



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

In accordance with a decision of the International Civil Service Commission (ICSC) at its 75th session, the Cost-of living Division of the ICSC will be conducting a survey from **1 to 31 October, 2012** at all duty stations. The survey is part of the ongoing review of the cost-of-living measurement methodology, in preparation for the 2015 round of cost-of-living surveys.

The survey is online. The questionnaire is a short (one page), self-explanatory form that can be completed in five minutes. It is available in three languages, i.e., English, French and Spanish.

Only staff members in the **P-1 to D-1, L-1 to L-6, FS-6 and FS-7** categories are eligible to participate in the survey. Other staff members do not need to participate.

The survey consists of two components. The first component is an out-of-area survey, which elicits information about the countries where staff members regularly incur expenditures outside the country of their duty station of assignment. The information collected will be used to review the list of countries, and their corresponding weights, that are currently used in the estimation of the out-of-area index, one of the major components of the Post Adjustment Index. The second component of the survey elicits information about the purchase of organic/biological products by staff members.

To facilitate the administration of the survey, the ICSC has created a special web page dedicated to the survey. The web page contains general information about the survey, including instructions to participants and local coordinators and a list of frequently asked questions. This special website will be accessible either through the ICSC website and/or via a direct link in the survey questionnaire.

In order to keep up with the evolution of out-of-area expenditure patterns of UN staff the provision of accurate data about where such expenditures are incurred is vital. A more precise measurement of this component, based on a large volume of completed questionnaires from eligible staff members, will lead to a more accurate Post Adjustment. You are therefore strongly encouraged to complete the questionnaire accurately and completely.

Thank you for taking part in the survey.