



INTERNATIONAL CIVIL SERVICE COMMISSION

A GUIDE TO THE MOBILITY AND  
HARDSHIP SCHEME  
AND RELATED ARRANGEMENTS

January 2024



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## **NOTE FROM THE ICSC CHAIR**

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 as of 1 January 2024, unless otherwise indicated, replacing the earlier version.

The primary aim of the mobility and hardship scheme and related 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 serves as guidance on several allowances and benefits of the common system compensation package, as outlined in resolutions of the General Assembly and decisions of the ICSC and as an information tool. It does not supersede the organizations' staff regulations and rules, policies or administrative issuances. Like all other components of the compensation system, the allowances and benefits described here are subject to periodic review.

**Larbi Djacta**  
**Chair**  
**International Civil Service Commission**

## CONTENTS

	<i>Page</i>
Abbreviations .....	1
PART I: Overview of the Arrangements for the Mobility and Hardship Scheme .....	2
A. Mobility Incentive.....	4
B. Hardship Allowance .....	5
C. Non-Family Service Allowance .....	6
D. Pilot Measure for Duty Stations with Extreme Hardship Conditions.....	7
E. Other Field Allowances and Benefits .....	7
PART II: Danger Pay .....	8
PART III: Rest and Recuperation Travel .....	10
PART IV: Security Evacuation Allowance .....	12
PART V: Relocation-Related Elements .....	17
End Notes .....	19
Annex I: List of “H” Duty Stations (entire country) .....	20
Annex II: Review Cycle of the Level of Field Allowances and Relocation-Related Payments .....	21

## ABBREVIATIONS

DSA	Daily Subsistence Allowance
ICSC	International Civil Service Commission
NFSA	Non-Family Service Allowance
R&R	Rest and Recuperation
SEA	Security Evacuation Allowance
UNDSS	United Nations Department of Safety and Security
UNV	United Nations Volunteers

## **PART I: Overview of the Arrangements for the Mobility and Hardship Scheme**

### **Purpose**

The mobility, hardship and related arrangements are intended to encourage geographic mobility and to compensate for hardship incurred in difficult duty stations.

### **Main components**

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

- Mobility incentive.
- Hardship allowance.
- Non-family service allowance for service at non-family duty stations.
- Accelerated home leave.
- Relocation-related elements.

Other field allowances and benefits may also apply depending on the duty station (see sections D and E below).

### **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 for assignments at H duty stations (see annex I).
- 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 following six discrete factors: health, security, local conditions, isolation, climate, and housing. The hardship allowance is paid for assignments at B, C, D and E duty stations; there is no hardship allowance for assignments at A duty stations.

### **Process for reviewing and designating hardship duty stations**

The hardship conditions in all duty stations are reviewed by geographical region once every three years. In this way, countries in all regions of the world, i.e. (a) Asia and the Pacific; (b) Africa; and (c) Latin America and the Caribbean, the Commonwealth of Independent States and the Middle East, are informed in advance of the year for the review. If a duty station experiences a difficult or volatile security situation or any other precipitating event, it may be subject to a review more frequently.

The annual hardship review is managed by the ICSC secretariat and carried out by the ICSC Tripartite Working Group for the Review of Conditions of Life and Work in Field Duty Stations (the Working Group). The Working Group is composed of the secretariat of the ICSC and representatives of both the organizations and the recognized staff federations. It normally

meets in New York in November. A mid-year review also takes place, normally in June, to formally review newly established duty stations that were granted a temporary hardship classification, or those requiring attention outside the regular cycle.

The ICSC secretariat initiates the annual review 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 is an assessment that determines how conditions of life and work are experienced by expatriate UN system staff. Therefore, it is important that international staff participate in the review process.

Since the questionnaire forms the principal basis for determining the hardship level of a duty station, it is essential that UN Resident Coordinators comply with the mandatory hardship review by timely submitting questionnaires. If a questionnaire is not submitted, in accordance with the 2011 decision of the Commission, a duty station will nonetheless be assigned a hardship rating based on other available information.

Upon receipt of the questionnaires, the ICSC secretariat reviews, evaluates, and assigns a rating for each factor based on the criteria established by the Commission. These include the ratings for the medical and security factors provided by the United Nations Division of Healthcare Management and Occupational Safety and Health and United Nations Department of Safety and Security, respectively, 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 decide on the final hardship classification. The promulgated results of the reviews are published twice a year, effective 1 January and 1 July, unless otherwise announced. For the latest list, visit the ICSC website at: <https://icsc.un.org/Home/DataMobility>

### **Temporary Hardship Classification**

Any organization planning to assign international staff to a duty station not currently classified (i.e., it is not contained in the latest Consolidated List: <https://icsc.un.org/Home/DataMobility>), must request a temporary hardship classification for that location. Temporary hardship classifications are granted by the ICSC secretariat and are valid for up to one year. Once the staff are assigned, a questionnaire must be submitted for formal review by the Working Group and decision by the Chair of the Commission. For the list of temporarily classified duty stations, visit the ICSC website at: <https://icsc.un.org/Home/DataMobility>

### **Transitional classification**

A transitional classification indicates that a duty station is being carefully monitored for a period of one year by the Working Group for potential reclassification and is required to again 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. More information on the classification process is provided at: [https://icsc.un.org/Resources/HRPD/Booklets/mhb\\_Supplement.pdf](https://icsc.un.org/Resources/HRPD/Booklets/mhb_Supplement.pdf)

## A. Mobility Incentive

### Purpose

The purpose of the mobility incentive is to encourage movement of internationally recruited staff to field duty stations in accordance with organizational needs.

### Eligibility

Internationally recruited staff on an assignment of one year or longer who have had five consecutive years of service in the United Nations system may qualify for a mobility incentive as of their second assignment (that is, the first geographical move). The incentive is discontinued after five consecutive years at the same duty station. The mobility incentive may be paid for one additional year, under exceptional circumstances, consistent with the regulations and rules of the organizations.

The mobility incentive is not payable to:

- Staff at H duty stations.
- Staff on assignment for less than one year.
- Staff in receipt of a Daily Subsistence Allowance (DSA).
- Locally recruited staff, United Nations Volunteers (UNVs), consultants and contractors.

### Amounts

The amount of mobility incentive varies across grades and the number of assignments. The amount of the mobility incentive increases by 25 per cent upon the 4th assignment of a staff member and by 50 per cent upon the 7th assignment.

The mobility incentive amounts, in effect since 1 January 2024, vary according to grade level as set out below.

**Table 1: Annual Mobility Incentive (U.S. dollars)**

Assignment Number	Additional amounts	Group 1 (P-1 to P-3)	Group 2 (P-4 to P-5)	Group 3 (D-1 and above)
2 to 3	None	6,900	8,625	10,350
4 to 6	25 per cent	8,625	10,781	12,938
7+	50 per cent	10,350	12,938	15,525

## B. Hardship Allowance

### Purpose

The hardship allowance is designed to compensate for the degree of hardship experienced by staff in hardship duty stations.

### Eligibility

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

The hardship allowance is not payable to:

- Internationally recruited staff serving in H and A duty stations.
- Internationally recruited staff in receipt of a daily subsistence allowance (DSA);
- Locally recruited staff, United Nations Volunteers (UNVs), consultants and contractors.

### Amounts

Hardship allowance amounts, in effect since 1 January 2024, vary according to grade level as set out below.

**Table 2: Annual Hardship Allowance (U.S. dollars)**

<b>Category</b>	<b>Group 1 (P-1 to P-3)</b>	<b>Group 2 (P-4 and P-5)</b>	<b>Group 3 (D-1 and above)</b>
A	-	-	-
B	6,110	7,330	8,560
C	11,010	13,440	15,890
D	14,670	17,130	19,550
E	18,340	22,000	24,460



## C. Non-Family Service Allowance

### Purpose

Non-family service allowance (NFSA) is an allowance paid to staff who undertake assignments in duty stations that are designated as non-family for reasons of safety and security. The NFSA recognises the increased level of financial and psychological hardship incurred by involuntary separation of staff from their families and/or additional service-related costs.

### Eligibility

Internationally recruited staff members on assignment at a field duty station designated by ICSC as non-family are eligible for NFSA.

The NFSA is not payable to:

- Staff serving in duty stations not designated as non-family by ICSC.
- Staff in receipt of a daily subsistence allowance (DSA).
- Locally recruited staff, United Nations Volunteers (UNVs), consultants and contractors.

### Amounts

The amount of NFSA, in effect since 1 January 2020, varies according to family status:

**Table 3: Annual and monthly non-family service allowance (U.S. dollars)**

Status	Amount
Staff with eligible dependents	19,800/year (\$1,650/month)
Staff with no dependents	7,500/year (\$625/month)

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

The Chair of the Commission may designate a duty station with the status of non-family for the purposes of the non-family service allowance. This will apply to those duty stations where the UNDSS (UN Department of Safety and Security) decides that for reasons of safety and security all eligible dependents are restricted from being present at the duty station for a period of six months or longer.

A duty station may be designated with the status of non-family at the six-month mark following evacuation or sooner, as normally the security situation would be assessed at the three-month mark, in consultation with UNDSS. The designation of the duty station as non-family triggers payment of the NFSA.

## **D. Pilot Measure for Duty Stations with Extreme Hardship Conditions**

Effective 1 January 2022, the General Assembly decided to continue the earlier pilot project of granting 15,000 United States dollars on an annual basis for staff members who opt not to install eligible dependents in category E duty stations not designated as non-family, and to undertake a pilot of granting 14,000 United States dollars on an annual basis for eligible staff members in category D duty stations not designated as non-family through to 31 December 2024. For the latest list of eligible duty stations, visit the ICSC website at: <https://icsc.un.org/Home/DataNonFamily>

## **E. Other Field Allowances and Benefits**

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

### **Accelerated home leave travel**

At D and E duty stations that do not fall under rest and recuperation framework (R&R) a 12-month home leave cycle applies. At H, A, B and C duty stations a 24-month home leave cycle applies.

### **Family visit travel**

Travel by staff to visit eligible family members living outside the duty station may be authorized, provided that a minimum period has elapsed since the last home leave, consistent with the regulations and rules of the organizations.

## **PART II: Danger Pay**

### **Purpose**

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 UNDSS 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 \$1,698 per month (U.S. 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. As the locations eligible for danger pay may change frequently, the amounts may be subject to frequent updating and are therefore not included in this document. However, danger pay amounts for locally recruited categories have been calculated for all eligible locations and made available on the ICSC website at: [https://unicsc.org/resources/hrpd/dangerpay/DP\\_LocalStaff\\_amounts\\_global.pdf?d=12024](https://unicsc.org/resources/hrpd/dangerpay/DP_LocalStaff_amounts_global.pdf?d=12024)

## **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) For internationally recruited staff, danger pay remains payable for time away from the duty station on R&R 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 seven 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.

## PART III. Rest and Recuperation Travel

### Purpose

The purpose of rest and recuperation (R&R) 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 official duty station and continue to perform effectively.

### Elements of the framework

The R&R framework consists of the following elements:

- (a) Paid travel by the organization from the official duty station 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 official duty station officially recognised as necessary, not charged to annual leave.

**Table 3: Criteria for Rest and Recuperation Travel Frequency**

Conditions	
6 weeks *	<b>Extreme situations as follows</b> <ul style="list-style-type: none"><li>• 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</li><li>• Locations where there is war or active armed conflict and where staff are at high risk of becoming collateral damage</li></ul>
8 weeks	<b>All non-family/restricted duty stations</b> <ul style="list-style-type: none"><li>• All duty stations declared by the UN Department of Safety and Security as restricted for all eligible dependants for security reasons</li><li>• All duty stations designated as non-family by the Chair of ICSC</li></ul>
12 weeks	<b>Duty stations with a high level of hardship</b> <ul style="list-style-type: none"><li>• Non-capital duty stations with a hardship classification of D or E</li><li>• Exceptional cases of category E capital cities</li></ul>

\* 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 (CEB/HR Network).

The list of duty stations for which the entitlement of R&R has been established is published by the Standing Committee on Field Duty Stations (Field Group) of the CEB/HR Network, in consultation with the ICSC secretariat, and disseminated to field offices. The United Nations Secretariat also publishes an information circular with their duty stations approved for R&R.

Their list of exceptional four-week R&R cycle is approved by the Chair of ICSC and reviewed every three months. For the latest list, visit the ICSC website at <https://icsc.un.org/Home/DataRR>

## **PART IV: Security Evacuation Allowance**

### **Purpose**

The purpose of the security evacuation allowance is to assist in offsetting direct added expenses of staff members and their eligible dependants who are evacuated from their official duty stations.

### **Applicability**

Once evacuation<sup>a</sup> from a duty station is officially declared by the Under-Secretary General for Safety and Security, the internationally recruited staff and their eligible family members are evacuated to an authorized destination. An authorized evacuation from a duty station triggers the payment of the security evacuation allowance.

### **Eligibility**

The security evacuation allowance is payable for eligible internationally recruited staff members and their eligible family members as follows:

- (a) In respect of the staff member, \$200 per day for up to 30 days and thereafter \$150 per day until the staff member returns to the duty station or is reassigned to another location, or for a maximum period of six months, whichever occurs first;
- (b) In respect of each eligible family member residing at the duty station, \$100 per day for up to 30 days and thereafter \$75 per day until the staff member returns to the duty station, or for a maximum period of six months, whichever occurs first;
- (c) If the staff member is authorized to return to the duty station and some or all eligible family members are not authorized to return or are unable to return owing to specific “family restrictions” that may be put in force for security purposes, or if the staff member is sent on mission (and receives the relevant daily subsistence allowance), the first eligible family member will be entitled to the higher rate of evacuation allowance (\$200 or \$150 per day, as applicable).

In addition, for the purpose of facilitating a small shipment of personal effects (and incidentals including terminal expenses), a single lump sum of \$500 would apply when the staff member who was installed at the duty station is evacuated or their eligible family members are evacuated. It is a one-time payment for the staff member and all of their eligible family members, even if they are evacuated at different times.

Loss and damage to personal effects that remain at the duty station will be compensated in accordance with administrative guidelines established by each organization. Staff members should be reminded of their responsibility to submit to the officer in charge who has been

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<sup>a</sup> Evacuation refers to the removal of staff members and/or their eligible family members outside the country of duty station to a designated safe haven in another country, triggering a payment of security evacuation allowance.

designated to manage organization-specific matters a list of their valued and itemized personal effects, which will be used by the respective compensation committees of the organizations to determine compensation in the event of loss or damage to personal effects.

### **Provisions applicable in respect of eligible internationally recruited staff members**

Internationally recruited staff members eligible for both the security evacuation allowance and security evacuation travel are those who travelled and were installed at the duty station at the expense of the organization, as well as those who were internationally recruited at the duty station.

If the staff member is evacuated to the authorized destination, the security evacuation allowance will be paid at the rates specified in paragraph 3 (a) above.

If the staff member is outside the duty station at the time of evacuation, they will normally be entitled to the security evacuation allowance only as of the expected date of return to the duty station (that is, upon expiration of any period of authorized home leave, annual leave, sick leave or official mission).

If the staff member does not join their eligible family members immediately following evacuation (for example, they are sent on mission), they will be entitled to the security evacuation allowance only on the date of their actual arrival at the place of home leave or any other location.

### **Travel to the country of home leave or country of the staff member's choice**

The cost of travel on security evacuation will be based on the destination authorized by the Under-Secretary-General for Safety and Security. The staff member may choose to travel to (a) the destination authorized by the Under-Secretary-General for Safety and Security; (b) the country of home leave; or (c) the country of their choice. If the staff member and/or eligible family members choose to travel to the country of home leave or to the country of their choice instead of to the authorized destination, the travel expense may be reimbursed up to the cost of travel to the authorized destination or it may be processed under the home leave entitlement. During the period of evacuation status in the home country, security evacuation allowance will be paid in respect of the staff member and each eligible family member at the rates specified in paragraph 3 above.

When security evacuation is authorized to the country of home leave and where a staff member and/or eligible family members cannot return to the home country owing to "personnel restrictions" for security purposes or for political reasons, evacuation to a country of the staff member's choice may be authorized. When the reason for requesting travel to a country of the staff member's choice is solely for the personal convenience of the staff member, travel expenses to be borne by the organization will not exceed the costs that would have been payable to the home country.



## **Provisions applicable in respect of eligible family members**

For the purpose of determining eligibility for payment of security evacuation allowances and travel entitlements, eligible family members shall be those recognized family members of an internationally recruited staff member who travelled and were installed at the duty station at the expense of the organization and/or reside at the duty station with the staff member.

- (a) If the eligible family members are evacuated to the destination authorized by the Under-Secretary-General for Safety and Security, security evacuation allowance will be paid at the rates specified in paragraph 3 (b) above;
- (b) If the eligible family members are evacuated to the destination authorized by the Under-Secretary-General for Safety and Security, but not the staff member, the first eligible family member will be paid at the higher rate of security evacuation allowance;
- (c) If the staff member is authorized to return to the duty station and some or all eligible family members are unable to return owing to specific “family restrictions” that may be in force for security purposes, the first eligible family member who remains outside the duty station will be paid at the higher rate of security evacuation allowance;
- (d) If the staff member is sent on a mission (and receives the relevant daily subsistence allowance), then the first eligible family member will be paid security evacuation allowance at the rate applicable to the staff member;
- (e) If the eligible family members are outside the duty station at the time of evacuation, the allowance will be payable;
  - (i) Effective the date they are joined by the staff member in the country of evacuation;
  - (ii) On the expected date of return to the duty station (when the staff member remains at the duty station).
- (f) In the case of a dependent child studying at a location (other than the staff member’s official duty station) when “family restrictions” for security purposes have been declared, travel at the expense of the organization will normally be authorized on the basis of education grant or home leave travel. Security evacuation allowance will not be payable in this instance;
- (g) In the case of a dependent child on a visit at the staff member’s duty station when “family restrictions” for security purposes have been declared, the travel at the expense of the organization will be authorized under the education grant and/or home leave travel. Security evacuation allowance will not be payable;
- (h) In the case of a dependent child studying at the staff member’s duty station when “family restrictions” for security purposes have been declared, the following shall apply: when the child needs to attend a second school owing to the declaration of “family restrictions” for security purposes, additional education grant for attending the second school may be authorized for the same period, provided that the staff member can demonstrate that they have made every reasonable effort to obtain reimbursement

of advance school fees from the school at the duty station from which the child was evacuated or relocated. Under these circumstances, security evacuation allowance is applicable, but the lump sum for the board element of the education grant will not be payable.

### **Emoluments applicable during evacuation**

When evacuation has officially been declared for the duty station by the Under-Secretary-General for Safety and Security, they have the authority to order the evacuation of internationally recruited staff and their eligible family members to an authorized destination. If the cost of travel to the home country from the duty station is lower than that to the authorized destination, direct travel to the home country may be authorized, whenever logistically possible.

During the period of evacuation to the authorized destination, staff members will continue to be paid their net base salary plus post adjustment, mobility hardship allowance applicable at the official duty station, and rental subsidy of the official duty station plus the security evacuation allowance (in respect of the staff member and each eligible family member).

If staff members and/or their eligible family members are not authorized to return to the duty station within 30 days following the evacuation, each organization will decide with regard to:

- (a) Reassignment, temporary or otherwise, of the staff member together, as applicable, with their eligible family member;
- (b) Travel to the home country.

### **Limitations on payment of security evacuation allowance**

A security evacuation allowance is normally paid for a maximum period of six months, after which the evacuation status is normally either lifted or the duty station designated as non-family. Once a duty station is designated as non-family (see Part I.C), payment of SEA is discontinued and payment of the NFSA is triggered.

When an evacuation continues beyond six months and the duty station has not been designated as non-family, an extended monthly security evacuation allowance set at the same amount as that provided under the non-family service allowance applies.

**Table 4: Overview of security evacuation allowance**

<b>Reason/duration</b>	<b>Staff member alone</b>	<b>Eligible family members</b>
Evacuation outside the duty station country (safe haven, home country, third country)  Maximum of six months	\$200 per day for up to 30 days, and thereafter \$150 per day until the staff member returns to the duty station, or is reassigned to another location, or for a maximum period of six months.	\$100 per day in respect of each eligible family member for up to 30 days, and thereafter \$75 per day until the staff member returns to the duty station, or for a maximum period of six months.
Shipping entitlements and terminal expenses  One-time	A single lump-sum payment of \$500 is made to the staff member who was installed at the duty station when they were evacuated or their eligible family members were evacuated (it is not necessary that the staff member actually be evacuated). This is a one payment for the staff member and all of their eligible family members even if they are evacuated at different times. The amount is the same regardless of the number of dependants. Terminal expenses are included in the lump-sum payment.	
If an evacuation continues beyond six months, and the duty station was not declared as a non-family duty station	Extended monthly security evacuation allowance set at the same amount as that provided under the NFSA payable at non-family duty stations is applicable (for ease of reference, prorated monthly amounts are provided below in United States dollars)	
Beyond six months	With dependant	\$1,650
	Single	\$625

## **PART V. Relocation-Related Elements**

### **Purpose**

The relocation-related elements are: (a) settling-in-grant; (b) relocation shipment; and (c) relocation travel, and their purpose is as follows:

- (a) Settling-in grant: for assistance with the expenses for temporary accommodation and other incidentals, including departure and arrival costs associated with the relocation of staff and accompanying family members at the beginning of an assignment;
- (b) Relocation shipment: for relocation of household goods to the place of assignment or upon separation from service
- (c) Relocation travel: for travel of staff member and eligible accompanying family members to the place of assignment or upon separation from service.

### **Eligibility**

Internationally recruited staff on an assignment to a duty station may qualify for relocation-related elements. Relocation shipment and travel are also applicable upon separation from service.

The relocation-related elements are not payable to:

- Staff in receipt of a daily subsistence allowance (DSA);
- Locally recruited staff, United Nations Volunteers (UNVs), consultants and contractors.

### **Settling-in grant**

The settling-in grant includes a DSA element and lump-sum amount:

- (a) DSA element: equivalent to 30 days DSA applicable to the duty station of assignment for staff member, plus 15 days of DSA for each accompanying family member;
- (b) Lump-sum amount: equivalent to one month of net base pay plus applicable post adjustment.

### **Relocation Shipment**

Entitlement for relocation shipment of household goods for staff with assignments of two years or more is provided up to a standard 20-foot container for single staff and a 40-foot container for staff with eligible family members, regardless of the weight of household goods, via the most cost-effective route and mode of transportation.

The relocation shipment is provided in one of the following modalities consistent with the regulations and rules of the organization:

- (a) Full removal of household goods by the organization if that option is available; otherwise, an option of full removal by the staff member up to the established entitlement which would be reimbursed by the organization upon presentation of an invoice;
- (b) In lieu of full removal, one of the following options could apply:
  - (i) Lump-sum option established at 70 per cent of the actual cost of relocation shipments;
  - (ii) Lump-sum set by organizations based on 70 per cent of costs of past shipments, not exceeding \$18,000.

### **Relocation Travel**

The relocation travel is the responsibility of the organizations of the common system.

### **Non-removal Allowance**

The non-removal allowance was discontinued effective 1 July 2016. As a transitional measure the non-removal allowance will be paid for up to five years for staff who moved before the implementation date of the new relocation package until they move to another duty station.

## END NOTES

The review cycle of the level of field allowances and relocation-related payments is provided in the annex II.

## Annex 1

### List of “H” duty stations

<i>Headquarters of the organization of the United Nations common system (8 countries)</i>	<i>Similarly designated locations where the United Nations has no development or humanitarian assistance programmes (4 countries)</i>	<i>Locations in member countries of the European Union (27 countries)</i>
Austria (European Union)	Australia	Austria (headquarters)
Canada	Japan	Belgium
France (European Union)	New Zealand	Bulgaria
Italy (European Union)	Norway	Croatia
Spain (European Union)		Cyprus
Switzerland		Czech Republic
United Kingdom of Great Britain and Northern Ireland		Denmark
United States of America		Estonia
		Finland
		France (headquarters)
		Germany
		Greece
		Hungary
		Ireland
		Italy (headquarters)
		Latvia
		Lithuania
		Luxembourg
		Malta
		Netherlands
		Poland
		Portugal
		Romania
		Slovakia
		Slovenia
		Spain (headquarters)
		Sweden

## Annex II

### Review cycle of the level of field allowances and relocation-related payments\*

Allowance/payment	Current system			Proposed system			Comments
	Adjustment methodology	Review cycle	Year of last review and/or introduction	Adjustment methodology	Review cycle	Year of next review	
Hardship allowance	Based on the following indicators:	3 years	2011	Same methodology as under the current system	3 years		
Mobility allowance/incentive	(a) Average movement of net base salary plus post adjustment in the eight headquarters locations of the United Nations system	3 years	2011	Using average base salary of staff in the Professional and higher categories in the year of review (same basis as for the new payment matrix)	3 years	3 years from the implementation of the new payment matrix	In 5 years (2021), review the purpose
Additional hardship allowance/non-family service allowance	(b) Movement of the out-of-area index used for post adjustment based on inflation factors in 21 countries	3 years	Introduced in 2011	Using rent data under the post adjustment system (same basis as for the new payment matrix)	3 years		
Non-removal allowance	(c) Movement of the base/floor salary scale	3 years	2011	Abolished	–		
Danger pay	– <sup>a</sup>		2012	To be developed	3 years	2017	
Security evacuation allowance	–	3 years	2012	Based on averages of relevant daily subsistence allowances in safe havens	3 years	2017	
Ceiling for relocation shipment-related payment	–	–	–	Using averages of actual shipment cost data for previous 3 years	3 years	3 years from the implementation of the new system	

\* The implementation date of the new system was 1 July 2016.