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INTERNATIONAL CIVIL SERVICE COMMISSION

A GUIDE TO THE MOBILITY AND HARDSHIP SCHEME AND RELATED ARRANGEMENTS

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NOTE FROM THE ICSC CHAIRMAN

I am pleased to introduce the present Booklet prepared by the secretariat of the International Civil Service Commission (ICSC). It contains updated information on the mobility and hardship scheme and related arrangements, including the most recent changes introduced to harmonize practice across the United Nations common system and those related to Danger Pay. It reflects the situation effective 1 January 2012, unless otherwise indicated, replacing the earlier *Guide to Arrangements for Mobility and Hardship* published in 2009.

The aim of the mobility and hardship arrangements is to offer a comprehensive approach to compensation for service in the field and provide incentives for staff to accept assignments to the difficult and sometimes dangerous locations where staffing and effective programme delivery is often the most challenging.

As with the earlier edition, this Booklet is intended as a general information tool and does not supersede the organizations' staff rules/regulations or administrative issuances. Like all other components of the remuneration system, the allowances and benefits described here are subject to periodic review.

August 2013

*Kingston P. Rhodes
Chairman
International Civil Service Commission*

ABBREVIATIONS

AHA	Additional hardship allowance
APA	Administrative place of assignment
CCISUA	Coordinating Committee for International Staff Unions and Associations of the United Nations System
DSA	Daily subsistence allowance
DSS	United Nations Department of Safety and Security
EMSEA	Extended monthly security evacuation allowance
FICSA	Federation of International Civil Servants' Associations
POD	Place of duty
RC	Resident Coordinator
RR	Resident Representative
R & R	Rest and recuperation
SOA	Special operations approach
SOLA	Special operations living allowance
SSA	Special service agreement
UNISERV	United Nations International Civil Servants Federation
UNV	United Nations Volunteers
WHO	World Health Organization

SYNOPSIS OF MOST RECENT CHANGES

- According to the Commission's decision in 2011, all duty stations are reviewed, with or without a questionnaire (see page 3).
- On 1 July 2011, a new allowance, the Additional Hardship Allowance (AHA), was introduced for all internationally recruited staff assigned to *non-family* duty stations and is paid in addition to the standard applicable hardship allowance (see page 5).
- Effective 1 January 2012, the amounts of the mobility, hardship and the non-removal allowances were adjusted upwards by 2.5 per cent for the period 2012-2014 (see pages 4, 7-8);
- Effective 1 January 2012, the five-year ceiling on the payment of the mobility allowance at the same duty station may now be extended for one additional year on an exceptional basis and subject to certain requirements (see pages 5, 6-7).
- Effective 1 July 2011, the modalities for assignment of staff to *non-family* duty stations were harmonized across the organizations of the United Nations common system (see page 6);
- Effective 1 January 2012, the additional reimbursement of boarding costs at duty stations lacking suitable/adequate schooling applies only in cases when children's schooling is affected by this lack (see page 11).
- Effective 1 April 2012, a new allowance, Danger Pay, replaced the former Hazard Pay allowance; it is payable when staff are present in the qualifying location, whether or not staff are required to report to duty at a UN office (see pages 12-14).
- A list of *non-family* duty stations was promulgated effective 1 July 2012 on the basis of new criteria (see pages 5-6).
- Effective 1 July 2012, a system-wide framework applicable to all common system organizations has been established for rest and recuperation travel (see page 15);
- Use of the Special Operations Approach (SOA) for staff assigned to non-family duty stations is being phased out during a transition period ending on 30 June 2016 (see Annex, pages 17-21).

OVERVIEW OF THE ARRANGEMENTS FOR THE HARDSHIP AND MOBILITY SCHEME

Purpose of the arrangements

The United Nations common system of organizations has long had in place arrangements for the payment of hardship and mobility allowances. These arrangements were fundamentally overhauled in 1990 and have continued to be updated as required by changing circumstances. Both allowances are intended as incentives: to encourage mobility of staff between duty stations and to compensate staff for hardship incurred when assigned by their organizations to difficult duty stations.

Main components

The hardship and mobility arrangements may include one or more of the following allowances:

- Hardship allowance
- Mobility allowance
- Additional Hardship Allowance (AHA) for service at *non-family* duty stations
- Non-removal allowance
- Assignment grant
- The following allowances may also apply depending on the duty station:
 - additional education grant travel
 - additional reimbursement of school boarding costs
 - additional freight shipment
 - additional reimbursement of the cost of basic medical examinations

How hardship and mobility allowances are set

The amounts are determined by reference to: (a) the average movement of net base salary plus post adjustment in the eight headquarters of the United Nations system; (b) the movement of the out-of-area index for post adjustment based on inflation factors in 21 countries and; (c) the movement of the base/floor salary scale. These amounts are reviewed and adjusted every three years, as needed.

Duty station categorization

All duty stations are categorized into one of six categories, H and A to E.

- H locations are either at headquarters and other similarly designated locations where the United Nations has no development/humanitarian assistance programmes, or in member countries of the European Union. The hardship allowance does not apply at H duty stations.
- A to E duty stations are rated on a scale that assesses the difficulty of working and living conditions from A to E, with A being the least and E, the most difficult. Categories are arrived at through an assessment of the overall quality of life. In determining the degree of hardship, consideration is given to local conditions of safety and security, health care, housing, climate, isolation and level of amenities/conveniences of life. The hardship allowance is paid for assignments at B, C, D and E duty stations; there is no hardship allowance at A duty stations.

Process for reviewing and designating hardship duty stations

Duty stations are reviewed once every three years in accordance with a cycle based on geographical region. In this way, countries in all regions of the world, i.e., in Africa, Asia, Latin America and the Caribbean, the Commonwealth of Independent States and the Middle East know in advance the year of their review. If a duty station experiences a difficult or volatile security situation or another kind of precipitating event, it may be reviewed more frequently.

The annual review is managed by the ICSC secretariat and carried out by the ICSC Working Group for the Review of Conditions of Life and Work in Field Duty Stations. The Working Group is composed of representatives of the secretariat of the ICSC and representatives both of the organizations and the recognized staff federations. It normally meets in New York in November. A mid-year review also takes place, usually in June, to review new duty stations which may have been established following the annual review, or those requiring attention outside the regular cycle.

The ICSC secretariat initiates the process by requesting completion of a comprehensive questionnaire through the applicable lead agency at the duty station. The lead agency is responsible for coordinating and ensuring the timely submission of questionnaires for all duty stations in the country or region and for ensuring the participation of UN organizations maintaining an official presence at the location. The review determines how conditions of life and work are experienced by expatriate UN system staff, hence it is their views that are critical. Because national staff may experience local conditions differently, international staff are encouraged to participate actively in the review process.

Upon receipt of the questionnaires, the ICSC secretariat reviews, scores and assigns to them a rating based on the criteria established by the Commission. These include the ratings for the medical and security factors provided by the United Nations Medical Service and Department of Safety and Security which are then integrated into the overall rating. The Working Group reviews and discusses the ratings and makes its recommendations to the Chair of the ICSC who has the delegated authority to take final decisions on hardship classification matters. The resulting hardship categories are published annually, on 1 January and 1 July, unless otherwise announced. For the latest list, visit the ICSC website at <http://icsc.un.org>.

Since the questionnaire forms the principal basis for determining the hardship level of a duty station, it is essential that duty stations comply with the mandatory hardship review by submitting questionnaires. If a duty station fails to submit a questionnaire, in accordance

with the 2011 decision of the Commission, it will nonetheless be assigned a hardship rating based on other available information.

Temporary Classification

Any organization planning to assign international staff for a period of one year or longer to an un-classified duty station should request a temporary classification for that location. Temporary classifications are granted by the ICSC secretariat, and are valid for one year. Once the staff are assigned, a questionnaire must be submitted for formal review by the Working Group and decision by the Chairman of the Commission.

Transitional classification

A transitional classification indicates that a duty station is being carefully monitored by the Working Group for potential reclassification and is required to submit a questionnaire the following year. At the time of the annual promulgation of hardship entitlements, those duty stations which have been assigned transitional classifications are informed of that status.

HARDSHIP ALLOWANCE

Purpose of the allowance

The purpose of the hardship allowance is to encourage mobility by compensating internationally-recruited staff for service operationally required by the organizations at field locations. The majority of UN programmes are in the field, often in duty stations where the conditions of life and work are difficult.

Eligibility

Internationally recruited staff on an assignment for one year or more to a B, C D or E category duty station as from their first assignment

The hardship allowance is not payable to:

- International staff serving in H and A duty stations
- International Staff on short-term assignment
- International staff in receipt of a daily subsistence allowance (DSA),
- United Nations Volunteers (UNVs), consultants, contractors under Special Service Agreements (SSAs) and locally recruited staff.

Amounts of the hardship allowance

The hardship allowance varies according to grade and family status, as set out below.

**Table 1: Annual Hardship Allowance, effective 1 January 2012
(US dollars)**

Duty station category	Group 1 (P-1 to P-3)		Group 2 (P-4 and P-5)		Group 3 (D-1 and above)	
	Dependency status	Single status	Dependency status	Single status	Dependency status	Single status
H	—	—	—	—	—	—
A	—	—	—	—	—	—
B	5 810	4 360	6 970	5 230	8 140	6 100
C	10 470	7 840	12 780	9 590	15 110	11 340
D	13 950	10 470	16 280	12 210	18 590	13 950
E	17 440	13 080	20 920	15 690	23 250	17 440

**ADDITIONAL HARDSHIP ALLOWANCE (AHA)
FOR SERVICE IN *NON-FAMILY* DUTY STATIONS**

Purpose

An Additional Hardship Allowance (AHA) was introduced, effective 1 July 2011, for staff serving in *non-family* duty stations. It is an incentive for staff to undertake assignments at *non-family* locations and recognises the increased level of financial and psychological hardship incurred by involuntary separation from their families, including additional service-related costs. As the name of the allowance indicates, it is paid in addition to the normal hardship allowance.

Eligibility

Internationally recruited staff members on assignment for one year or longer at a field duty station designated by ICSC as *non-family* are eligible for the AHA.

The AHA is not payable to:

- Staff serving in duty stations not designated as *non-family* by ICSC
- Staff on short-term assignment
- Staff in receipt of a daily subsistence allowance (DSA);
- Locally-recruited staff, United Nations Volunteers (UNVs), consultants, contractors under Special Service Agreements (SSAs) and locally recruited staff.

Amounts of the Additional Hardship Allowance

The amount of the AHA varies according to grade and family status, as set out below.

Table 2: Annual Additional Hardship Allowance, effective 1 January 2012 (US dollars)

	Group 1 (P-1 to P-3)	Group 2 (P-4 and P-5)	Group 3 (D-1 and above)
With dependant	17 440	20 920	23 250
Single	6 540	7 845	8 720

Process for the designation of *non-family* duty stations

The Chairman of the ICSC has the delegated authority, in consultation with the ICSC Working Group for the Review of Conditions of Life and Work in Field Duty Stations, to designate a duty station as *non-family*, a key condition for granting an AHA. Staff at duty stations at which eligible dependants are restricted by the UN Department of Safety and Security for a period of six months or longer may benefit from the AHA.

Transitional arrangements

The AHA replaces all other approaches applied by organizations such as SOLA, EMSEA. Further, those allowances, with the exception of the AHA, must be phased out by no later than 30 June 2016. A full description of the transitional measures applicable to organizations that may have chosen to continue other arrangements until the cut-off date is set out in the Annex.

MOBILITY ALLOWANCE

Purpose

The purpose of the mobility allowance is to encourage movement of internationally recruited staff from one duty station to another in accordance with organizational needs. The definition of mobility with respect to the hardship and mobility arrangements entails the geographic reassignment of a staff member from one duty station to another, usually to another country, for a period of one year or longer.

Eligibility

Internationally recruited staff on an assignment to a duty station of one year or longer who have had five consecutive years of service in the United Nations system may qualify for a mobility allowance.

The mobility allowance is not payable to:

- Staff at H duty stations who do not meet the criteria
- Staff on short-term assignment
- Staff in receipt of a daily subsistence allowance (DSA)
- United Nations Volunteers (UNVs), consultants, contractors under Special Service Agreements (SSAs) and locally recruited staff.

Payment of the mobility allowance

At H locations, staff must have had at least two previous assignments at A to E locations. It is not payable until the fourth assignment at H locations and reaches a maximum on the seventh or subsequent assignment.

At A to E duty stations, the allowance is paid as of the second assignment and is increased for each subsequent move up to the seventh assignment, after which the rate remains the same and is no longer increased.

After five consecutive years at the same duty station, the mobility allowance is discontinued. It may be continued for a maximum period of one additional year for staff members remaining at the duty station at the explicit request of the organization, or for compelling humanitarian reasons. Employing organizations should have a formal mechanism in place for reviewing exceptional cases.

Amount of the mobility allowance

The amount of the mobility allowance depends on number of assignments, grade and dependency status, as set out below.

Table 3: Annual Mobility Allowance, effective 1 January 2012 (US dollars)

Group 1 (P-1 to P-3) Dependency status					Single status				
Duty station category	Number of assignments				Duty station category	Number of assignments			
	1	2-3	4-6	7+		1	2-3	4-6	7+
H	—	—	2 700	3 370	H	—	—	2 020	2 520
A	—	7 130	9 640	13 010	A	—	5 350	7 240	9 760
B	—	7 130	9 640	13 010	B	—	5 350	7 240	9 760
C	—	7 130	9 640	13 010	C	—	5 350	7 240	9 760
D	—	7 130	9 640	13 010	D	—	5 350	7 240	9 760
E	—	7 130	9 640	13 010	E	—	5 350	7 240	9 760

Group 2 (P-4 and P-5) Dependency status					Single status				
Duty station category	Number of assignments				Duty station category	Number of assignments			
	1	2-3	4-6	7+		1	2-3	4-6	7+
H	—	—	3 060	3 830	H	—	—	2 310	2 870
A	—	8 200	11 070	14 940	A	—	6 160	8 310	11 210
B	—	8 200	11 070	14 940	B	—	6 160	8 310	11 210
C	—	8 200	11 070	14 940	C	—	6 160	8 310	11 210
D	—	8 200	11 070	14 940	D	—	6 160	8 310	11 210
E	—	8 200	11 070	14 940	E	—	6 160	8 310	11 210

Group 3 (D-1 and above) Dependency status					Single status				
Duty station category	Number of assignments				Duty station category	Number of assignments			
	1	2-3	4-6	7+		1	2-3	4-6	7+
H	—	—	3 440	4 310	H	—	—	2 580	3 230
A	—	9 270	12 520	16 900	A	—	6 950	9 390	12 670
B	—	9 270	12 520	16 900	B	—	6 950	9 390	12 670
C	—	9 270	12 520	16 900	C	—	6 950	9 390	12 670
D	—	9 270	12 520	16 900	D	—	6 950	9 390	12 670
E	—	9 270	12 520	16 900	E	—	6 950	9 390	12 670

NON-REMOVAL ALLOWANCE

Purpose

This allowance compensates staff who upon appointment or reassignment are granted shipment of personal effects only. If eligible for a full removal of household goods, staff may opt instead for the non-removal allowance. The non-removal allowance is intended to compensate them for the non-payment of removal of household goods (e.g. those renting a furnished apartment, purchasing new household items at the duty station, etc.).

Eligibility

Internationally recruited staff on an assignment of one year or longer not in receipt of an entitlement to full removal of household goods, or who have not opted for a full removal of household goods are entitled to the non-removal allowance.

Payment

The non-removal allowance is payable during the first five consecutive years at the same duty station. Annual amounts are shown in table 4.

Amounts

Table 4: Non-removal Allowance effective 1 January 2012 (US dollars)

Duty station category	Group 1 (P-1 to P-3)		Group 2 (P-4 and P-5)		Group 3 (D-1 and above)	
	Dependency status	Single status	Dependency status	Single status	Dependency status	Single status
H	2 150	1 620	2 700	2 020	3 230	2 420
A	2 150	1 620	2 700	2 020	3 230	2 420
B	2 150	1 620	2 700	2 020	3 230	2 420
C	2 150	1 620	2 700	2 020	3 230	2 420
D	2 150	1 620	2 700	2 020	3 230	2 420
E	2 150	1 620	2 700	2 020	3 230	2 420

ASSIGNMENT GRANT

Purpose

The assignment grant provides a cash amount at the beginning of an assignment to help staff meet the expenses related to establishing a household, such as rental of temporary housing and the purchase/rental of household items. It is based on the assumption that the main cost of installation is incurred at the outset of an assignment.

Eligibility

Internationally recruited staff on an assignment to a duty station for one year or longer may qualify for the assignment grant.

The assignment grant is not payable to:

- Staff on short-term assignment
- Staff in receipt of a daily subsistence allowance (DSA)
- United Nations Volunteers (UNVs), consultants, contractors under Special Service Agreements (SSAs) and **locally recruited** staff (or those under similar contractual arrangements)

Amount of payment

The amount varies as it is based on the hardship category of the duty station. It includes both a lump-sum element and a DSA element. The lump sum is equal to 1 or 2 months base salary plus the applicable post adjustment.

Staff members not entitled to full removal of household goods or having opted for the full removal of household goods are not entitled to a lump sum on assignment to a category H duty station.

Eligibility criteria and payment modalities are set out below.

Table 5: Structure of assignment grant

ASSIGNMENT GRANT		
DSA PORTION		
	Field duty station (A to E)	Headquarters duty station (H)
For both removal and non-removal cases	30 days' DSA plus 30 days' DSA at half the DSA rate for each eligible family member for whom travel has been paid by the organization.	30 days' DSA plus 30 days' DSA at half the DSA rate for each eligible family member for whom travel has been paid by the organization.
PLUS		
LUMP-SUM PORTION		
For non-removal cases only	<p>For assignments of 1 year or more, but less than 3 years, 1 month's lump-sum.</p> <p>For assignments which are expected to be of a duration of 3 years or more, 2 months lump-sum.</p> <p>If an assignment of less than 3 years' duration is subsequently extended to 3 years or more, a second 1-month lump sum is payable at the beginning of the third year.</p>	1 month's lump-sum
OR		
For full removal cases only	1 month's lump-sum	No lump-sum payable

OTHER FIELD ALLOWANCES AND BENEFITS

The following allowances and benefits may also be applicable at certain duty stations for internationally recruited staff.

Accelerated home leave travel

At H, A and B duty stations a 24-month home leave cycle applies. At C, D and E duty stations a 12-month home leave cycle applies.

Additional education grant travel

In locations where educational facilities are not available, inadequate, not offered in the language used by the majority of children in the duty station and require that children be sent outside the duty station for schooling, travel of the child between the duty station and the place of study may be paid twice in a year, provided that the parent/staff member does not travel on home leave during that year. The adequacy of educational facilities is assessed through the hardship questionnaire review.

Additional reimbursement of boarding costs

At duty stations where suitable and adequate educational facilities are not available, additional reimbursement of boarding costs may be payable for children attending school away from the duty station. Additional reimbursement is not provided if suitable and adequate education in the appropriate language is available in the duty station.

Family visit travel

Travel by staff to visit eligible family members living outside the duty station may be authorized, provided that a minimum prescribed period has elapsed since the last home leave.

Additional freight entitlement

An extra freight shipment of 50 kg per year for each staff member and each eligible accompanying family member may be payable at certain difficult duty stations where the supply of essential goods and services is poor. These criteria are assessed through the hardship review.

DANGER PAY

What Has Changed

Danger Pay is a new allowance introduced on 1 April 2012 payable to staff serving in very dangerous locations where the United Nations, its assets and/or staff are likely to be directly targeted.

Danger Pay supersedes the Hazard Pay allowance **which has been discontinued and no longer applies anywhere.**

Danger Pay differs from Hazard Pay in the following ways:

- (a) Revised criteria for applicability;
- (b) New amount of \$1,600 per month for internationally-recruited staff; for local staff, effective 1 January 2013, it is paid at 30 per cent of the net midpoint of the applicable 2012 GS salary scales after which the rate is permanently delinked from the salary scale.
- (c) Payable to all staff monthly (in contrast to hazard pay which was payable to locally recruited staff only for days when they were required to report to work);
- (d) Payable whenever staff are present in the qualifying location, whether or not staff are required to report to duty at a UN office;
- (e) The monthly amount is adjusted for absence from the qualifying location, except for internationally recruited staff away from the duty station on R & R travel or official duty travel up to a maximum of seven consecutive calendar days per R & R travel. For locally recruited staff remaining at the qualifying location there is no deduction for temporary absence from the duty station.

Criteria

Danger Pay is a special allowance established for internationally and locally recruited staff who are required to work in locations where very dangerous conditions prevail. The allowance may be paid under the following conditions:

(a) At duty stations where United Nations staff, by virtue of their association with or employment by an organization of the United Nations common system are clearly, persistently and directly targeted, or where United Nations premises are clearly, persistently and directly targeted, thus presenting an imminent and constant threat to staff and activities;

(b) At duty stations where United Nations staff or premises are at high risk of becoming collateral damage in a war or active armed conflict;

(c) In non-protected environments where medical staff are specifically at risk to their lives when deployed to deal with public health emergencies as declared by the World Health Organization.

Roles and responsibilities

The Under-Secretary-General for Safety and Security makes recommendations on Danger Pay according to the criteria set out in subparagraphs (a) and (b) above to the Chair of the Commission who, under delegated authority from the Commission, takes the final decision.

The Director-General of the World Health Organization makes recommendations on Danger Pay according to the criterion in sub-paragraph (c) above to the Chair of the Commission who, under delegated authority from the Commission, takes the final decision.

The Chair of the Commission promulgates Danger Pay upon receipt and review of the above-cited recommendations.

Duration

Danger Pay is normally granted for periods of up to three consecutive months at a time. It is lifted when dangerous conditions are deemed to have abated.

Amount

The amount of Danger Pay for internationally recruited staff is \$1,600 per month (US dollars).

The monthly amount of Danger Pay for locally recruited staff (General Service and National Professional Officer Categories) is 30 per cent of the net mid-point of the applicable General Service local salary scale, divided by 12.

Payment modalities

For both internationally and locally recruited staff, Danger Pay is paid monthly. For periods of less than one month, the amount of Danger Pay is prorated on the basis of 365 days: the daily rate is calculated by dividing the annual amount by 365 days and multiplying the daily amount by the number of days actually spent at the duty station.

- (a) Danger Pay remains payable for time away from the duty station on rest and recuperation travel (i.e. for five consecutive calendar days of authorized leave and travel time). Danger Pay also remains payable for official duty travel up to a maximum of seven consecutive calendar days. It is not payable if more than 7 calendar days are spent away from the duty station in conjunction with annual leave or any type of special leave or official travel, including weekends and holidays falling during that period. For staff members who spend one complete month in the area where the allowance is applicable, the monthly sum is paid irrespective of the number of days in the month.
- (b) For locally-recruited staff, Danger Pay is payable irrespective of whether the staff concerned are required to report to duty. No deduction is made for temporary

absences from the duty station if the staff member remains in a location which qualifies for Danger Pay. Staff members on maternity, paternity, annual or sick leave continue to be eligible for Danger Pay if the location where they serve qualifies for Danger Pay. Danger Pay is paid for absences from a location which qualifies for Danger Pay for up to a maximum of seven consecutive calendar days. It is not payable for absences of more than seven consecutive calendar days from a location which qualifies for Danger Pay.

Adjustments

The level of Danger Pay is reviewed every three years.

REST AND RECUPERATION TRAVEL

Purpose

The purpose of rest and recuperation travel is to allow eligible staff members periodic leave from the often difficult or dangerous environment in which they serve. It enables staff to alleviate stress and regain perspective so that they may return to their place of duty and continue to perform effectively.

Elements of the framework

The rest and recuperation framework consists of the following elements:

- (a) Paid travel by the organization from the place of duty to a designated rest and recuperation location by the least costly and most direct route. If United Nations transportation is provided free of charge, there is no payment for travel costs;
- (b) Five consecutive calendar days not charged to annual leave;
- (c) Travel time to and from the place of duty officially recognised as necessary, not charged to annual leave.

Table 6: Criteria for Rest and Recuperation Travel Frequency, effective 1 July 2012

Conditions	
6 weeks ^a	<p style="text-align: center;">Extreme situations as follows</p> <ul style="list-style-type: none"> • Very dangerous locations where staff are directly targeted as a result of their association with the United Nations or where premises are targeted, causing imminent threat to staff • Locations where there is war or active armed conflict and where staff are at high risk of becoming collateral damage
8 weeks	<p style="text-align: center;">All <i>non-family</i>/restricted duty stations</p> <ul style="list-style-type: none"> • All duty stations declared by the UN Department of Safety and Security as restricted for all eligible dependants for security reasons • All duty stations designated as <i>non-family</i> by the Chair of ICSC
12 weeks	<p style="text-align: center;">Duty stations with a high level of hardship</p> <ul style="list-style-type: none"> • Non-capital duty stations with a hardship classification of D or E • Exceptional cases of category E capital cities

^a For very exceptional cases, a four-week rest and recuperation cycle can be approved by the Chair of the International Civil Service Commission, under the delegated authority from the Commission, upon the recommendation of the Human Resources Network of the United Nations System Chief Executives Board for Coordination.

END NOTE

Since the fundamental revamping in 1990 of the arrangements for mobility and hardship, the Commission has continued to invest effort into further rationalizing, streamlining and harmonizing the compensation package for staff serving at field locations, including at those where conditions are deemed the most difficult and dangerous.

As already noted, the package of reforms reflected in this booklet represents the most up-to-date changes and adjustments by the Commission. The reforms fulfil the long-held goal of system-wide harmonization, while maintaining the intent and purpose of the original measures to incentivize and reward service in difficult locations.

Table 7: Examples of monthly monetary impact (US dollars)

P-4 staff member at *single rate* on third assignment according to duty station category

	Headquarters (H)	Category B (family)	Category E (family)	Category E (non-family)	Category E (non-family, with Danger Pay)
Non-removal	168.33	168.33	168.33	168.33	168.33
Mobility	0	513.33	513.33	513.33	513.33
Hardship	0	435.83	1,307.50	1,307.50	1,307.50
AHA	0	0	0	653.75	653.75
Danger Pay	0	0	0	0	1,600.00
TOTAL	168.33	1,117.50	1,989.17	2,642.92	4,242.92

P-4 staff member at *dependency rate* on third assignment according to duty station category

	Headquarters (H)	Category B (family)	Category E (family)	Category E (non-family)	Category E (non-family, with Danger Pay)
Non-removal	225.00	225.00	225.00	225.00	225.00
Mobility	0	683.33	683.33	683.33	683.33
Hardship	0	580.83	1,743.33	1,743.33	1,743.33
AHA	0	0	0	1,743.33	1,743.33
Danger Pay	0	0	0	0	1,600.00
TOTAL	225.00	1,489.17	2,651.67	4,395.00	5,995.00

ANNEX

Transitional Measures for Phasing out SOA/EMSEA Approaches

NOTE 1: All staff who were assigned by SOA organizations to a *non-family* duty station before 30 June 2011, remain assigned under the same conditions as their employing organization used prior to the harmonization decision by the General Assembly on 24 December 2010. Their conditions of service remain unchanged for the duration of their assignment to that *non-family* duty station, or until 30 June 2016, whichever comes first, except that effective 1 July 2012, they receive the unified Special Operations Living Allowance (SOLA).

NOTE 2: During the transition period 1 July 2011-30 June 2016 organizations may at any time, and at their discretion, decide to assign their staff under the new arrangements. For those who decide to maintain their own *non-family* assignment modality (SOA or EMSEA) for the time being, the following transitional measures have been decided upon by the General Assembly:

(A) New staff recruited into the United Nations common system

Effective 1 July 2011, all new staff recruited into the common system are assigned to *non-family* duty stations under the new arrangements (i.e. assigned to the place of duty (POD), and paid an additional non-family hardship element) and cannot be deployed under the SOA or EMSEA approach. Assignments prior to 1 July 2011 are not affected.

(B) Existing common system staff

Year 1: Period 1 July 2011 – 30 June 2012

No Change*

Existing common system staff continue to be assigned according to whatever model the organization is currently using. For SOA organizations, existing SOLA amounts continue to be paid, *except for staff assigned after 1 January 2012 who will immediately receive the harmonized and unified SOLA rate. For organizations using the EMSEA deployment approach, existing EMSEA amounts continue to be paid. Reassignments of existing common system staff can continue according to whatever model the organization is currently using.

Year 2: 1 July 2012 – 30 June 2013

Introduction of Unified SOLA Rates – no other changes

The ICSC promulgates location-specific “unified SOLA rates”. These rates will apply to all existing staff. Staff who are re-assigned to a *non-family* duty station during this period may be administered under existing SOA/EMSEA arrangements and paid location-specific unified SOLA rates.

Year 3: 1 July 2013 – 30 June 2014

Differences adjusted by 25 per cent

Staff who remain in the non-family duty station to which they were assigned prior to 30 June 2012 remain assigned there under the same conditions under which they were originally assigned, but are paid unified location-specific SOLA rates.

Staff re-assigned to a non-family duty station on or after 1 July 2012 may be assigned under the SOA (or EMSEA) arrangements, subject to the following adjustments:

For SOA organizations, the individual SOLA amount payable to staff is adjusted by 25 per cent of the difference between (a) the applicable SOLA rate at the place of duty plus the normal hardship allowance at the administrative place of assignment; and (b) the normal hardship allowance at the place of duty plus the additional non-family hardship element at the place of duty.

- If (a) is higher than (b), then the amount of SOLA is reduced by the difference between (a) and (b) – if SOLA is lower than (b), then the amount of SOLA is increased by the difference between (a) and (b). **Section C below** provides an illustration of this calculation.

For EMSEA approach organizations, the individual EMSEA amount is adjusted by 25% of the difference between (i) the applicable individual EMSEA amount at the place of duty, and (ii) the additional non-family hardship element at the place of duty.

- If the amount of (i) is higher than the amount of (ii), then the amount of (i) is reduced by the difference between (i) and (ii) – if (i) is lower than (ii), then the amount of (i) is increased by the difference between (i) and (ii). **Section D below** provides an illustration of this calculation.

Year 4: 1 July 2014 – 30 June 2015

Differences adjusted by 50 per cent

Staff who remain in the *non-family* duty station to which they were assigned prior to 30 June 2012 remain assigned there under the same conditions under which they were originally assigned, but are paid SOLA at the location-specific unified rate. Staff reassigned to the *non-family* duty station between 1 July 2012 and 30 June 2014 remain assigned there under the same conditions under which they were originally assigned, but are paid SOLA at the unified and adjusted rate.

Staff who were assigned/re-assigned to a *non-family* duty station on or after 1 July 2012 may continue to be assigned under the SOA (or EMSEA approach) arrangements, subject to the following adjustments:

For SOA organizations, the individual SOLA amount payable to staff is adjusted by 50 per cent of the difference between (a) the applicable SOLA rate at the place of duty plus the normal hardship allowance at the administrative place of assignment; and (b) the

normal hardship allowance at the place of duty plus the additional non-family hardship element at the place of duty.

For EMSEA approach organizations, the individual EMSEA amount is adjusted by 50% of the difference between (i) the applicable individual EMSEA amount at the place of duty, and (ii) the additional non-family hardship element at the place of duty.

Year 5: 1 July 2015 – 30 June 2016

Differences adjusted by 75 per cent

Staff who remain in the *non-family* duty station to which they were assigned prior to 30 June 2012 remain assigned there under the same conditions under which they were originally assigned, but are paid SOLA at the location-specific unified rate. Staff assigned/reassigned to the *non-family* duty station between 1 July 2012 and 30 June 2015 remain assigned there under the same conditions under which they were originally assigned, but are paid SOLA at the unified and adjusted rate.

Staff who were assigned/re-assigned to a *non-family* duty station on or after 1 July 2012 may continue to be assigned under the SOA (or EMSEA) arrangements, subject to the following adjustments:

For SOA organizations, the individual SOLA amount payable to staff is adjusted by 75 per cent of the difference between (a) the applicable SOLA rate at the place of duty plus the normal hardship allowance at the administrative place of assignment; and (b) the normal hardship allowance at the place of duty plus the additional non-family hardship element at the place of duty.

For EMSEA approach organizations, the individual EMSEA amount is adjusted by 75% of the difference between (i) the applicable individual EMSEA amount at the place of duty, and (ii) the additional non-family hardship element at the place of duty.

Year 6: 1 July 2016

Full harmonization

All staff are assigned/reassigned to *non-family* duty stations under the new arrangements. SOA and similar deployments are no longer applicable.

Remaining staff assigned under SOA or the EMSEA approach fall under the new arrangements and in the case of SOA staff should be administratively reassigned to the POD.

(C) Adjustments to SOLA rates during the transition period (US dollars)

Example 1

Amount A Current SOLA amount + hardship allowance for APA = \$ 100.00

Amount B Hardship allowance at POD + non-family hardship allowance = \$ 75.00

Difference between (A) and (B) = $100 - 75 = \$25$.

2013/2014: 25% of \$25 = 6.25
Payable SOLA: $100 - 6.25 =$ \$ **93.75**
Payable SOLA: \$93.75- hardship allowance for APA

2014/2015 50% of \$25 = 12.50
Payable SOLA: $100 - 12.50 =$ \$ **87.50**
Payable SOLA: \$87.50- hardship allowance for APA

2015/2016 75% of \$25 = 18.75
Payable SOLA: $100 - 18.75 =$ \$ **81.25**
Payable SOLA: \$81.25- hardship allowance for APA

1 July 2016 **All staff are assigned/reassigned to *non-family* duty stations under the new arrangements. SOA and EMSEA approach deployments are no longer applicable.**

Example 2

Amount A Current SOLA amount at POD+ hardship allowance for APA = \$ 75.00

Amount B Hardship allowance at POD + non-family hardship allowance at POD= \$ 100.00

Difference between (A) and (B) = $100 - 75 = \$25$.

2013/2014 25% of \$25 = 6.25
Payable SOLA: $75 + 6.25 =$ \$ **81.25**
Payable SOLA: \$81.25- hardship allowance for APA

2014/2015 50% of \$25 = 12.50
Payable SOLA: $75 + 12.50 =$ \$ **87.50**
Payable SOLA: \$87.50- hardship allowance for APA

2015/2016 75% of \$25 = 18.75
Payable SOLA: $75 + 18.75 =$ \$ **93.75**
Payable SOLA: \$93.75- hardship allowance for APA

1 July 2016 **All staff are assigned/reassigned to *non-family* duty stations under the new arrangements. SOA and EMSEA approach deployments are no longer applicable.**

(D) Adjustments to EMSEA rates during transition period (US dollars)

Example 1

Amount (i) Current amount of EMSEA payable to staff member = \$ 100

Amount (ii) Additional non-family hardship element applicable to POD = \$ 75

Difference between (i) and ii) = $100 - 75 = \$25$.

2013/2014 25% of \$25 = \$6.25
Payable EMSEA: $100 - 6.25 =$ **\$ 93.75**

2014/2015 50% of \$25 = 12.50
Payable EMSEA : $100 - 12.50 =$ **\$ 87.50**

2015/2016 75% of 25 = 18.75
Payable : EMSEA $100 - 18.75 =$ **\$ 81.25**

1 July 2016 **All staff are assigned/reassigned to *non-family* duty stations under the new arrangements. SOA and EMSEA approach deployments are no longer applicable.**

Example 2

Amount (i) Current amount of EMSEA payable to staff member = \$ 75.00

Amount (ii) Additional non-family hardship element applicable to POD = \$ 100.00

Difference between (i) and (ii) = $100 - 75 = \$25$

2013/2014 25% of 25 = 6.25
Payable EMSEA: $75 + 6.25 =$ **\$ 81.25**

2014/2015 50% of 25 = 12.50
Payable EMSEA: $75 + 12.50 =$ **\$ 87.50**

2015/2016 75% of 25 = 18.75
Payable EMSEA: $75 + 18.75 =$ **\$ 93.75**

1 July 2016 **All staff are assigned/reassigned to *non-family* duty stations under the new arrangements. SOA and EMSEA approach deployments are no longer applicable.**