



Office Administration Guide

International Barents Secretariat



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2025

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Wiulls gate 3

NO-9900 Kirkenes, Norway

e-mail: ibs@barents-council.org

www.barents-council.org

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Introduction

The basic and general guidelines of administration of the International Barents Secretariat (IBS) are described in the **founding documents of the IBS** ([link](#)):

- The Agreement between the Government of the Republic of Finland, the Government of the Kingdom of Norway, the Government of the Russian Federation and the Government of the Kingdom of Sweden on the Establishment of an International Barents Secretariat for the Cooperation in the Barents Euro-Arctic Region
- The Terms of Reference for an International Barents Secretariat for the Cooperation in the Barents Euro-Arctic Region
- The Host Country Agreement between the Government of the Kingdom of Norway and the International Barents Secretariat for the Cooperation in the Barents Euro-Arctic Region
- The Financial and Staff Rules of the International Barents Secretariat

This Office Administration Guide is only meant as a supplement to the founding documents, and covers local procedures and agreements that are not already described there. It is intended as a tool for familiarizing with the daily routines at the Secretariat, and is built as a list of key words in alphabetical order. The Office Administration Guide is subject to revision, whenever found necessary by the IBS staff.

The IBS possesses a legal personality in Norway and is subject to Norwegian laws and legislations.

Unless otherwise stated in the Founding Documents of the IBS, personnel policy and administration should be handled and executed according to the Norwegian laws on working environment and conditions – *Lov om arbeidsmiljø, arbeidstid og stillingsvern mv.* (*arbeidsmiljøloven*). ([link](#))

Background of the IBS

The IBS was established in January 2008 in Kirkenes, Norway, with the purpose to provide technical support for the multilaterally coordinated activities within the framework of the Barents Euro-Arctic Council and the Barents Regional Council.

The IBS is formally registered as an international organization in Norway, and has some of the same privileges as foreign embassies and consulates.

Contact details

International Barents Secretariat
Wiulls gate 3
9900 Kirkenes
Org. no. 992 910 801
E-mail ibs@barents-council.org

Employment reference letter

When an employee retires from the IBS, he/she should receive a written employment reference letter. The letter is issued by Head of IBS, and should as minimum cover topics such as the employee's tasks and responsibilities, the duration of employment and the reason(s) for employment termination.

Environmental issues

The IBS supports every environmental measure which is applicable for its activities.

Insurances

The IBS arranges and pays for accidental, injury and travel insurance for the Secretariat's permanent staff members. The benefit of free insurance is subject to taxation.

Internal information

Information on current and upcoming events is distributed by e-mail.

Internal meetings

The Head of Secretariat is responsible for arranging internal staff meetings, preferably once a week.

Leave of absence

The IBS has developed an application for leave of absence (Appendix A), which should be filled in by the employee and delivered to the Head of Secretariat in due time before a planned leave. The application is not needed for sick leaves, business trips or annual vacation leaves.

New personnel

New personnel, including seconded and interns, should be introduced to the Secretariat, its functions and tasks, and its founding documents during the first days at office. He/she should also be introduced to, and given a presentation of the other institutions sharing office premises with the IBS, especially the Norwegian Barents Secretariat and the UiT Barents Institute. The Head of Secretariat, or any other staff member appointed by him/her, is responsible for the introduction.

Pension

IBS employees are part of a mandatory public pension scheme.

Personnel employed before 15.08.2017 were registered at Kommunal Landspensjonskasse (KLP).

Personnel employed after 15.08.2017 were registered at KLP Bedriftspensjon AS. The agreement was transferred from KLP to DNB (Den Norske Bank) Livsforsikring from October 2020. Personnel employed after 01.10.2020 will be registered at DNB Livsforsikring.

Residence permits, general

Diplomats, or Nordic nationals, do not need a residence permit to stay and work in Norway. All other persons have to apply for a residence permit themselves, or may also let the IBS handle the applications on their behalf.

Residence permits, non-diplomats and non-Nordic nationals

In case the IBS employs personnel who is in need of a residence permit, the procedures found on the web pages of the Norwegian Directorate of Immigration ([link](#)) must be followed and adhered to before a person takes up his/her position at the IBS.

Special attention should be paid to Russian nationals needing residence permit for their family members: they must apply for such permit after their own permit has been accepted, and the application must be delivered to the Norwegian consulate which is closest to their home town in Russia.

Security

The fire escape routine, which is displayed at the office entrance, should be presented to any new personnel during the first day at office.

Each employee has access to the IBS offices at any time, through a key chip. The key chip system is administrated by the Norwegian Barents Secretariat. The key chip should not fall into the hands of people not associated with the IBS. If an IBS employee invites guests to the office premises outside office hours, the employee is responsible for the security during the stay.

All computers should be turned off at the end of the working day.

The last person leaving the office each day should turn off all lights and electric appliances which could be causing fire or hazardous situations (coffee machine, water boiler etc.).

Theft or fraud is not accepted and will cause disciplinary reactions.

Service Centre for Foreign Workers

The Service Centre for Foreign Workers in Kirkenes is a cooperation between four public authorities, of which two authorities are significantly important:

- **The Police** is responsible for receiving applications for work and residence permits.
- **The Tax Administration** is responsible for taxation and the Population Register.

General information on Service Centre for Foreign Workers: [link](#)

Both diplomats and other staff should present themselves at the local the Tax Administration office before the person takes up his/her position at the IBS. The reason for this is to apply for a personal tax number (for personnel with diplomatic status: D-number), which enrolls the person into the Norwegian labour and welfare (NAV) system and gives him/her rights to health and welfare services, if needed.

Sick leave

The Head of Secretariat should be notified of sick leave not later than the first day of absence.

Suppliers to the IBS

Below is a list of suppliers to IBS. The IBS has no exclusive agreements with any of them, and suppliers not listed are not prohibited to use. The list is only meant to give a survey of which suppliers IBS uses the most.

Supplier of:	Name, address (Kirkenes, unless otherwise stated):	Contact details (Telephone / e-mail):	IBS' customer number:
Auditor services	Degerstrøms Revisjon AS	915 44 205 / 908 85 925 od@drevisjon.no / bd@drevisjon.no	10074
Bank services	Sparebank 1 Nord-Norge	915 02 244 bedrift@snn.no	
Car maintenance and service	Kirkenes Bil AS	78 97 01 00 bjornar.bersas@moller.no	2413328
Data / IT support / server / software / internet	Serit ProData AS	400 01 835 support@prodata.as	30203
Hotel, conference facilities	Thon Hotel Kirkenes	78 97 10 50 kirchenes@thonhotels.no	
Hotel, conference facilities	Scandic Hotel Kirkenes	78 99 59 00 kirchenes@scandichotels.com	
Insurance (Car, staff injury and office facilities)	Framtind 0106 Oslo	915 02 245 02245@snn.no	1696536
Travel insurance (Staff & family)	Tryg Forsikring 5020 Bergen	915 04 040	3594448
Office cleaning	Toma Facility Norge AS	922 52 125 siv@toma.no	36551
Office rental	Setter Invest AS	466 23 068 yk@tschudilogistics.com	3
Pension insurance (old)	Kommunal Landspensjonskasse 0103 Oslo	22 03 35 71 klp@klp.no	06091001
Pension insurance (new)	DNB Livsforsikring 5020 Bergen	915 04 800 pension.bedrift@dnb.no	767016
Printed matters (business cards)	DHT Dagfinn Hansens Trykkeri AS	78 99 33 05 dht@tin.no	100463
Sandwiches (for meetings etc)	Amundsen Bakeri og Konditori AS	78 99 34 82 ribago@online.no	11261
Travel tickets	Berg-Hansen 9405 Harstad	75 80 08 00 aujo@berg-hansen.no	916597
Webpage management and support	Twoday AS 0277 Oslo	99 58 10 96 helpdesk@avento.no	13119

Taxation

As soon as a staff member eligible for taxation is registered in the NAV system, the IBS will electronically collect his/her taxation details, via the website altinn.no.

Termination of employment

When an employee retires from the IBS, final settlement of salary is paid by the last salary payment. Employees who leave should return all equipment such as key chips, SIM cards, computers and any other valuables belonging to the IBS.

Any powers of attorney will automatically terminate upon retirement.

Travel claims

Travel claims should be completed in Visma as soon as possible after a completed business trip. Remuneration for duty travels is paid in connection with salary payment.

Vacation administration

The IBS staff should as soon as possible, and no later than the 1st of May each year, mutually agree upon how the summer vacation periods should be distributed among the staff members. Vacation outside the typical summer season should be approved by Head of IBS.

Vacation during sick leave

The IBS follows the laws and regulations published in the “Lov om arbeidsmiljø, arbeidstid og stillingsvern mv.” (Arbeidsmiljøloven).

Webpage update and social media

The Executive Officer has the main responsibility for updating the webpage www.barents-council.org and IBS social media, and is responsible for internal updating training.

Welfare

IBS staff have access to the municipal swimming pool (Barentsbadet) through agreement.

IBS staff have access to one of the local gyms (currently SM Training and feel24) through agreement.

The IBS' Secretary/Accountant is administrating the welfare agreements.

Work contract

The IBS has developed a standard contract which shall be used for its personnel. The contract is developed according to Norwegian standards.

APPENDIX A: Application for leave of absence

Specimen, see next page



Application for leave of absence from IBS

Personal data:

Family name	First name
Position at the IBS	

Period of leave:

From date	To date

Paid ☐

Unpaid ☐

Type of leave, please specify:

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E-mail address during absence	Telephone number during absence

Place	Date	Staff signature

The application is:

Approved ☐

Denied ☐

Place	Date	Head of IBS signature