

## **Housing Surveys at Headquarters duty stations, 2008**

In accordance with a decision of the International Civil Service Commission (ICSC) at its 66th session, the Cost-of-Living Division of the ICSC will be conducting a housing survey during the months of June 2008 in New York and September 2008 at all other Headquarters duty stations (Geneva, London, Madrid, Montreal, Paris, Rome, Vienna) and Washington, D.C. The purpose of this survey is to update the rental subsidy thresholds for staff members serving at these duty stations.

Since rental thresholds determine subsidy entitlements of staff, it is vital that these be measured precisely. It is therefore in the direct interest of all eligible staff members to participate in this survey and to provide the requested information completely and accurately. Your participation is crucial to its success.

**Only staff members in the professional categories (P-1 to D-1 and/or L-1 to L-6) are required to participate in this survey. If you do not belong to any of these categories, please disregard this message. You are not required to participate in the survey.**

The questionnaire is a one-page, self-explanatory online form, available in three languages (English, French and Spanish). It is password-protected and can be accessed via the Internet, completed and submitted electronically in about 5 minutes. **The password for all staff members of [Insert name of duty station here]-based organizations is [insert password for your duty station here].**

You can access the questionnaire from the ICSC website at <http://icsc.un.org> by clicking the icon labeled “HQ Housing Surveys 2008”, located on the lower left hand side or on the link labeled “2008 Housing Surveys at Headquarters Duty Stations” under “SURVEYS” located on the right hand side. Either way, you will first be taken to a special Web page dedicated to the survey, which contains general information about the survey, a question-and-answer section, specific instructions on how to complete and submit the questionnaire, a link to log-in to the questionnaire, and related documents.

Once you have finished answering all the questions, please submit the completed questionnaire electronically by clicking the “SUBMIT” button at the end of the form. If you have any questions, please click on “Contact Us” found on the special Web page for the survey and send an email with your question directly to the ICSC.

Staff members who prefer to complete a hardcopy version of the questionnaire can download a PDF version, along with a help guide, from the special Web page under the link labeled “Data Collection Forms”, print it, complete it by hand, enclose the completed form in an envelope, and submit it directly to the survey coordinator **[Insert name and contact details of survey coordinator here]**.

Thank you for your cooperation in this important exercise.