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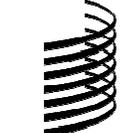


INTERNATIONAL CIVIL SERVICE COMMISSION

A GUIDE TO THE MOBILITY AND HARDSHIP SCHEME AND RELATED ARRANGEMENTS

February 2018

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NOTE FROM THE ICSC CHAIRMAN

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, including the most recent changes introduced as a result of the comprehensive review of the entire compensation package for professional and higher category of staff. It reflects the situation effective 1 January 2018, unless otherwise indicated, replacing the earlier version of the *Guide* published in 2016.

The aim of the mobility and hardship 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 is intended as a general information tool and does not supersede the organizations' staff rules/regulations or administrative issuances. Like all other components of the remuneration system, the allowances and benefits described here are subject to periodic review.

Kingston P. Rhodes
Chairman
International Civil Service Commission

ABBREVIATIONS

DSA	Daily subsistence allowance
UNDSS	United Nations Department of Safety and Security
ICSC	International Civil Service Commission
NFSA	Non-Family Service Allowance
R&R	Rest and recuperation
SSA	Special service agreement
UNV	United Nations Volunteers
SEA	Security Evacuation Allowance

Synopsis of recent changes

As a result of the ICSC Comprehensive Review for Professional and above categories, the following changes are in effect:

- Hardship allowance amounts were changed effective 1 July 2016 (see p.4).
- Non-family Service Allowance (NFSA) replaced Additional Hardship Allowance (AHA) effective 1 July 2016 (see p.5).
- Mobility allowance has been replaced by mobility incentive effective 1 July 2016 (see p.6).
- Changes in relocation related elements effective 1 July 2016 (see p.7).
- Non-Removal allowance discontinued effective 1 July 2016 (see p.7).
- Eligibility for Accelerated Home Leave has been adjusted effective 1 July 2016 (see p.8).
- Eligibility for additional reimbursement of boarding costs was adjusted (see p.8).
- Additional Education Grant Travel has been discontinued with the introduction of the revised education grant scheme as of the school year in progress on 1 January 2018.
- Additional Freight entitlement was discontinued in the revised compensation package effective 1 July 2016.
- Review cycle for the field allowances and relocation-related payments has been established (see annex).

PART I: Overview the mobility and hardship scheme

Purpose of the arrangements

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

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

Other field allowances and benefits may also apply depending on the duty station (see section 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 at H duty stations.
- 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 overall quality of life. In determining the degree of hardship, consideration is given to local conditions of safety and security, health care, housing, climate, isolation and level of amenities/conveniences of life. The hardship allowance is paid for assignments at B, C, D and E duty stations; there is no hardship allowance at A duty stations.

Process for reviewing and designating hardship duty stations

Duty stations are reviewed once every three years in accordance with a cycle based on geographical region. In this way, countries in all regions of the world, i.e., in Africa, Asia, Latin America and the Caribbean, the Commonwealth of Independent States and the Middle East know in advance the year of their review. If a duty station experiences a difficult or volatile security situation or another kind of precipitating event, it may be reviewed more frequently.

The annual review is managed by the ICSC secretariat and carried out by the ICSC Working Group for the Review of Conditions of Life and Work in Field Duty Stations. The Working Group is composed of representatives of the secretariat of the ICSC and representatives both

of the organizations and the recognized staff federations. It normally meets in New York in November. A mid-year review also takes place, usually in June, to review new duty stations which may have been established following the annual review, or those requiring attention outside the regular cycle.

The ICSC secretariat initiates the process 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 determines how conditions of life and work are experienced by expatriate UN system staff, hence it is their views that are critical. Because national staff may experience local conditions differently, international staff are encouraged to participate actively in the review process.

Upon receipt of the questionnaires, the ICSC secretariat reviews, scores and assigns to them a rating based on the criteria established by the Commission. These include the ratings for the medical and security factors provided by the United Nations Medical Service and Department of Safety and Security 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 take final decisions on hardship classification matters. The resulting hardship categories are published annually, on 1 January and 1 July, unless otherwise announced. For the latest list, visit the ICSC website at <http://icsc.un.org>.

Since the questionnaire forms the principal basis for determining the hardship level of a duty station, it is essential that duty stations comply with the mandatory hardship review by submitting questionnaires. If a duty station fails to submit a questionnaire, in accordance with the 2011 decision of the Commission, it will nonetheless be assigned a hardship rating based on other available information.

Temporary Classification

Any organization planning to assign international staff for a period of one year or longer to an un-classified duty station should request a temporary classification for that location. Temporary classifications are granted by the ICSC secretariat, and are valid for one year. Once the staff are assigned, a questionnaire must be submitted for formal review by the Working Group and decision by the Chairman of the Commission.

Transitional classification

A transitional classification indicates that a duty station is being carefully monitored by the Working Group for potential reclassification and is required to 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:
http://icsc.un.org/resources/hrpd/mah/mhb_Supplement.pdf

A. Hardship Allowance

Purpose

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

Eligibility

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

The hardship allowance is not payable to:

- International staff serving in H and A duty stations,
- International Staff on short-term assignment,
- International staff in receipt of a daily subsistence allowance (DSA),
- United Nations Volunteers (UNVs), consultants, contractors under Special Service Agreements (SSAs) and locally recruited staff.

Amounts

Hardship allowance amounts, as established effective 1 July 2016, vary according to grade level as set out below.

Table 1: Annual Hardship Allowance (U.S. dollars)

Hardship category of duty station	Hardship Allowance (annual amounts)		
	Group 1 (P-1 to P-3)	Group 2 (P-4 and P-5)	Group 3 (D-1 and above)
A	-	-	-
B	5,810	6,970	8,140
C	10,470	12,780	15,110
D	13,950	16,280	18,590
E	17,440	20,920	23,250

B. Non-Family Service Allowance for Service in Non-Family Duty Station

Purpose

Non-family Service Allowance (NFSA)^a is an incentive for staff to undertake assignments at *non-family* locations and recognises the increased level of financial and psychological hardship incurred by involuntary separation from their families, including additional service-related costs. NFSA is paid in addition to the hardship allowance.

Eligibility

Internationally recruited staff members on assignment for one year or longer at a field duty station designated by ICSC as *non-family* are eligible for Non-family Service Allowance.

The Non-family Service Allowance is not payable to:

- Staff serving in duty stations not designated as *non-family* by ICSC;
- Staff on short-term assignment;
- Staff in receipt of a daily subsistence allowance (DSA);
- Locally-recruited staff, United Nations Volunteers (UNVs), consultants, contractors under Special Service Agreements (SSAs) and locally recruited staff.

Amounts

The amount of NFSA, as established effective 1 July 2016, varies according to family status:

- | |
|--|
| <ul style="list-style-type: none">○ 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 Chairman of the ICSC has the delegated authority, in consultation with the ICSC Working Group for the Review of Conditions of Life and Work in Field Duty Stations, to designate a duty station as *non-family*, a key condition for granting Non-family Service Allowance. Staff at duty stations at which eligible dependants are restricted by the UN Department of Safety and Security for a period of six months or longer may benefit from the Non-family Service Allowance.

^a The allowance was previously known as Additional Hardship Allowance (AHA)

C. 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 to a duty station of one year or longer who have had five consecutive years of service in the United Nations system and from their second assignment (that is, the first geographical move) may qualify for a mobility incentive.

The mobility incentive is not payable to:

- Staff at H duty stations
- Staff on short-term assignment
- Staff in receipt of a daily subsistence allowance (DSA)
- United Nations Volunteers (UNVs), consultants, contractors under Special Service Agreements (SSAs) and locally recruited staff.

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 staff member and by 50 per cent upon the 7th assignment. The incentive was established effective 1 July 2016 and the review of the purpose will be carried out 5 years after the implementation.

Table 2: Annual Mobility Incentive

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	6,500	8,125	9,750
4 to 6	25 per cent	8,125	10,156	12,188
7+	50 per cent	9,750	12,188	14,625

D. Relocation Related Elements

The adjusted relocation related elements consist of settling-in grant, relocation shipment and relocation travel.

Eligibility

Internationally recruited staff on an assignment to a duty station for one year or longer may qualify for relocation related elements. The relocation related elements is not payable to:

- Staff on short-term assignment,
- Staff in receipt of a daily subsistence allowance (DSA),
- United Nations Volunteers (UNVs), consultants, contractors under Special Service Agreements (SSAs) and locally recruited staff (or those under similar contractual arrangements).

Settling-in grant

The adjusted settling-in grant includes a DSA element and a lump sum element regardless of type of duty station (i.e. field or HQ)

1. DSA element: equivalent to 30 days local daily subsistence allowance for staff, plus 15 days of local subsistence allowance for each accompanying family member, and
2. Lump-sum amount: equivalent to one month of net base pay plus applicable post adjustment.

Non-removal Allowance

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

Relocation Shipment

The relocation shipment options consist of the following:

1. Full removal by the organization if that option is available; otherwise, provide an option to handle full removal by the staff member up to the established weight/volume which would be reimbursed by the organization upon presentation of an invoice;
 - (i) Lump-sum option established at 70 per cent of the actual cost of relocation shipments;
 - (i) Lump-sum set by organizations based on 70 per cent of costs of past shipments, not exceeding \$18,000.

2. An approach similar to that in subparagraph (1) above is provided for partial removal of household goods within an appropriate entitlement according to circumstances, including for appointments of less than two years, reassignments within the same country, mission area or area of operations and moves between non-family duty stations; and

3. 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.

E. Other Field Allowances and Benefits

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

Accelerated home leave travel

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

Boarding assistance

Boarding expenses are reimbursed only for staff in the field, based on a flat amount of \$5,000 if the child is (a) in primary or secondary level education; (b) boarding at a school outside the staff member's duty station. Boarding assistance may be granted exceptionally by Executive Heads to staff serving at head-quarters duty stations

Family visit travel

Travel by staff to visit eligible family members living outside the duty station may be authorized, provided that a minimum prescribed period has elapsed since the last home leave.

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 Safety and Security 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 \$1,600 per month (US 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. Please refer to communications from ICSC/HRPD on this matter.

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) 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 7 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

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

^a 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.

The list of duty stations for which the entitlement of R&R has been established is published by the Field Group of the Human Resources Network of the United Nations System Chief Executives Board for Coordination, 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.

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/secretariat/hrpd.asp?include=rr>

PART IV: Security Evacuation Allowance

A. Purpose

1. 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.

B. Applicability

2. Once evacuation^a 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.

C. Eligibility

3. 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).

4. 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 his or her eligible family members are evacuated. It is a one-time payment for the staff member and all of his or her eligible family members, even if they are evacuated at different times.

5. 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

^a 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.

who has been 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.

D. Provisions applicable in respect of eligible internationally recruited staff members

6. 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.

7. 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.

8. If the staff member is outside the duty station at the time of evacuation, he or she 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).

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

E. Travel to the country of home leave or country of the staff member's choice

10. 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 his or her choice. If the staff member and/or eligible family members choose to travel to the country of home leave or to the country of his or her 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.

11. 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.

F. Provisions applicable in respect of eligible family members

12. 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 she or he has 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.

G. Emoluments applicable during evacuation

13. When evacuation has officially been declared for the duty station by the Under-Secretary-General for Safety and Security, he or she has 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.

14. 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).

15. 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 his or her eligible family member;

(b) Travel to the home country.

H. Limitations on payment of security evacuation allowance

16. 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 declared as non-family.

17. A duty station may be declared as non-family prior to the six-month mark following evacuation, as the situation in question could be assessed at the three-month mark. At that time, the Under-Secretary-General for Safety and Security would review the situation and advise the Chair of the Commission. At the six-month mark the definitive decision on the family or non-family status would normally need to be made by the Chair of the Commission after consultation with the Department of Safety and Security. The designation of the duty station as non-family triggers payment of the additional hardship allowance.

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

I. Review/adjustment procedure

19. The security evacuation allowance is reviewed every three years, in accordance with the schedule outlined in the annex (ref. Annex VI of A/71/30).

Table 4: Overview of security evacuation allowance

Reason/duration	Staff member alone	Eligible family members
Evacuation outside the duty station country (safe haven, home country, third country) <i>Maximum of six months</i>	\$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 res 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 <i>One-time</i>	A single lump-sum payment of \$500 is made to the staff member who was installed at the duty station when he/she was evacuated or his/her 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 his/her 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 <i>Beyond six months</i>	Extended monthly security evacuation allowance set at the same amount as that provided under the additional hardship allowance payable at non-family duty stations is applicable (for ease of reference, prorated monthly amounts are provided below in United States dollars)	
	With dependant	\$1,650
	Single	\$625

END NOTE

ICSC developed a microsite to reflect compensation changes as a result of the 2016 comprehensive review of professional staff and above. Staff are welcomed to consult the following link for additional information: <http://commonsystem.org/cr/>

Annex: 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	– ^a		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	