shall not be applicable to the dependants of non-representational Staff.

13.2 Death at Post

13.2.1 If an Officer dies at post or elsewhere overseas during official travel, or any of his/her dependants or household employee engaged from Antigua and Barbuda dies at post, the payment of reasonable expenses in respect of the preparation of the remains and the cost of its transportation to Antigua and Barbuda or any other country shall be met from public funds, provided that the cost of transportation to another country does not exceed the cost of transportation to Antigua and Barbuda.

13.2.2 The transportation of the remains of a household employee shall not be applicable in the case of non-representational officers.

13.2.3 If an Officer dies while serving at an overseas post, the following other expenses shall be met from public funds:

i) The removal expenses of the deceased Officer's dependants and household employee as well as household effects and motor vehicle, where applicable, from the normal place of residence at post to the normal place of residence in Antigua and Barbuda or any other destination, provided that the expenses shall not exceed the cost of removal to Antigua and Barbuda and that in either case removal is effected within ninety (90) days of the Officer's death.

ii) The housing allowance or continued occupation of government-arranged or rented accommodation by the deceased Officer's dependants at post shall be permitted for a period not exceeding ninety (90) days from the date of the Officer's death.

iii) In the case of deceased non-representational officer who dies while on assignment to an overseas post, consideration may be given to the payment of some or a portion of the Officer's housing allowance in an amount and for a duration of time to be stipulated by the FSAM.

iv) In the case of the death of a married officer serving in the Overseas Division, provided that his/her marriage subsisted up until the time of his/her death, the widow/widower shall be eligible to receive the full salary applicable to the deceased Officer's substantive post for a period not exceeding sixty (60) days form the date of the Officer's death and fifty (50%) percent of his/her salary thereafter for a period of not more than sixty (60) additional days;

v) Where applicable, the education allowance shall continue to be paid for a period not exceeding the end of the current academic year in respect of any child for whom such allowance was payable at the date of the Officer's death in accordance with the provisions of Order 11.13.

vi) Provision of government-owned or rented accommodation or a special housing allowance for the deceased Officer's dependants from the date of their return to Antigua and Barbuda, for a period not exceeding six (6) months, on conditions and at rates set out in the FSAM and as notified by the Permanent Secretary.

FOREIGN DECORATIONS

14.1.1 An Officer shall inform the Permanent Secretary once he/she becomes aware of any proposal to bestow a foreign decoration upon him/her or any of his/her dependants. An Officer or his/her spouse or dependants shall not accept or wear a foreign decoration without the prior approval of the Government of Antigua and Barbuda, being conveyed to him/her in writing through the Permanent Secretary.

14.1.2 Officers, spouses or dependants shall ensure full transparency in their relations with representatives of foreign government and international organizations and shall not accept any remuneration or substantial gift from any foreign government or other external source without informing the Permanent Secretary who may direct that the gesture be declined or direct the manner in which the gift is treated.

Appendix A

Representational officers (Overseas Division) are such as may be accredited to represent Antigua and Barbuda before a foreign Government or a regional or international organization, and include:

Grade 1

Ambassador/High Commissioner
Permanent Representative to the United Nations
Permanent Representative to the Organization of American States
Permanent Representative to the World Trade Organisation

Grade 2

Deputy High Commissioner
Deputy Permanent Representative to the United Nations
Deputy Permanent Representative to the Organization of American States
Deputy Permanent Representative to the World Trade Organisation
Minister Counsellor
Consul General/Honorary Consul General
Chargé Affairs

Grade 3

Counsellor
Deputy Consul General
Trade Commissioners

Grade 4

First Secretary
Consul

Grade 5

Second Secretary
Vice-Consul
Third Secretary
Attaché

and such other diplomatic or consular ranking as may be in force.

Appendix B

Non Representative Officers include:

Senior Accountant
Assistant Accountant
Administrative Accountant
Personal Secretary
Personal Assistant
Sales and Promotional Managers

Appendix C

Locally recruited staff at Missions and Consular posts comprises officers who do not hold diplomatic rank and are normally recruited in the country of post, and include:

Clerical Officers

Secretaries

Accounts Officers

Office Manager

Senior Clerical Officer

Typists

Chauffeurs

Messengers

Security Officer

Janitors

Maid/other household staff

Made this 27th day of February, 2009.

Minister responsible for Labour
and Public Service Affairs.