

GENERAL
ST/SGB/Staff Rules/1/Amend.15
21 February 1961

SECRETARY-GENERAL'S BULLETIN

To: Members of the Staff of the United Nations

Subject: STAFF RULES — Transmittal Letter 14

Rules 107.21 (Excess Baggage), 107.22 (Insurance) and 107.27 (Removal Costs) are amended with effect from 1 January 1961. The amended text of these rules is transmitted herewith to replace pages 42 - 45 of ST/SGB/Staff Rules/1.



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Secretary-General

not be payable unless the staff member has been absent from such place for at least two years. In the case of a shorter absence the amount payable shall be that proportion of the full grant which the completed months of absence bear to two years.

(e) Where both husband and wife are staff members travelling at United Nations expenses to a duty station, the installation grant for a staff member with dependants shall apply to one of them, and the rate for dependants shall apply to the other.

(f) Installation grant shall not be payable in connexion with education grant travel.

(g) The Secretary-General may, in his discretion, authorize payment of all or part of the installation grant in cases where the United Nations has not been required to pay travel expenses upon the appointment of a staff member regarded as internationally recruited under Rule 104.7.

Rule 107.21

Excess Baggage and Unaccompanied Shipments

(Effective 1 January 1961)

(a) Baggage in excess of the weight or volume carried without extra charge by transportation companies shall be considered as excess baggage within the meaning of these rules.

(b) Charges for excess baggage shall be reimbursable only when authorized prior to commencement of travel, except as provided in paragraph (c) of this rule.

(c) When baggage is carried without charge by one transportation company, but considered as excess by a company furnishing subsequent transportation other than by air, the traveller may be reimbursed for the charges involved provided he obtains a statement from the company making the charge that the baggage was considered as excess.

(d) Charges for excess baggage by air shall not be reimbursable unless, in the opinion of the Secretary-General, the circumstances under which the staff member is travelling are of a sufficiently exceptional and compelling nature to warrant such reimbursement. In no event shall such charges be reimbursable if incurred in connexion with travel on home leave, except as provided under paragraph (e) below.

(e) Charges for excess baggage or unaccompanied shipment relating to travel on home leave or education grant travel may be reimbursed under the following circumstances:

(i) in the case of authorized air travel of dependent children who are not granted a baggage allowance by the airline.

(ii) in the case of baggage sent by sea or rail up to a maximum of 100 pounds or 10 cubic feet per person, when the authorized travel is by air.

(f) On appointment, transfer or separation, where no entitlement to removal costs exists under Rule 107.27, and on travel to or from a mission assignment of one year or more under Rule 103.21, a staff member may be reimbursed expenses in transporting personal effects and household goods by land and/or sea up to a maximum, including the weight or volume of packing crates, etc., of

300 kgs (660 lbs or 66 cubic feet) for the staff member

300 kgs (660 lbs or 66 cubic feet) for the first dependant and

100 kgs (220 lbs or 22 cubic feet) for each additional dependant

authorized to travel at the expense of the Organization provided that the total weight or volume shall not exceed 900 kgs (1980 lbs or 198 cubic feet) for the staff member and his dependants.

(g) Reasonable costs of packing, crating, cartage, unpacking and uncrating of shipments within the limits of authorized weight or volume will be reimbursed, but storage charges, other than those directly incidental to the shipment, and costs for servicing of appliances, dismantling or installation of fixtures or special packing shall not be reimbursed.

(h) On appointment, transfer or separation, where entitlement to removal costs does exist under Rule 107.27, a staff member may be reimbursed expenses in transporting a reasonable amount of excess baggage by land and/or sea provided

that such shipment shall not exceed the maximum weight or volume allowable under paragraph (f) of this rule and that the weight or volume of such shipment shall be deducted from the maximum weight or volume allowance under paragraph (d) of Rule 107.27.

Rule 107.22

Insurance

(Effective 1 January 1961)

(a) Staff members shall not be reimbursed for the cost of personal accident insurance or of insurance of accompanied personal baggage. However, compensation may be paid in respect of losses of accompanied personal baggage, in accordance with such arrangements as may be in force under Rule 106.5.

(b) In the case of unaccompanied shipments authorized under Rule 107.21, except on home leave, insurance coverage will be provided by the Organization up to the value of \$1,500 for the staff member and \$3,000 for a staff member and dependants. Such insurance coverage shall not include articles of special value for which special premium rates are charged. The United Nations will not be responsible for loss or breakage of unaccompanied baggage.

(c) The cost of insurance of personal effects and household goods in transit (excluding articles of special value for which special rates of premium are charged) under Rule 107.27 shall be reimbursed, up to a maximum of \$15,000 valuation, subject to review and approval of such valuation by the Secretary-General. The United Nations shall in no case be responsible for loss or breakage.

(d) In the case of unaccompanied shipments under Rules 107.21 and 107.27, the staff member shall furnish the Organization, prior to shipment, with an inventory in duplicate of all articles, including containers such as suitcases, and the replacement value in United States dollars of each article in the shipments.

Rule 107.23

Travel Advances

Staff members authorized to travel shall provide themselves with sufficient funds for all current expenses by securing an advance of funds if necessary. A reasonable advance of funds against the estimated reimbursable travel expenses may be made to a staff member or his dependants for expenses authorized under these rules. An advance of funds shall be considered reasonable if not less than \$50.00 nor more than 80 per cent of the estimated reimbursable expenditures. If, in the course of travel, the staff member has earned in subsistence allowance an amount equal to the amount advanced, he may be advanced the balance of the estimated reimbursable expenditures.

Rule 107.24

Illness or Accident during Travel

The United Nations shall pay or reimburse reasonable hospital and medical expenses, in so far as these are not covered by other arrangements, which may be incurred by staff members who become ill or are injured while in travel status on official business.

Rule 107.25

Reimbursement of Travel Expenses

The Secretary-General may reject any claim for payment or reimbursement of travel or removal expenses which are incurred by a staff member in contravention of any provision of these rules.

Rule 107.26

Transportation of Decedents

Upon the death of a staff member or of his recognized dependant, the United Nations shall pay the expenses of transportation of the body from his official

duty station or, in the event of death having occurred whilst in travel status, from the place of death, to a place to which the staff member of his dependant was entitled to return transportation under Rule 107.1 or 107.2. These expenses shall include reasonable costs for preparation of the body.

Removal Expenses

Regulation 7.2: Subject to conditions and definitions prescribed by the Secretary-General, the United Nations shall pay removal costs for staff members.

Rule 107.27

Removal Costs

(Effective 1 January 1961)

(a) Subject to the provisions of Rule 103.22 on assignment allowance, when an internationally recruited staff member is to serve at an established office outside his home country for a continuous period which is expected to be two years or longer, the Secretary-General shall decide whether to pay an assignment allowance under Rule 103.22 or to pay costs for the removal of the staff member's personal effects and household goods under the following circumstances:

- (i) on initial appointment for a period of two years or longer;
- (ii) upon completion of two years of continuous service;
- (iii) on change of duty station to an established office provided that the staff member is expected to serve at the new duty station for a period of two years or longer and that, in exceptional cases where the expected period of service is one year or more but less than two years, the Secretary-General may authorize payment of removal costs under this rule in lieu of assignment allowance under Rule 103.22;
- (iv) upon separation from service provided the staff member had an appointment for a period of two years or longer or had completed not less than two years of continuous service.

(b) Under sub-paragraphs (i) and (ii) of paragraph (a) above, the United Nations shall pay the expenses of removing a staff member's household goods and personal effects either from the place of recruitment or from the place recognized as his home for purposes of home leave under Rule 105.3; provided that the goods and effects were in his possession at the time of appointment and are being transported for his own use. Payment of removal expenses from a place other than those specified may be authorized by the Secretary-General in exceptional cases, on such terms and conditions as he deems appropriate.

(c) Under sub-paragraph (iv) of paragraph (a) above, the United Nations shall pay the expenses of removing a staff member's household goods and personal effects from his official duty station to any one place to which he is entitled to be returned in accordance with the provisions of Rule 107.1, or any other one place authorized by the Secretary-General in exceptional cases on such terms and conditions as he deems appropriate, provided the goods and effects were in the staff member's possession at the time of separation and are being transported for his own use.

(d) Payment by the United Nations of removal expenses shall be subject to the following conditions:

- (i) the maximum weight and volume for which entitlement to removal at United Nations expense exists shall be 27 measurement tons of 40 cubic feet each (1,080 cubic feet), inclusive of packing crates and lift vans, for staff members without dependants, and 45 measurement tons (1,800 cubic feet) for staff members with one or more dependants residing with them at their official duty station. A higher maximum may be set, however, in the case of a staff member with one or more dependants residing with him at his official duty station, if the staff member presents convincing evidence that his normal and necessary household effects to be removed exceed 45 measurement tons;

- (ii) storage charges other than those directly incidental to normal transportation expenses shall not normally be allowed;
- (iii) reasonable costs of packing, crating, cartage, unpacking and uncrating shall be allowed for shipments within the limits of authorized weight or volume except that costs for servicing of appliances, dismantling or installation of fixtures or special packing will not be borne by the Organization;
- (iv) transportation of personal effects and household goods shall be by the most economical means as determined by the Secretary-General, taking into account costs allowable under (d)(iii) above;
- (v) privately-owned automobiles shall not be transported at United Nations expense unless, in the case of a staff member on initial appointment or on transfer to an official duty station other than Headquarters, the Secretary-General determines in advance that the automobile is essential for the performance of the staff member's official duties.
- (e) Removal costs shall not be payable under this rule in the case of mission service.
- (f) Where both husband and wife are staff members, and each is entitled to removal of personal effects and household goods, the maximum weight and volume that may be removed at United Nations expense for both of them shall be that provided for a staff member with dependants residing with him at his duty station.

Rule 107.28

Loss of Entitlement to Removal Expenses

- (a) A staff member who resigns before completing two years of service shall not normally be entitled to payment of removal expenses under Rule 107.27 above.
- (b) Entitlement to removal expenses under Rule 107.27 (a), (i), (ii) and (iii) shall cease when the staff member's services are not expected to continue for more than six months beyond the proposed date of arrival of the household goods and effects.
- (c) Entitlement to removal expenses on separation from service shall cease if removal has not commenced within one year after the date of separation.

