

**REGULATIONS FOR THE STAFF  
OF THE PERMANENT INTERNATIONAL SECRETARIAT  
OF THE ORGANIZATION OF THE BLACK SEA ECONOMIC COOPERATION**

**DEFINITIONS**

1. These regulations shall include the rules, principles and procedures governing the selection of personnel, their recruitment and the efficient operation of the Permanent International Secretariat of the Black Sea Economic Cooperation, in attainment of the objectives set forth in the Charter of the Organization of the Black Sea Economic Cooperation.

2. For the purpose of these Regulations:

"BSEC"	means the Organization of the Black Sea Economic Cooperation.
"CHARTER"	means the Charter of the BSEC.
"MEMBER STATES"	means the States, which are parties to the Charter.
"COUNCIL"	means the Council of Ministers of Foreign Affairs of the BSEC Member States.
"CHAIRMAN IN OFFICE"	means Minister of Foreign Affairs of the Member State, which assumes the Sessional Chairmanship of the BSEC or any other Minister designated for this purpose by the Government of the State in question.
"COMMITTEE"	means the Committee of Senior Officials representing the Ministers of Foreign Affairs of the Member States and acting on their behalf.
"PERMIS"	means the Permanent International Secretariat of the BSEC.
"SECRETARY GENERAL"	means the Secretary General of the BSEC Permanent International Secretariat.
"STAFF MEMBER"	means a person holding a fixed-term appointment in the PERMIS.

**CHAPTER I**

**RIGHTS AND OBLIGATIONS OF BSEC PERMIS STAFF**

**Rule 1**

**Independence and Impartiality of BSEC PERMIS**

1. The PERMIS shall not interfere in the political affairs of the Member States. It shall not be influenced in the performance of its functions by any Member State.

2. By accepting appointment, the staff members of the PERMIS pledge themselves always to perform their duties as international officials with exclusive regard to the objectives and interests of the BSEC. Their conduct shall conform to the principles of integrity and impartiality required for their work.

3. In the discharge of their offices, the staff owes its duty entirely to the BSEC and no other authority. Each Member State shall respect the international character of this duty and shall refrain from any attempt to influence the staff in the discharge of duties.

4. In connection with their duties the staff members shall not receive any honor, decoration, favor, gift or remuneration from any Government or from any source external to the BSEC without prior permission from the Secretary General to be accorded with the maximum discretion.

## **Rule 2**

### **Privileges and Immunities**

1. The Secretary General and the staff members shall enjoy in the territories of the Member States the privileges, immunities and facilities, in accordance with the Additional Protocol on the Privileges and Immunities of the Organization of the Black Sea Economic Cooperation, done in Tbilisi on 30 April 1999 and the Headquarters Agreement between the Organization of the Black Sea Economic Cooperation and the Government of the Republic of Turkey, done in Chisinau on 27 April 2000.

2. The privileges and immunities provided in accordance with Article 28 of the Charter and the provisions of the Additional Protocol on the Privileges and Immunities of the Organization of the BSEC furnish no excuse to the staff members for non-performance of the laws and regulations of the countries in which they enjoy privileges and immunities.

## **Rule 3**

### **Obligations**

1. Upon accepting their appointment in the PERMIS, all staff members shall abide by the present Regulations.

2. The staff members of the PERMIS shall be under the supervision of the Secretary General and accountable to the Latter in connection with the functions assigned to them which are related to the principles and objectives of the BSEC.

3. The staff members of the PERMIS shall conduct themselves at all times in a manner befitting the international status of the BSEC. They shall avoid any action and any kind of public pronouncement, oral or written, which may damage the BSEC and/or the PERMIS and may also adversely reflect on their individual status, as well as the integrity, independence and impartiality of their position and function as staff members. They shall at all times bear in mind the reserve and tact incumbent upon them by reason of their international status.

4. The staff members shall at no time use information known to them by reason of their official position to private advantage, nor shall they publish any restricted documents that have not been made public, except with the written approval of the Secretary General. The staff members shall not keep for themselves restricted documents, nor deliver such documents or communicate the information therein to third parties. Staff members shall exercise the utmost discretion in regard to all matters of documentation and official business. These obligations shall not cease upon termination of their duties in the PERMIS.

5. Subject to the approval of the Secretary General, the staff members cannot publish work(s) and/or article(s) during their term of office pertaining to the subjects dealt by the BSEC and its related bodies.

6. No staff member may be actively associated with the management of any business, nor may he/she hold a financial interest in any business, especially if there is any possibility that

the staff member will benefit from such association or financial interest by reason of his/her official position in the PERMIS.

## **CHAPTER II**

### **SERVICE IN THE BSEC PERMIS**

#### **Rule 4**

##### **Functions of the BSEC PERMIS**

The PERMIS shall be entrusted with the following functions:

- (a) to prepare drafts and distribute the BSEC documents in accordance with the mandate given by the Chairman in Office;
- (b) to circulate the BSEC documents made available by the Member States;
- (c) to carry out correspondence pertaining to secretarial services;
- (d) to maintain the archives and documentation of the BSEC;
- (e) to provide administrative support to the BSEC meetings;
- (f) to attend the BSEC meetings and the BSEC events;
- (g) to attend other relevant meetings with the consent of the Chairman-in-Office;
- (h) to provide information regarding the BSEC, when needed, to the Member States and to third parties;
- (i) to carry out administrative and technical functions assigned by the Council, Chairman-in-Office, the Secretary General or by relevant regulations of the BSEC;
- (j) to prepare Progress Reports on its activities for submission to the Council;
- (k) to monitor and facilitate progress in the elaboration and implementation of projects and programs of common interest;
- (l) to conduct consultations with the Member States, Observers, and non-governmental organizations (NGOs), involved in the BSEC activities and to maintain consultations and carry out coordination and cooperation activities with the BSEC related bodies;
- (m) to maintain dialogue with international organizations and third countries under mandate given by the Council and in consultation with the Chairman-in-Office;
- (n) to recruit supportive staff and to hire consultants; o) other functions upon the approval by the Council.

#### **Rule 5**

##### **Service of National Civil Servants in the BSEC PERMIS**

Participation of national civil servants, with the approval of their national competent authorities, in the staff of the PERMIS will not in any way impair their professional status, rights and career advancement in their national administrations.

## **Rule 6**

### **Classification of Posts**

1. Subject to the Council's approval, the Secretary General shall make appropriate provision for the classification of posts and staff according to the nature of the duties and responsibilities required.
2. The posts in the PERMIS shall be classified in accordance with the following categories:  
Directorial staff (Category D): Secretary General, First Deputy Secretary General and Deputy Secretary General;  
Professional staff (Category P): Project Coordinator, Legal Advisor, Executive Manager as well as other similar expert personnel;  
Supportive staff (Category S): Accountant, Archivist/Officer in Charge of Documentation, Secretary/Typist, Secretary/Receptionist, Superintendent, Driver/Messenger, Office-Cleaner, etc.
3. The necessary requirements and description of duties applicable to all categories of the PERMIS staff are set forth in the Job Descriptions and the Terms of Office of the Staff of the PERMIS.
4. It remains the Council's prerogative, in accordance with the specific needs, and in order to render PERMIS more effective, to abolish existing or create new posts of staff. The abolition of posts can take place upon the expiration of the term of office of the occupant staff member.
5. Respective recommendations by the Secretary General based on requirements arising will be given the necessary consideration.

## **Rule 7**

### **Secretary General**

1. The Secretary General shall be the chief administrative officer of the PERMIS.
2. Unless otherwise decided by the Council, the Secretary General shall be appointed for a period of three years and will be eligible for reappointment. The procedure for appointment will also be applicable for reappointment.
3. In conformity with the objectives of the BSEC and for the efficient and effective fulfillment of the functions of the PERMIS, the Secretary General shall assign, in accordance with the Job Descriptions, the appropriate division of work among the staff members. In this assignment, education, experience, competence and other relevant personal qualities of the individual staff member shall be the determining factors.
4. In the distribution of work, without prejudice to Rule 5 of Chapter II of the present Regulations, any of the duties assumed by the Secretary General may be delegated to the Deputies Secretary General by the former.

## **Rule 8**

### **First Deputy Secretary General**

1. Under the authority of the Secretary General, the First Deputy Secretary General shall be responsible for personnel and financial affairs.
2. In the absence of the Secretary General, the First Deputy Secretary General shall represent the PERMIS and conduct its affairs on behalf of the Secretary General. In the absence of both the Secretary General and the First Deputy Secretary General, the PERMIS shall be

represented, in accordance with seniority, by a Deputy Secretary General who shall conduct the affairs of the PERMIS on behalf of the Secretary General.

3. The post of the First Deputy Secretary General shall be allocated to the nationals of the Host Country where the Permanent International Secretariat is located.

### **Rule 9**

#### **Recruitment of Directorial and Professional Staff**

1. For the appointment of the staff categories D and P, the principles of professionalism and balanced representation on as wide basis as possible from all the Member States in accordance with the rule of rotation shall be applied.

2. For the appointment of the staff in categories D and P, the following procedure shall be observed:

(a) The PERMIS shall announce the vacancies to all Member States one year in advance before the termination of the service concerned.

(b) Only candidates who are nationals of the Member States are eligible.

(c) The PERMIS shall circulate the curricula vitae of the candidates nominated by the Member States and other relevant information to all Member States. The interested Member State may propose two candidates.

(d) The Committee of Senior Officials shall evaluate the applications, interview the candidates and recommend the candidates selected, in accordance with the principles and the rules set forth in the above paragraphs 1 and 2 to the Council for appropriate decision.

3. Unless otherwise decided by the Council, the Directorial Staff and the Professional staff shall be appointed for a period of three years, which can be renewed for up to two years.

### **Rule 10**

#### **Seconded Professional Staff**

1. Seconded professional staff are staff seconded to the PERMIS by the Member States or BSEC Related Bodies in order for BSEC to benefit from their expertise in a particular field or promote its general objectives. Seconded staff shall carry the duties assigned to them by the Secretary General, in consultation with the sending party and the BSEC Member States.

2. Seconded professional staff shall conduct themselves solely with the interests of BSEC in mind and carry out their duties objectively, impartially and in keeping with their duties of loyalty to BSEC, neither seeking nor taking instructions from any government, authority, organization or person outside the PERMIS.

3. The secondment of professional staff and his/her term of office shall be approved by the Council after consultation with the sending party.

4. For the term of their service in BSEC, seconded professional staff shall be considered as PERMIS Staff, subject to the present Regulations.

5. The period of secondment may be terminated at the request of the sending party or by Decision of the Council, upon the proposal of the Secretary General.

6. The specific modalities of secondment of P Staff in the BSEC PERMIS are regulated by the respective Resolution of the Council.

## **Rule 11**

### **Recruitment of Supportive Staff**

1. For the recruitment of the [staff] in category S, the following [procedure] shall be [observed]:
  - (a) The Secretariat shall announce the vacancies to all Member States through diplomatic channels three months before the termination of the service concerned.
  - (b) The applicants shall be nationals of the Member States.
  - (c) Those who wish to apply may do so by completing an application form to be prepared and supplied by the PERMIS. These applications shall be accompanied with supporting documentation such as copies of identification papers, health reports, legal statement of good conduct and photos, etc.
  - (d) The final decision shall be made by the Secretary General, in consultation with the Directorial Staff, taking into account the international character of the Secretariat.
2. A renewable fixed-term two-year employment contract containing the conditions of employment shall be signed for each appointment by the Secretary General, or his representative in accordance with Rule 5 of Chapter II of the present Regulations, and by the employee after completing successfully a probationary period of three months at the work assigned.

## **Rule 12**

### **Consultants**

The Secretary General, in consultation with the Directorial Staff, may hire consultants for a period of up to one year, on the basis of temporary and specific assignments, within the limits of the allocation set in the budget for this purpose. The consultants shall be nationals of any Member State. The contract must set forth the assignment, its duration, terms and remuneration.

## **Rule 13**

### **Retirement of Supportive Staff**

Staff members of Category S who reach the age of 65 while in service shall normally terminate it on the last day of the month of their 65<sup>th</sup> birthday. The Council may, by way of exception and only in the interest of the BSEC, offer or extend an appointment beyond this age limit for a period not exceeding one year.

## **Rule 14**

### **Resignation of PERMIS Staff**

1. A staff member of categories D and P may resign by giving the Secretary General a written notice one month before the date on which release from service is desired. The Secretary General may accept the resignation before expiration of the term of office and the procedure shall be considered completed upon acceptance of the resignation by the Secretary General, who shall apprise thereafter the Chairman-in-Office.
2. A staff member of category S may tender resignation provided that resignation is notified, in writing, to the Secretary General at least one month before the date on which release from service is desired. The Secretary General may accept the resignation before the expiration of contract.

3. If the PERMIS staff member resigns before the expiration of the term of office or contract, he/she shall be entitled to the part of the salary calculated on the basis of the number of days worked.

### **Rule 15**

#### **Termination of Service**

Upon the Decision of the Council, following a relevant proposal of the Secretary General, the services of a staff member of category D and P may be terminated, without prejudice to Rule 35, in the following cases:

- a) if the employee is physically unable to continue his/her service;
- b) if the interest of the work requires the abolition of the post or the reduction of the number of employees;

The abolition of posts shall take place upon the expiration of the term of office of the occupant staff member.

For the same reasons, the Secretary General may terminate the services of a staff member of category S, upon consultations with the Directorial Staff.

The staff member of category S whose services are terminated shall be given two months' notice.

In case of physical incapacity or death of the staff member during the term of office or contract period, an additional salary of one month shall be paid.

## **CHAPTER IV**

### **WORKING CONDITIONS**

#### **Rule 16**

##### **Working Hours**

1. The PERMIS Staff shall at all times be at the disposal of the Organization.
2. The Secretary General shall determine the working days per week and office hours per day in the PERMIS. The normal working week shall consist of five working days, Monday through Friday, of eight working hours each day for the full-time staff.

BSEC PERMIS Staff may be required, because of the exigencies of the service or safety rules to work outside normal working hours or remain on standby duty at their place of work or at home. No additional payment may be required for such services.

#### **Rule 17**

##### **Public Holidays**

1. The Secretary General shall determine the list of public holidays observed by the PERMIS.

These shall include the national public holidays observed in the Host Country, as well as specific religious holidays, observed by Member States, determined at the discretion of the Secretary General.

2. At the beginning of the calendar year, the Secretary General shall communicate to the Member States the list of holidays observed by the PERMIS.

### **Rule 18**

#### **Annual Leave**

1. A staff member is entitled to a regular annual leave of thirty working days with pay. The leave will be granted in accordance with the requirement of work and the staff member's desire. Full utilization of annual leaves is the principle.
2. In case the leave is not approved in the interest of the work, the employee is entitled to accumulate leave for two successive years. Indemnity shall not be paid for unused leave days.

### **Rule 19**

#### **Sick Leave**

1. A staff member unable to perform duties because of illness or injury extending beyond three consecutive days shall be granted sick leave upon presentation of a medical report from a duly qualified hospital.
2. In special medical cases, emerging during the term of office, a staff member may be granted sick leave not exceeding 6 months for a two-year period. The staff member concerned shall present to the PERMIS every two months a medical report issued by a qualified hospital indicating the state and progress of health. The first three months shall be on full salary and the following months on half-salary. In case the sickness continues, the term of office of the staff member shall be ended at the conclusion of the one-year term and as compensation, a one month extra salary shall be paid.

### **Rule 20**

#### **Special Leave**

1. Staff members may be granted, in exceptional cases, special leave for the following reasons:
  - (a) marriage of the staff member: three working days;
  - (b) change of residence of the staff member: two working days;
  - (c) death of spouse, child, parents, parents-in-law: five working days.
2. Special leave for reasons other than those mentioned in paragraph 1 above may be granted at the discretion of the Secretary General for exceptional reasons, provided that such leave shall not exceed 7 working days per annum and 2 days each time.

### **Rule 21**

#### **Maternity Leave**

1. Female staff members shall be entitled to maternity leave for a period of sixteen weeks. The leave shall commence six weeks prior to the anticipated date of birth upon presentation of a certificate from a duly qualified medical hospital indicating the anticipated date of birth. Maternity leave shall be with full pay for the entire duration of absence.



2. Upon the termination of their maternity leave and for a further period of six months, female staff members are entitled to a six-hour working day.

## **CHAPTER V**

### **EMOLUMENTS AND SOCIAL SECURITY BENEFITS**

#### **Rule 22**

##### **Salaries**

1. A PERMIS Staff who is duly appointed shall be entitled to the monthly salary carried by his/her category and title.
2. The salaries of the staff members shall be expressed in Euros, in accordance with the scale of salaries approved by the Council, attached to the present Regulations as Table A.
3. The scales shall be reviewed on an annual base, in the course of formulation of the BSEC Budget, to reflect the evolution of the living standards and conditions in the Host Country of the PERMIS. In case an increase is deemed necessary, it shall be based on the evolution of the purchasing power in the Host Country taking into account “the annual average net inflation rate” for the previous year.
4. The pay-day for the salaries of the PERMIS Staff shall be the last working day of each month and the Accountant shall take the necessary steps to ensure that payments are made on the pay-day.
5. The wages of the temporary staff shall be paid in Euros as stipulated in their contracts/letters of assignment.
6. Payments of salaries and allowances shall be made either in cash or by transfer to a bank account as requested by the staff member. In case the payment is made in cash, the staff member concerned shall sign a receipt to that effect.

#### **Rule 23**

##### **Advance Payments**

1. In exceptional cases, earlier payment of salaries shall be effected with the suggestion of the First Deputy Secretary General and the approval of the Secretary General.
2. The modalities of such payment are specified in the Financial Regulations and Procedures of the Organization of the Black Sea Economic Cooperation.

#### **Rule 24**

##### **Social Security**

The social security coverage scheme related to the members of the staff is subject to Council resolutions.

## **Rule 25**

### **Health Insurance**

1. The PERMIS shall engage and pay an insurance company of the Host Country, selected by the Secretary General for the medical insurance of the entire staff including their dependents, and shall be responsible for the follow-up of the implementation of the contract.
2. The staff member shall be personally responsible for the supply of the necessary documentation to the insurance company, in order to recover the expenses incurred and fully benefit from the services of the latter. In this framework, the Accountant shall assist and give guidance to the staff members, if and when the need arises.

## **Rule 26**

### **Seniority Risk**

1. Staff members of Categories D and P are entitled to receive a seniority risk allowance. The allowance is calculated proportionally on the basis of two months net salary for completion of a three years term of office and is paid in annual installments, upon the completion of each year of service.
2. If at the moment of termination of work the full year is not completed, the above-mentioned allowance is calculated proportionally.

## **Rule 27**

### **End of Service Indemnity**

1. End of service indemnity shall be paid to D and P staff member who serves for a period of 2 years minimum. This shall be a one month salary extra.
2. For the staff of category S the relevant provisions of the legislation of the Host Country as well as international character of BSEC shall be duly taken into account as appropriate.

## **Rule 28**

### **Accommodation Allowance**

The accommodation allowance paid to the Secretary General of the BSEC PERMIS shall be determined by the Council and is attached as Table B to the present Regulations.

## **Rule 29**

### **Education Grant**

1. The staff members, unless they are permanent residents or nationals of the Host Country of the PERMIS, are entitled to an educational grant not to exceed the maximum education grant set up by the Council, for the education costs actually incurred, in respect of each child in full-time attendance at a primary or secondary/vocational school in the Host Country. The amount of the maximum educational grant is indicated in Table F, which is attached to the present Regulations.
2. Entitlement to the education grant shall cease at the end of the school year in which the child completes his/her education or reaches the age of 18 years whichever is earlier.

**CHAPTER VI**  
**PAYMENT OF EXPENSES**

**Rule 30**

**Travel Expenses**

1. Official mission travel expenses shall be covered by the BSEC Budget, if they are not covered by the host country/organization.
2. Travel arrangements shall be conducted on a cost-effective basis, with the least costly routes to be preferred. Arrivals to and departures from BSEC meetings and other events shall, in principle, be a day in advance and a day after the officially scheduled dates.
3. On official missions abroad the travel:
  - (a) Shall be by air as a rule.
  - (b) Shall be in economy class, except on non-stop flights of more than 6 hours, for missions of the Secretary General, where business class is optional, upon approval of the Chairmanship-in-Office.
  - (c) Shall follow an economic route under conditions acceptable.
4. In case travel by car is approved by the Secretary General, the actual expenses incurred should be supported by official receipts/bills/or semi-official certificates. The amounts so paid shall not exceed the cost of travel by way of direct air route.
5. Upon return from an official mission, the staff member shall be expected to present to the Accountant the slip of air ticket, gasoline bills and tolls and other relevant documents, as well as currency exchange bills indicating the rate of exchange of the local currency into Euros, in order to settle the expenses incurred during the mission.

**Rule 31**

**Hotel Accommodation**

1. Hotel accommodation expenses for participation on official missions shall be covered by the BSEC Budget, if they are not covered by the host country/organization.
2. Hotel accommodation arrangements should be conducted in a frugal and cost-effective manner, not exceeding, in principle, the cost of 230 Euros per night. The amount above this limit shall be covered by the staff member concerned. In exceptional cases, the limit may be exceeded only by the authorization of the Secretary General, before the mission is undertaken.
3. Upon return from an official mission, the staff member shall be expected to present to the Accountant the hotel receipt and currency exchange bill indicating the rate of exchange of the local money into Euros, in order to settle the expenses incurred during the mission.

**Rule 32**

**Payment of Per Diem Expenses**

1. For the duration of official missions staff members shall be entitled to receive per diem expenses to cover additional costs incurred during the official mission. Per diem shall be paid for the duration of the mission on the basis of calendar day.
2. The per diem of the staff members shall be expressed in Euro, in accordance with the scale approved by the Council, attached to the present Regulations as Table C.

3. If the host country/organization covers boarding and lodging, the per diem shall be paid half of the full rate. There shall be no per diem, if it is paid by the host country/organization.

### **Rule 33**

#### **Relocation Expenses**

1. The PERMIS shall reimburse for staff members of categories D and P travel expenses, including those for transportation of household goods, incurred by the staff member, by the staff member's spouse and by his/her dependent children, upon:

(a) appointment.

(b) home leave once in a term of two years.

(c) separation from service, unless the staff member resigns before completing a period of service of one year.

2. The scale of compensation rates is contained in Table D, attached to the present Regulations.

3. In case of decease of a staff member during the term of office, the expenses incurred in preparing and transporting the deceased to the place of burial shall be covered by the PERMIS.

### **Rule 34**

#### **Representation Allowance**

1. Staff members of category D shall be entitled to representation allowance up to the maximum indicated in Table E, attached to the present Regulations.

2. The expenses incurred shall be settled upon approval of the Secretary General after the corresponding receipts/invoices or other certificates concerning the use of representation allowance are submitted to the Accountant, accompanied by a list of invitees.

## **CHAPTER VII**

### **DISCIPLINE**

### **Rule 35**

#### **Disciplinary Measures**

1. The Secretary General may take disciplinary measures against a staff member in cases where the employee's conduct or acts do not conform with the provisions of the present regulations, the Job Descriptions and the Terms of Office of the Staff of the PERMIS, or if the employee's services are not satisfactory in terms of required criteria, or if facts prior to employment are revealed which would have precluded the employment.

2. The Secretary General may directly or by delegation impose the following disciplinary measures against any staff member:

(a) Verbal warning;

(b) Written warning;

(c) Suspension from service for a staff member of Category D and P without pay for a maximum period of two months upon the authorization of the Council;

- (d) Suspension from service for a staff member of Category S without pay for a maximum period of two months, after consultation with the Directorial Staff;
  - (e) Termination of service for a staff member of Category S, after consultation with the Directorial Staff.
3. For the reasons stated in Para. 1, the Council may terminate the service of a staff member of category D and P, upon the proposal of the Secretary General, after consultation with the Directorial Staff.
  4. The staff member whose services are terminated for the reasons stated in this Rule shall be given one month notice.
  5. In the event of termination of service for disciplinary reasons there will be no indemnity payment.
  6. The Secretary General shall provide the necessary details for regulating disciplinary measures.
  7. In a disciplinary action the following procedures shall be respected:
    - (a) The staff member concerned shall be provided with a written notification of the facts and circumstances justifying action against him/her for any disciplinary measure other than verbal and written warning.
    - (b) The staff member shall have the right to present a written explanation of the facts and circumstances relevant to the inquiry.
    - (c) All measures imposed shall be placed on record at the times they are imposed.

### **Rule 36**

#### **Disciplinary Committee**

1. Within a month period a staff member shall have the right of final appeal to the Disciplinary Committee against decision instituting the disciplinary measures above.
2. The Disciplinary Committee holds its sessions in the premises of the PERMIS.
3. The Disciplinary Committee, for appeals filed by staff members of Categories D and P, is constituted of a representative of the Chairman-in-Office and two staff members of D and P categories chosen respectively by the rest of the staff members of D and P categories.
4. The Disciplinary Committee, for appeals filed by staff members of S Category, is constituted of a representative of the Chairman-in-Office and two staff members of D and S categories chosen respectively by the staff members of D and S categories.
5. The Chair of the Disciplinary Committee is assured by the representative of the Chairman-in-Office. All the expenses should be accountable to the BSEC Budget.
6. The Disciplinary Committee adopts its decisions by simple majority.

**CHAPTER VIII**  
**FINAL PROVISIONS**

**Rule 37**

**Responsibility and Applicability**

1. The Secretary General shall be responsible and accountable to the Chairman-in-Office for the proper application of these Regulations.
2. Unless otherwise specified, in the application of the regulations, the staff member's family shall be meant to include the spouse and children under 18 years of age or under 25 years of age in case of their full-time attendance at school, university or similar educational institutions.

**Rule 38**

**Approval and Amendment**

1. The present Regulations shall be approved by Resolution of the Council.
2. The present Regulations may be supplemented or amended in accordance with Resolution of the Council.

**Rule 39**

**Entry into Force**

The Regulations for the Staff of the Permanent International Secretariat of the Organization of the Black Sea Economic Cooperation shall enter into force as of their approval by the Council of Ministers of Foreign Affairs.