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TO: Human Resources Managers of Participating Organizations
Representatives of Staff Federations

FROM: Mr. Thierno Balde, Officer-in-charge, Cost-of-Living Division

SUBJECT: Revised parameters for the Personal Transitional allowance (PTA)

Introduction

1. The purpose of this circular is to inform all stakeholders of the post adjustment system of the decision of the International Civil Service Commission, at its 100th session, to revise four parameters governing the application of the Gap Closure Measure/Personal Transitional Allowance (GCM/PTA) operational rule, which applies to mitigate the effects of the implementation of negative place-to-place survey results for existing staff.

2. For any new instances of applicability of the GCM/PTA, these parameters are set by the Commission as follows:

- a. **Augmentation factor = 3%:** A revised post adjustment multiplier (PAM) equal to the survey-post adjustment index (PAI), increased by 3 percent, minus 100, is promulgated for the duty station and applicable to both existing staff and newcomers;
- b. **Grace period = interval period = 3 months:** For the first 3 months after the implementation of survey results, the PTA, which is equivalent, in multiplier points, to the full gap between the new benchmark Net Take-home Pay (NTP) and the prevailing NTP at the time of implementation of survey results, is paid to existing staff members only. Subsequently, the target NTP is periodically revised every 3 months (the interval period) after the grace period;
- c. **Adjustment factor = 4%:** After the grace period, the target NTP for existing staff is gradually reduced by 4% every three months until it aligns with that applicable to all other staff and the PTA is phased out;
- d. **Maximum duration = 24 months:** PTAs cannot exceed the maximum duration of 24 months, meaning that they will be fully phased out after two full years of implementation.

3. For existing PTAs, the Commission decided to retain its previously decided maximum duration of 36 months, however, with effects on existing PTAs to take place no earlier than August

2026, thus allowing an adequate advance notice of 12 months before the implementation of its decision.

4. It also requested the secretariat to promptly inform stakeholders of these changes and allow a reasonable time of a few months after its decision, for the operational implementation of its decision by the secretariat and stakeholders. Therefore, the operational implementation of the new GCM/PTA parameters will begin in November 2025.

5. The issue of the maximum duration of PTAs was already addressed by the Commission at its 99th session, following the report of the Focus Group on excessively large PTAs. The Commission decided, for any future PTA, to superimpose a maximum duration of 36 months to the existing policy statement at that time. However, for existing PTAs, the Commission suspended its decision until a legal opinion on the matter was obtained. This suspension is now lifted, and the 36-month duration cap applies to all existing PTAs as of August 2025, subject to the advance notice of 12 months as highlighted in paragraph 3.

How is the Personal Transitional Allowance changing?

6. The GCM/PTA operational rule is applied as follows:
- a. If the PAI resulting from the place-to-place (PP) survey is lower than the existing pay index (multiplier + 100) by 3 per cent or less, the existing PAM is maintained until the PAI catches up with the pay index;
 - b. If the PAI resulting from the PP survey is less than the existing pay index by more than 3 per cent, a revised PAM equal to the survey-PAI increased by 3 per cent, minus 100, is promulgated for the duty station. This revised PAM is applicable to all staff members in the duty station;
 - c. Existing staff members, already at the duty station before the end of the month of implementation of the survey results, receive the revised PAM plus a PTA which is equivalent, in multiplier points, to the full gap between the new benchmark NTP and the prevailing NTP at the time of implementation of survey results;
 - d. The PTA is calculated every month to ensure that the Net Take-Home Pay (NTP) for existing staff does not decrease but also does not exceed its initial maximum setting in the first month of application;
 - e. The PTA is paid in full for the first three months (grace period) and then, after the grace period, the NTP for existing staff is gradually reduced by 4% every three months, with the PTA adjusted to reflect the difference between the NTP for existing staff and the newcomers. This monthly adjustment process will continue until the NTP for existing staff coincides with the statutory one.
 - f. A 24-month duration cap is applied for all new cases of the application of the GCM/PTA operational rule, meaning that PTAs are fully phased out after 2 years. This cap is set to 36 months for existing cases of the application of the GCM/PTA operational rule, as of August 2025, subject to an advance notice of 12 months (that is, no earlier than August 2026) before actual implementation of the rule.

Conclusions

7. The secretariat of the ICSC would like to acknowledge the tremendous work on and contributions made in debating such revisions to the GCM/PTA operational rule by the representatives of the United Nations Common System Organizations and Staff Federations, who participated in the dedicated Focus group and Task Force and the sessions of the Commission, that resulted in the final decision of the Commission on the set of parameters governing the GCM/PTA rule.

8. The description of the new GCM/PTA operational rule and examples of its application will also be reflected in the Post Adjustment Booklet published by ICSC's website.

Annex I Calculation of the Personal Transitional Allowance

9. The size of the PTA is determined by the gap between the survey PAI raised by 3% (augmentation factor) and the prevailing pay index (multiplier + 100). This determines the initial PTA which, after the grace period, is reduced gradually by decreasing the NTP by the adjustment factor based on the interval period. The example below provides a comparison of the existing and new rules governing the PTA. This example assumes a duty station X that got a PTA gap of 22 points implemented in August 2025 (prevailing multiplier in July 2025 was 60 but the implementation of a cost-of-living survey in August 2025 resulted in a multiplier of 38, hence the gap of 22 PTA points). For simplicity, the example assumes that the multiplier remains as determined in August 2025, though in reality, the multiplier changes over time, making the initially projected duration of the PTA only an estimate.

Table 1: PTA revision based on the current parameters

Month of application	Prevailing Multiplier	Implemented PAM	Net Base Salary (P4, step VI) (US\$)	Pensionable Rem. (P4, step VI) (US\$)	NTP reduction for existing staff	Target NTP for existing staff	NTP for new staff	PTA
Aug-25	60	38.0	93,882	219,034	0%	\$ 11,827	\$ 10,002	22.0
Sep-25		38.0	93,882	219,034	0%	\$ 11,827	\$ 10,002	22.0
Oct-25		38.0	93,882	219,034	0%	\$ 11,827	\$ 10,002	22.0
Nov-25		38.0	93,882	219,034	0%	\$ 11,827	\$ 10,002	22.0
Dec-25		38.0	93,882	219,034	0%	\$ 11,827	\$ 10,002	22.0
Jan-26		38.0	93,882	219,034	0%	\$ 11,827	\$ 10,002	22.0
Feb-26		38.0	93,882	219,034	3%	\$ 11,472	\$ 10,002	17.7
Mar-26		38.0	93,882	219,034	0%	\$ 11,472	\$ 10,002	17.7
Apr-26		38.0	93,882	219,034	0%	\$ 11,472	\$ 10,002	17.7
May-26		38.0	93,882	219,034	0%	\$ 11,472	\$ 10,002	17.7
Jun-26		38.0	93,882	219,034	3%	\$ 11,128	\$ 10,002	13.6
Jul-26		38.0	93,882	219,034	0%	\$ 11,128	\$ 10,002	13.6
Aug-26		38.0	93,882	219,034	0%	\$ 11,128	\$ 10,002	13.6
Sep-26		38.0	93,882	219,034	0%	\$ 11,128	\$ 10,002	13.6
Oct-26		38.0	93,882	219,034	3%	\$ 10,794	\$ 10,002	9.5
Nov-26		38.0	93,882	219,034	0%	\$ 10,794	\$ 10,002	9.5
Dec-26		38.0	93,882	219,034	0%	\$ 10,794	\$ 10,002	9.5
Jan-27		38.0	93,882	219,034	0%	\$ 10,794	\$ 10,002	9.5
Feb-27		38.0	93,882	219,034	3%	\$ 10,470	\$ 10,002	5.6
Mar-27		38.0	93,882	219,034	0%	\$ 10,470	\$ 10,002	5.6
Apr-27		38.0	93,882	219,034	0%	\$ 10,470	\$ 10,002	5.6
May-27		38.0	93,882	219,034	0%	\$ 10,470	\$ 10,002	5.6
Jun-27		38.0	93,882	219,034	3%	\$ 10,156	\$ 10,002	1.9
Jul-27		38.0	93,882	219,034	0%	\$ 10,156	\$ 10,002	1.9
Aug-27		38.0	93,882	219,034	0%	\$ 10,156	\$ 10,002	1.9
Sep-27		38.0	93,882	219,034	0%	\$ 10,156	\$ 10,002	1.9
Oct-27		38.0	93,882	219,034	3%	\$ 9,851	\$ 10,002	-
Nov-27		38.0	93,882	219,034	0%	\$ 9,851	\$ 10,002	-
Dec-27		38.0	93,882	219,034	0%	\$ 9,851	\$ 10,002	-

10. Under the current parameters, the PTA with the above assumptions would phase out after September 2027 with five PTA revisions lasting for 26 months.

Table 2: PTA revision based on the new parameters as approved by the Commission at its 100th session

Month of application	Prevailing PAM	Implemented PAM	Net Base Salary (P4, step VI) (US\$)	Pensionable Rem. (P4, step VI) (US\$)	NTP reduction for existing staff	Target NTP for existing staff	NTP for new staff	PTA
Aug-25	60	38.0	\$ 93,882	\$ 219,034	0%	\$ 11,827	\$ 10,002	22.0
Sep-25		38.0	\$ 93,882	\$ 219,034	0%	\$ 11,827	\$ 10,002	22.0
Oct-25		38.0	\$ 93,882	\$ 219,034	0%	\$ 11,827	\$ 10,002	22.0
Nov-25		38.0	\$ 93,882	\$ 219,034	4%	\$ 11,354	\$ 10,002	16.3
Dec-25		38.0	\$ 93,882	\$ 219,034	0%	\$ 11,354	\$ 10,002	16.3
Jan-26		38.0	\$ 93,882	\$ 219,034	0%	\$ 11,354	\$ 10,002	16.3
Feb-26		38.0	\$ 93,882	\$ 219,034	4%	\$ 10,899	\$ 10,002	10.8
Mar-26		38.0	\$ 93,882	\$ 219,034	0%	\$ 10,899	\$ 10,002	10.8
Apr-26		38.0	\$ 93,882	\$ 219,034	0%	\$ 10,899	\$ 10,002	10.8
May-26		38.0	\$ 93,882	\$ 219,034	4%	\$ 10,463	\$ 10,002	5.6
Jun-26		38.0	\$ 93,882	\$ 219,034	0%	\$ 10,463	\$ 10,002	5.6
Jul-26		38.0	\$ 93,882	\$ 219,034	0%	\$ 10,463	\$ 10,002	5.6
Aug-26		38.0	\$ 93,882	\$ 219,034	4%	\$ 10,045	\$ 10,002	0.5
Sep-26		38.0	\$ 93,882	\$ 219,034	0%	\$ 10,045	\$ 10,002	0.5
Oct-26		38.0	\$ 93,882	\$ 219,034	0%	\$ 10,045	\$ 10,002	0.5
Nov-26		38.0	\$ 93,882	\$ 219,034	4%	\$ 9,643	\$ 10,002	-

11. Under the new parameters, the PTA with the above assumptions phases out after October 2026 with four PTA revisions lasting for 15 months.