



**Pensions Unit**

NATO Headquarters | Brussels - Belgium

# **INFORMATION NOTE ON**

# **THE NATO DEFINED CONTRIBUTION PENSION SCHEME**





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## 1

## Introduction

1. Welcome to NATO! Unless you have worked for NATO before, a lot will probably be new and may, in some respects, be different from what you are used to. For example, in the field of personnel benefits, NATO is not subject to national social security legislation. Consequently NATO has its own system of medical insurance and its own retirement plans.
2. This document is designed to give you an overview of one of NATO's retirement plans - the NATO Defined Contribution Pension Scheme. Details of the Scheme and your entitlements and obligations are set out in the Civilian Personnel Regulations, Chapter XV.B and in the Scheme Rules in Annex VI. As they are approved by the Council, the Articles of the CPRs and of the Scheme Rules will always override anything in this document if a dispute arises over your rights or obligations under the Scheme.

## 2

## Benefits and Advantages

3. The NATO DCPS is, as its name suggests, a defined contribution pension plan. It provides pensions on a money purchase basis.
4. NATO will open an account for each member of the Scheme. The account will be credited each month with cash contributions by you and by NATO which will be invested in order to build up a sum which will buy you a pension on retirement.
5. In brief, the DCPS provides you the following benefits and advantages:
  - ✓ A flexible way to build up savings for retirement.
  - ✓ Guaranteed cash contributions by NATO towards your pension.
  - ✓ Choice, within limits, in the amount you save.
  - ✓ Choice, within a range of options, in the way you invest.
  - ✓ Choice in the retirement benefits you will receive.
  - ✓ Portability if you leave before retirement - possibility to transfer in and out of the Scheme.
  - ✓ A pension according to commercial rates at any time after leaving NATO if you have contributed for 6 years or more.
  - ✓ Partial compensation for tax on the annuity payments.
  - ✓ Possibility to draw your holdings, or part of them, as a cash lump sum at the moment of retirement.
  - ✓ Survivors' or invalidity pension benefits if you should die or become disabled while employed by NATO.

### 3

## Who is a member of the NATO Defined Contribution Pension Scheme?

6. If your appointment to NATO started on or after 1 July 2005 and you have not previously worked for NATO or one of the Co-ordinated Organisations<sup>1</sup>, you are a member of the DCPS.
7. If you have previously worked for NATO or for one of the Co-ordinated Organisations for a period of 10 years or more and if, as a result, you have rights to a deferred pension in the

A fully  
capitalized,  
modern  
pension plan

Pension Scheme of the Co-ordinated Organisations, you will be affiliated to that scheme again and will not be a member of the DCPS. If you worked for one or more of the Organisations mentioned (including NATO) for a period of less than 10 years and therefore do not have rights to a deferred pension in the Pension Scheme of the Co-ordinated Organisations, you are a member of the DCPS.

### 4

## Contributions

8. NATO will open a pension account for you when you join the Organisation. If you had previously been affiliated to the DCPS and remained a passive member after separation from NATO, your passive member account will be re-activated to an active member status as soon as you join NATO again. You will receive details of your account and how to receive information on your account value and on the investment options available shortly after your first regular monthly salary is paid.

Flexibility  
in member  
contribution  
rates

9. Both you and NATO contribute to the scheme. You will contribute 8% of your basic salary to the DCPS each month. NATO will contribute 12% of your basic salary to the scheme into your account. The monthly contributions made into your account from any source are considered part of your emoluments.

<sup>1</sup> NATO is associated for salaries and pensions with a group of other international organisations called the Co-ordinated Organisations and comprising the Council of Europe, European Space Agency, OECD, EUMETSAT and the European Centre for Medium Range Weather Forecasts.

## 5

## Additional Voluntary Contributions (AVCs)

10. You may elect to make additional voluntary contributions (AVCs) to the scheme in multiples of 1%, up to a maximum of 5% of basic salary. These contributions will be paid into your account in the scheme. No counterpart contribution will be made by the Organisation in respect of any such additional voluntary contributions. You can revise or cancel your decision regarding AVC once per month by notifying your payroll centre.
11. If you want to make AVCs, you are invited to return the form, which is attached at Annex 1 to this notice, to instruct payroll to deduct AVCs from your monthly salary. If you decide not to make AVCs, you need do nothing.

## 6

## Inward transfer

12. You may also transfer to the DCPS the cash value of your pension rights accrued in the pension scheme of your previous employer in as far as that scheme allows such a transfer. If you wish to transfer these previously accrued pension rights to the DCPS, you should write to your previous employer's scheme to see if such a transfer is possible. Please make sure that you fully understand the conditions which may be subject to transfer of your pension rights prior to requesting and accepting the transfer.
13. You have to await confirmation of your probationary period before submitting your request to carry out an inward transfer of your previous pension rights. The deadline to request such inward transfers is six months after confirmation of your probationary period. Transfer requests which do not meet this deadline cannot be accepted.
14. If you have previously served with NATO or one of the other Coordinated Organisations and left with a leaving allowance from the Pension Scheme of the Co-ordinated Organisations, you may transfer the full amount of the leaving allowance to the DCPS.

Possibility  
to import  
previous  
pension  
entitlements

## 7

# Investment

15. The contributions paid into your account will be invested. The Scheme offers a range of investment options into which your holdings can be placed. The Fund range consists of 6 funds distributed by BNY Mellon Asset Management, the InstiCash EUR fund managed by BNP Paribas and 4 funds managed by Vanguard.
16. You may choose to invest your holdings in equity, bond and cash funds denominated in either US Dollars (USD) or Euros (EUR). The options are currently:

Choice in  
the way  
you invest

### Equity Funds:

Global Equity fund denominated in USD (actively managed fund - BNY Mellon)  
Global Equity fund denominated in EUR (actively managed fund – BNY Mellon)  
Global Stock Index fund denominated in USD (passively managed fund – Vanguard)  
Global Stock Index fund denominated in EUR (passively managed fund – Vanguard)

### Bond Funds:

Global Bond fund denominated in USD (actively managed fund – BNY Mellon)  
Global Bond fund denominated in EUR (actively managed fund – BNY Mellon)  
Global Bond Index fund denominated in USD (passively managed fund – Vanguard)  
Euroland Bond fund in EUR (actively managed fund – BNY Mellon)  
Euro Government bond index fund in EUR (passively managed fund – Vanguard)

### Cash Funds:

Universal Liquidity Funds – Liquidity Plus in USD (BNY Mellon)  
BNP Paribas InstiCash Fund in EUR (BNP Paribas)

An approach to investment decision making is attached at Annex 2.

## 8

# Switches

17. You may invest in more than one fund. If you invest in more than one fund your initial investments should be in multiples of 10% of your total holdings with a minimum of 20% allocated to each fund. No more than five funds may be “active” (i.e. receive contributions). Overall, you cannot use more than 10 funds in total.
18. You may switch your contributions and/or your existing holdings, in whole or in part, into different funds. Switches have to be carried out on line, via the DCPS website. You may also maintain your past contributions in the funds in which they are invested and ask that future contributions should be invested in different funds (in multiples of 10% with a minimum of 20% allocated to each fund). You may switch your existing holdings and/or reallocate your future contributions up to six times per calendar year.

A detailed description of the Switch process with guidance is available at Annex 6.

## 9

## Risk

19. The amount of your ultimate pension or other benefit from the scheme is dependent upon the amount of money which you have accumulated in your account in the scheme. You should therefore consider a strategy based on your investment horizon, in other words, the period of time your holdings are likely to be invested in the DCPS.
20. Investments can go down as well as up. Thus, risk is an integral part of investment; it is important to remember that risk is not necessarily negative and that taking risk can be very effective. The longer the time to your expected departure from NATO, the more risk you should be able to shoulder. The funds which are available under the scheme vary in the level of risk. The equity funds carry the most risk and are the most volatile in the short term but over time the return on equity has been higher than on bond and cash funds.
21. Your own attitude to risk is likely to be related to factors such as your age, your responsibilities and your past experiences. The length of your contract with NATO may also be a factor. The different options are designed to suit those who want to take a more cautious approach, those who are prepared to take more risk in search of potentially higher returns, and those who are somewhere in between. In order to help you to define your personal attitude to investment risk, a “Risk Profiler” has been made available to DCPS members on the DCPS website.
22. The DCPS Investment Managers (BNY Mellon Asset Management, BNP Paribas Investment Partners and Vanguard Asset Management Ltd) provide regularly updated information on each of the funds available which are to be found on the DCPS website to help you in decisions on investment. Links pointing you to the web sites of these three Investment Managers can be found under “useful links” on the DCPS website.

## 10

## Initial investment

23. The contributions that you make for the first month (pay cycle) will be invested by default. From the second month (pay cycle) onwards you may switch your holdings and your future contributions into different funds, via the switch feature that is available on the DCPS website.
24. Currently, the default investment strategy for all new entrants is directing initial contributions (both the Employer’s and the Employee’s shares) into one of the cash funds. The contributions for staff paid on the basis of salary scales for countries in Europe (including Turkey) are invested in EUR denominated funds and in USD for staff paid on other scales.
25. Please note that if you do not carry out a switch request via the DCPS web site, your contributions and holdings will remain invested in the cash fund.

Default investment for members who don't want to take investment decisions

- 
26. Please review your investment strategy from time to time, and particularly in the light of your prospects of longer service with NATO.
  27. If you do not wish to choose the fund(s) in which your holdings will be invested, you may remain in the initial default investment strategy. However, if you choose to switch, you will leave the initial default strategy and future contributions will be made into the fund(s) that you have chosen and in the proportions which you have specified. The investments which you have chosen will remain unchanged until you instruct the scheme administrator to switch your investments again. As stated in paragraph 18 above, you may change your investments six times per calendar year.

## 11

### Benefits

28. Your holdings in the scheme will provide the basis for all the benefits which you will be paid from the scheme.

Flexibility in  
the payment  
of benefits

### Less than 6 years' service

29. If you leave NATO without having contributed to the scheme for 6 years or more, NATO will pay you your holdings as a cash lump sum when you leave. Alternatively NATO will transfer your holdings to another pension scheme if you request this before you leave NATO.
30. You also have the possibility to leave NATO and opt to become a passive member of the Scheme. As a passive member, you can maintain your holdings invested in the DCPS after separation, subject to payment of the annual scheme administration fee billed by the Scheme Administrator. As a passive member, you will be able to switch funds but you will not be able to make contributions.

### 6 years' service or more

#### Retirement benefits

31. The normal retirement age is 65. Under current regulations NATO will pay your retirement benefits the month following the month in which you reach the age of 65. You can choose to request payment of your retirement benefits in form of annuities, or you can draw your holdings or part of them in cash. You can also ask to transfer your holdings to the next occupational pension scheme.

## Transfer value

32. If you leave NATO before age 65, having contributed to the scheme for 6 years or more, you may transfer your holdings to another approved pension scheme.

## Deferred pension

33. If you do not want to draw your benefits at the moment you stop working for NATO, and if you do not transfer your holdings in the scheme to another scheme, NATO will maintain your holdings in your account in the DCPS until further notice from your side. Your holdings will remain invested, and you become a passive member of the scheme. You may switch funds if you wish but you will not be able to make any contributions. You will have access to details of your account on the scheme administrator's website. Remember that in this case you must keep NATO informed of any change in your contact details.

## Early pension

34. Alternatively you may request your pension at any time after departure from NATO. However, you must bear in mind that the earlier you request your pension the less time your holdings will have had to accrue interest on the one hand, and the longer you will be deemed to draw your pension on the other. It is therefore likely that the sum in your account will be lower than at age 65 and that the annuity rate applied to that sum by the pension provider will be less advantageous in order to take account of the additional months' payments which would normally be expected.

## Late pension

35. You have also the possibility to maintain your holdings invested beyond age 65, and draw your DCPS retirement benefits at a later point in time.

## Lump sum

36. If your pension is due, either at age 65 or, at your request, before or after that age, you may elect to take your holdings, or part of them, as a lump sum. You should note that this is not compulsory and that withdrawal of any such lump sum will reduce the amount which is available for your pension accordingly.

## Annuities

37. If you request to have your retirement benefits paid in form of annuities, your annuities will be purchased from a commercial pension provider at commercial rates at the time your holdings are transferred to the annuity provider.

## Tax

38. Annuity payments are not exempt from taxation. You will be required to declare your annuities for taxation purposes to the relevant tax authorities who alone are responsible for assessing whether tax is due and, if so, how much.
39. However, if you are required to declare your annuity payments in a NATO member state, you will be entitled to partial compensation for tax from NATO because of an element of double taxation. Broadly speaking, the compensation is around 50% of the tax that you might expect to pay if the pension was your only income. The adjustment applies only to your NATO annuity, not to other income you may receive.

## 12

# Death and permanent invalidity while employed by NATO

40. NATO has arranged insurance under its Group Insurance scheme as provided for in Article 47 of its Civilian Personnel Regulations, to provide survivor benefits if you die in service or become invalid. A brief description of the cover is given at Annex 3. Please note that if you die in service, your holdings in the DCPS will be paid to your nominated beneficiaries. If you have not left instructions with designated beneficiaries, your DCPS holdings will be paid to your estate.

Risk  
benefits

## 13

# Scheme Administrator

41. NATO member states decided that the administration of the scheme should be outsourced. The scheme administrator appointed by NATO is a specialist pension scheme administrator – **Previnet** located in Preganziol, Italy.
42. As a member of the scheme you will be able to consult your account and to view information about investments, FAQs and to request fund switches via the DCPS website, run by Previnet, which can be accessed from any PC, via <http://www.nato-pensions.com> using the login details which are sent to you via email by the Scheme Administrator towards the end of your first month of Service with NATO.
43. If you have any questions about the Scheme which are not answered from the “Frequently Asked Questions” on the DCPS website, please get in touch with your **local HR** Office. You can reach the NATO Pensions Unit at NATO HQ via e-mail: [mailbox.pensions@hq.nato.int](mailto:mailbox.pensions@hq.nato.int).

At your  
Service

**A1**

## Annex 1

# Application to make additional voluntary contributions

Please return to your Payroll Service

Name (block capitals):

I hereby request to make additional voluntary contributions to the NATO Defined Contribution Pension Scheme (DCPS) in accordance with Article 5.3 of the Regulations governing the NATO Defined Contribution Pension Scheme (CPRs, Annex VI) and authorise [the International Staff] to deduct from my monthly basic salary the percentage, which I indicate below, as a contribution to the DCPS:

Tick one box only

0%     1%     2%     3%     4%     5%

Signature:

Date:

## Annex 2

# Approach to investment decision-making

1. The purpose of this part of the brochure is to offer you a general approach to investment decision-making which allows you to look at various investment options from different angles.
2. Please note that NATO cannot give you financial advice, and has no intention of doing so. Since each member's personal, professional and financial situation is different, there is no 'one-size-fits-all' default strategy, therefore we highly recommend filling in the risk profiler. The risk profiler is a questionnaire available on the DCPS web site which helps you determine your risk profile.
3. NATO offers a variety of investment opportunities to DCPS members, from more conservative to more aggressive ones. This variety means that individuals are faced with the challenge of choosing an investment strategy that most suits their situation, needs and risk preferences.
4. As an investor, you should first define your investment objective, and as a second step, you should develop an investment strategy either using a single fund or a combination of several funds in order to meet your objective. For example, if you are employed on a short term contract, your investment objective could be to preserve your contributions. On the other hand, if your investment horizon is long enough, your objective could be to build up growth in your portfolio.
5. As an institutional investment, the range of funds offered through the DCPS have a more favourable fee structure than individual investments. This allows an investor with little or no knowledge of financial markets to own a professionally managed, diverse portfolio without the disadvantage of high trading costs. The fee structure of DCPS funds is available on the DCPS website.
6. The DCPS fund range currently offers 11 investment funds. Each fund pursues a specific investment objective but these 11 funds can be divided into 3 different fund families, or categories. These are: equity, bond and cash funds.

### a) Cash funds

7. A cash fund is a pooled investment vehicle that invests primarily in short term, highly liquid financial instruments. In essence, the cash funds aim to preserve the value of your investment. These funds represent the investment option with the least exposure to investment risk. The advantage of this investment is the fact that it is relatively stable, has a certain degree of predictability, and low risk of price fluctuation.
8. On the downside however, medium and long term investors will not see capital appreciation and accordingly, cash funds should not be considered as an instrument to achieve long-term financial goals.

## b) Bond funds

9. Bond funds are funds that invest in a particular type of bond or debt security according to their investment objectives. These can be active or passive investments. Bonds are commonly referred to as debt securities and are issued by governments, municipalities and companies to finance a variety of projects and activities. Debt securities can have fixed- or variable income. The issuer is required to make certain periodic payments and to return the principal at maturity to the investor.
10. If you are considering investing in a bond fund, you need to know that these funds are exposed to a variety of investment risks, such as default risk, credit risk, interest rate risk, and possibly others. This means that bonds are subject to fluctuation on the financial markets. Therefore, it is rather difficult to predict the future performance of investments in a bond fund. However, from a historical perspective, investing in bonds over the medium and long term generally provides higher income than investing in cash funds.
11. This means that bonds offer an interesting investment option as long as you have an investment horizon which can accommodate a certain level of fluctuation.

## c) Equity funds

12. Equity funds are a type of fund which invests in equity securities, or stocks. A stock is an ownership stake in a company and represents a claim on a proportional share in the corporation's assets and profits. Equity funds seek investment growth and capital appreciation through active or passive investments in stocks.
13. If you are considering an investment in equities, you need to be aware that equity funds are subject to various risk factors. What are these risks? The most common are market risk, company-level performance risk, interest rate-related risk and foreign exchange risk. Equity funds are more volatile than investments in bonds or in cash funds and are therefore considered a high-risk investment.
14. This might lead to the question: why choose a high-risk investment in a pension scheme? The answer is simply based on past experience, which shows that equities have the highest potential for growth over the long term. The volatility of financial markets creates opportunities for the attentive investor to explore market inefficiencies and increase their pension capital.
15. Accordingly, equity investments are an interesting option for investors who have an investment horizon that gives them the flexibility to maintain investments when faced with falling market returns, and who are eager to monitor their holdings on a regular basis in order to manage their investments in the most effective way.



## Active and Passive fund management

16. The funds themselves may follow a specific strategy and be passively or actively managed.

### a) Passively managed funds

17. In a passively managed fund (or index fund), the securities are selected to match the composition of a particular index (or benchmark), rather than being freely chosen by a portfolio manager. Index funds are designed to mirror the market returns of a specific index (e.g. S&P 500, MSCI World) and typically replicate the index's weighting of securities.

### b) Actively managed funds

18. On the other hand, an actively managed fund is a fund whose assets are selected by a fund manager for growth potential in line with the fund's investment objective and based on the fund manager's judgment and skills. A fund manager who employs an active management strategy attempts to improve benchmark returns or reduce risk for a given rate of return.

## Conclusions

19. Here's what you should keep in mind to manage your DCPS holdings in the most efficient way:
- You should define your personal DCPS investment objectives, based on your personal circumstances and your contractual situation;
  - You should monitor your personal DCPS holdings regularly; and
  - You should make use of the switch options which are available to you, in order to ensure that your contributions and holdings best match your investment objectives.



## Annex 3

# Risk benefits for DCPS members\* - Death in Service

### For Staff who are entitled to Household Allowance

Benefits	Illness other than occupational disease	Occupational illness	Accident other than work accident	Work accident	Cumulative Limits
Life insurance basic cover - Premium (S1)	lump sum equal to 3 years' emoluments	lump sum equal to 3 years' emoluments	lump sum equal to 5 years' emoluments	lump sum equal to 3 years' emoluments	
Additional cover - Premium (S2), if subscribed	lump sum equal to 2 years' emoluments	lump sum equal to 2 years' emoluments	not applicable	lump sum equal to 2 years' emoluments	
Additional cover - Premium (S3), if subscribed	not applicable	not applicable	lump sum equal to 3 years' emoluments	lump sum equal to 3 years' emoluments	
DCPS Survivor pension - spouse	85% of C1/1	85% of C1/1	85% of C1/1	85% of C1/1	
DCPS Survivor pension - each orphan	50% of C1/1	50% of C1/1	50% of C1/1	50% of C1/1	
Work-related Pension - spouse	not applicable	30% of emoluments	not applicable	30% of emoluments	max 80% of emoluments
Work-related Pension - per child	not applicable	15% of emoluments	not applicable	15% of emoluments	
DCPS holdings are paid to designated beneficiaries, or to the estate	Yes	Yes	Yes	Yes	

### For Staff who are not entitled to Household Allowance

Benefits	Illness other than occupational disease	Occupational illness	Accident other than work accident	Work accident	Cumulative Limits
Life insurance basic cover - Premium (S1)	lump sum equal to 1 year's emoluments	lump sum equal to 2 years' emoluments	lump sum equal to 1 year's emoluments	lump sum equal to 2 years' emoluments	
Additional cover - Premium (S2), if subscribed	lump sum equal to 2 years' emoluments	lump sum equal to 2 years' emoluments	not applicable	lump sum equal to 2 years' emoluments	
Additional cover - Premium (S3), if subscribed	not applicable	not applicable	lump sum equal to 3 years' emoluments	lump sum equal to 3 years' emoluments	
DCPS holdings are paid to designated beneficiaries, or to the estate	Yes	Yes	Yes	Yes	

\* also applicable to staff aged under 65 who have left the Organization and who are in receipt of an invalidity pension for DCPS members.

**Please note:** The above information is a summary of rules for information purpose only. Individual circumstances may affect the benefits. The benefits to which you may be entitled can only be fully assessed on the basis of the circumstances and your situation at the time a claim arises. Nothing in this document overrides the provisions of the NATO contract for these benefits with Allianz Worldwide Care Limited.



## Annex 4

# Risk benefits for DCPS members

## Permanent invalidity while employed by NATO

### A. General

1. The amount of any invalidity pension is a percentage of your total emoluments at the time that you are recognised as suffering from permanent invalidity. The percentage of your total emoluments is the same as your loss in earning capacity as assessed by the medical authority appointed by Allianz Worldwide Care Limited.
2. The invalidity pension is paid in full if you cease gainful employment. No invalidity pension is paid if you continue in full-time employment. The invalidity pension is reduced if you work part-time at a percentage of full-time work higher than the percentage of loss of earnings capacity. The total of the invalidity pension and earned income cannot exceed the last salary.

### B. Invalidity is work-related

No invalidity pension is paid if your loss of earnings capacity is less than 5%.

Any pension is paid either until you cease to be invalid or until you die, whichever is earlier.

Maximum pension is 80% of emoluments.

Your holdings in the DCPS remain invested and will be converted into a retirement pension on request from age 50 or in any event at age 65. Your retirement pension will be paid in addition to any work-related invalidity pension.

### C. Invalidity is not work-related

No invalidity pension is paid if your loss of earnings capacity is assessed as less than 33.33%.

Any pension is paid either until you cease to be invalid or until age 65, whichever is earlier.

You will pay 8% of your pension into your account in the DCPS (plus AVC if you so decide).

If your loss of earnings capacity is assessed as between 33.33% and 50%, Allianz Worldwide Care Limited will pay 12% of the invalidity pension into your DCPS account as “employer’s contribution”.

If your loss of earnings capacity is assessed as more than 50%, Allianz Worldwide Care Limited will pay 12% of the basic salary for your grade and step into your DCPS account.

Your holdings in the DCPS will remain invested and will be converted into a retirement pension at age 65.

**Please note:** The above information is a summary of rules for information purpose only. Individual circumstances may affect the benefits. The benefits to which you may be entitled can only be fully assessed on the basis of the circumstances and your situation at the time a claim arises. Nothing in this document overrides the provisions of the NATO contract for these benefits with Allianz Worldwide Care Limited.

1. As an active member of the NATO Defined Contribution Pensions Scheme (DCPS), you are insured against the risk of permanent invalidity from the first day of duty onwards. Insurance is provided through Allianz Worldwide Care Limited for permanent invalidity resulting from occupational disease or accident at work, or and for invalidity resulting from other illnesses and for other accidents. This insurance is mandatory and covers all staff members in active service.
2. Permanent invalidity can only be declared by the appropriate medical authority. The subsequent decision on the employment of the scheme member is taken by the Head of NATO body.
3. The level of work incapacity, as assessed by the designated medical authority, determines whether an invalidity pension will be paid out to you or not. If you qualify for an invalidity pension, the level of benefits paid to you depends on the level of incapacity to work recognized by the medical authority and whether the invalidity results from an occupational disease or work-related accident or not.

## Benefits

### **I. Invalidity resulting from illness or accident other than occupational disease or work accident**

- 1.1 If you become entitled to an invalidity pension, it does not mean that your contract will be terminated automatically. NATO and your HR Managers will discuss your options with you. NATO does not discriminate against staff with disabilities. In some instances a staff member who becomes entitled to an invalidity pension may be able to continue working full-time in his/her existing post. In other cases it may be possible to transfer such a person to different duties or for him/her to work part time. Only as a last resort, will the contract be terminated.
- 1.2 If you are recognized as invalid, you will fall into one of the following categories:
  - (a) if your recognized level of permanent work incapacity is lower than 33.33%, this result will be kept on file but no invalidity pension will be paid out to you;
  - (b) if your recognized level of permanent work incapacity is above 33.33%, the insurance company will pay an invalidity pension equal to the percentage of reduction of income, multiplied by your monthly emoluments and up to a maximum of 60%. Furthermore, Allianz Worldwide Care Limited will pay a contribution to your DCPS retirement account equal to:
    - (i) 12% of your invalidity pension if you are recognized at less than 50% permanent work incapacity;
    - (ii) 12% of your last basic salary if you are recognized at 50% or higher level of permanent work incapacity.
- 1.3 If you continue to work while entitled to an invalidity pension, you may accumulate the pension with earned income provided that the total of the pension plus earned income does not exceed your last salary.
- 1.4 If you are recognized as incapacitated for work at 60% or more, you will not be required to pay insurance contributions for life insurance and medical coverage for the duration of your invalidity or until age 65, whichever is earlier and provided you have no other paid occupation.

- 
- 1.5 If you are recognized as incapacitated for work at between 33.33% and 60% and have no other paid occupation, your contributions to medical cover are reduced in proportion to the level of invalidity, for the duration of your invalidity or until age 65, whichever is earlier.
  - 1.6 Your invalidity pension and the Employer's part to your pension contributions will be paid for the duration of your invalidity until you reach age 65 unless you die before that.
  - 1.7 Your personal 8% pension contribution, plus a possible Additional Voluntary Contribution (AVC), varying from 1% to 5% according to your choices, will be deducted from your Invalidity pension.
  - 1.8 The invalidity pension will cease to be paid at 65. A retirement pension will be paid using your holdings in the DCPS from age 65 but you can also chose to draw your holdings, or part of them, in form of a cash lump sum.
  - 1.9 Allianz Worldwide Care Limited will calculate the amount of invalidity pension to which you are entitled by applying the rate of recognized invalidity to your total emoluments. Bi-annual adjustments on 1st January and on 1st July will be applied on the basis of the inflation index for the country concerned published by the OECD.
  - 1.10 The NATO Pensions Unit will pay your invalidity pension to you on a monthly basis, and ensure that the relevant DCPS contributions (Staff contribution, Additional Voluntary Contribution and Employer's part) are invested as part of the monthly DCPS cycle. The Pensions Unit is also responsible for the preparation and payment of any tax adjustment to which you will be entitled.
  - 1.11 If a DCPS member who receives an invalidity pension dies before reaching age 65, the same benefits as for death in service will apply.

## **II. Invalidity resulting from occupational illness or work accident**

- 2.1 If your recognized level of permanent work incapacity is lower than 5%, this will be kept on file but no invalidity pension will be paid to you.
- 2.2 If your recognized level of permanent work incapacity is higher than 5%, no Invalidity pension will be paid to you if you remain at work and if there is no reduction in salary. The overall ceiling for any invalidity pension payable to you is equal to 80% of your last salary.
- 2.3 NATO will pay you invalidity pension until you cease to be invalid or until you die, whichever is the earlier. No contributions to the DCPS will be paid by you or by NATO.
- 2.4 If you are recognized as incapacitated for work at 60% or more, you will not be required to pay insurance contributions for life insurance and medical coverage until you cease to be invalid or until you die, whichever is the earlier and provided you have no other paid occupation.
- 2.5 If you are recognized invalid at between 33.33% and 60% and have no other paid occupation, your contributions to medical cover are reduced in proportion to the level of invalidity, until you cease to be invalid or until you die, whichever is the earlier.

- 2.6 Allianz Worldwide Care Limited will calculate the amount of invalidity pension to which you are entitled by applying the rate of recognized invalidity to your total emoluments. Bi-annual adjustments on 1st January and on 1st July will be applied on the basis of the inflation index for the country concerned published by the OECD.
- 2.7 The NATO Pensions Unit will pay your invalidity pension to you on a monthly basis. The Pensions Unit will also calculate and pay any tax adjustment to which you may be entitled.
- 2.8 If a DCPS member who is in receipt of an invalidity pension dies prior to age 65, the same benefits as for death in service will apply. If a DCPS member dies after age 65, the surviving spouse will be entitled to a reversion pension equal to 60% of the invalidity pension which is paid for life or until the surviving spouse remarries.

**Please note:** The above information is a summary of rules for information purpose only. Individual circumstances may affect the benefits. The benefits to which you may be entitled can only be fully assessed on the basis of the circumstances and your situation at the time a claim arises. Nothing in this document overrides the provisions of the NATO contract for these benefits with Allianz Worldwide Care Limited.

## A5

# Annex 5

## Risk benefits for DCPS members

### Death in service(\*)

1. As an active member of the NATO Defined Contribution Pension Scheme (DCPS) you are insured against the risk of death in service from the first day of duty onwards. Insurance against death is provided through Allianz Worldwide Care Limited, both for death as a result of accident at work or an occupational disease and for death by other causes e.g. accident at home, or other diseases.
2. This life insurance is part of the NATO Group insurance package and is mandatory for all DCPS members. It covers you while you are in active service or if you have left NATO because of invalidity in service and are in receipt of an invalidity pension because your loss of earnings capacity has been assessed to be at least 33.33%.

## Premium payable for survivors' pensions

3. Survivors' pensions will be paid under the insurance policy concluded through Allianz Worldwide Care Limited, from Allianz to NATO. NATO is responsible for the payment of the survivor benefits, to the individual beneficiaries.
4. DCPS survivor benefits are financed by an insurance concluded with Allianz Worldwide Care Limited. Approximately one third of the premium for this insurance is deducted as your personal contribution from your salary, and NATO pays the remaining part, which reflects approximately two thirds of the premium.

## Benefits

5. If you die while employed with NATO, the pension holdings you have accumulated in your DCPS account will be paid to your designated beneficiary(ies). If you have not left instructions to whom to pay your accrued pension rights, the holdings will be paid to your estate.
6. Separately from this, a life insurance capital will be paid to nominated beneficiaries. You must specify separately in writing the person or persons to whom the life insurance capital should be paid.
7. It is important that you review the nomination of your beneficiaries if your circumstances change. NATO is bound to act on the instructions which you have made while living and cannot pay to other persons.
8. If you are married, NATO will pay a survivor's pension to your spouse. A survivor's pension will be paid for life or until your surviving spouse remarries. The survivor's pension will be

an amount equal to 85% of grade C1 step 1 salary. It is the same for everybody. It takes no account of your grade or length of service.

9. If you have dependent children when you die, orphans' pensions will be paid to them. The orphan's pension is paid as long as the child satisfies the conditions for entitlement to the dependent child allowance, as defined in the NATO Civilian Personnel Regulations (CPRs). An orphan's pension is an amount equal to 50% of grade C1 step 1 salary for each orphan. .
10. If death results from an occupational illness or a work accident, a work-related pension will be paid to your spouse and/or your dependent children, in addition to the before mentioned benefits.
11. Please note that survivors' pensions and orphans' pensions are not in principle exempt from taxation in most NATO countries. A surviving spouse or orphan will be required to declare their pensions to the tax authorities in most NATO countries. However, if survivors' and orphans' pensions are taxable and these benefits are declared in a NATO member state, your surviving spouse and/or orphans will be entitled to partial compensation for tax from NATO in the form of a tax adjustment, which will be paid with the pension.

(\*) also applicable to staff aged under 65 who have left the Organization and who are in receipt of an invalidity pension for DCPS members.

**Please note:** The above information is a summary of rules for information purpose only. Individual circumstances may affect the benefits. The benefits to which you may be entitled can only be fully assessed on the basis of the circumstances and your situation at the time a claim arises. Nothing in this document overrides the provisions of the NATO contract for these benefits with Allianz Worldwide Care Limited.

## A6

# Annex 6 NATO Defined Contribution Pension Scheme: SWITCH MANUAL

## How to change the way your contributions and/or your current holdings are invested

If you wish to change the way your future contributions and/or your current holdings are invested, please access your personal account in the DCPS website and follow the below instructions.

Remember that you are only able to exercise the option to change your investments after 2 months from joining the DCPS. You will be able to change the way your current holdings or future contributions are invested up to six times in a calendar year. You may hold up to 10 funds, among existing holdings and investment profile for future contributions. You may choose up to 5 different funds into which your future contributions are invested.

Before changing your investments, you are advised to consult the data on past performance of the funds in which you may invest and all relevant investment documentation available within the DCPS website. However, please note that past performance is not necessarily a guide to future performance. The value of holdings is subject to market fluctuations and investors may not get back the full amount originally invested.

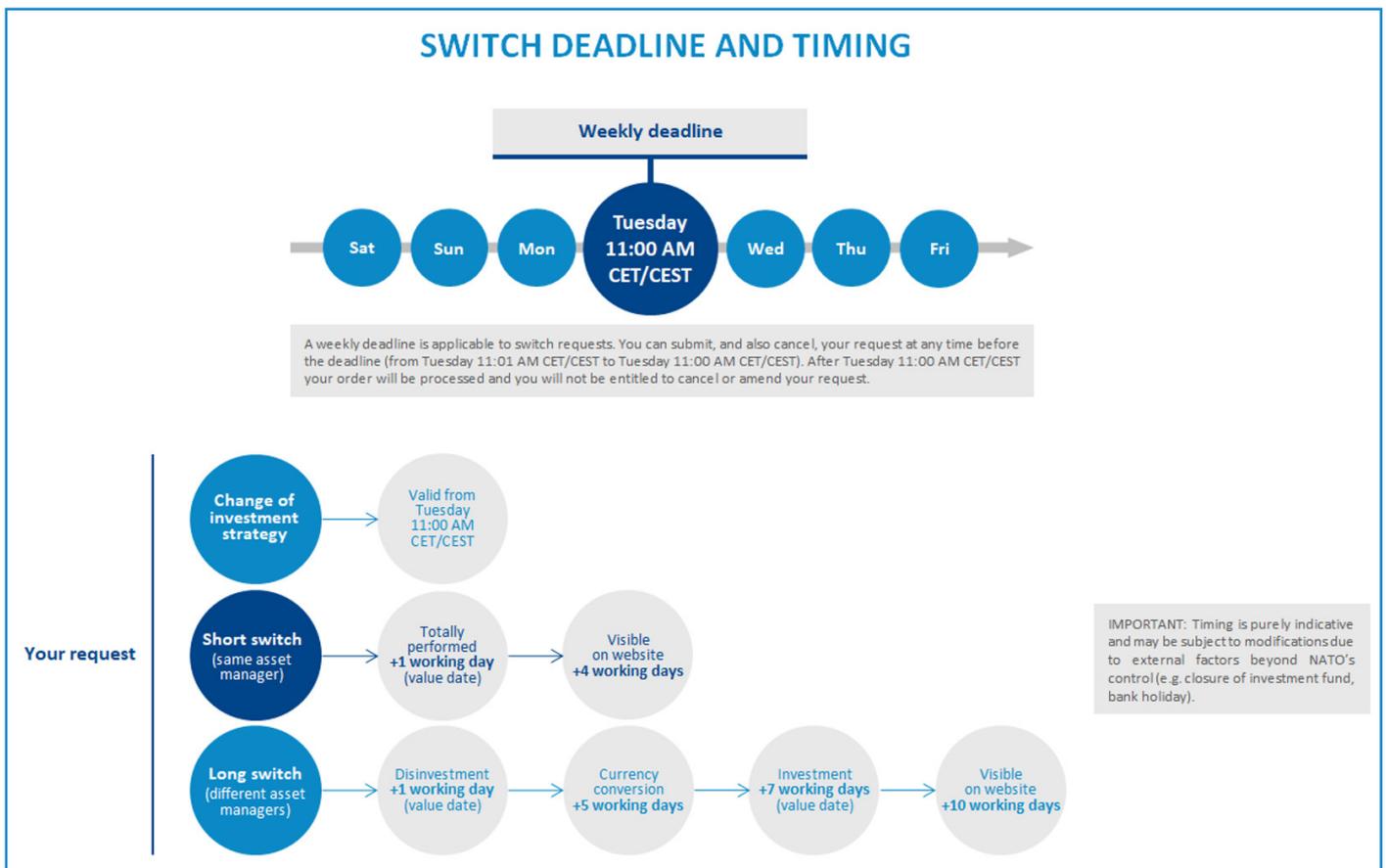
In summary, you can:

- change the way your **future contributions** are invested;
- change the way your **current assets** are invested;
- change the way both your **future contributions** and your **current assets** are invested.

## How to request a switch?

If you are willing to change the way your future contributions and/or current holdings are invested, please access the **Switch** functionality available under Actions > Switch.

**Switches can be requested at any time. Please remember requests are processed according to a weekly cycle. If you change your mind and wish to cancel your request, you can do it before the cut-off time. At cut-off time, all valid requests are processed and will follow the below timelines. You are not entitled to submit a new request until the previous switch has been completed.**



Les demandes relatives aux cotisations futures sont traitées à l'échéance et s'appliquent immédiatement aux cotisations en attente de répartition entre les différents fonds (la répartition intervient généralement quelques jours avant le placement proprement dit).

- in case you are only requesting to sell units from a fund managed by the **same asset manager** of the purchase fund, disinvestment and investment are performed on the **same day** and results are visible by 4 working days after the cut-off time.
- if you are also/only requesting to sell units from a fund managed by a **different asset manager** of the purchase fund, the **overall process lasts approximately 10 working days** (allowing the redemption of holdings, the transfer of money to the new asset manager and the final investment).

Our request to change both the way **future contributions** and **current holdings** are invested is processed according to the above specifics.

When you perform a switch you are trading on financial markets. It is crucial that you have a full overview of your current investment strategy, pension savings and previous financial information available in the DCPS website before requesting a switch. This is why your current investment strategy and the current distribution of your holdings is displayed immediately before you are requested to select the action you wish to perform.

### REVIEW YOUR CURRENT INVESTMENT AND SELECT YOUR ACTION

---

REVIEW & SELECTION
LIST OF SWITCH REQUESTS

Current investment strategy:

INDIVIDUAL

Current investment profile:

Fund name	ISIN code	Percentage
<span style="color: #0070C0;">●</span> MGF Global Equity W (EUR)	IE00B82M6789	50.00%
<span style="color: #FF9900;">●</span> VNG Global Stock Index Fund (EUR)	IE00B03HD191	50.00%

ACCOUNT VALUE

Total as at 22/10/2020

CURRENCY	DATE	FUND NAME	EMPLOYER NO. OF UNITS	EMPLOYEE NO. OF UNITS	OTH NO. OF UNITS	TOTAL NO. OF UNITS	NAV PRICE	VALUE (EUR)	FX	% (*)	FX DATE	FX RATE
<span style="color: #0070C0;">●</span> EUR	25/09/2020	MGF Global Bond (EUR)	611.46	407.64	0.00	1,019.09	1.870000	1,910.08	1,910.08	1.54%	22/10/2020	1.00
<span style="color: #FF9900;">●</span> EUR	25/09/2020	MGF Global Equity W (EUR)	920.68	613.78	6,572.38	8,106.85	1.140000	9,236.32	9,236.32	7.44%	22/10/2020	1.00
<span style="color: #FF9900;">●</span> EUR	25/09/2020	VNG Global Stock Index Fund (EUR)	17.47	11.65	736.53	765.65	23.250000	17,797.53	17,797.53	14.33%	22/10/2020	1.00
<span style="color: #008000;">●</span> USD	25/09/2020	MLF BNYM Lq. Cash (USD)	9,790.29	6,526.84	67,796.50	84,113.63	1.230000	103,743.40	95,269.22	76.70%	18/08/2020	0.92

(\*) Values and corresponding percentages (%) are represented as per last available fund prices of 25/09/2020. Please check your INVESTMENT OPTIONS on the HOMEPAGE for your current investment plan.

**To recap, you can:**

- change the way your **future contributions** are invested;
- change the way your **current holdings** are invested;
- change the way both your **future contributions** and your **current holdings** are invested.

To do so, please select the box that corresponds to the action you are willing to perform.

choose one of the following options

<p>Change existing holdings</p> <p><small>(this option will change the way your existing holdings are invested)</small></p>	<p>Reallocate future contributions</p> <p><small>(this option will change the way your future contributions will be invested)</small></p>	<p>Full Switch</p> <p><small>(this option will change the way your existing holdings and your future contributions are invested)</small></p>
---	---	--

  
**current holdings**

  
**future contributions**

  
**future contributions  
+ current holdings**

## Change the way your future contributions are invested

**Important:** this option will **only** change the way your **future contributions** are invested.

The process to request a change of the allocation of your future contributions is made of 3 steps:

- 1st step:** confirmation that you understood the specifics of the switch;
- 2nd step:** selection of the new investment strategy;
- 3rd step:** review of the new investment strategy and submission of the request.

### 1st step

The first step for each request is the acknowledgment of the procedures and timelines related to the execution of the switch. please read carefully the information displayed in this section and confirm you understood the specifics of the switch.

I hereby attest that I have read and understand the information above.

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### 2nd step

You may choose to contribute up to 5 funds at any one time but remember that you may hold a maximum of 10 funds (among existing holdings and investment profile for future contributions). you must indicate the percentages in which you wish your future contributions to be invested in multiples of 10% with a minimum of 20%. the overall total of the funds must equal 100%.



To create your new investment strategy, just choose the fund(s) and select the allocation percentage by clicking on the arrows in the relevant box. Once you have made your selection, please press next to proceed.

### REALLOCATE FUTURE CONTRIBUTIONS

**This option will only change the way your future contributions are invested.**

You may choose to contribute to 5 funds at any one time but remember that you may hold a maximum of 10 funds (among existing holdings and investment profile for future contributions). You must select a minimum 20% for any one fund in multiples of 10%. The total of the five funds must equal 100%.

Fund of destination	Future contributions will be invested as follows
BNP Paribas Insticash (EUR)	<input type="text"/> %
VNG Global Bond Index Fund (USD)	<input type="text"/> %
VNG Euro Government Bond Index Fund (EUR)	50 <input type="text"/> %
MGF Global Equity W (EUR)	<input type="text"/> %
VNG Global Stock Index Fund (USD)	<input type="text"/> %
MGF Global Equity W (USD)	<input type="text"/> %
MGF Global Bond (EUR)	30 <input type="text"/> %
MGF Global Bond (USD)	<input type="text"/> %
VNG Global Stock Index Fund (EUR)	<input type="text"/> %
MGF Eurobond (EUR) Class S	<input type="text"/> %
MLF BNYM Liq. Cash (USD)	<input type="text"/> %

The sum of column 'percentage' must be 100

Still available: 20%

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\* this image is purely indicative and does not constitute financial advice.

**3rd step**

before the submission of the switch request, it is extremely important that you review your choice so as to verify that is aligned with your goals. to submit the request, just click on confirm.

REALLOCATE FUTURE CONTRIBUTIONS			
Fund of destination	Future contributions will be invested as follows	Fund of destination	Future contributions will be invested as follows
BNP Paribas Insticash (EUR)	20.00%	MGF Global Bond (EUR)	30.00%
VNG Global Bond Index Fund (USD)	0.00%	MGF Global Bond (USD)	0.00%
VNG Euro Government Bond Index Fund (EUR)	50.00%	VNG Global Stock Index Fund (EUR)	0.00%
MGF Global Equity W (EUR)	0.00%	MGF Eurobond (EUR) Class S	0.00%
VNG Global Stock Index Fund (USD)	0.00%	MLF BNYM Liq. Cash (USD)	0.00%
MGF Global Equity W (USD)	0.00%		

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\* this image is purely indicative and does not constitute financial advice.

### Change the way your current holdings are invested

Important: this option will only change the way your current holdings are invested.

The process to request a change of the allocation of your current holdings is made of 3 steps:

- 1st step:** confirmation that you understood the specifics of the switch;
- 2nd step:** selection of the new allocation;
- 3rd step:** review of the new allocation and submission of the request.

**1st step**

The first step for each request is the acknowledgment of the procedures and timelines related to the execution of the switch. please read carefully the information displayed in this section and confirm you understood the specifics of the switch.

I hereby attest that I have read and understand the information above.

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### 2nd step

You may choose to change up to 10 funds relating to existing holdings at any one time but remember that you may hold a maximum of 10 funds (among existing holdings and investment profile for future contributions). you must indicate the percentages in which you wish your existing holdings to be invested in multiples of 10% with a minimum of 20%. the overall total of each funds must not exceed 100%.

To change the way your current holdings are invested, just choose the fund(s) of origin together with the fund of destination and select the percentage of units you would like to move by clicking on the arrows in the relevant box. once you have made your selection, please press next to proceed.

**CHANGE EXISTING HOLDINGS**

This option will only change the way your existing holdings are invested.

You may change up to 10 funds related to existing holdings, but remember that you may hold a maximum of 10 funds (among existing holdings and investment profile for future contributions). You must select a minimum 20% for any one fund in multiples of 10%. The total of the five funds must equal 100%. Please use ADD button if you want to change existing holdings related to different funds or in case of multiples of 10%.

Fund of origin	Existing holdings will be reallocated as follows	Fund of destination	
MGF Global Equity W (EUR)	60	VNG Global Stock Index Fund (USD)	REMOVE
MGF Global Equity W (EUR)			REMOVE

**+ ADD**

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\* this image is purely indicative and does not constitute financial advice.

### 3rd step

Before the submission of the switch request, it is extremely important that you review your choice so as to verify that is aligned with your goals. to submit the request, just click on confirm.

**CHANGE EXISTING HOLDINGS**

Please verify properly the details in the following table. If correct, click on confirm

Existing holdings will be reallocated as follows:

Fund of origin	Existing holdings will be reallocated as follows	Fund of destination
MGF Global Equity W (EUR)	60.00%	VNG Global Stock Index Fund (USD)
MGF Global Equity W (EUR)	20.00%	BNP Paribas Insticash (EUR)

[< Previous](#) [Confirm](#)

\* this image is purely indicative and does not constitute financial advice.

## Change the way your future contributions and current holdings are invested

**Important:** this option will change **both** the way your **current holdings** and **future contributions** are invested.

The process to request a change of the allocation of your current holdings is made of 3 steps:

**1st step:** confirmation that you understood the specifics of the switch;

**2nd step:** selection of the new allocation;

**3rd step:** selection of the new investment strategy;

**4th step:** review of the selection and submission of the request.

### 1st step

The first step for each request is the acknowledgment of the procedures and timelines related to the execution of the switch. please read carefully the information displayed in this section and confirm you understood the specifics of the switch.

### 2nd step

You may choose to change up to 10 funds relating to existing holdings at any one time but remember that you may hold a maximum of 10 funds (among existing holdings and investment profile for future contributions). you must indicate the percentages in which you wish your existing holdings to be invested in multiples of 10% with a minimum of 20%. the overall total of each funds must not exceed 100%.

To change the way your current holdings are invested, just choose the fund(s) of origin together with the fund of destination and select the percentage of units you would like to move by clicking on the arrows in the relevant box. once you have made your selection, please press next to proceed.

\* this image is purely indicative and does not constitute financial advice.



### 3rd step

You may choose to contribute up to 5 funds at any one time but remember that you may hold a maximum of 10 funds (among existing holdings and investment profile for future contributions). you must indicate the percentages in which you wish your future contributions to be invested in multiples of 10% with a minimum of 20%. the overall total of the funds must equal 100%.

To create your new investment strategy, just choose the fund(s) and select the allocation percentage by clicking on the arrows in the relevant box. once you have made your selection, please press next to proceed.

#### REALLOCATE FUTURE CONTRIBUTIONS

**This option will only change the way your future contributions are invested.**

You may choose to contribute to 5 funds at any one time but remember that you may hold a maximum of 10 funds (among existing holdings and investment profile for future contributions). You must select a minimum 20% for any one fund in multiples of 10%. The total of the five funds must equal 100%.

Fund of destination	Future contributions will be invested as follows
BNP Paribas Insticash (EUR)	<input type="text"/> %
VNG Global Bond Index Fund (USD)	<input type="text"/> %
VNG Euro Government Bond Index Fund (EUR)	50 %
MGF Global Equity W (EUR)	<input type="text"/> %
VNG Global Stock Index Fund (USD)	<input type="text"/> %
MGF Global Equity W (USD)	<input type="text"/> %
MGF Global Bond (EUR)	30 %
MGF Global Bond (USD)	<input type="text"/> %
VNG Global Stock Index Fund (EUR)	<input type="text"/> %
MGF Eurobond (EUR) Class S	<input type="text"/> %
MLF BNYM Liq. Cash (USD)	<input type="text"/> %

The sum of column 'Percentage' must be 100

Still available: 20%

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\* this image is purely indicative and does not constitute financial advice.

**4th step**

Before the submission of the switch request, it is extremely important that you review your choice so as to verify that is aligned with your goals. to submit the request, just click on confirm.

**CHANGE EXISTING HOLDINGS**  
Please verify properly the details in the following table. If correct, click on confirm.

Existing holdings will be reallocated as follows:

Fund of origin	Existing holdings will be reallocated as follows	Fund of destination
MGF Global Equity W (EUR)	60.00%	VNG Global Stock Index Fund (USD)
MGF Global Equity W (EUR)	20.00%	BNP Paribas Insticash (EUR)

**REALLOCATE FUTURE CONTRIBUTIONS**

Fund of destination	Future contributions will be invested as follows	Fund of destination	Future contributions will be invested as follows
BNP Paribas Insticash (EUR)	20.00%	MGF Global Bond (EUR)	0.00%
VNG Global Bond Index Fund (USD)	0.00%	MGF Global Bond (USD)	0.00%
VNG Euro Government Bond Index Fund (EUR)	50.00%	VNG Global Stock Index Fund (EUR)	0.00%
MGF Global Equity W (EUR)	0.00%	MGF Eurobond (EUR) Class S	0.00%
VNG Global Stock Index Fund (USD)	0.00%	MLF BNYM Liq. Cash (USD)	0.00%
MGF Global Equity W (USD)	30.00%		

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\* this image is purely indicative and does not constitute financial advice.

**After the submission of your request**

Once you confirm your selection and submit your request, a **notification email** is automatically sent to the email address registered in the dcps administration platform and a **confirmation document** detailing your choice is immediately visible under the **List of switch requests** tab of the *switch* functionality.

In case you change your mind and wish to **cancel your request**, you can do it before the cut-off time, by accessing the **List of switch requests** tab of the switch functionality and click on the recycle bin icon. a **notification email** is automatically sent to the email address registered in the dcps administration platform and a **cancellation document** indicating the cancelled request is immediately visible under the **Documents** section.

**Switches can be requested at any time. please remember requests are processed according to a weekly cycle. if you change your mind and wish to cancel your request, you can do it before the cut-off time. at cut-off time, all valid requests are processed and will follow the below timelines. you are not entitled to submit a new request until the previous switch has been completed.**

### Available funds

Fund name	Asset type
BNP Paribas insticash (EUR)	Money market
MLF BNYM liq. cash (USD)	Money market
MGF eurobond (EUR) class s	Bond
MGF Global Bond (EUR)	Bond
MGF Global Bond (USD)	Bond
VNG Euro Government Bond Index Fund (EUR)	Bond
VNG Global Bond Index Fund (USD)	Bond
MGF Global Equity w (EUR)	Equity
MGF Global Equity w (USD)	Equity
VNG Global Stock Index Fund (EUR)	Equity
VNG Global Stock Index Fund (USD)	Equity













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