



ST/AI/280 */
12 June 1981

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To: Members of the staff

JUL 29 1981

From: The Assistant Secretary-General
for Personnel Services

UN/DA COLLECTION

Subject: REVISED ENTITLEMENTS FOR STAFF MEMBERS
SERVING AT DESIGNATED DUTY STATIONS

1. The purpose of this instruction is to implement the decisions taken by the General Assembly in its resolution 35/214 of 17 December 1980 concerning the classification by the International Civil Service Commission of duty stations according to conditions of life and work and the granting of revised entitlements to staff members serving at designated duty stations, and the related decisions subsequently taken by the Commission at its thirteenth session in February/March 1981.
2. The organizations participating in the United Nations common system have agreed that the revised entitlements shall be applicable to all internationally recruited staff members serving at eligible duty stations.
3. The provisions of this instruction are effective as from 1 January 1981. Appropriate amendments to the Staff Rules will be issued in due course.

Section I: Accelerated home leave travel entitlement

4. In the resolution, the General Assembly approved an increase in the periodicity of the home leave travel entitlement in respect of staff members serving at duty stations designated by the International Civil Service Commission as having very difficult or difficult conditions of life and work and amended staff regulation 5.3 accordingly. This Section sets out the terms and conditions for the exercise of this accelerated home leave travel entitlement. Concurrently with the establishment of this new entitlement, the Commission decided that "rest and recuperation" travel be abolished. Consequently, the provisions relating to travel expenses

*/ This Administrative Instruction replaces ST/AI/200/Rev.2 and its amendments in Section XVII, paragraph II.E. Also insert under Section X, paragraph B (Education Grant) of the Administrative Handbook. /...

in connexion with annual leave from designated duty stations, as set out in administrative instruction ST/AI/200/Rev.2 and its amendments, are hereby cancelled and superseded.

5. Eligible staff members serving at duty stations designated as having very difficult or difficult conditions of life and work shall be granted, respectively, home leave travel once in every 12 months and once in every 18 months. The list of designated duty stations, as established by the International Civil Service Commission, is contained in annex I to this circular. This list will be reviewed by the Commission every year.

6. In the administration of the accelerated home leave travel entitlement, the following service credit points system shall apply:

- (a) 1 point for each month of service at duty stations having the normal cycle of home leave (24-month duty stations);
- (b) 1-1/3 points for each month of service at duty stations having difficult conditions of life and work (18-month duty stations);
- (c) 2 points for each month of service in duty stations having very difficult conditions of life and work (12-month duty stations).

On the occasion of a change of duty station, credit points shall be accrued at the rate of the new duty station as from the effective date of transfer or assignment to that duty station. For service prior to 1 January 1981, the rate of accrual at all duty stations shall be 1 point for each month of qualifying service.

7. Credit points will be accrued on the basis of calendar months of service. Fractions of months of service shall be treated in the following manner:

- (a) 1 to 15 days = no credit
- (b) more than 15 days = full credit

8. The entitlement becomes due once 24 points are accrued. The exercise of each entitlement means a debit of 24 points and shall be subject to the condition that the staff member's

service in the Organization is expected to continue at least six months beyond the date of return to duty or beyond the date when the entitlement becomes due, whichever is later.

9. The exercise of the entitlement may be advanced or deferred in accordance with the exigencies of service and the personal circumstances and preferences of the individual staff member, subject to the following conditions:

- (a) In the case of advanced travel, at least 12 points in 12-month duty stations and 16 points in 18-month duty stations must be accrued.
- (b) In the case of deferred travel, no more than 30 points may be accumulated towards the entitlement. Where the maximum of 30 points has been accrued, accrual may start again only from the first of the month in which the home leave travel entitlement is exercised.
- (c) A minimum interval of three months shall be required between home leave, additional leave and family visit travels, counting from the date of return to the duty station from one travel to the date of departure of the next travel.

10. In the case of staff members serving in 12-month cycle duty stations every other entitlement must be exercised as regular home leave. With respect to the other leave entitlement, the staff member, on request, may travel to a country other than that of home leave, provided a substantial period of time (at least two weeks) is spent away from the duty station.

11. In the case of staff members serving in 18-month cycle duty stations, travel shall normally be to the country of home leave as an exercise of the entitlement to home leave. Where travel to another country has been exceptionally authorized, the next travel shall be to the home country.

12. Where travel of the staff member is authorized to a country other than that of home leave, the amount of travel expenses payable by the United Nations shall not exceed the amount which would have been payable for travel to the place of home leave. However, if the cost of such travel is more economical than travel to the place of home leave, the amount payable by the United Nations shall be limited to the actual travel expenses incurred.

13. Except as otherwise provided in this circular, the provisions in staff rules 105.3, 205.2 and 207.11 relating to home leave entitlement shall apply to the accelerated home leave travel entitlement.

Section II: Additional education grant travel

14. In its resolution 35/214, the General Assembly approved increased travel entitlements under the education grant in respect of children of staff members serving at designated duty stations where schools do not exist which provide schooling in the language or in the cultural tradition desired by the staff members for their children and amended staff regulation 3.2 accordingly. In respect of such children, travel expenses under the education grant may be paid for two round trips in the year in which the staff member is not entitled to home leave. The designated duty stations, as established by the International Civil Service Commission, are listed in annex I to this circular. This list will be reviewed by the Commission every year.

15. If a staff member serving at a designated duty station is entitled to home leave in a given year and does not exercise the entitlement in that year, two round trips of education grant travel may be granted for that year.

Section III: Financial incentive

16. The International Civil Service Commission has decided that a financial incentive shall be paid to staff members in the Professional and higher categories serving at those duty stations listed in annex II to this circular. This list will be reviewed by the Commission every year.

17. As announced by the Commission, the financial incentive shall be paid in the form of an increased rate of assignment allowance at the following annual rates:

- (a) \$US2,400 a year to a staff member who is accompanied by a dependent spouse at the duty station, and
- (b) \$US1,200 a year to a staff member who is not accompanied by a dependent spouse at the duty station.

The amount of the financial incentive shall not be taken into account in the calculation of the rental subsidy at those duty stations.

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18. As agreed by the organizations in the common system, the higher rate of the financial incentive shall also be payable if there is no dependent spouse but a dependent child joining the staff member at the duty station.

19. The financial incentive will also be paid to internationally-recruited General Service staff serving at a designated duty station (see para. 2 above) in the form of an increased rate of the non-resident's allowance applicable at that duty station. The additional payment is not pensionable. As regards staff in the Field Service category, the financial incentive will be paid, where applicable, in the form of an increased rate of the monthly mission allowance.

Annex I

DESIGNATED DUTY STATIONS FOR ACCELERATED HOME LEAVE TRAVEL
AND ADDITIONAL EDUCATION GRANT TRAVEL

Country or Territory	Eligible Duty Stations	Accelerated Home Leave Travel		Additional Education Grant Travel
		12 months	18 months	
AFGHANISTAN	Kabul	X	-	X
ANGOLA	Luanda	X	-	X
BAHRAIN	1) Boodaya, Muhurraq, Jedhafs	-	X	X
	2) Manama	-	X	-
BANGLADESH	1) Barisal, Bogra, Chittagong, Ghorasal, Jessore, Khulna, Rangamati	X	-	X
	2) Dacca	-	-	X
BELIZE	Belmopan	-	X	X
BENIN	1) Bodjecalì, Patakou	-	-	X
	2) Malanville, Natitingou	-	X	X
BHUTAN	1) Carglung, Damphu, Deothang, Kanglung, Paro, Pelela, Phuntsholing, Samchi	X	-	X
	2) Thimphu	X	-	-
BOLIVIA	Cobija, Pando	-	X	-
BOTSWANA	Francistown, Gaborone, Ghanzi, Maun, Selebepikwe, Serrowe	-	-	X
BRAZIL	Aracaju, Belem, Itajai, Juiz de Fora, Manaus, Passo Fundo, Piracicaba, Porto Alegre, São Jose dos Campos, São Luiz	-	-	X
BURMA	1) Mandalay, Prome, Syriam	-	X	X
	2) Meiktila, Yezin	X	-	X
	3) Rangoon	-	-	X
BURUNDI	Gitega, Ngozi	X	-	X
CAPE VERDE	Esparagos, Mindelo, Praia	-	X	X

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Country or Territory	Eligible Duty Stations	Accelerated Home Leave Travel		Additional Education Grant Travel
		12 months	18 months	
CENTRAL AFRICAN REPUBLIC	Bambari, Bossangoa/Soumbe, Bouar, Grimari, Paoula, NDélé	X	-	X
CHAD	N'Djamena	X	-	X
CHINA	Beijing	-	-	X
COMOROS	1) Anjouan, Moheli	X	-	X
	2) Grande Comore	-	X	X
CONGO	Djambala, Kinkala, Loubomo	X	-	X
COOK ISLANDS	Atiu, Mangaia	X	-	-
DEMOCRATIC PEOPLE'S REPUBLIC OF KOREA	Pyongyang	-	-	X
DEMOCRATIC YEMEN	Aden, Dar Saad, El-kod, Lahej, Saber, Seiyun	X	-	X
DJIBOUTI	Djibouti	-	X	-
EL SALVADOR	San Salvador	X	-	-
EQUATORIAL GUINEA	Bata, Malabo	X	-	X
ETHIOPIA	Bahir Dar, Bako, Buna Bedele, Dessie, Melka Werer, Nazareth, Nekempt, Gondar, Jimma	X	-	X
FIJI	1) Dreketi	-	X	X
	2) Labasa, Lautoka	-	-	X
GAMBIA	Mansakonko	-	X	X
GHANA	1) Akosombo, Bolgatanga, Kumasi, Navrongo, Tamale	-	X	X
	2) Cape Coast, Deboasi, Elmina, Takoradi, Tarkwa, Sekondi	-	-	X
GUINEA	1) Conakry	X	-	-
	2) Foulaya, Kindia	X	-	X

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Country or Territory	Eligible Duty Stations	Accelerated Home Leave Travel		Additional Education Grant Travel
		12 months	18 months	
GUINEA-BISSAU	Bafata, Bissau	X	-	X
GUYANA	Georgetown	X	-	-
INDIA	Anand, Dehra Dun, Nagpur, Raipur, Solan, Trivadrur, Ujjain, Visakhapatnam	-	-	X
INDONESIA	1) Ambon (Malaku), Bandung, Bogor, Bukittinggi, Curug, Denpasar, Jayapura (Irian Jaya), Jepara, Kupang, Malang, Manado, Padang, Palembang, Semarang, Solo, Tanjung-Karang, Teluk-Betung, Ujung Pandang, Yogyakarta	-	-	X
	2) Island of Madura, Tasikmalaya	-	X	X
IRAN	Teheran	X	-	-
IRAQ	1) Arbil/Kirkuk, Ramadi	-	-	X
	2) Sweira	-	X	X
KENYA	1) Amolem, Garfassa, Katilu, Malka Daka, Merti, Siakago, Turkana	-	X	X
	2) Bukura, Eldoret, Katumani, Lanet, Malindi, Mount Kulal, Naivasha, Nakuru	-	-	X
KIRIBATI	Tarawa	-	-	X
KUWAIT	Kuwait City	-	X	-
LAO PEOPLE'S DEMOCRATIC REPUBLIC	Vientiane	X	-	X
LEBANON	Beirut	X	-	-
LESOTHO	Maseru, Mhale's Hoek, Leribe	-	-	X
LIBERIA	1) Gbarnga, Suakoko	-	X	X
	2) Monrovia	X	-	-
	3) Saniquellei	-	-	X

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Country or Territory	Eligible Duty Stations	Accelerated Home Leave Travel		Additional Education Grant Travel
		12 months	18 months	
LIBYAN ARAB JAMAHIRIYA	1) Benghazi, El Marj, Jabel El-Akhdar, Misurata, Sirte, Tripoli	-	-	X
	2) Kufra, Sebha	X	-	X
MADAGASCAR	Ambovombe, Nosy-Be	-	-	X
MALAWI	Lilongwe, Mzuzu, Nkhata Bay	-	-	X
MALAYSIA	Sandakan, Trolak	-	-	X
MALDIVES	Malé	X	-	X
MALI	1) Bamako	-	X	-
	2) Kayes, Mopti, Segou	X	-	X
MAURITANIA	1) Kaedi, Nouadhibou	X	-	X
	2) Nouakchott	-	X	-
MONGOLIA	Ulan Bator	X	-	-
MONTSERRAT	Plymouth	-	-	X
MOROCCO	1) Er-Rachidia, Zagora	-	X	X
	2) Ouarzazate	-	-	X
MOZAMBIQUE	1) Beira, Maputo, Namaacha, Nampula, Umbeluzi	-	-	X
	2) Pemba, Ulongwe	-	X	X
NEPAL	1) Bhairawa, Biratnagar, Nepalganj, Pokhra	X	-	X
	2) Kathmandu	-	X	X
NETHERLANDS ANTILLES	Aruba, Bonaire, Curacao, Saba, St. Eustatius	-	-	X
NIGER	1) Dosso, Maradi, Tahoua, Zinder	X	-	X
	2) Niamey	-	X	X
NIGERIA	Baga, Kaduna	-	X	-
NIUE	Alofi	-	-	X

Country or Territory	Eligible Duty Stations	Accelerated Home Leave Travel		Additional Education Grant Travel
		12 months	18 months	
OMAN	Muscat	-	X	X
PAKISTAN	Abbotabad, Bahadurnagar, Dera Ismail Khan, Hyderabad, Multan, Muzaffarabad, Peshawar, Quetta	-	-	X
PAPUA NEW GUINEA	Aitape, Alotau, Angoram, Baimuru, Baiyik, Balimo, Bensbach, Kavieng, Kitori, Kiunga, Lae, Lake Murray, Madang, Popondetta, Raboul, Tari, Wabo, Wau, Wewak	-	-	X
PERU	1) Huamachuco 2) Moyobamba, Pucallpa	X -	- X	X X
PHILIPPINES	Guinobatan	-	-	X
QATAR	Doha	-	X	-
RWANDA	1) Butare, Ruhengeri 2) Gysenye, Kigali	X -	- X	X -
SAMOA	Apia	-	-	X
SAO TOME AND PRINCIPE	Sao Tome	X	-	X
SAUDI ARABIA	1) Abha 2) Al Hofuf, Hakma, Wadi Jizan 3) Damman, Dhahran, Jeddah, Riyadh	X X -	- - X	- X -
SENEGAL	Nianga/Guede, Richard Toll	X	-	X
SIERRA LEONE	Bunumbu, Rokupur	-	-	X
SOLOMON ISLANDS	Honiara	-	-	X
SOMALIA	1) Burao, Kismayo, Hargeisa 2) Mogadiscio	X -	- X	X X
SRI LANKA	Bandarawela, Maha Illuppallama, Pulmoddai	-	-	X

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Country or Territory	Eligible Duty Stations	Accelerated Home Leave Travel		Additional Education Grant Travel
		12 months	18 months	
ST. VINCENT AND THE GRENADINES	Kingstown	-	-	X
SUDAN	1) Atbara, Bakht-er-Ruda, Halima, Juba, Kudugli, Mafao, Malakal, Maridi, Sennar, Wad Medani, Wau, Yambia	X	-	X
	2) Khartoum	-	X	-
SURINAME	Paramaribo	-	-	X
THAILAND	Bangsaen, Chiang Mai, Kalasin, Korat Chonuri, Phuket	-	-	X
TOGO	Lama Kara	-	-	X
TONGA	Nuku Alofa	-	-	X
TUNISIA	Bizerte, Gabes, Medenine, Sidi Bouzid, Soliman	-	-	X
TURKEY	Adana, Cankiri, Corum	-	-	X
TUVALU	Funafuti	-	-	X
UGANDA	Entebbe, Kampala, Soroti	X	-	X
UNITED ARAB EMIRATES	1) Abu Dhabi, Dubai	-	X	-
	2) Al-Ain, Digdaga, Khorfakkan, Sharjah	-	X	X
UNITED REPUBLIC OF CAMEROON	Bamenda, Bouea, Ekona, Garoua, Maroua	-	-	X
UNITED REPUBLIC OF TANZANIA	Dodoma, Kigoma, Mafinga, Mbeya, Morogoro, Mtwara, Mwanza, Rukwa, Shinyanga, Songea, Sumbawanga, Tabora, Tanga, Zanzibar	-	-	X

Country or Territory	Eligible Duty Stations	Accelerated Home Leave Travel		Additional Education Grant Travel
		12 months	18 months	
UPPER VOLTA	1) Bobo-Dioulasso, Dedougou, Fada N'Gourma	X	-	-
	2) Gaoua, Tenkodogo	X	-	X
VIET NAM	Hanoi, Ho Chi Minh City	X	-	X
YEMEN	1) Hodeidah, Ta'izz	X	-	-
	2) Sana'a	-	X	-
ZAIRE	1) Bukavu, Goma, Kisangani, Kiwit, Likasi, Lisala, Lubumbashi, Mbanza-Ngungu, Mbujji-Mayi	X	-	X
	2) Kinshasa	-	X	X
ZAMBIA	1) Chapula, Kabwe, Kitwe, N'Dola	X	-	-
	2) Chipata, Kasama, Mazabuka, Mbala, Mongu, Msekera	X	-	X
	3) Lusaka, Mout Makulu	-	X	-

Annex II

DESIGNATED DUTY STATIONS FOR PAYMENT OF FINANCIAL INCENTIVE

Country or Territory	Eligible Duty Stations
ANGOLA	Luanda
BHUTAN	Carglung, Damphu, Deothang, Kanglung, Paro, Pelela, Phuntsholing, Samchi, Thimphu
BURMA	Mandalay, Prome, Syriam, Meiktila, Yezin
CENTRAL AFRICAN REPUBLIC	NDélé
CHAD	N'Djamena
COMOROS	Moheli
DEMOCRATIC YEMEN	Lahej, Saber, Seiyun
EQUATORIAL GUINEA	Bata, Malabo
ETHIOPIA	Bahir Dar, Bako, Buna Bedele, Dessie, Melka Werer, Nazareth, Nekempt
GUINEA	Foulaya, Kindia
GUINEA-BISSAU	Bafata, Bissau
LIBYAN ARAB JAMAHIRIYA	Kufra, Sebha
MALI	Kayes, Mopti, Segou
MAURITANIA	Kaedi, Nouadhibou
MOROCCO	Zagora
NEPAL	Bhairawa, Biratnagar, Nepalganj
NIGER	Dosso, Maradi, Tahoua, Zinder
NIGERIA	Baga, Kaduna
PERU	Moyobamba, Pucallpa

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Country or Territory	Eligible Duty Stations
SAO TOME AND PRINCIPE	Sao Tome
SAUDI ARABIA	Al Hofuf, Hakma, Wadi Jizan
SENEGAL	Nianga/Guede, Richard Toll
SOMALIA	Burao, Kismaya, Mogadiscio
SUDAN	Atbara, Bakht-er-Ruda, Halima, Juba, Kudugli, Mafao, Malakal, Maridi, Sennar, Wad Medani, Wau, Yambia
UGANDA	Entebbe, Kampala, Soroti
YEMEN	Hodeidah