

**Secretariat**

28 December 2006

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**Information circular\***

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **Relocation grant (lump-sum option for unaccompanied shipments) — Rates**

1. Pursuant to section 11 of administrative instruction ST/AI/2006/5, the purpose of the present circular is to inform staff of the schedule of rates for relocation grant in lieu of unaccompanied shipment, effective 1 January 2007.

2. There are two global rates, single and family, for all eligible staff members under the 100 and 200 Series, except Associate Experts and Mission Appointees to special missions (see paras. 3 and 5 below), serving on appointments or assignments of one year or more or separating from service following appointments or assignments of one year or more. The rates are:

- (a) Single rate: US\$ 10,000;
- (b) Family rate: US\$ 15,000.

3. There are two global rates, single and family, for Associate Experts serving under the 200 Series on appointments or assignments of one year or more or separating from service following appointments or assignments of one year or more, which are 60 per cent of the amounts given in paragraph 2 above. The rates are:

- (a) Single rate: US\$ 6,000;
- (b) Family rate: US\$ 9,000.

4. The rate for assignments of less than one year and an unaccompanied shipment entitlement of 100 kilos is US\$ 1,200. Except for mission appointments or assignments to special missions, if an assignment of less than one year is subsequently extended so that the total period is one year or more, the staff member is entitled to the amounts specified in paragraphs 2 or 3 above, as appropriate, less the amount already exercised under paragraph 4.

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\* The present circular will remain in effect until further notice.



5. The rate for mission appointees who receive a mission subsistence allowance and an unaccompanied shipment entitlement of 100 kilos is US\$ 1,200. Where the mission appointment or assignment is extended for a total period of one year or longer, no additional relocation grant will be paid for staff appointed or assigned to special missions and who receive a mission subsistence allowance.
6. These rates may be adjusted following inter-agency consultation.
7. The present circular supersedes information circular ST/IC/2006/49 of 24 November 2006.

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