



3W Newsletter

28 November 2018

Table of contents

- Task specialisation project at 3W
- Relocations and sea freight
- Posted abroad: lease of staff residences, purchase of official cars
- New overview of partners' residence status worldwide
- Information session and course on Returning to the Netherlands
- Entering your home address in People Inc
- Employment contracts
- Deadline for submitting Local holidays 2019, to 3W or RSO
- Payroll fulfilment by 3W's Local Staff Group (3W/PB/LM)
- Indonesia's Rembrandt returns home
- New embassy in Belgrade
- Embassy in Qatar moves to a new building
- Compulsory registration of vehicles with foreign number plates in Brussels
- 3W's Travel and Expenses Management system (TEM 3W) being rolled out across central government
- Contact with 3W

Task specialisation project at 3W



The transfer of tasks from RSO ZAF (RSO Southern Africa) to 3W has now been completed.

3W will continue to support the missions' management teams with the operational management of local staff and accommodation. It will also provide support via the 3W website (www.sso3w.nl, available in Dutch and English), which has links to the Self Service Portal (SSP) and online forms. 3W can also still assist staff through direct personal contact.

3W is working hard to achieve the right balance between online services and human contact, based on its motto 'digital services with a human touch'. We received valuable input from the regional meetings that took place before tasks were transferred from the RSOs and the ongoing interim evaluation following the closures of RSO WEU (Western Europe), RSO MIO (Middle East), and RSO ZAF.

3W is now focusing its task specialisation project on the Eastern Europe region (OEU). On 1 January 2019, 3W will take over RSO OEU's non-financial activities. The preparations for this transfer began at the regional meeting on 24 and 25 September 2018, attended by representatives of missions in the Eastern Europe region.

Relocations and sea freight

3W realises that moving abroad is a major event, whether alone or with family members. This is why 3W's Staff Posted Abroad Group (3W/PB/UM) regularly holds discussions with removal company NEDVAN. They look at what works, what doesn't work, and where there is room for improvement. They also discuss current trends in the transport sector that affect 3W.

Sea freight/transport times

Sea and air freight are subject to various influences. These include an improving economy, resulting in competition for services; the growing use of technology in the shipping industry, resulting in the reorganisation (i.e. shrinkage) of customer services; and increases in scale, whereby only the larger shipping companies survive, operating ever larger vessels.

Posted abroad: lease of staff residences, purchase of official cars

Missions wishing to lease a staff residence or purchase an official car for an attaché or staff member posted abroad (or a specific mission section) must submit their request via SSP, using the appropriate form. This is a mandatory procedure. 3W processes the SSP request from missions in regions where tasks have already been transferred from the RSO. In regions where RSOs are still in operation, the SSP form is automatically forwarded to the RSO. After the request is considered, the mission receives a positive or negative advisory opinion.

3W also has an SP form for the missions entitled 'All questions concerning the intended lease of staff accommodation (service charges, rent, other costs)'.

[SSP form: 'Request purchase official car'](#)

[SSP form: 'All questions concerning the intended lease of staff accommodation'](#)

[SSP form: 'Request \(required\) approval regarding staff residence by 3W/RSO'](#)

New overview of partners' residence status worldwide

We have drawn up a table providing an overview of the forms of cohabitation recognised and accepted worldwide. This will tell you whether your partner can accompany you abroad and, if so, under what conditions. Marriage between men and women is recognised worldwide, but the same is not true of other forms of cohabitation, especially same-sex partnerships. It is therefore important that staff are aware of their options. The question is whether a partner can be registered as such with the local authorities and thus enjoy certain protection. The ultimate goal is that all partners should have the same diplomatic status as staff.

Thanks to the help of (deputy) heads of mission and HDPO/AR (the Human Resources Department's Conditions of Employment and Legal Status Division), 3W has collected all the relevant information and posted it on the 3W website. This information is relevant to everyone interested in a position abroad. The (deputy) heads of mission, assisted by 3W, are responsible for keeping it up to date.

Another document drawn up by 3W describes the roles and responsibilities of various parties in registering a partner. This document is also available on the [3W website](#).

Information session and course on Returning to the Netherlands

Nannette Ripmeester from Expertise in Labour Mobility (ELM) recently hosted an information session entitled 'Returning to the Netherlands: What Keeps the Dutch Dutch' for a group of eight participants (six partners and two staff members). She looked at how returnees deal with the social and emotional issues associated with returning to the Netherlands. A short presentation was also given on the current state of affairs in the Netherlands and, for partners, there were some tips on joining the Dutch labour market.

Two weeks later, Peter Kranenburg (from C&G Career Services) hosted a session for partners entitled 'Aan het werk in Nederland' ('Working in the Netherlands'), in which eight partners participated.

Entering your home address in People Inc

Are you a locally engaged staff member and liable to tax in the Netherlands? If so, the Tax and Customs Administration requires you to register your home address.

This new requirement comes into force on 1 January 2019.

So make sure you check your address in People Inc before 31 December 2018. And if it's not correct, update it. If you fail to do so, it may have consequences for your annual salary statements.

Additional important information

Annual salary statements

Annual salary statements are still sent to the missions by post. The mission address will remain the postal address for annual salary statements.

Tax credits

Staff members eligible for salaries tax credits are themselves responsible for deciding whether to instruct their employer to process them in the payroll. The Tax and Customs Administration has ruled that, from 1 January 2019, tax credits will be payable only to residents of the Netherlands (including the partners of civil servants posted abroad), other EU member states, EEA countries (Iceland, Norway and Liechtenstein), and the BES islands (Bonaire, St Eustatius and Saba). For more information on tax credits (in Dutch), go to https://download.belastingdienst.nl/belastingdienst/docs/nieuwsbrief_loonheffingen_2019_lh2091t92fd.pdf. For more information on tax credits (in Dutch), go to [this site](#). For information specifically for the partners of staff posted abroad (in Dutch), go to [this site](#).

Employment contracts

Always use the most recent templates available on Rijksporaal. Also, remember not to offer any contracts in Dutch (except at the missions in Belgium and Suriname, where Dutch is a working language). If in doubt, please contact 3W's Local Staff Group before signing a contract.

You should always conclude a new employment contract with local staff members if:

- their fixed-term employment contract is expiring automatically, and you want to renew it;
- 3W has given you permission to conclude a permanent employment contract;
- the local staff member is about to take up a new position and will therefore move to another salary scale.

In addition, please remember that if a local staff member holds one or more part-time positions at a mission, they must sign separate contracts for each position. This is important to ensure not only that People Inc holds an accurate record of the staff member's details, but also that the staff establishment list (FBO) is correct.

When is an addendum sufficient?

An addendum can be used as an attachment to an existing contract only when the change in question relates to official working hours and/or working times.

Deadline for submitting Local holidays 2019, to 3W or RSO

The 2019 set and approved holiday-days at the missions, should preferably be registered in People Inc before December 18th. This will enable the correct leave administration for 2019 in People Inc. Missions are requested to use the [SSP](#) People Inc additional questions to pass on these public holidays to 3W, or to the RSO if it is still active.

Payroll fulfilment by 3W's Local Staff Group (3W/PB/LM)

Deadline for submitting the monthly changes (MC) sheets for December 2018 with regard to compiling year-end accounts for 2018

The best way to compile the year-end accounts is to ensure that:

1. all staff expense claims have been submitted and paid (except for those submitted in December);
2. all hours/days worked have been paid;
3. all hours of leave have been approved and processed in People Inc.

In addition, please ensure that the monthly changes have been submitted via [SSP](#) by Saturday 1 December 2018. After that date, they will no longer be accepted, and only monthly salaries will be paid. Salaries will be paid on the usual dates: Thursday 20 or Friday 21 December 2018. If these dates fall on a (national) holiday, meaning that it's desirable for salaries to be paid earlier, please submit a request to this effect (including your reasons) via [SSP Other Questions/Payroll](#).

Deadline for submitting MC sheets for January 2019

Please submit the [SSP payroll](#) with the MC sheet no later than Monday 31 December 2018.

Editing the standard payroll forms

If you need to edit the standard form for submitting monthly changes to the payroll, you can use the [SSP submit payroll](#) option. You may, for example, need to add the names of recently appointed staff members to the Monthly Changes, Overtime and Standby Allowance sheets, and possibly to the First-Aid (BHV) Allowance sheet too. Equally, when staff members leave BZ their names must be removed from all these sheets.

Indonesia's Rembrandt returns home



'It was wonderful to see the proud faces of the Indonesian staff as Raden Saleh's two artworks were installed,' says Philippien. Everyone was happy to see the paintings take their place in the Jakarta chancery.

The painter Raden Saleh (who was born in Terboyo in 1811 and died in Buitenzorg in 1880), known as the Indonesian Rembrandt, had a special relationship with the Netherlands. The son of a Javanese nobleman, Saleh was taught by the Belgian painter Antoine Payen (1792-1853). In 1829, Payen persuaded the Dutch East Indies government to grant Saleh a scholarship to train as an artist in the Netherlands. As a 'child of the State', Saleh received an annual allowance from King Willem I and studied with artists including the historical and portrait painter Cornelis Kruseman and the landscape painter Andreas Schelfhout.

More than 20 years later, Saleh returned to Java, where he was awarded the title of 'Painter to the King'. In 1856, he became the first curator of the Dutch East Indies government's art collection. During this period, Saleh painted many portraits of dignitaries and Javanese landscapes.

BZ is borrowing the two landscapes, which date from 1862 and 1863, from the Cultural Heritage Agency. They were originally part of the Dutch East Indies government's art collection. From around 1925, they hung in the large reception hall at Buitenzorg Palace in Bogor (West Java) and, in the 1950s, in the official residence of the High Commissioner in Jakarta. After a temporary stay in the Netherlands at the Ministry of Foreign Affairs, both works – following in the footsteps of Saleh himself – have now returned home to Java.

The two paintings will form part of a new art project at the Jakarta embassy, which is currently undergoing extensive renovations. The renovations are scheduled for completion by the end of 2018.

New embassy in Belgrade



Our colleagues at the embassy in Belgrade recently moved to an office building just outside the city centre. The new



embassy is located on the 6th floor of a modern block which also houses the Norwegian embassy.

The offices have been designed in line with central government's principle of smart working, which prioritises transparency, daylight and a healthy working environment. On the ground floor, the embassy has a cafeteria and meeting rooms. There are a number of hotels within walking distance.

We are sure our colleagues in Belgrade will enjoy their new working environment.

The [Facebook page](#) of the Embassy of the Netherlands in Serbia and Montenegro has photos of the artwork displayed in the building.

Embassy in Qatar moves to a new building



Last summer, the embassy in Doha, Qatar, moved to a brand new building.

The new location was selected in early 2017, after which 3W's Real Estate Abroad Division (3W/HB) outlined an initial plan and, following a tendering procedure, hired a construction company to do the work. The construction project took from December 2017 to May 2018.

The new building means that the embassy can now introduce smart working. An informal meeting place has been created, which, from the start of the project, the embassy had earmarked for a table football game, with a nod to the FIFA World Cup competition which will be held in Qatar in 2022. Wesley Sneijder and Nigel de Jong were impressed by it.

Many visitors have praised the embassy for its sleek, modern design, and wanted to know more about smart working.

Compulsory registration of vehicles with foreign number plates in Brussels

On 1 October 2018, it became compulsory for all motor vehicles with foreign number plates entering Brussels to be registered with the Belgian authorities. So if you're driving to the embassy or permanent mission or taking a bus full of students to Brussels, you will have to register your vehicle. Registration is free and valid for three years.

Official cars belonging to Dutch ministries are registered automatically.

For more information on why all vehicles have to be registered when they enter the Brussels-Capital Region, go to the Low [Emission Zone Brussels website](#).

3W's Travel and Expenses Management system (TEM 3W) being rolled out across central government

The number of active TEM participants has now grown to 8,300.

TEM is currently being rolled out at:

- the Ministry of Infrastructure and Water Management; completion phase
- the Ministry of Health, Welfare and Sport (VWS); completion phase (with the exception of the National Institute for Public Health and the Environment (RIVM))
- the Ministry of Education, Culture and Science (OCW), with which a transition agreement has been concluded
- the Netherlands Court of Audit; start-up phase
- the National Ombudsman; start-up phase
- the Tax and Customs Administration, Fiscal Information and Investigation Service (FIOD) and Customs; start-up phase.

Upgrades for TEM and Online Booking Tool in 2019

In 2019 we will be releasing new versions of the TEM application and the Online Booking Tool. This upgrade will be a big step forward, especially in terms of user-friendliness. Preparations for this complex change have already begun.

Service number 4040 now in use

The dedicated TEM helpline, +31 (0)70 348 4040, was launched on 17 September 2018. This has greatly improved its accessibility.

The service desk is there to assist you with any technical problems relating to TEM. It will also assist you if you need help booking a complex journey, or if you have any other urgent questions. Before you call the service desk, however, first check the TEM online assistant, the FAQs, work instructions, and instructional videos. You can also submit questions via the Self Service Portal (SSP). The Frequently Asked Questions

(FAQs) were recently fully updated and are available on the new [3W site](#).

Contact with 3W



3W provides various services to missions concerning accommodation, management, the posting of staff from The Hague and the employment of local staff. 3W uses the Self-Service Portal (SSP) to efficiently process the large number of applications it receives. You can also contact 3W via the website, the relevant desk or the 3W account manager.

[3W website \(www.sso3w.nl\)](http://www.sso3w.nl)

There is dedicated section of 3W website that contains information for specific groups, including operational managers and local employees. Just go to [the English site](#)

3W Service Desk

3W's Service Desk (+31 (0)70 348 4333 / 3W@minbuza.nl) is responsible for channelling demand, for instance if a mission is unsure which desk to contact for which 3W product or service. The Service Desk will also guide you through the digital 3W portal (i.e. the website, Rijksportaal and SSP).

3W client management

Finally, account managers can be contacted directly with urgent or complex questions. They are interested in cross-cutting issues and understand the local context. The account manager balances supply and demand between 3W and the missions, as well as safeguarding the quality of services provided to the missions by 3W. If you have any questions or comments, please contact Lisette Hurkmans or send an email to 3W-relatiebeheer@minbuza.nl.

TEM 3W

If you want to contact 3W about an official trip abroad, call +31 (0)70 348 4040 or email 3W-TEM@minbuza.nl.

Colophon

Newsletter

In the 3W | WorldWide Working newsletter you'll find the latest information about the products and services we provide for everyone who works abroad for the Dutch government. The newsletter is available in Dutch and in English.

This message may contain information that is not intended for you. If you are not the addressee or if this message was sent to you by mistake, you are requested to inform the sender and delete the message. The State accepts no liability for damage of any kind resulting from the risks inherent in the electronic transmission of messages.