

RELOCATION CHECKLIST

for staff at the Professional and Director categories

I. Selection for a job opening

	Receive written notification of selection for a position with the United Nations Secretariat.
	Confirm continued interest in writing, preferably by e-mail within 5 business days.
	Consider possible arrangement with current employer (resignation, secondment, leave without pay).
	Receive name and contact details of the Human Resources or Executive Officer ("HRO") who is handling my on-boarding.

II. Offer of Appointment, background information and related actions

a) Offer of Appointment

✓	Action	Comments
	Receive a written Offer of Appointment outlining my compensation package ("Statement of Emolument") from your HRO.	<p>Detailed information is available online:</p> <ul style="list-style-type: none"> • Human resources information: http://www.hr.un.org • The UN Pension Fund: http://www.unjspf.org • Duty station classification: http://lcsc.un.org <p>The Statement of Emolument is based on information provided in your application and may be revised if new information is presented.</p>
	Return response to the Offer of Appointment within 7 days.	Consult with the HRO on any topic that may not be clear to you prior to signing the offer.

b) Forms/documents and related actions

Receive, complete and return the following forms/documents which are a pre-requisite for appointment to the position:

<p>Instructions on Verification of Academic Qualification and Work Experience and Authorization for Release on Information for Verification of Academic Qualifications and Work Experience</p>	<p>Ensure that each of the educational institutions and employers has submitted the required information.</p>
<p>Shipment Option or Relocation Grant form (if applicable). The HRO will provide information in the General information on Conditions of Service on the weight or volume maxima of my shipment entitlement, particularly with respect to animals and vehicles.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Option 1: <u>Relocation Grant (lump-sum option for unaccompanied shipment) – applicable to appointments of 1 year of longer and to movements involving a change in country upon initial appointment, reassignment/transfer and separation from service.</u> <input type="checkbox"/> Option 2: <u>Unaccompanied shipment – applicable to appointments of 1 year or longer</u> <input type="checkbox"/> Option 3: <u>Full Removal – only applicable for appointments of two years or longer to category H duty stations (exercising this option affects other entitlements)</u> <p>*Options 2 and 3 require the submission of an itemised list of personal effects.</p>
<p>Medical Exam Form and Medical Lab Form</p>	<p>Arrange an examination by an authorized physician from the list provided to you with the letter of appointment (if available) or your own physician, and return the duly completed forms directly to the UN Medical Service. Complete the required immunizations and inoculations.</p>
<p>Designation of Beneficiary form</p>	<p>Return the duly completed beneficiary form and obtain the signature of an eligible witness upon reporting for duty during the induction with the HRO/Assistant in line with the instructions on the form.</p>
<p>Application for Issuance of a UN Laissez-Passer (LP) form together with a passport size photo in</p>	<p>Applicable to individuals who require a UNLP to travel to the duty station. If not required for the initial travel, LP can be issued after arrival.</p>

	the appropriate format, if applicable
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III. Other documents and forms

a) Submit copies of the following documents (scanned documents are fine, but originals will have to be presented upon arrival):

	First four pages of valid national passport (certain duty stations may require more information from the national passports and/or copy of the entry visas)
	Birth certificate for the staff member and each eligible dependant, first four pages of valid national passport for each dependent (certain duty stations may require more information from the national passports and/or copy of the entry visas)
	Marriage certificate (or personal status documents) and first four pages of the spouse's valid national passport (if applicable)(certain duty stations may require more information from the national passports and/or copy of the entry visas)
	Divorce certificate and custody documents (if applicable)

IV. Confirmations

Complete the following prior to commencing travel or to be appointed to the position:

	Reference checks (as confirmed by the HRO).
	Medical clearance
	Signed "Offer of Appointment" has been accepted and confirmed
	Resignation/Secondment/leave without pay from current employer (if applicable)
	Receive UNLP (if applicable)
	Obtain visa(s) for transit countries and for the country of my final destination (as applicable)
	Mandatory online basic and advanced security courses and submit completion certificates (if required in advance – not required in

	Headquarters duty stations)
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V. Travel-related steps

Upon submission of the documents/forms listed in II b) and III above and confirmation of the items under IV above, appointment travel is arranged by the United Nations. Prior to traveling, ensure that you:

	Receive and confirm a tentative itinerary and understand that expenses related to any deviation from the authorized route, mode of transportation and standard of travel are to be borne by the staff member.
	Know that the United Nations will reimburse me for one extra bag up to 25 kg of Excess Baggage per authorized traveller upon submission of invoice and proof of payment.
	Have a copy of the travel authorization.
	Have an e-ticket with the confirmed itinerary.
	Have a UN security clearance for this travel (if applicable).
	Know whether you will be met at the airport by an official UN driver (only applicable to certain duty stations).
	Received information on hotels for temporary accommodations, real estate agents for long term housing, and designated residential zones (if applicable).
	Have sufficient cash to cover expenses in the first few weeks at the new duty station, taking into consideration that at some duty stations traveller's cheques and credit cards are not accepted.
	Have two extra passport size photos, which may be required for the visa/residence permit upon arrival.
	Keep the following documents for submission upon arrival (with F.10 Travel Claim Form): <ul style="list-style-type: none"> • used boarding passes of all travelers, • receipt of payment of up to 25 kg Excess Baggage (EGB) per traveler (if applicable) • receipt of payment of airport tax (if applicable) • receipt of payment of the medical exam

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VI. Preparing for my new duty station

	<p>Your HRO shall provide you with information on the duty station, that includes information on topics such as:</p> <ul style="list-style-type: none"> • Expat benefits, for example the conditions for VAT-free purchases; • Spouse employment; • Employment of domestic help; • Medical facilities; • Recreation facilities; • List of UN-approved doctors and hospitals; • Child care facilities and international schools; • Public transportation; • Driver's licence.
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VII. Upon arrival to the duty station

Upon arrival to the duty station, contact the HRO/Assistant who shall initiate your check in process, including:

	Receive the HR induction briefing (including information regarding allowances and benefits applicable to your personal situation such as Dependency Allowance, Education Grant, Danger Pay (if applicable), Home Leave and Family Visit, Rental Subsidy, Rest and Recuperation (if applicable)).
	Receive a copy of the Personnel Action (PA) and Letter of Appointment (normally takes about 1-2 weeks to be processed)
	Receive a briefing on Health and Life Insurance matters, Pension Fund, Medical and Staff Welfare issues.
	Register with one of the Health Insurance Schemes offered and with the United Nations Pension Fund upon receipt of the PA.
	Receive information about the UN medical facilities at the duty station.
	Receive information about the availability of Staff Counselling.
	Receive information about the Staff Union.

	Receive information about the Ombudsman (www.un.org/ombudsman), the Ethics Office and the system of Administration of Justice.
	Receive information about office hours, leave entitlements and official holidays and the focal point for Time & Attendance.
	Receive information about the performance management system and find out who your First and Second Reporting Officers are.
	Receive information about available staff development and training programmes, including language and online courses.
	Receive information about the local Career Resource Centre (if applicable).
	Receive information about iSeek and the local Intranet site and know about official and private bulletin boards.
	Receive information about facilities at the duty station, including cafeteria, garage/parking administration, duty-free shopping, spouse employment, employment of domestic help, medical facilities, recreation facilities, list of UN-approved doctors and hospitals, child care and international schools, public transportation, etc.
	Receive a UN ID card and UN vehicle permit (if applicable)
	Receive UN e-mail account and ensure inclusion in the appropriate mailing lists.
	Receive a PIN to make international telephone calls.
	Sign for UN property received (such as a mobile phone, copy machine, helmet, etc.).
	Receive information about local banks and opening a bank account. Receive documentation required to open a bank account.
	Provide bank details to the HRO for payment of the Assignment Grant (an amount equal to one month of net salary + 30 days DSA + 30 days DSA at half rate for each dependent) and Relocation Grant in lieu of shipment (if applicable).
	Complete and submit the "Authorization for direct Deposit of Salary" form (F.48) (applicable to UNHQ staff only)
	Provide a Salary Distribution Form (F.248) to the HRO (applicable to staff members in the field only).
	Receive information on MORSS (Minimum Operating Residential Security Standards) and other security measures, as applicable.
	Confirm that place of Home Leave has been established (if applicable).
	Make arrangements for proper residence permit in the duty station (if applicable) (you may also wish to register with your national Embassy in the country of your duty station).
	US citizen or US Permanent Resident - obtain guidance on US tax procedures and provide the UN Tax Unit with Social Security Number.

	Complete and submit the Rental Subsidy form, if applicable.
	Complete and submit the Education Grant claim/request for advance for children, (if applicable).
	Review the Secretary-General's Bulletin on "Financial Disclosure and Declaration of Interest Statements" (ST/SGB/2006/6)
	Basic and Advanced (if applicable) Security in the Field online course at: https://training.dss.un.org/courses/login/index.php
	<p>Ensure completion of mandatory courses:</p> <ul style="list-style-type: none"> (1) Basic and Advanced (if applicable) Security in the Field online course at: https://training.dss.un.org/courses/login/index.php (2) Ethics and integrity in the United Nations at: http://inspira.un.org – LMS1796 (3) Prevention of Workplace Harassment, Sexual Harassment and Abuse of Authority (ST/SGB/2006/20 and ST/SGB/2008/5) at: http://inspira.un.org – LMS1116 (4) HIV/AIDS Orientation Session: Instructor-led programme upon arrival at the duty station (5) Information Security Awareness Foundational at: http://inspira.un.org – LMS1833/1834/1835