



Administrative instruction

Special entitlements for staff members serving at designated duty stations

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin [ST/SGB/2009/4](#), and for the purpose of implementing General Assembly resolution 70/244, staff regulations 3.2 (a) and (b) and 5.3, and staff rules 3.9 (e) and (h), 5.2 (l) and 7.15 (k), hereby promulgates the following:

Section 1

Conditions for special entitlements

1.1 Internationally recruited staff members serving at designated duty stations shall be eligible for the special entitlements set out in the present instruction, provided they meet the conditions applicable to each entitlement. The duty stations, and the special entitlements applicable to each one, are listed in an annual information circular on classification of duty stations and special entitlements for staff members serving at designated duty stations (hereunder referred to as "the circular").

1.2 Duty stations where staff members are no longer serving and where it is not expected that they will do so in the near future are placed by the International Civil Service Commission on a "reserve list". In the event that staff members are again assigned to a duty station on the reserve list, the special entitlements last approved for such duty station shall apply, pending a new determination by the International Civil Service Commission of the applicable special entitlements.

Section 2

Special entitlements related to education grant

2.1 Staff members eligible for the education grant under staff rule 3.9 who are serving at the duty stations indicated in the second column of annex II to the circular shall be eligible for the special entitlements set out in sections 2.3 to 2.5 below where there are no schools at the duty station that provide schooling in the language or cultural tradition desired by staff members for their children.

2.2 The present instruction shall be applied in conjunction with [ST/AI/2011/4](#) on the education grant and the special education grant for disabled children.



Additional education grant travel

2.3 Pursuant to staff regulation 3.2 (a) and staff rule 3.9 (h), and in accordance with section 8.3 of [ST/AI/2011/4](#) on the education grant and the special education grant for disabled children, staff members who meet the conditions of section 8 of [ST/AI/2011/4](#) shall be entitled to two round trips of education grant travel for their children in the year in which they are not entitled to home leave.

2.4 If a staff member serving at a duty station designated as giving rise to additional education grant travel chooses not to exercise his or her entitlement to home leave in the year in which he or she would be entitled to do so, two round trips of education grant travel may be granted in respect of his or her child or children for that year.

Additional reimbursement for boarding costs

2.5 Under staff regulation 3.2 (b) and staff rule 3.9 (e), staff members shall be entitled in respect of their children in school attendance at the primary and secondary levels to an additional amount of 100 per cent of boarding costs in addition to the amount of the normal grant, up to a maximum amount per year computed in accordance with section 4.3 of [ST/AI/2011/4](#).

Section 3**Accelerated home leave travel entitlement**

Staff members eligible for home leave under staff rule 5.2 who are serving at duty stations classified by the International Civil Service Commission in hardship categories D or E that do not fall under the rest and recuperation framework shall be granted, under staff rule 5.2 (l), accelerated home leave travel once every 12 months in accordance with the provisions of [ST/AI/2015/2/Rev.1](#) on home leave. The duty stations designated for accelerated home leave are indicated in the fifth column of annex II to the circular.

Section 4**Special shipment entitlements**

4.1 Internationally recruited staff members serving at designated duty stations shall be eligible for special shipment entitlements under staff rule 7.15 (k) and the provisions of the present instruction. The designated duty stations for the entitlements under sections 4.3 and 4.4 below are indicated in the fourth column of annex II to the circular.

4.2 The relevant provisions of staff rule 7.15 and of [ST/AI/2015/1](#) on excess baggage, shipments and insurance shall apply to the special shipment entitlements.

Additional annual shipment entitlement

4.3 An additional annual shipment entitlement of 50 kilograms or 0.31 cubic metres under staff rule 7.15 (k) (i) may be granted to staff members in receipt of post adjustment at a designated duty station subject to the following conditions and in accordance with [ST/AI/2015/1](#):

- (a) The shipment is to the designated duty station;

(b) The entitlement is normally exercised in conjunction with home leave, but may be granted independently of such leave, provided it is exercised in the calendar year in which home leave falls due;

(c) The entitlement shall not arise in connection with travel on reassignment or transfer to and from the designated duty station;

(d) Payment of the shipment expenses may not exceed the cost of shipment from the place of home leave to the duty station.

Shipment entitlement on birth or adoption of an infant

4.4 The additional 50-kilogram shipment entitlement under staff rule 7.15 (k) (ii) in connection with the birth or adoption of an infant, whether at the duty station or away from the duty station, shall be granted subject to the following conditions:

(a) The entitlement shall be used solely for articles needed for the infant;

(b) When the child is born or adopted outside the duty station and travels to the duty station on home leave travel, the special 50-kilogram shipment entitlement shall be in addition to the unaccompanied shipment entitlement on home leave travel under staff rule 7.15 (g).

Section 5

Reimbursement of basic medical examinations

5.1 Staff members assigned to a country listed in annex III to the circular shall be entitled to reimbursement of the costs of basic medical examinations and tests for themselves, and for their spouse and dependent children whose travel to the duty station has been paid by the United Nations, in accordance with the provisions of this section.

5.2 Staff members shall be entitled to reimbursement of the cost of one medical examination and related tests in any two-year period for themselves and their eligible family members. Reimbursement shall be within limits considered customary and reasonable at the duty station, and shall not exceed a maximum amount of \$350 per person.

5.3 Reimbursement claims shall be submitted to the staff member's executive or administrative office, together with appropriate receipts specifying the examinations and tests taken.

5.4 The results of the examinations or tests shall not be reported to the Organization unless the staff member so requests. In such case, the results shall be sent directly to the Medical Service.

Section 6

Final provisions

6.1 The present instruction shall enter into force on 1 July 2016.

6.2 Administrative instructions [ST/AI/2000/6](#) and [ST/AI/2000/6/Amend.1](#) are hereby abolished.

(Signed) Yukio Takasu
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