

SURVEY OF OUT-OF-AREA EXPENDITURES AND PURCHASES OF ORGANIC/BIOLOGICAL PRODUCTS BY STAFF

This questionnaire should be completed by all staff members of the United Nations and its specialized agencies in the following categories: P-1 to D-1, L-1 to L-6, FS-6 and FS-7. Other staff members do not need to participate in the survey.

This survey has two components: i) the out-of-area survey and ii) the in-area survey on purchases of organic/biological products by staff.

The out-of-area survey seeks to identify countries where UN common system staff members incur expenditures outside of the country of their duty station, and the percentage of their salaries expended in those countries. Its purpose is to update the list of countries used in the determination of the out-of-area index, one of the major components of the Post Adjustment Index.

Out-of-area expenses include savings, and payments made, **outside of the country of the duty station**, such as direct imports, tuition costs, remittances to dependants, the maintenance of dwellings, home leave, vacations, mortgage, homeowner's insurance, property taxes, national insurance, personal loans, life insurance, income tax, etc.

The second component relates to expenditures incurred by staff, **inside the country of the duty station**, on organic/biological foods and beverages. The purpose of this survey is to determine the relative importance of these brands relative to the conventional brands of the same items in the overall expenditure pattern of UN staff members.

The information you provide will be treated as strictly confidential and processed by the ICSC secretariat for statistical purposes only. No individual data will be communicated to unauthorized persons.

You are requested to complete this questionnaire as accurately as possible.

Section 1: General Information

Your official (organization-issued) email address : _____

Organization : _____

Country or area (duty station) : _____

Category - grade / step:

Cat. Grade Step

Salary rate (check Single or Dependency):

S D

Section 2: Out-of-area survey

This section seeks to identify countries where you incurred out-of-area expenditures and the proportion of your salary that was spent in those countries. Note that all amounts should be net of any applicable reimbursement or subsidy received from the Organization.

1. Do you have expenditures outside of the country of your duty station? Please check Yes or No. If you answer No please go directly to section 3 (over the page).

Yes No

a. Please list up to five countries or areas outside the country of your duty station where you incurred expenditures in the last 12 months and enter the percentage of your annual net pay spent in each country:

Countries or areas	% of annual net pay

b. Indicate the percentage of your annual salary that **specifically relates to out-of-area non-consumption commitments**(mortgage, homeowner's insurance, property taxes, national insurance, savings, personal loans, life insurance and income tax):

% of annual net pay

Please continue to Section 3, over the page.

Section 3: Survey of organic/biological products

This section seeks to determine your in-area expenditure on organic/biological products as a percentage of your total expenditures on foods and beverages.

2. Do you regularly consume organic/biological products? Please check Yes or No. If Yes please continue to question a, if No proceed to the end of the survey.

Yes No

a. In a typical month, what proportion of your total expenditure on foods and beverages is spent on organic/biological products?

**% of
expenditures**

On behalf of the ICSC, thank you for taking the time to complete this survey.