



INFORMATION CIRCULAR N°. 36

Subject: Survey of household expenditure and housing and domestic services costs in Geneva for computation of post adjustment index

1. The International Civil Service Commission (ICSC) will conduct from 3 to 31 October 2005 a **housing and domestic services costs** survey and a **household expenditure** survey of staff in the Professional and higher categories in order to collect statistical data for computation of the post adjustment index for Geneva. Information collected via these two surveys will serve to determine housing and household expenditure weights (i.e., percentage distribution of expenditures) built into the calculation of the post adjustment index, as well as rental subsidy thresholds.
2. **All staff members at grades P-1 to D-1 and L-1 to L-6** stationed in Switzerland, who hold either a permanent, indefinite, probationary or fixed-term appointment of six months duration or longer will be requested to complete a **housing and domestic services costs** questionnaire.
3. In addition, a limited number of **randomly selected staff** in the same categories and levels will be requested to respond to a **household expenditure** questionnaire.
4. The questionnaires need to be filled out between 3 and 31 October 2005 with the reference month for reporting the data for both housing and household surveys being October 2005. It should be noted that some of the household expenditures need to be reflected on a weekly basis during four weeks. It is therefore important to keep a careful record of the expenses and enter them into the questionnaire one week at a time for four weeks.
5. Both questionnaires are available in English and French and can be filled out and submitted in two formats: an electronic version and a hardcopy version. However, each staff member should fill out only one version, i.e. either electronic or hardcopy.
6. The electronic version is an interactive web application, which can be completed online after registering and obtaining a username and password. E-mail containing the relevant link will be broadcast to staff members in the course of this month. The broadcast will also give a link to detailed step-by-step instructions on how to complete the questionnaires. The electronic version produces a summary of the information entered, which allows the review of data and correction of errors. It is also possible to log on to the questionnaire multiple times if necessary. Only the latest revised set of data will be saved.
7. The hardcopy version of the questionnaire will be distributed as an attachment to the same e-mail broadcast. It can be downloaded, printed out, and completed by hand. Both electronic and hard copy versions contain background information as well as specific, self-explanatory instructions on several key items.

8. In the meantime, staff members can familiarize themselves with sample questionnaires by accessing the following web address:
<http://icsc.un.org/resources/col/pp/instructions.htm>
9. All information provided by staff will be treated as strictly confidential. It will be processed only by the ICSC secretariat and no individual data will be communicated to anybody else, including administration or staff association.
10. Electronic questionnaires may be submitted up to 4 November 2005, following which the ICSC will disable the applications. Likewise, the questionnaires completed in hard copy should be returned by 4 November 2005 to the Programme Planning and Budget Section (PPBS), UNOG, room 120 of the Palais des Nations, in a sealed envelope, marked ACONFIDENTIAL@. Such sealed envelopes will be forwarded directly to the ICSC secretariat. Any questions regarding the questionnaires or other related issues should be addressed to PPBS, extension 7-3498.
11. It is in the interest of staff in the Professional category and above to fill out the questionnaires as completely and precisely as possible because the results of the survey will have direct impact on the level of the post adjustment and consequently on the net pay. We therefore urge staff concerned to respond to these questionnaires and make every effort to provide complete and accurate data.
12. Your participation in the survey is crucial and very much appreciated.

(Signed) Hany **Abdel-Aziz**
Officer-in-charge
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