United Nations ST/IC/2018/10



25 January 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 January 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 developmental 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 30 June 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 m³.

The designated duty stations where staff are entitled to accelerated home leave travel are indicated in the fourth 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.
- 9. The present circular supersedes information circular ST/IC/2017/22.

Annex I

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

(Effective 1 January 2018)

Australia Latvia

Austria Lithuania

Belgium Luxembourg

Bulgaria Malta

Canada Netherlands

Croatia New Zealand

Cyprus Norway

Czechia Poland

Denmark Portugal

Estonia Romania

Finland Slovakia

France¹ Slovenia

Germany Spain

Greece Sweden

Hungary Switzerland

Ireland United Kingdom of Great Britain and

Northern Ireland

Italy United States of America

Japan

¹ Including Monaco.

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Annex II

List of duty stations classified in the A to E categories

(Effective 1 January 2018)

Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Afghanistan			
Bamyan	E	_	_
Faizabad	E	_	_
Farah	E	_	-
Gardez	E	_	_
Herat	E	_	_
Jalalabad	E	_	_
Kabul	E	_	_
Kandahar	E	_	_
Khowst	E	_	_
Kunduz	E	_	_
Maymana	E	_	_
Mazar-I-Sharif	E	_	_
Pul-i-Kumri	E	_	_
Albania			
Tirana	A	_	_
Algeria			
Algiers	В	_	_
Tindouf	E	_	_
Angola			
Luanda	В	_	-
Antigua and Barbuda			
St. Johns	A	_	_
Argentina			
Buenos Aires	A	_	_

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

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

Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Meiganga	D	_	_
Yaoundé	В	_	_
Cabo Verde			
Praia	В	_	_
Central African Republic			
Bambari	E	_	_
Bangassou	E	_	_
Bangui	D	_	_
Berberati	E	_	_
Birao	E	_	_
Bossangoa/Soumbe	E	_	_
Bouar	E	_	_
Bria	E	_	_
Kaga-Bandoro	E	_	_
Ndele	E	_	_
Obo	E	_	_
Paoua	E	_	_
Chad			
Abeche	E	_	_
Am Djarass	E	_	_
Baga Sola	E	_	_
Bol	E	_	_
Farchana	E	_	_
Gore	E	_	_
Gozbeida	E	_	_
Guereda	E	_	_
Iriba	E	_	_
Koukou	E	_	_
Maro	E	_	_

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Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Mongo	Е	_	_
Moundou	E	_	_
N'Djamena	D	_	_
Chile			
Santiago	A	_	_
China			
Beijing	A	_	_
Colombia			
Apartado	C	_	_
Arauca	C	_	_
Barranquilla	A	_	_
Bogotá	A	_	_
Bucaramanga	A	_	_
Buenaventura	C	_	_
Cali	A	_	_
Cartagena	A	_	-
Cucuta	A	_	-
Florencia	A	_	-
Medellin	A	_	_
Mocoa	C	_	-
Monteria	A	_	-
Pasto	В	_	-
Popayan	A	_	-
Quibdo	C	_	-
San Jose del Guaviare	C	_	_
Valledupar	C	_	-
Villavicencio	A	_	_
Comoros			
Moroni/Grande Comore	D	X	X

Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Congo			
Betou	E	_	_
Brazzaville	В	_	_
Impfondo	D	_	_
Pointe-Noire	В	_	_
Costa Rica			
San José	A	_	_
Côte d'Ivoire			
Abidjan	В	_	_
Guiglo	D	_	_
Cuba			
Havana	В	_	_
Democratic People's Republic of Korea			
Pyongyang	E	_	_
Democratic Republic of the Congo			
Aru	Е	_	_
Bandundu	E	_	_
Beni	Е	_	_
Bili	E	_	_
Bukavu	E	_	_
Bunia	E	_	_
Butembo	E	_	_
Dungu	E	_	_
Gbadolite	E	_	_
Goma	E	_	_
Kalemie	Е	_	_
Kamina	E	_	_
Kananga	E	_	_
Kindu	Е	_	_

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Outy station	Category	Additional shipment of personal effects	Accelerated home leave
Kinshasa	C	_	_
Kisangani	D	_	_
Libenge	E	_	_
Lubumbashi	D	_	_
Matadi	D	_	_
Mbandaka	E	_	_
Mboko	E	_	-
Mbuji-Mayi	E	_	_
Moanda	D	_	-
Uvira	E	_	-
Zongo	E	_	-
Djibouti			
Ali Sabieh	D	_	-
Djibouti	C	_	_
Obock	D	_	_
Dominican Republic			
Santo Domingo	A	_	_
Ecuador			
Esmeraldas	C	_	_
Guayaquil	A	_	_
Ibarra	A	_	_
Lago Agrio (Sucumbios)	C	_	_
Pedernales	D	_	_
Quito	A	_	_
Egypt			
Alexandria	A	_	_
Cairo	Α	_	_
Ismailia	В	_	_

Duty station	Category	Additional shipment of personal effects	Accelerated home leave
El Salvador			
San Salvador	В	_	_
Equatorial Guinea			
Malabo	D	X	X
Eritrea			
Asmara	D	X	X
Massawa	D	X	X
Ethiopia			
Addis Ababa	В	_	_
Assosa	D	_	_
Awassa/Sidamo	D	_	_
Bambasi	В	_	_
Dollo Addo	E	_	_
Fugnido	E	_	_
Gambella	E	_	_
Itang	E	_	_
Jijiga	D	_	_
Mekele	C	_	_
Nazareth	C	_	_
Shire/Endaselassie	D	_	-
Tongo	E	_	-
Fiji			
Suva	В	_	-
Gabon			
Libreville	A	_	_
Gambia			
Banjul	В	_	_
Gaza			
Gaza Town	E	_	_

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Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Georgia		_	
Gali	D	_	_
Sokhumi	C	_	_
Tbilisi	A	_	_
Ghana			
Accra	В	_	_
Takoradi	В	_	_
Tamale	В	_	_
Guatemala			
Guatemala City	В	_	_
Guinea			
Conakry	D	X	X
Guinea-Bissau			
Bafatá	E	_	-
Bissau	E	_	_
Buba	E	_	-
Guyana			
Georgetown	В	_	_
Haiti			
Cap-Haïtien	C	_	_
Fort-Liberté	D	_	_
Gonaïves	D	_	_
Jacmel	C	_	_
Jeremie	D	_	_
Les Cayes	D	_	_
Port-au-Prince	C	_	_
Honduras			
San Pedro Sula	В	_	_
Tegucigalpa	В	_	_

Duty station	Category	Additional shipment of personal effects	Accelerated home leave
India			
Bhopal	В	_	_
Bhubaneswar	В	_	_
Calcutta	A	_	_
Hyderabad	A	_	_
Jaipur	A	_	_
Lucknow	A	_	_
New Delhi	В	_	_
Patna	В	_	_
Indonesia			
Bogor	A	_	_
Jakarta	A	_	_
Jayapura (Irian Jaya/Papua)	C	_	_
Kupang	C	_	_
Makssar	A	_	_
Medan	A	_	_
Iran (Islamic Republic of)			
Kerman	C	_	_
Mashad	C	_	_
Shiraz	C	_	_
Tehran	В	_	_
Iraq			
Arbil/Erbil	D	_	_
Baghdad	E	_	_
Basrah	Е	_	_
Dohuk	E	_	_
Kirkuk	E	_	_
Sulaymaniah	E	_	_

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Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Israel			
Tel Aviv	A	_	_
Tiberias	A	_	_
Jamaica			
Kingston	A	_	-
Jerusalem			
Jerusalem	В	_	_
Jordan			
Amman	A	_	_
Azraq	В	_	_
Irbid	A	_	_
Mafraq	В	_	-
Ruwayshid	E	_	-
Kazakhstan			
Almaty	A	_	_
Astana	В	_	-
Kenya			
Alinjugur	E	_	-
Dadaab	E	_	_
Kakuma	Е	_	_
Mombasa	В	_	_
Nairobi	В	_	_
Kiribati			
Tarawa	C	_	_
Kuwait			
Kuwait City	A	_	_
Kyrgyzstan			
Bishkek	В	_	_
Osh	D	_	_

Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Lao People's Democratic Republic			
Vientiane	В	_	_
Lebanon			
Al-Qoubaiyat (Kobayat)	В	_	_
Beirut	В	_	_
Tripoli	В	_	_
Tyre (Sur)	C	_	-
Zahle	В	_	_
Lesotho			
Maseru	C	_	-
Liberia			
Gbarnga	E	_	-
Monrovia	D	_	_
Voinjama	E	_	_
Zwedru	E	_	-
Macao, China			
Macao	A	_	_
Madagascar			
Antananarivo	В	_	-
Antsirabe	В	_	-
Sambava	C	_	_
Toamasina (Tamatave)	В	_	-
Toliara (Tulear)	D	_	_
Malawi			
Blantyre	В	_	-
Lilongwe	В	_	_
Mwanza	C	_	_
Malaysia			
Kuala Lumpur	A	_	_

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Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Maldives			
Malé	В	_	_
Mali			
Bamako	D	_	_
Gao	Е	_	_
Kidal	E	_	_
Menaka	E	_	_
Mopti	Е	_	_
Tessalit	E	_	_
Tombouctou	Е	_	_
Marshall Islands			
Majuro	C	_	_
Mauritania			
Bassikounou	E	_	_
Nouakchott	D	X	X
Mauritius			
Port Louis	A	_	_
Mexico			
Mexico City	A	_	_
Tapachula, Chiapas	В	_	_
Tenosique	C	_	_
Micronesia (Federated States of)			
Pohnpei (Ponape)	В	_	_
Mongolia			
Ulan Bator	В	_	_
Montenegro			
Podgorica	A	_	-
Morocco			
Rabat	A	_	_

Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Mozambique			
Chimoio	C	_	_
Maputo	В	_	_
Nampula	C	_	_
Myanmar			
Hakha	D	_	_
Hpa-An	C	_	_
Kalay	C	_	_
Lashio	D	_	_
Mandalay	В	_	_
Maungdaw	E	_	_
Maw-La-Myine	D	_	_
Myitkyina	D	_	_
Nay Pyi Taw	C	_	_
Sittwe	D	_	_
Yangon	В	_	_
Namibia			
Windhoek	A	_	_
Nepal		_	
Chautara	D	_	_
Damak	D	_	_
Gorkha	D	_	_
Kathmandu	В	_	_
Nicaragua			
Bluefields	C	_	_
Managua	A	_	_
Niger			
Abala	E	_	_
Agades	E	_	_

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Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Diffa	E	_	_
Maradi	E	_	_
Niamey	C	_	_
Ouallam	E	_	_
Tahoua	D	_	_
Tillabery	E	_	_
Zinder	D	_	_
Nigeria			
Abuja	C	_	_
Akure (Ondo State)	D	_	_
Bauchi	E	_	_
Damaturu	E	_	_
Enugu	C	_	_
Kaduna	D	X	X
Kano	D	_	_
Katsina	D	_	_
Lagos	C	_	_
Maiduguri	E	_	_
Minna	D	_	_
Port Harcourt	C	_	_
Sokoto	E	_	_
Yola	D	_	_
Occupied Syrian Golan			
Occupied Syrian Golan	C	_	_
Oman			
Muscat	A	_	_
Pakistan			
Islamabad	D	_	-
Karachi	D	_	_

	Additional shipment of personal effects	Accelerated home leave
3	_	_
	_	
3		_
	_	_
A	_	_
3	_	_
)	_	_
A	_	_
A	_	_
)	_	_
A	_	_
3	_	_
A	_	_
A	_	_
A	_	_
A	_	_
A	_	_
3	_	_
	_	_
	_	_

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Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Kibuye	С	_	_
Kigali	A	_	_
Kirehe	C	_	_
Samoa			
Apia	В	_	_
Sao Tome and Principe			
Sao Tome	В	_	_
Saudi Arabia			
Jeddah	A	_	_
Riyadh	A	_	_
Senegal			
Dakar	A	_	_
Ziguinchor	C	_	_
Serbia			
Belgrade	A	_	_
Mitrovica	В	_	_
Pristina	A	_	_
Seychelles			
Mahé/Port Victoria	A	_	_
Sierra Leone			
Freetown	D	X	X
Kenema	E	_	_
Magburaka	E	_	_
Singapore			
Singapore	A	_	_
Solomon Islands			
Honiara	D	X	X
Somalia			
Baidoa	E	_	_

Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Belet Uen	Е	_	_
Berbera	E	_	_
Boosaaso (Bender Cassim)	E	_	_
Dolow	E	_	_
Galkacyo	E	_	_
Garowe	E	_	_
Hargeisa	E	_	_
Kisimaio	E	_	_
Mogadishu	E	_	_
South Africa			
Cape Town	A	_	_
Johannesburg	A	_	_
Musina	В	_	_
Pretoria	A	_	_
South Sudan			
Aweil	E	_	_
Bentiu	E	_	_
Bor	E	_	_
Bunj	E	_	_
Ezo	E	_	_
Gok Machar	E	_	-
Jam Jang	E	_	-
Juba	E	_	-
Kapoeta	E	_	_
Kuajok	E	_	-
Malakal	E	_	_
Melut	E	_	_
Pibor	E	_	_
Rumbek	E	_	_

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		Additional shipment of	Accelerated home
Duty station	Category	personal effects	leave
Torit	E	_	-
Wau	Е	_	-
Wunrok	E	_	-
Yambio	E	_	-
Yei	E	_	-
Sri Lanka			
Colombo	A	_	-
Jaffna	В	_	-
Kilinochchi	D	_	-
St. Lucia			
Castries	A	_	-
Sudan			
Abyei	E	_	-
Damazine	D	_	-
Ed Daein	E	_	-
El Fasher	E	_	-
El Geneina	E	_	-
El Obeid	E	_	-
Kadugli	E	_	_
Kassala	E	_	_
Khartoum	В	_	-
Khashm El Girba	E	_	_
Khor Abeche	E	_	-
Korma	E	_	-
Kosti	E	_	_
Mukjar	E	_	-
Nertiti	E	_	_
Nyala	E	_	_
Port Sudan	В	_	_

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Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Saraf Umra (Omra)	E	_	_
Shaeria	Е	_	_
Shangal Tobaye	E	_	_
Tawilla (Tawilah)	E	_	_
Zalingei	E	_	_
Suriname			
Paramaribo	В	_	-
Swaziland			
Mbabane	A	_	-
Syrian Arab Republic			
Aleppo	E	_	_
Damascus	E	_	_
Daraa	E	_	_
Homs	E	_	_
Qamishli	E	_	_
Suwayda'	E	_	_
Tartous	E	_	_
Tajikistan			
Dushanbe	C	_	_
Thailand			
Bangkok	A	_	_
Hat Yai	В	_	-
Ban Mae Sot	В	_	-
Kanchanaburi	A	_	_
Mae Hong Son	В	_	-
Mae Sariang	В	_	_
The former Yugoslav Republic of Macedonia			
Skopje	A	_	-

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Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Гimor-Leste			
Becau	D	_	_
Dili	C	_	_
Maliana	D	_	_
Oecussi	D	_	_
Same	D	_	_
Suai	D	_	_
Годо			
Lomé	В	_	_
Гonga			
Nuku Alofa	В	_	_
Trinidad and Tobago			
Port of Spain	A	_	_
Tunisia			
Tunis	A	_	_
Zarzis	A	_	_
Turkey			
Ankara	A	_	_
Gaziantep	В	_	_
Istanbul	A	_	_
Izmir	A	_	_
Mersin	A	_	_
Van	C	_	_
Turkmenistan			
Ashgabad	D	X	X
Uganda			
Adjumani	E	_	_
Arua	D	_	_
Gulu	С	_	_

Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Hoima	D	_	_
Kampala	В	_	_
Kiryandongo	E	_	_
Kyaka II	E	_	_
Kyangwali	E	_	_
Mbarara	C	_	_
Moroto	E	_	_
Nakivale	E	_	_
Rwamwanja	E	_	_
Yumbe	E	_	_
Ukraine			
Dnipropetrovsk	A	_	_
Donetsk	D	_	_
Kharkiv	A	_	_
Kherson	A	_	_
Kiev	A	_	_
Kramatorsk	C	_	_
Luhansk	D	_	_
Mariupol	C	_	_
Odessa	A	_	_
Severodonetsk	C	_	_
United Arab Emirates			
Abu Dhabi	A	_	_
Dubai	A	_	_
United Republic of Tanzania			
Arusha	В	_	_
Dar es Salaam	В	_	_
Kasulu	Е	_	_
Kibondo	E	_	_

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Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Mpanda	Е	_	-
Zanzibar	C	_	-
Uruguay			
Montevideo	A	_	_
Uzbekistan			
Tashkent	В	_	_
Vanuatu			
Port Vila	В	_	_
Venezuela (Bolivarian Republic of)			
Caracas	В	_	_
Ciudad Guayana	C	_	_
Guasdualito	D	_	_
Maracaibo	C	_	_
San Cristobal	В	_	_
Viet Nam			
Hanoi	A	_	_
Ho Chi Minh City	A	_	_
West Bank			
East Jerusalem	В	_	_
Ramallah	В	_	_
Western Sahara			
Laayoune	D	_	_
Yemen			
Aden	E	_	_
Hodeidah	Е	_	_
Ibb	E	_	_
Sa'ada	Е	_	_
Sana'a	Е	_	_

Duty station	Category	Additional shipment of personal effects	Accelerated home leave
Zambia			
Lusaka	В	_	_
Solwezi	C	_	_
Zimbabwe			
Harare	C	_	_

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Annex III

Burundi

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 January 2018

Mauritania

Afghanistan Madagascar

Angola Malawi Bhutan Mali

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

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