



Secretariat

ST/IC/1994/7  
17 February 1994

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INFORMATION CIRCULAR

To: Staff members in the Professional and higher categories at Headquarters

From: The Director of Personnel

Subject: SURVEY OF OUT-OF-AREA EXPENDITURES  
FOR POST ADJUSTMENT CALCULATION

1. A special survey of out-of-area expenditures will be conducted by the International Civil Service Commission (ICSC) to obtain data from staff that will be used for evaluating the post adjustment in New York.
2. Each eligible staff member will be requested to furnish data on his/her household's out-of-area expenditures on consumption and non-consumption items during the past 12 months.
3. The questionnaire will be distributed by the Executive or Administrative Office to all staff members in grades P-1 to D-1 or L-1 to L-6 stationed in New York who hold a permanent or probationary appointment or a fixed-term appointment of six months or more.
4. The information provided by you will be treated strictly confidential. To protect your privacy, you are not required to indicate your name on the questionnaire, which will be identified by a schedule number for control purposes.
5. Since the form is quite brief, it is expected that it can be completed in a short period of time. Please return the completed questionnaire to the Administrative/Executive Officer of your Department/Office in a sealed envelope marked "CONFIDENTIAL", by 7 March 1994. If you have any questions, please telephone the Cost-of-living Division, ICSC, at extension 3-4335 or 3-2090.
6. It is in your own interest to fill in the questionnaire as completely as possible to ensure accuracy of the New York data. Please bear in mind that New York is the base of the entire post adjustment system and the information you provide will affect the post adjustment not only at headquarters, but also at all other locations.

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