

Things to think about before an abroad contract (URA) for employees:

- Stationing with URA requires a permanent connection to a workplace in another country and it must be an exchange between KI and the university/equivalent where you as an employee will work. The overseas assignment should benefit KI's operations. URA contracts are **not** written for stays in another country if you **intend to work on scientific publications** for your own part or for **private reasons** want to work abroad.
- As a rule, the URA employment must be **100%**.
- A person who is posted abroad by a Swedish authority is considered to be resident in Sweden and is covered by Swedish social insurance, which means that they retain sickness benefit, parental benefit and child benefit. Employees stationed abroad must therefore be registered and covered by social insurance in Sweden (exceptions may be made for persons stationed in the Nordic countries, local HR contacts the central HR). The employee must contact the Swedish Social Insurance Agency and different procedures apply depending on which country you may be stationed in:
 - Apply for an A1 certificate for countries within the EU/EEA and Switzerland
 - Apply for a convention certificate for countries outside the EU/EEA and Switzerland with which Sweden has an agreement
 - Submit form no. 5459 for investigation of social insurance for countries outside the EU/EEA and Switzerland for countries with which Sweden does not have an agreement (HR should contact HRA as insurance should be reviewed, etc.

Certificate from Försäkringskassan regarding Swedish social security affiliation must be brought during the URA stationing. For URA stationing within the EU/EEA/Switzerland, the EU card must be taken with you.

- It is **not** possible to be posted to a **country in which you have your permanent residence**. This is determined in the A1 certificate. Examples of aspects that FK looks at are if you have previously lived in the country and still e.g. own real estate, have your partner in or other family ties.
- You must also be registered (**folkbokförd**) in Sweden (exceptions may exist for the Nordic countries, HR must contact the central HR department) during the entire URA stay to ensure taxation and social security membership in Sweden. You must have contacted the Swedish Tax Agency for confirmation of where you are domiciled for tax purposes. **Certificate (personbevis) to this effect is submitted to HR** at the department. Announce that **"You must not move to the country but stay and be sent for a certain time by a government authority"**.
- **You must not have lived/been stationed in the same country as the station is supposed to be in, immediately before the URA stationing.**
- You must not receive any compensation from other employers or scholarships during the assignment abroad.
- The form of accommodation in a URA contract is self-catering at the station location, i.e. in a rented apartment/house, or apartment hotel/"service apartments" The idea is that you buy your food, prepare it yourself and eat "like at home". The opposite is to stay in a hotel and eat in a restaurant, which is the accommodation and lifestyle for a business trip. Choice of accommodation must be reasonable and reasonable. The immediate manager and HR at the department decide whether your trip should be considered a URA stationing or business trip.

- A foreign assignment may also include conditions for accompanying family members. The URA agreement gives the possibility of tax-free compensation for costs connected to the stationing, e.g. travel, accommodation, preschool/school as well as other additional costs and accompanying supplements (additional costs and accompanying supplements only for accompanying persons who do not have their own income). Additional costs and accompanying supplements are determined according to a maximum and standard amount, which are changed 2 times/year. The allowances are adapted to the financial conditions that exist and assume increased living expenses due to the stationing. It is the employer who decides whether tax-free benefits are to be paid.
- The URA contract must be drawn up and signed by all parties **before departure**. The contract is legally binding. The contract with its content, i.e. which costs are to be reimbursed and how, does not apply until all parties have signed and thus approved the conditions stated in the agreement.
- It is not permitted to have a secondary occupation during the stationing period.
- You can make work and home trips during your stationing, this must be consulted with HR at the department, of which any supplements must be adjusted.
- Accompanying - (refers to compensation for pension protection due to loss of income) and additional cost supplement - can possibly be paid out if your accompanying spouse/partner loses earned income because she/he lives at the place of stationing. You must be able to prove the size of the lost earned income through a certificate from the accompanying employer (for example, a copy of the leave application).
- It is not allowed to be on leave of any kind during the URA contract period. The URA agreement can be terminated/terminated/paused if the secondee chooses to be on leave. Exceptions can be made for parental leave but this must be consulted with HR as benefits and insurance are affected.
- You and any family members are covered by Kammarkollegiet's URA insurance during the stationing period. You will receive a certificate of this from HR at the department, one certificate per family member. Check the insurance terms and conditions on the Staff portal.
- Salary revision takes place according to KI's revision times, unless otherwise agreed in the contract.
- Remember to start reviewing the various accommodation, pre-school and school options that are available in good time before the placement, in order to choose the most reasonable and reasonable option. In the first place, choose free school education, provided they meet "Swedish" standards. Childcare costs are reduced by the maximum rate in the municipality you are registered in and if the municipality has school allowance, school costs are reduced by that amount. If an accompanying person is on the stay abroad, he or she is expected to be responsible for childcare.
- Do not book accommodation and flights/travel before the immediate manager says okay to URA stationing and which frameworks apply to the stationing. A copy of the rental contract for housing must be submitted to HR at the department. Reimbursement for housing costs is only given if you have additional costs- because you are stationed abroad. If you rent out your home in Sweden, this is deducted from your compensation.
- Check if the receiving country/workplace requires special health insurance cover that the URA insurance does not cover and review your private cover. The URA insurance covers costs for emergency medical care, but not for planned medical care for chronic diseases. Accompanying persons are insured through URA when they are at the place of stationing and on holiday together with you who have a URA employment.

- Check that you have the necessary visa, residence and work permits. If you are not a Swedish citizen, you must also have a valid permit for Sweden, as it is in Sweden that you have your employment.