

# INSTRUCTIONS FOR COMPLETING THE QUESTIONNAIRE

The questionnaire is available in three languages (English, French and Spanish) and in two formats (an electronic version and a hardcopy version). The electronic version of the questionnaire is an interactive web application. The hardcopy version is available in PDF format.

**Staff members are expected to complete the [electronic version](#) of the questionnaire, and to use the [hardcopy version](#) only if they do not have access to the Internet. The online questionnaire contains self-explanatory instructions linked to all key items. For the hardcopy version, the instructions are attached.**

The survey will be launched on **1 June 2008** in New York and on **1 September 2008** at all other Headquarters duty stations, and will continue for one month. All completed questionnaires are expected to be received by the ICSC on **30 June 2008** and **31 September 2008**, respectively. The method and date of submission of the completed questionnaire depend on the version of the questionnaires that you use.

If you use the electronic version, then all you have to do is click on the "SUBMIT" button at the end of the form, and your information will be automatically submitted to a survey database maintained at the ICSC secretariat. Note that you are required to enter a valid e-mail address to start filling in the questionnaire and have only one chance to complete and submit the electronic version of the questionnaire. Please remember that you cannot go back and edit it once you have submitted it.

If you need to use the hardcopy version of the questionnaire, then you are expected to download it, print it, fill in by hand, enclose the completed form in an envelope, and submit it directly in person or Inter-Office mail to the survey coordinator by two days before the deadline mentioned above, to enable the survey coordinator to submit all completed questionnaires to the ICSC by the deadline dates.

**Please make every effort to provide complete and accurate data. Help ICSC get the precise information necessary to update the rental subsidy threshold at your duty station.**