

CONDITIONS AND OBLIGATIONS FOR CONSULTANTS BASED IN SWITZERLAND

A. Conditions:

According to the Swiss Mission's guidelines on hiring of consultants <https://www.dfae.admin.ch/dam/mission-onu-omc-aele-geneve/en/documents/Lignes-direcrices-OI%20anglais.pdf>:

All **internationally-recruited** consultants should:

- verify with the Swiss Embassy/Consulate in the country of their residence whether they need a visa to take up the consultancy assignment in Switzerland;
- not travel to Switzerland without the appropriate visa; and
- upon arrival in Geneva, register with HRS through the on-line portal in order for HRS to register them with the Swiss Mission.

All **internationally-recruited** consultants will be registered with the Swiss Mission as follows:

- consultants who hold contracts of more than 21 days will receive a legitimization card type “H”;
- consultants who hold contracts of 21 days or less will be registered but will not receive a legitimization card.

Internationally-recruited consultants working on-site should only be hired to work full-time on WHO premises – reference paragraph 8.

All **locally recruited** consultants, who are not of Swiss nationality, should have a valid residence and work permit (permis B or permis C) that covers the duration of the consultancy assignment – reference paragraphs 4. And 6.1. *If the identified consultant holds a different type of work permit, or the permit does not cover the duration of the consultancy assignment, HRS has to be consulted before the contract is issued.*

Locally recruited consultants who have a pending application for a work permit with the “office cantonal de la population” **cannot** be recruited by WHO – reference paragraph 4.

A consultant, holding a legitimization card type “H” is **not eligible** to apply for legitimization cards for **his/her family members** through WHO – reference paragraph 2.3. WHO is not in a position to provide any assistance in this matter.

Family members of staff members who already hold legitimization cards⁸ and are offered a consultancy contract also have to register as “consultants” with HRS through the on-line portal to ensure that they receive the appropriate work permit; i.e. a legitimization card type “H” or “Ci permit”.

B. Obligations:

According to the Swiss Mission's Manual <https://www.eda.admin.ch/missions/mission-onu-geneve/en/home/manual-regime-privileges-and-immunities/introduction/Manuel-personnes-sans-privileges-et-immunités-carte-H/Non%20fonctionnaires%20et%20stagiaires.html>, consultants holding legitimization card type “H” have to register *simultaneously* with all three cantonal offices as follows:

1. **Tax authorities** - by sending a letter, by registered mail, to the tax authorities of the canton of residence, sample letter attached as Annex 8a;
2. **Social security authorities** - depending on your residence address:
 - a. for those residing in the canton of Geneva – by sending a letter by registered mail to the AVS authorities, sample letter attached as Annex 8b;
 - b. for those residing in the canton of Vaud – by completing and sending the application form “demande d’affiliation” available on the following link <https://www.caisseavsvaud.ch/particuliers/cotisations/salaries-dun-employeur-non-tenu-de-cotiser/> to the “Caisse cantonale vaudoise de compensation AVS”, address is indicated on the form.
3. **Health and accident insurance authorities** – by contacting a health insurance provider recognized by the Swiss authorities and purchasing a policy. Please find the link to the health insurance providers recognized by the canton of Geneva for 2019 <https://www.ge.ch/document/assureurs-maladie-agrees-pratiquer-canton-geneve-2019/telecharger>. An alternative way to find an insurance company in the canton of your residence is by using the website:
<https://fr.comparis.ch/> in French
<https://en.comparis.ch/> in English.

Individuals holding legitimization card type “H” are required to comply with these obligations as soon as they receive their legitimization cards.