**QUESTIONNAIRE**

**international experience on social guarantees**

**for civil servants**

This research is conducted by the National Agency of Ukraine on Civil Service together with the Center for Adaptation of the Civil Service to the Standards of the European Union.

The purpose of this research is to review international experience and best practices and to determine the list, scope and specifics of social guarantees provided by the state to employees of the civil service, as well as the extent to which such guarantees differ from the basic guarantees provided to all citizens regardless of their place of work or service.

The results of this study will form the basis for other developments to be presented and discussed next year as part of a joint international event on social guarantees for civil servants.

Therefore, we invite you to join the study and fill in this questionnaire on the specifics of social guarantees for civil servants in your country by 18 October 2024.

We would like to express our sincere gratitude for your cooperation!

**QUESTIONNAIRE**

1. **General information**

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| 1. | Country |
| 2. | Name of the state body |
| 3. | Contacts (full name, current position) |
| 4. | Contact details (e-mail, phone number) |

1. **Describe the types of social security provided for civil servants in your country**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Type of social security** | **Brief description** | **Legislative and by-laws**  *(specify the name and relevant details, by whom adopted, provide links)* |
| 1. | Retirement benefits  (*terms of provision, amount of pension payments, etc.)* |  |  |
| 2. | Social benefits upon retirement  *(provision terms, amount of payments)* |  |  |
| 3. | Medical insurance  *(provision terms of, description of the service package, amount of payments)* |  |  |
| 4. | Accident insurance  *(amount of reimbursement, types of accidents to be covered by the insurance)* |  |  |
| 5. | Benefits for temporary work disable  *(provision terms, amount of payments)* |  |  |
| 6. | Benefits and social security in case of full disability  *(provision terms, amount of payments*, *categories of civil servants to be applied)* |  |  |
| 7. | Benefits and reimbursements for working under dangerous and hazardous conditions  *(natural disasters, public strikes, military actions, etc.)* |  |  |
| 8. | Single payment in case of being killed, death and decrease in capacity for work of a civil servant or his/her relatives  *(provision terms, amount of payments*, *categories of civil servants to be applied)* |  |  |
| 9. | Compensation upon release from service redundancy/dismissal  *(provision terms, amount of payments*) |  |  |
| 10. | Maternity allowance *(provision terms, amount of payments*) |  |  |
| 11. | Parental leave  *(duration of leave, whether there is a difference in conditions for men and women)* |  |  |
| 12. | Staff housing benefits  *(provision possibilities of service accommodations, rent compensation, loans, amount of compensation and loans, etc.)* |  |  |
| 13. | Special terms and conditions for credit, reimbursement, subsidies and discounts *(services and objects subject to special terms and conditions, provision terms, amount)* |  |  |
| 14. | Expenses reimbursement for the transfer in connection with the performance of official duties within the territory and outside the state |  |  |
| 15. | Vehicle supply or reimbursement for transport costs  *(provision terms, amount of payments, credit, etc.)* |  |  |
| 16. | Reimbursement education costs for civil servants in higher education establishments  *(granting terms, amount of compensation)* |  |  |
| 17. | Social guarantees provided to family members of civil servants  *(provision terms, types, categories to be applied)* |  |  |
| 18. | Vacation camps or recovery reimbursement provision  *(provision terms, frequency of benefits use, compensation amount)* |  |  |
| 19. | Expenses for telephone services reimbursement  *(provision terms, categories of civil servants to be applied)* |  |  |
| 20. | Meals benefits  *(provision terms, types of benefits)* |  |  |
| 21. | Employment conditions  *(possibility of flexible working hours, reduced working hours for civil servants who have minor children, care for sick family members or have health problems, etc., provision of workplace amenities, possibility for children to stay at work, reasonable accommodation for people with less physical mobility, including people with disabilities)* |  |  |
| 22. | Other *(if applicable, specify):* |  |  |

**3. What funding sources are available for social security for civil servants?**

3.1. State budget

3.2. Local budget (local in the respective territory)

3.3. Special funds

3.3. Mixed system (variants 3.1., 3.2., 3.3. select the desired) \_\_\_\_\_\_\_\_\_\_\_\_

3.4 Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please provide comments if necessary:**

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**4. Describe the types of social services available to civil servants in your country**

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| --- | --- | --- | --- |
| **No** | **Type of social service** | **Brief description** | **Normative delegated legislation**  ***(specify the title and details, by whom adopted, provide links)*** |
| 1. | Professional and advanced training |  |  |
| 2. | Access to sports services and wellness activities |  |  |
| 3. | Support for recovery after illness or injury |  |  |
| 4. | Mental health support and counselling |  |  |
| 5. | Legal aid |  |  |
| 6. | Access to pre-school, schools other educational establishments |  |  |
| 7. | Social service provision for family members of the civil servant |  |  |
| 8. | Other (please specify):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

**5. Are there any exceptions or special conditions for civil servants residing in certain areas (e.g. remote regions, national minorities, areas with special conditions (geological, climatic, security, etc.)?**

5.1. Yes

5.2. No

**If ‘Yes’, please specify these exceptions or specifics:**

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**6. Please provide details if there are any other important aspects of social security for civil servants and social services in your country that are not covered by the questionnaire but should be described.**

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**Thank you very much for your feedback and participation in the research!**