



Secretariat

ST/AI/364
1 August 1990

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: ASSIGNMENT GRANT*

1. The purpose of the present administrative instruction is to set out the terms and conditions for the implementation of the assignment grant with effect from 1 July 1990. This new entitlement was approved by the General Assembly in section I (E) of its resolution 44/198 of 21 December 1989 on the recommendation of the International Civil Service Commission (ICSC), as outlined in paragraphs 323 to 327 of volume II of its fifteenth annual report. 1/
2. In conjunction with the introduction of the assignment grant, the following entitlements are discontinued, with effect from 1 July 1990:
 - (a) Installation grant;
 - (b) Reimbursement of pre-departure expenses.

I. PURPOSE

3. The purpose of the assignment grant is to provide staff members with a reasonable cash amount at the beginning of an assignment or transfer to a duty station. It is the total compensation payable by the Organization towards:
 - (a) The initial extraordinary costs incurred by the staff member and his/her family members as a result of an appointment or reassignment;

* Personnel Manual index No. ~~3338~~.

(b) Any pre-departure expenses that the staff member may incur as a result of having to relocate to a new duty station.

II. ELIGIBILITY

4. The assignment grant is normally payable to staff members at the Professional and higher categories appointed under the 100 or 200 series of the Staff Rules, who proceed on authorized travel, upon appointment or reassignment, to a duty station for a period of service expected to be of at least one year's duration. It is not payable in the case of special mission service.

5. The new entitlement applies in respect of staff members whose date of arrival at the duty station is on or after 1 July 1990. Staff members who arrive at the duty station prior to that date and who are otherwise eligible will be entitled in respect of themselves and their eligible family members to the former installation grant and pre-departure expenses.

III. STRUCTURE AND AMOUNT OF THE ASSIGNMENT GRANT

6. The assignment grant consists of a daily subsistence allowance (DSA) portion and a lump-sum portion. The amount of the lump-sum portion depends on the duration of the staff member's assignment, on whether the staff member is entitled to removal of personal effects to the duty station, and on whether the staff member is assigned to a duty station classified at category H or A to E location (in accordance with the new categorization of duty stations under the new mobility and hardship scheme for staff members in the Professional and higher categories).

A. DSA portion

7. The DSA portion of the grant consists of:

(a) Thirty days' DSA in respect of the staff member;

(b) Thirty days' DSA at half rate in respect of each eligible family member for whom travel expenses to the duty station have been paid by the Organization.

8. Payment of the DSA portion in respect of a staff member's eligible family member is contingent upon the family member's travel to the duty station. It is subject to the condition that arrival at the duty station of an eligible family member should occur at least six months prior to the date on which the staff member's service at the duty station is expected to end. This time limitation may be waived in respect of dependent children, under conditions established by the Secretary-General.

9. The amount payable will be based on the DSA rate at the duty station and the official United Nations exchange rate in effect on the date when the payment is due. In the case of the staff member, the due date will be the actual date of

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his/her arrival at the duty station or conversion to fixed term status. In the case of each eligible family member, the due date will be the actual date of arrival of the respective family member at the duty station.

10. In cases where a special DSA rate has been established for specified hotel(s) at a particular location, the special rate will be payable only upon provision of a certification from the senior administrative officer concerned attesting that the staff member or an eligible family member has no alternative but to stay for a number of days at that specified hotel, and upon presentation of receipted hotel bills. The remainder of the DSA portion of the assignment grant will be calculated on the basis of the regular DSA rate for the duty station.

B. Lump-sum portion

11. The lump-sum portion of the grant is calculated on the basis of the staff member's net base salary and post adjustment at the duty station of appointment or reassignment, at his/her grade and step on the actual date of appointment or reassignment, except that, in the case of "split" payments of the lump sum (as described in para. 13 (a) (ii) below), the second lump-sum payment will be computed on the basis of the emoluments applicable at the time that payment falls due.

12. Payment of the lump sum is not linked to the travel of the staff member's dependants to the duty station. As such, the lump sum payable to a staff member with recognized dependants will be based on his/her emoluments at the dependency rate, whether or not the dependants travel to the duty station.

13. In accordance with the revised categorization of duty stations under the new mobility and hardship scheme, the lump-sum portion is payable as follows:

- (a) For A-E category duty stations:
 - (i) If the staff member does not have an entitlement to removal of household effects to the duty station and the duration of his/her assignment is expected to be of one year or more but less than three years, he/she will receive a lump-sum payment equivalent to one month's net base salary and post adjustment, where appropriate;
 - (ii) In the case of a staff member without a removal entitlement and the duration of his/her assignment to a duty station is expected to be of three years or more, the lump sum payable will be two months' net base salary and post adjustment, where appropriate. If an assignment of less than three years is extended to three years or more, the staff member will receive a second one-month lump-sum payment;
 - (iii) If a staff member has an entitlement to removal of household goods and is appointed or reassigned to a category A-E duty station, he/she will receive a lump-sum payment of one month's net base salary and post adjustment, where appropriate;

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- (b) For H category duty stations:
 - (i) The lump-sum portion is not payable to a staff member with an entitlement to removal of household goods who is appointed or reassigned to a duty station in category H;
 - (ii) A staff member without an entitlement to full household removal will receive a lump-sum payment of one month's net base salary and post adjustment, where appropriate.

14. To summarize, the assignment grant is payable as follows:

SUMMARY OF ASSIGNMENT GRANT

DSA portion

	<u>Duty stations category A-E</u>	<u>Duty stations category H</u>
FOR BOTH REMOVAL AND NON-REMOVAL CASES	30 days' DSA plus 30 days' DSA at half the DSA rate for each eligible family member for whom travel has been paid by the Organization	30 days' DSA plus 30 days' DSA at half the DSA rate for each eligible family member for whom travel has been paid by the Organization

PLUS

Lump-sum portion

	<u>Duty stations category A-E</u>	<u>Duty stations category H</u>
FOR NON-REMOVAL CASES ONLY	For assignments of 1 year or more, but less than 3 years, 1 month's lump sum is payable For assignments that are expected to be of a duration of 3 years or more, 2 months' lump sum is payable If an assignment of less than 3 years' duration is subsequently extended to 3 years or more, a second 1-month lump sum is payable at the beginning of the third year	1 month's lump sum
FOR REMOVAL CASES ONLY	1 month's lump sum	No lump sum payable

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IV. TIMING OF PAYMENTS

A. DSA portion

15. The DSA portion of the grant is normally payable upon arrival at the duty station. In the case of a staff member appointed or reassigned to a duty station for less than one year with payment of daily subsistence allowance (under staff rule 103.7 (d) (ii)), whose appointment or assignment is subsequently extended to one year or more, the DSA portion of the grant will be payable as from the date of conversion to longer-term status subject to the conditions established in paragraph 21 below.

B. Lump-sum portion

16. Depending on the anticipated duration of an assignment, the lump-sum portion of the assignment grant may be paid up to three months in advance of a staff member's travel to the new duty station. The amount of such an advance payment should not exceed 80 per cent of the established amount at the time the advance payment is effected. The releasing office should ensure that the receiving office is notified of this advance payment in order that the necessary adjustments can be made upon the staff member's arrival at the new duty station.

17. No advance against the lump-sum portion is to be made in the case of an initial appointment, in which case it is payable upon arrival of the staff member at the duty station.

V. CURRENCY OF PAYMENT

18. The DSA portion of the assignment grant is normally payable in the local currency of the duty station. Exceptionally, the DSA portion or part thereof may be paid in convertible currency if the staff member is able to demonstrate that the hotel requires payment in convertible currency.

19. The lump-sum portion is payable in convertible currency.

VI. PAYMENT OF ASSIGNMENT GRANT WHEN BOTH HUSBAND AND WIFE
ARE STAFF MEMBERS

20. Where both husband and wife are staff members within the United Nations common system and travel at the expense of the Organization to:

(a) The same duty station:

(i) Each staff member will receive a DSA portion of 30 days' DSA applicable at the duty station;

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- (ii) The DSA portion in respect of dependent children travelling to the duty station normally will be paid to the staff member on whom they are recognized as being dependent;
 - (iii) Only one lump-sum portion (either one or two months' emoluments) will be payable, based normally on the salary and post adjustment of the higher-graded staff member. However, depending on the dependency status and the expected duration of each spouse's assignment, the lump-sum entitlement may be paid to the spouse whose status yields the higher entitlement;
 - (iv) Cases where the spouses travel separately to the duty station will be dealt with on a case-by-case basis, using the above provisions as a framework;
- (b) Different duty stations:
- (i) Each staff member will receive the DSA portion of the grant applicable to his/her respective duty station and status (in terms of grade, step, dependency or single rate, and assignment length);
 - (ii) The DSA portion in respect of dependent children travelling to the duty station will normally be paid to the staff member on whom they are recognized as being dependent. Cases where a child travels to the duty station to reside with the other parent will be dealt with on a case-by-case basis;
 - (iii) Each staff member will receive the lump-sum portion of the grant that is applicable to his/her situation (in terms of grade, step, dependency status, length of assignment, etc.).

VII. EXTENSION OF STAFF MEMBERS' APPOINTMENT OR ASSIGNMENT TO ONE YEAR OR MORE

21. If the appointment or assignment of a staff member initially of less than one year with payment of daily subsistence allowance is subsequently extended to one year or more and such subsistence payment is discontinued, the staff member will be entitled to the assignment grant (both lump-sum and DSA portions) subject to the following conditions:

- (a) The total expected period of service at the duty station as a result of the conversion will be at least 12 months;
- (b) The extension occurs at least six months prior to the expected end of the assignment at the duty station.

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VIII. RECRUITMENT OR REASSIGNMENT WITHIN THE COUNTRY OF THE DUTY STATION

22. The assignment grant will normally not be payable if the staff member's place of recruitment is the duty station, since no travel is involved.
23. Notwithstanding the above, the assignment grant may exceptionally be paid (in full or in part) in such cases where it can be demonstrated that the staff member has had to change dwelling as the result of the appointment (such as moving out of a house provided by his/her Government).
24. In cases of promotion from the General Service or conversion from the National Professional category to the Professional category, an assignment grant will be payable only when such promotion or conversion involves a change of duty station.
25. Internationally recruited staff who are transferred from one duty station to another within the same country will be entitled to the assignment grant (DSA portion and, where applicable, the lump sum), provided that the transfer necessitates a change of dwelling.

IX. EXTENDED ASSIGNMENT GRANT

26. The normal 30-day DSA portion of the assignment grant may be extended under conditions established by the Secretary-General up to a maximum of 90 days. The amount of the DSA portion of the grant during the extended period will be up to 60 per cent of the appropriate prevailing rate.
27. The extended assignment grant is not payable at duty stations in category H.

X. RECOVERY/ADJUSTMENT OF ADVANCE PAYMENT OF ASSIGNMENT GRANT DUE TO REDUCTION IN PERIOD OF SERVICE AT THE DUTY STATION

28. When a reduction in the expected period of service at the duty station occurs, recovery or adjustment of this payment will be calculated as follows:

(a) DSA portion: The DSA portion of the grant that is payable at the duty station will normally not be recoverable;

(b) Lump-sum portion: In cases where the staff member has not completed the period of service in respect of which the lump-sum portion of the assignment grant has been paid, the lump-sum portion of the grant will be adjusted/recovered on a pro-rata basis. Discretionary judgement may be exercised by the Secretary-General in situations warranting exceptions for compelling and/or compassionate reasons (e.g., health).

29. The lump-sum portion of the grant will be adjusted/recovered on a pro-rated basis under the following circumstances and in the following manner:

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(a) When one-month lump sum has been paid and the completed period of service at the duty station is less than one year, the lump-sum portion of the grant will be pro-rated and recovered/adjusted in the proportion that the period of service at the duty station bears to one year. The one-month lump sum will not be recovered/adjusted if the staff member completes his/her first year of service at the duty station;

(b) When two months' lump sum has been paid and the completed period of service at the duty station is less than three years, the lump sum will be adjusted/recovered as follows:

- (i) If the period of service at the duty station is less than one year, the first month's lump sum will be pro-rated and recovered/adjusted in the proportion that the period of service bears to the first year (12 months) of assignment. The second month's lump sum will be recovered in full;
- (ii) If the period of service at the duty station is one year or more but less than two years, there will be no recovery in respect of the first month's lump sum, but the second month's lump sum will be recovered in full;
- (iii) If the period of service at the duty station is more than two years but less than three years, there will be no recovery in respect of the first month's lump sum, but the second month's lump sum will be pro-rated and recovered/adjusted in the proportion that the period of service in the third year of assignment (i.e., period exceeding 24 months) bears to the third year (12 months) of assignment;
- (iv) If the period of service at the duty station is three years or more, the lump sum will not be recovered/adjusted.

30. These arrangements are summarized as follows:

<u>Amount paid</u>	<u>Period of completed service</u>	<u>Recovery/adjustment</u>
1 month	Less than 1 year	On a 1-to-12 basis
1 month	1 year or more but less than 2 years	No recovery
2 months	Less than 1 year	On a 1-to-12 basis in respect of the first month and full recovery of the second month
2 months	1 year or more but less than 2 years	No recovery in respect of the first month but full recovery of the second month

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<u>Amount paid</u>	<u>Period of completed service</u>	<u>Recovery/adjustment</u>
2 months	More than 2 years but less than 3 years	No recovery in respect of the first month and pro-rated recovery of the second month on a 1-to-12 basis
2 months	More than 3 years	No recovery

XI. PROVISION OF FULLY FURNISHED ACCOMMODATION

31. The provision of fully furnished accommodation should not preclude payment of the grant or lead to a reduction in the amounts payable for this entitlement.

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32. Staff rule 107.20 will be revised in due course to reflect the new assignment grant entitlement.

33. Administrative instructions ST/AI/303 and ST/AI/312 and Amend.1 are hereby superseded.

Notes

1/ Official Records of the General Assembly, Forty-fourth Session, Supplement No. 30 (A/44/30).
