



24 November 2006

Administrative instruction

Special entitlements for staff members serving at designated duty stations

1. Pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1, the Under-Secretary-General for Management amends as follows administrative instruction ST/AI/2000/6, entitled "Special entitlements for staff members serving at designated duty stations".
2. Section 6.6 is replaced by the text set out below:

6.6 Every second entitlement must be exercised to the country of home leave. At the request of the staff member, the home leave entitlement may be exercised to a country other than that of home leave, provided that a period of not less than seven days, exclusive of travel time, is spent in that country. In such a case, the amount of travel expenses payable by the United Nations shall not exceed the cost of travel to the place of home leave. If the cost of the staff member's travel is more economical than for travel to the place of home leave, the amount payable by the United Nations shall be limited to the actual travel expenses incurred, provided these do not exceed the approved standard of accommodation.

Section 10 is replaced by the text set out below:

Section 10

Special terms for the exercise of the shipment entitlement under staff rules 107.21 (g) and 207.20 (h)

At duty stations with a 12-month home leave cycle, staff members may exercise the unaccompanied shipment entitlement of 50 kilograms or 0.31 cubic metres relating to travel on home leave, family visit or education grant travel or the alternative entitlement to accompanied excess baggage so that the entitlements associated with both legs are combined into one shipment, or, if the full entitlement is not used, or is used only in part for one leg of the travel, the unused portion may be used to supplement the normal entitlement for the other leg of the travel.

3. The present instruction shall enter into force on 1 January 2007.

(Signed) Christopher B. Burnham
Under-Secretary-General for Management

