



10th Floor, Two United Nations Plaza, New York, NY 10017
Fax: (212) 963-0159, Tel: (212) 963-8469

REFERENCE: 60-1-10 CAPE VERDE

31 January 2018

TO : UN Resident Coordinators/ UNDP Resident Representatives
FROM : Marta Leichner-Boyce
Officer-in-Charge, ICSC secretariat
SUBJECT : ICSC Regional Workshop on the United Nations compensation package - Praia, Cape Verde, 23 - 27 April 2018

A handwritten signature in blue ink, appearing to read 'Marta Leichner-Boyce', is written over the 'FROM' field of the letter.

Please note that this is the Second ICSC workshop for Africa region and is limited to countries who did not nominate participants to the first workshop held in Tanzania in May 2017.

Priority will be given to those who were not retained for the first workshop due to space limitation

1. This is to announce that the secretariat of the International Civil Service Commission (ICSC) will hold its second Regional Workshop on the United Nations common system of salaries, allowances and benefits, post adjustment system and job evaluation for the Africa region.
2. The Workshop is intended for internationally- or locally-recruited staff who have operational responsibility for administering the compensation of international staff, and, in particular, the post adjustment system, mobility and hardship scheme, daily subsistence allowance rates (DSA) and other allowances and benefits. To date, approximately twenty-six such workshops were conducted by the ICSC secretariat and past participants have found them to be of great practical use in carrying out their day-to-day responsibilities. An overview of topics covered, subject to changes, is annexed hereto.
3. The venue and dates for the meeting will be *Praia, Cape Verde*, from *23 to 27 April 2018*. Hotel and other information will be communicated to participants at a later date. You should note that the sponsoring office is responsible for defraying the costs of travel and DSA. In addition, we are obliged to charge a nominal fee of \$ **1000** to offset costs relating to the preparation of course material and administration.
4. We would appreciate your early response if you wish to nominate someone from your duty station to attend the workshop. The nominees can fill out the registration form which will be available on our website <https://icsc.un.org/resources/surveys/general/2018workshop/>. Due to limited number of seating for the workshop, we can accommodate only one person per duty station.
5. The deadline for applications which will be treated on a first come/first serve basis, is **Wednesday 14 February 2018**. Once the list of participants is established, we will communicate final details. Your attention to this matter would be very much appreciated. Please direct all correspondence to Ms. Marta Leichner-Boyce at leichner@un.org and copy to gainyol@un.org.

UNITED NATIONS



NATIONS UNIES

NEW YORK

INTERNATIONAL CIVIL SERVICE
COMMISSION

COMMISSION DE LA FONCTION
PUBLIQUE INTERNATIONALE

ICSC REGIONAL WORKSHOP
on the United Nations common system
compensation package

Praia, Cape Verde - 23 to 27 April 2018

OVERVIEW OF TOPICS

1. Overview of the United Nations common system
2. Overview on the Professional Compensation Package and the Outcome of the Comprehensive Review
3. Mobility and Hardship scheme
4. GS Job classification
5. GS salary survey methodologies
6. Staff assessment and Tax Equalization Fund
7. The Post Adjustment System
8. Daily subsistence allowance
9. Pensionable remuneration
10. United Nations pension system