



Secretariat

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ST/AI/264/Rev.1
14 June 1983

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

SUBJECT: UNACCOMPANIED SHIPMENTS AND INSURANCE COVERAGE
FOR PERSONAL EFFECTS AND HOUSEHOLD GOODS

1. The purpose of this circular is to revise administrative instruction ST/AI/264 of 23 May 1979 by introducing a number of changes in the provisions of the staff rules governing the entitlements to unaccompanied shipments and insurance coverage for personal effects and household goods. Administrative instruction ST/AI/264 is superseded with effect from 1 June 1983.

A. UNACCOMPANIED SHIPMENTS

Entitlement expressed in net terms

2. The entitlements to unaccompanied shipments in connection with travel on appointment, assignment, transfer or separation from service as specified in staff rules 107.21 (f), (h) and (i) and 207.20 (e) and (f) will in the future be exclusive of the weight or volume of reasonable crating. The amounts specified in the staff rule will be considered as net amounts, including the weight or volume of packing, but excluding reasonable crating.

3. Staff members and the officials involved with the arrangements for such shipments should endeavour to have the packing company provide the figures on weight and volume in both gross and net terms. If the packing company cannot provide a weight or volume figure in net as well as gross terms, the net weight or volume will be determined on the basis of two thirds of the gross weight or volume of the shipment. The Organization will in no case recognize any difference between gross and net weight or volume which exceeds one third of the gross weight or volume. Should the crating exceed one third of the gross, the difference will be considered as part of the net shipment.

4. If the shipment exceeds the entitlement as specified in staff rules 107.21 (f), (h) and (i) and 207.20 (e) and (f) the charges to be paid by the staff member will be computed on the basis of the ratio of the excess net figure to the total net figure.

Conversion to air shipment

5. Staff rules 107.21 (j) and 207.20 (g) set out the conditions under which unaccompanied shipments may be converted to air freight. With respect to unaccompanied shipments authorized under rules 107.21 (f) and 207.20 (f) in connection with travel on appointment or assignments for one year or more or on transfer, the provisions of rules 107.21 (j) and 207.20 (g) are revised to enable staff members to convert up to 10 per cent of their total surface entitlement to air freight on the basis of the full weight or volume (i.e. one-to-one conversion). The purpose of this change is to permit staff members to receive at the new duty station the most essential personal effects and goods with the least delay, thereby enabling them to set up a household immediately upon arrival at the duty station and to have with them those basic items which they and their family would otherwise have to ship by surface freight.

6. This revised entitlement makes two changes: first, split shipments, whereby part of the entitlement is shipped by air freight and another part by surface, will be permitted as a general rule; second, up to 10 per cent of the entitlement, if shipped by air freight, will be converted on a one-to-one basis rather than by the one-half rule. The remaining surface entitlement may be converted to air freight in accordance with the one-half rule. In no case will more than two shipments be permitted. Staff members will not be authorized a split shipment in addition to the 10 per cent air shipment.

7. The above provisions concerning the 10 per cent air shipment with full one-to-one conversion are not applicable on separation from service or on assignment or transfer to a duty station in a city where the headquarters of the United Nations, a specialized agency or the International Atomic Energy Agency is located.

8. A staff member who wishes to forgo the unaccompanied shipment, as specified in staff rules 107.21 (e) (i) and 207.20 (j) (i), may be authorized an additional 10 kg. accompanied excess baggage or one flat charge in accordance with administrative instruction ST/AI/229/Add.2 of 8 July 1977 on reimbursement of the cost of accompanied excess baggage, and must make a written request to the executive officer in advance of the travel, so that the entitlement may be indicated on the travel authorization (PT.8) form. The entitlement to unaccompanied shipment on education grant travel under staff rules 107.21 (e) (ii) and 207.20 (j) (ii) may also be authorized in cases of change of attendance at an educational institution in a different city or locality.

Excessive shipping delays

9. Under staff rule 107.21 (1) (iii) and 207.20 (1) (iii), excessive shipping delay is cited as one of the grounds for authorization of conversion of the full

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surface entitlement to air freight on the basis of the full weight or volume. A delay will be deemed excessive when the normal shipping time would exceed three months.

10. Certifying officers must always consult with the Transportation Service concerned before authorizing conversion under staff rules 107.21 (1) and 207.20 (1) on the basis of full weight or volume.

B. INSURANCE COVERAGE

Increased insurance entitlements

11. The maximum insurance entitlements in the case of unaccompanied shipments, except on home leave, family visit or education grant travel, as specified in staff rule 107.22 (b) and 207.21 (b), are revised as follows:

- (a) \$8,000 for the staff member,
- (b) \$4,000 for the first eligible family member, and
- (c) \$2,400 for each additional family member.

C. EFFECTIVE DATE

12. The revised entitlements described in this administrative instruction shall apply to shipments effected on or after 1 June 1983.

13. The relevant staff rules will be amended accordingly.
