

24 July 2018

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: Classification of duty stations and special entitlements for staff members serving at designated duty stations

1. The purpose of the present information circular is to inform the staff of the classification of duty stations established by the International Civil Service Commission (ICSC) according to conditions of life and work and of the revised lists of duty stations designated by ICSC where special entitlements apply for eligible staff, as explained in paragraphs 5 to 8 below. The revised lists are set out in annexes II and III to the present circular. The revisions are effective from 1 July 2018.

I. Classification of duty stations

2. All duty stations are placed by ICSC in one of six categories: H and A to E. The H category comprises headquarters duty stations and other duty stations in similar locations where the United Nations has no development or humanitarian assistance programmes or in member countries of the European Union. The A to E categories comprise all other duty stations classified by order of difficulty of conditions of life and work. Annex I to the present circular contains the list of duty stations classified in the H category. Annex II contains the list of duty stations classified in the A to E categories.

Mobility incentive and hardship allowance

3. The category of the duty station where a staff member is serving and/or has served is one of the factors that determine whether the staff member is eligible for the mobility incentive and hardship allowance. It is also a factor in determining the amount of the allowance. The relevant provisions on the matter are set out in staff rules 3.13 and 3.14 and in the administrative instruction on the mobility and hardship scheme (ST/AI/2016/6).

^{*} The present circular expires on 31 December 2018.





Special entitlements at designated duty stations

4. The classification of duty stations in the A to E categories is linked to the special entitlements that are set out in the administrative instruction on special entitlements for staff members serving at designated duty stations.

II. Duty stations at which special entitlements may apply for eligible staff

5. At duty stations classified in the A to E categories, which are listed in annex II to the present circular, one or more of the special entitlements set out in the administrative instruction on special entitlements for staff members serving at designated duty stations may apply, as indicated in paragraphs 6 and 7 below. The granting of these entitlements is subject to the conditions established in the applicable staff regulations and rules and the above-mentioned administrative instruction.

6. The category of each of the duty stations listed in annex II is indicated in the second column of the annex. At duty stations classified in the D and E categories that do not fall under the rest and recuperation framework, eligible staff are entitled to:

(a) Accelerated home leave travel, that is, home leave travel once every 12 months;

(b) Additional unaccompanied shipment entitlement of 50 kg or 0.31 m^3 .

The designated duty stations where staff are entitled to accelerated home leave travel are indicated in the fifth column of annex II to the present circular.

7. The designated duty stations where eligible staff are entitled to additional shipment entitlements, namely, an annual shipment entitlement and a shipment on the birth or adoption of an infant, are indicated in the third column of annex II to the present circular.

8. A list of the countries having duty stations at which staff qualify for reimbursement by organizations of the costs of basic medical examinations for accompanying eligible family members is shown in annex III to the present circular.

Annex I

List of countries where duty stations are classified in the H category

(Effective 1 July 2018)

Australia	Latvia
Austria	Lithuania
Belgium	Luxembourg
Bulgaria	Malta
Canada	Netherlands
Croatia	New Zealand
Cyprus	Norway
Czechia	Poland
Denmark	Portugal
Estonia	Romania
Finland	Slovakia
France ¹	Slovenia
Germany	Spain
Greece	Sweden
Hungary	Switzerland
Ireland	United Kingdom of Great Britain and
Italy	Northern Ireland United States of America
Japan	Onited States of America

¹ Including Monaco.

Annex II

List of duty stations classified in the A to E categories

(Effective 1 July 2018)

Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Afghanistan			
Bamyan	Е	_	-
Faizabad	Е	_	_
Farah	Е	_	-
Gardez	Е	_	_
Herat	Е	-	_
Jalalabad	Е	-	_
Kabul	Е	_	_
Kandahar	Е	_	_
Khost	Е	-	_
Kunduz	Е	_	_
Maymana	Е	-	_
Mazar-e Sharif	Е	_	-
Pul-e Khumri	Е	_	_
Albania			
Tirana	А	_	-
Algeria			
Algiers	В	-	_
Tindouf	Е	-	_
Tlemcen	С	_	_
Angola			
Dundo	D	_	-
Luanda	В	-	_
Antigua and Barbuda			
Saint John's	А	_	_
Argentina			
Buenos Aires	А	_	_

Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Armenia			
Yerevan	А	-	_
Azerbaijan			
Baku	А	-	_
Bahrain			
Manama	А	-	-
Bahamas			
Nassau	А	-	_
Bangladesh			
Cox's Bazar	D	-	_
Dhaka	С	-	_
Rangamati	D	-	_
Rangpur	С	-	_
Barbados			
Bridgetown	А	-	_
Belarus			
Minsk	А	-	_
Belize			
Belize City	А	-	_
Belmopan	А	-	_
Benin			
Cotonou	В	-	_
Bhutan			
Paro	С	_	_
Thimphu	С	_	_
Bolivia (Plurinational State of)			
La Paz	Α	_	_
Bosnia and Herzegovina			
Sarajevo	А	_	_
Srebrenica	В	_	_

Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Botswana			
Gaborone	А	_	_
Brazil			
Belém	А	_	_
Brasília	А	_	_
Manaus	А	_	_
Recife	А	_	_
Rio de Janeiro	А	_	_
Sao Paulo	А	_	_
Burkina Faso			
Djibo	Е	-	_
Dori	D	_	_
Ouagadougou	С	_	_
Burundi			
Bujumbura	D	_	_
Gitega	D	_	_
Makamba	D	_	_
Muyinga	D	_	_
Ngozi	D	_	_
Ruyigi	D	_	_
Cambodia			
Phnom Penh	В	_	_
Cameroon			
Batouri	D	_	_
Bertoua	С	_	_
Djohong	Е	_	_
Douala	А	_	_
Garoua	D	_	_
Maroua	Е	_	_
Meiganga	D	_	-
Ngaoundéré	В	_	_

Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Yaoundé	В	_	_
Cabo Verde			
Praia	В	_	_
Central African Republic			
Bambari	Е	_	_
Bangassou	E	_	-
Bangui	D	_	-
Berberati	Е	_	_
Birao	Е	_	_
Bossangoa/Soumbé	E	_	_
Bouar	Е	_	_
Bria	Е	_	_
Kaga Bandoro	Е	_	_
Ndélé	Е	_	_
Obo	Е	_	_
Paoua	Е	_	_
Chad			
Abéché	Е	_	_
Am Djarass	Е	_	_
Baga Sola	Е	_	_
Bol	Е	-	_
Farchana	Е	_	_
Goré	Е	-	_
Goz Béida	Е	_	_
Guéréda	Е	_	_
Iriba	Е	-	_
Koukou	Е	_	_
Maro	Е	-	_
Mongo	Е	_	_
Moundou	Е	_	_
N'Djamena	D	_	_

Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Chile			
Santiago	А	_	_
China			
Beijing	А	_	_
Colombia			
Apartadó	С	_	_
Arauca	С	_	_
Barranquilla	А	_	_
Bogotá	А	_	_
Bucaramanga	А	_	_
Buenaventura	С	_	_
Cali	А	_	_
Cartagena	А	_	_
Cúcuta	А	_	_
Florencia	А	_	_
Medellín	А	_	_
Mocoa	С	_	_
Montería	А	_	_
Pasto	В	_	_
Popayán	А	_	_
Quibdó	С	_	_
San José del Guaviare	С	_	_
Valledupar	С	_	_
Villavicencio	А	_	_
Comoros			
Moroni/Grande Comore	D	Х	Х
Congo			
Bétou	Е	_	_
Brazzaville	В	_	_
Impfondo	D	-	_
Pointe-Noire	В	_	_

Duty station	Category	Additional shipment of personal effects	Accelerated home leav
Costa Rica			
San José	А	_	-
Côte d'Ivoire			
Abidjan	В	_	-
Guiglo	D	_	-
Cuba			
Havana	В	_	_
Democratic People's Republic of Korea			
Pyongyang	Е	_	_
Democratic Republic of the Congo			
Aba	Е	_	_
Aru	Е	_	_
Bandundu	Е	_	_
Baraka	Е	_	_
Beni	E	_	_
Bili	Е	_	-
Bondo	E	_	_
Bukavu	E	_	_
Bunia	E	_	_
Butembo	E	_	_
Dungu	E	_	_
Gbadolite	E	_	_
Gemena	E	_	_
Goma	Е	_	-
Kalemie	E	_	_
Kamina	Е	_	_
Kananga	E	_	_
Kindu	Е	_	_
Kinshasa	С	_	_
Kisangani	D	_	_
Libenge	Е	_	_

Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Lubumbashi	D	_	_
Matadi	D	_	_
Mbandaka	Е	_	_
Mboko	Е	_	-
Mbuji-Mayi	Е	_	-
Moanda	D	-	_
Tshikapa	Е	-	-
Uvira	Е	_	-
Zongo	Е	-	-
Djibouti			
Ali Sabieh	D	_	_
Djibouti	С	_	-
Obock	D	_	_
Dominica			
Roseau	С	_	_
Dominican Republic			
Santo Domingo	А	-	_
Ecuador			
Esmeraldas	С	_	_
Guayaquil	А	_	_
Ibarra	А	_	-
Lago Agrio (Sucumbios)	С	_	_
Pedernales	D	_	_
Quito	А	_	_
Egypt			
Alexandria	А	_	_
Cairo	А	-	_
Ismaʻiliyah	В	-	_
El Salvador			
San Salvador	В	_	_

Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Equatorial Guinea			
Malabo	D	Х	Х
Eritrea			
Asmara	D	Х	Х
Eswatini			
Mbabane	А	_	_
Ethiopia			
Addis Ababa	В	_	_
Assosa	D	_	_
Awasa/Sidamo	D	_	_
Bambasi	E	_	_
Dollo Ado	Е	_	_
Fugnido	Е	_	_
Gambella	Е	-	-
Itang	Е	_	_
Jijiga	D	_	_
Mekele	С	-	-
Nazareth	С	_	_
Shire/Inda Silase	D	-	_
Tongo	Е	-	-
Fiji			
Suva	В	_	_
Gabon			
Libreville	А	_	_
Gambia			
Banjul	В	_	_
Gaza			
Gaza Town	Е	_	_
Georgia		-	
Gali	D	_	_
Sokhumi	С	_	_

Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Tbilisi	А	_	_
Ghana			
Accra	В	-	-
Takoradi	В	-	-
Tamale	В	-	-
Guatemala			
Guatemala City	В	-	_
Santa Elena	В	-	-
Guinea			
Conakry	D	Х	Х
Guinea-Bissau			
Bafatá	Ε	-	-
Bissau	Е	-	-
Buba	Е	-	-
Guyana			
Georgetown	В	-	-
Haiti			
Cap-Haïtien	С	-	_
Fort Liberté	D	Х	Х
Gonaïves	D	Х	Х
Jacmel	С	-	-
Jérémie	D	Х	Х
Les Cayes	D	Х	Х
Port-au-Prince	С	_	_
Honduras			
San Pedro Sula	В	-	-
Tegucigalpa	В	-	-
India			
Bhopal	В	-	_
Bhubaneshwar	В	-	_
Calcutta	А	_	_

Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Hyderabad	А	_	_
Jaipur	А	_	_
Lucknow	А	_	-
New Delhi	В	_	_
Patna	В	_	_
Indonesia			
Bogor	А	_	_
Jakarta	А	_	_
Jayapura (Irian Jaya/Papua)	С	_	_
Kupang	С	_	_
Makssar	А	_	_
Medan	А	_	_
Iran (Islamic Republic of)			
Kerman	С	_	_
Mashhad	С	_	-
Shiraz	С	_	-
Tehran	В	-	_
Iraq			
Arbil/Erbil	D	_	_
Baghdad	Е	_	_
Basrah	Е	_	_
Dahuk	Е	-	-
Kirkuk	Е	_	_
Sulaymaniah	Е	_	_
Israel			
Tel Aviv	А	-	-
Tiberias	А	_	-
Jamaica			
Kingston	А	_	-
Jerusalem			
Jerusalem	В	_	_

Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Jordan			
Amman	А	_	_
Azraq	В	_	_
Irbid	А	_	_
Mafraq	В	_	_
Ruwayshid	Е	_	_
Kazakhstan			
Almaty	А	_	_
Astana	В	_	_
Kenya			
Alinjugur	Е	_	_
Dadaab	Е	-	_
Kakuma	Е	-	_
Mombasa	В	_	_
Nairobi	В	_	_
Kiribati			
Tarawa	С	_	_
Kuwait			
Kuwait City	А	_	_
Kyrgyzstan			
Bishkek	В	-	_
Osh	D	-	_
Lao People's Democratic Republic			
Vientiane	В	_	_
Lebanon			
Qubayyat (Kobayat)	В	_	_
Beirut	В	_	_
Tripoli	В	_	_
Tyre (Sur)	С	_	_
Zahlé	В	_	_

Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Lesotho			
Maseru	С	_	_
Liberia			
Gbarnga	E	-	_
Monrovia	D	-	_
Voinjama	Ε	-	_
Zwedru	E	-	_
Libya			
Tripoli	Е	-	-
Macao, China			
Macao	А	-	-
Madagascar			
Ambovombe	D	-	-
Antananarivo	В	-	-
Antsirabe	В	-	_
Sambava	С	-	_
Toamasina (Tamatave)	В	-	-
Toliara (Tulear)	D	-	-
Malawi			
Blantyre	В	-	-
Lilongwe	В	-	_
Mwanza	С	-	-
Malaysia			
Kuala Lumpur	А	-	_
Maldives			
Malé	В	-	_
Mali			
Bamako	D	_	_
Gao	Е	_	-
Kidal	Е	_	_
Ménaka	Е	_	_

E E C E D	- - - X	- - - X
E C E D	- - - X	- - - X
C E D	- - X	- - X
E D	- - X	- - X
E D	- - X	- - X
D	– X	- X
D	– X	- X
	Х	X
А		- 1
А		
	_	_
А	_	_
В	-	_
С	_	_
В	_	_
В	_	_
А	_	_
А	_	_
С	_	_
В	_	_
С	_	_
D	_	_
D	_	_
C	_	
C		_
	C B A A C B C D	C – B – A – A – A – C – B – C – D – D –

Duty station	Category	Additional shipment of personal effects	Accelerated home leav
Lashio	D	_	_
Mandalay	В	_	_
Maungdaw	Е	_	_
Mawlamyine	D	_	_
Myeik	D	-	_
Myitkyina	D	-	_
Nay Pyi Taw	С	_	_
Nyaung-U	D	_	_
Sittwe	D	_	_
Yangon	В	_	-
Namibia			
Windhoek	А	_	_
Nepal		_	
Chautara	D	_	_
Damak	D	_	_
Gorkha	D	_	_
Kathmandu	В	_	_
Nicaragua			
Bluefields	С	_	_
Managua	А	_	_
Niger			
Abala	Е	_	_
Agadez	Е	_	_
Diffa	Е	_	_
Maradi	Е	_	_
Niamey	С	_	_
Ouallam	Е	_	_
Tahoua	D	_	_
Tillabéri	Е	_	_
Zinder	D	_	_

Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Nigeria			
Abuja	С	_	_
Akure (Ondo State)	D	_	_
Bauchi	Е	_	_
Calabar	С	_	_
Damaturu	Е	_	_
Enugu	С	_	_
Kaduna	D	_	_
Kano	D	_	_
Katsina	D	_	_
Lagos	С	_	_
Maiduguri	Е	_	_
Minna	D	_	_
Port Harcourt	С	_	_
Sokoto	Е	_	_
Yola	D	-	-
Occupied Syrian Golan			
Occupied Syrian Golan	С	_	_
Oman			
Muscat	А	_	_
Pakistan			
Islamabad	D	_	_
Karachi	D	_	_
Lahore	D	_	_
Peshawar	Е	_	_
Quetta	Е	_	_
Panama			
Panama City	А	_	_
Papua New Guinea			
Buka	Е	_	_
Port Moresby	D	_	_

Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Paraguay			
Asunción	А	_	_
Peru			
Lima	А	_	_
Philippines			
Cotabato City	D	_	_
Manila	А	-	-
Tacloban	В	-	-
Qatar			
Doha	Α	_	_
Republic of Korea			
Ansan	А	-	-
Seoul	А	_	_
Republic of Moldova			
Chisinau	А	_	_
Russian Federation			
Moscow	А	_	_
Rwanda			
Butare	В	_	_
Byumba	С	_	_
Gisenyi	С	_	_
Kibuye	С	_	_
Kigali	А	_	_
Kirehe	С	_	_
Saint Lucia			
Castries	А	_	_
Samoa			
Apia	В	_	_
Sao Tome and Principe			
Sao Tome	В	_	_

Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Saudi Arabia			
Jeddah	А	_	_
Riyadh	А	_	_
Senegal			
Dakar	А	_	_
Ziguinchor	С	_	_
Serbia			
Belgrade	А	_	_
Mitrovica	В	_	_
Pristina	А	_	_
Seychelles			
Victoria	А	_	_
Sierra Leone			
Freetown	D	Х	Х
Kenema	Е	_	_
Magburaka	D	_	_
Singapore			
Singapore	А	_	_
Solomon Islands			
Honiara	D	Х	Х
Somalia			
Baidoa	Е	_	_
Beledweyne	Е	_	_
Berbera	Е	_	_
Boosaaso (Bender Cassim)	Е	_	_
Doolow	Е	_	_
Gaalkacyo	Е	_	_
Garoowe	Е	_	_
Hargeysa	E	_	-
Kismaayo	E	_	_
Mogadishu	E	_	_

Duty station	Category	Additional shipment of personal effects	Accelerated home leave
South Africa			
Cape Town	А	_	-
Johannesburg	А	_	-
Musina	В	-	_
Pretoria	А	-	_
South Sudan			
Aweil	E	-	_
Bentiu	Е	_	-
Bor	E	_	-
Bunj	Ε	_	_
Gok Machar	Ε	_	_
Jamjang	Ε	_	_
Juba	Ε	_	_
Kapoeta	Ε	_	_
Kuacjok	Ε	-	_
Malakal	Ε	_	_
Melut	Ε	_	_
Pibor	Ε	_	_
Rumbek	Ε	_	_
Torit	Ε	-	_
Wau	Ε	_	_
Wunrok	Ε	-	_
Yambio	Ε	_	_
Yei	Ε	-	-
Sri Lanka			
Colombo	А	_	_
Jaffna	В	-	_
Kilinochchi	D	_	_
Sudan			
Abyei	Е	_	_
Damazin	D	_	_

Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Ed Daein	Е	_	_
El Fasher	Е	_	_
El Fula	Е	_	_
El Gedaref	Е	_	_
El Geneina	Е	_	_
El Obeid	Е	_	_
Kadugli	Е	_	_
Kassala	Е	_	_
Khartoum	С	_	_
Khashm al-Qirbah	Е	_	_
Khor Abeche	Е	_	_
Korma	Е	_	_
Kosti	Е	_	_
Masteri	Е	_	_
Mukjar	Е	_	_
Nertiti	Е	_	_
Nyala	Е	_	_
Port Sudan	С	_	_
Saraf Omra (Umra)	Е	_	_
Shaeria	Е	_	_
Shangil Tobaya	Е	_	_
Tawilah (Tawilla)	Е	_	_
Zalingei	Е	_	_
Suriname			
Paramaribo	В	_	_
Syrian Arab Republic			
Aleppo	Е	_	_
Damascus	Е	_	_
Dar'a	Е	_	_
Homs	Е	_	_
Qamishli	Е	_	_

Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Suwayda'	Е		
Tartus	Е	_	_
Tajikistan			
Dushanbe	С	-	_
Thailand			
Ban Mae Sot	В	_	-
Bangkok	А	_	_
Hat Yai	В	_	-
Kanchanaburi	А	-	_
Mae Hong Son	В	_	_
Mae Sariang	В	-	_
The former Yugoslav Republic of Macedonia			
Skopje	А	_	_
Timor-Leste			
Becau	D	_	_
Dili	С	_	_
Maliana	D	-	_
Oecussi	D	-	_
Same	D	_	_
Suai	D	-	_
Тодо			
Lomé	В	_	_
Tonga			
Nukuʻalofa	В	_	-
Trinidad and Tobago			
Port of Spain	А	_	_
Tunisia			
Tunis	А	_	_
Zarzis	А	_	_

Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Turkey			
Ankara	А	_	_
Antakya (Hatay)	В	-	_
Gaziantep	В	_	_
Istanbul	А	_	_
Izmir	А	_	-
Mersin	А	_	_
Van	С	_	_
Turkmenistan			
Ashgabat	D	Х	Х
Uganda			
Adjumani	Е	_	_
Arua	D	_	_
Gulu	С	_	_
Hoima	D	_	-
Kampala	В	_	_
Kiryandongo	Е	_	_
Kyaka II	Е	_	_
Kyangwali	Е	_	_
Lamwo	Е	_	_
Mbarara	С	_	-
Moroto	Е	_	-
Моуо	Е	_	-
Nakivale	Е	_	-
Rwamanja	Е	_	_
Yumbe	Е	_	-
Ukraine			
Dnipropetrovsk	А	_	_
Donetsk	D	_	_
Kharkiv	А	_	_
Kherson	А	_	_

Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Kyiv	А	_	_
Kramatorsk	С	_	_
Luhansk	D	_	_
Mariupol	С	_	-
Odessa	А	_	-
Syevyerodonets'k	С	_	_
United Arab Emirates			
Abu Dhabi	А	_	-
Dubai	А	-	_
United Republic of Tanzania			
Arusha	В	_	_
Dar es Salaam	В	_	_
Kasulu	Е	_	_
Kibondo	Е	-	_
Kigoma	D	-	_
Mpanda	Е	_	_
Zanzibar	С	_	-
Uruguay			
Montevideo	А	_	_
Uzbekistan			
Tashkent	В	-	_
Vanuatu			
Port Vila	В	_	_
Venezuela (Bolivarian Republic of)			
Caracas	В	_	-
Ciudad Guayana	С	_	_
Guasdualito	D	_	_
Maracaibo	С	_	_
San Cristobal	В	_	_

Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Viet Nam			
Hanoi	А	_	_
Ho Chi Minh City	А	_	_
West Bank			
East Jerusalem	В	_	_
Ramallah	В	_	_
Western Sahara			
Laayoune	D	_	_
Yemen			
Aden	Е	_	_
Hudaydah	Е	_	_
Ibb	Е	_	_
Saʻdah	Е	_	_
Sana'a	Е	_	_
Zambia			
Kawambwa	Е	_	_
Lusaka	В	_	_
Nchelenge	Е	_	_
Solwezi	С	_	_
Zimbabwe			
Harare	С	_	_
Tongogara	D	_	_

Annex III

Countries having duty stations at which staff qualify for reimbursement by organizations of the costs of basic medical examinations for accompanying eligible family members, as at 1 July 2018

Afghanistan	Madagascar
Angola	Malawi
Bhutan	Mali
Burundi	Mauritania
Cambodia	Micronesia (Federated States of)
Central African Republic	Niger
Chad	Niue
Comoros	Palau
Congo	Papua New Guinea
Democratic People's Republic of Korea	Samoa
Equatorial Guinea	Sao Tome and Principe
Ethiopia	Sierra Leone
Fiji	Solomon Islands
Guinea	Somalia
Guinea-Bissau	South Sudan
Haiti	Syrian Arab Republic
Iraq	Timor-Leste
Kiribati	Turkmenistan
Kyrgyzstan	Vanuatu
Lao People's Democratic Republic	Yemen
Liberia	Zimbabwe