



3W Werken voor Nederland WereldWijd

11 november 2021

Dear operational manager,

This newsletter contains the latest news about 3W and our services provided to the missions worldwide and a number of points of interest regarding the closure 2021. If you have any questions or concerns please contact our relation managers (3W-Relatiebeheer) or Customer Services - use [this SSP](#) for general questions about personnel and operations.

The 3W team

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> NEWS

Contract award procedure for replacing TEM

The recent pilot for the roll-out of the Travel and Expenses Management System (TEM) at a number of missions has provided valuable input for our future travel system: Travepoint. We recently launched an EU contract award procedure for this purpose, and we hope to sign a contract with suppliers by 1 April 2022. The implementation of Travepoint should be completed by 1 April 2023. In the coming period we will keep you informed about how things are progressing.

Travelpoint will make it even easier for you to book, alter and cancel trips, and claim travel expenses. Sustainability will play a prominent role. In this way we can help achieve the government's ambition to reduce CO₂ emissions by 50% by 2030. Further benefits are 24/7 online support, an extensive range of travel options at local prices (point of sale), automatic checks of travel expenses, and an efficient invoicing process.

Roll-out of TEM at the missions

In preparation to the new Travelpoint roll out planned for 2023, a start will be made in the coming months with the voluntary roll out of the current Travel & Expense Management System (TEM) to the missions. We can then smoothly migrate all TEM users to the new platform. Moreover, this will enable missions and staff to independently book trips and claim travel expenses via our App Spendcatcher. In addition, invoices will be automatically checked and sent to the accounts department for payment saving you valuable time. Go to the [Travelpoint](#) site for more information and video instructions (in Dutch) about TEM. The site provides introductory information about booking trips and claiming travel expenses using TEM.

In the coming months, 3W is planning to hold talks with individual missions to take stock of their specific features and travel volume. Keep in mind that a roll-out of TEM is not (yet) possible in all cases.

If you have questions about Travelpoint, the roll-out of TEM, or if you want to tell us that you want to connect to TEM, please send an email to 3W-TEM-Missions@minbuza.nl.

3W Passport and Visa Desk closed on 24 and 31 December

If you will be in the Netherlands during the Christmas holidays and want to apply for a passport or visa, bear in mind that the Consular Service Centre will be closed on Friday 24 and Friday 31 December 2021.

- Employees with families or large groups are requested to make an appointment using [this SSP form](#). Appointments will take place in the afternoon.
- Other staff can turn up between 9:00 and 12:30 on weekdays. To prevent long queues at the desk, we will only consider applications that are complete. You can check the requirements [here](#).

Amendments to the LSR2020 Redundancy Pay

Since 1 October 2021, several amendments have been made to the [Legal Status \(Local Employees\) Regulations](#) (LSR 2020) regarding redundancy payments. A new type of redundancy payment has been added, which can be applied independently of the existing redundancy payment.

- When a fixed-term contract that has lasted less than five years automatically expires, a transition redundancy payment can now be awarded as well. An important factor is whether or not a new contract has been offered with similar or better conditions.
- Local law continues to apply, but the legal basis for the additional redundancy payment has now been limited to just the LSR 2020. Articles of the mission version that previously specified the amount of redundancy pay entitlements are therefore being repealed, with a few exceptions.

More information about redundancy pay, changes in the redundancy payment process, and the support provided by 3W can be found on [Rijksportaal](#)

New travel rules for staff posted abroad and local employees

As of 1 October 2021 staff posted abroad and local employees are required to travel by public transport instead of by air in more circumstances. For more information, see the [news item of 30 September 2021](#). To book a trip from the mission, go to [Travelpoint](#).

> YEAR-END CLOSING PROCEDURES

Monthly changes (MC) sheets – new submission deadlines

The deadlines have been brought forward so that the December and January salary payments can be checked and processed in a timely manner.

New deadlines:

- December deadline: Tuesday 23 November 2021* (17:00 CET);
- January deadline: Friday 17 December 2021* (17:00 CET). Don't forget to add the completed and signed in-house emergency service (BHV) forms to the MC sheet for January 2022, because the **BHV allowances** will be paid with the January salary (see also article 4.7 of the LSR).

*) These dates apply unless different agreements have been made with a mission's payroll officer.

No changes?

If there are no payroll changes, you should submit an empty MC sheet via [SSP](#). We can then ask the payroll provider to prepare the salaries straight away.

People Inc.: public holidays and leave

- At the end of the year, you should register the public holidays and other closure dates for next year in People Inc. Local. See also [Rijksportaal](#).
- The leave year for 2022 will open on 1 November. This year's leave year will be closed in People Inc. on 1 February 2022. See also [Rijksportaal](#).

Article 3.4 of the LSR 2020 states that after consulting with the employee participation body at the mission, the head of mission specifies annually the public holidays on which employees are entitled to paid leave. The LSR 2020 does **not** provide for leave days falling on a weekend to be shifted to the next working day. Also, a public holiday cannot be swapped with another day that is not a public holiday - [Rijksportaal](#).

Claiming overtime and standby allowance

If your staff have worked overtime, you should always claim overtime and standby allowance immediately at the end of the month and enter them on the MC sheet. The payment will then be made the following month. Make sure you claim unprocessed overtime for 2021 this year and include it on the MC sheet. Staff will then receive the payment with the December salary. Only overtime and standby allowance for November/December may be processed in 2022.

You can change the term for overtime declarations to 15 November – 15 December, for example. The second part of the November overtime can be included in the MC sheet for the January payroll, and the rest of December can be included in the MC sheet for the February payroll.

> TIPS & TRICKS & INFO

Applying for an HR mailbox

Having a separate designated HR mailbox is very useful for both the mission and

local employees. It facilitates the exchange of personnel-in-confidence documents, for which the general affairs (AZ) mailbox is not always suitable. In addition, the HR mailbox can be set up to automatically receive emails regarding the SSPs you have created for local employees. This is particularly useful if a staff member who submitted an SSP is absent.

You can request an HR mailbox for your mission via [SSP](#). Please let us know when the new HR mailbox is live, so that we can start using it immediately.

Which probationary period for which employment contract

You should check whether a probationary period is permitted under local law and, if so, for what duration and under what conditions. If the probationary period permitted under local law is longer than allowed under the LSR 2020, the following LSR 2020 conditions apply.

- The probationary period can last a maximum of one month in the case of:
 - a fixed-term employment contract of more than six months but less than two years;
 - a fixed-term employment contract without an end date.
- The probationary period can last up to two months in the case of:
 - an open-ended employment contract;
 - a fixed-term employment contract for two years or longer.

Find out more about employment contracts on [Rijksportaal](#).

Requesting proof of life

In early January we will start recalculating supplements for 2022. Soon 3W will again call on the missions to request [proof of life](#) and pension documents from supplement recipients. We will send the missions a message about this in mid-November, along with instructions, a proof of life template, a letter template for requesting the documents and Q&As explaining which documents are required.

Old age pension supplementation: one-off commutation of supplementation entitlements

Local employees who have worked for a Dutch mission for at least seven consecutive years and who are entitled to a supplement can submit an application for a monthly pension supplement from the retirement age stated in the mission version. It is also possible to submit a request for one-off commutation of all supplementation entitlements. This is provided for in article 9.10, paragraphs 4 and 5 of the LSR 2020.

A request for one-off commutation of all supplementation entitlements can be submitted to the mission at any time after the definitive expiry of the employment contract, and also before reaching retirement age. Retired ex-employees who already receive a supplement can also apply for a one-off payment of their remaining supplementation entitlements. However, the application must include a provisional calculation of the expected pension amount, issued by the competent authorities.

Find out more about the supplementation schemes on [Rijksportaal](#).