



HR Information Sheet

UMOJA USERS

AUTHORITATIVE SOURCE DOCUMENTS

- **Staff Rule 7.15 – Excess baggage and unaccompanied shipments**
- **Staff Rule 7.16 – Relocation Shipment**
- **ST/AI/2016/4 – Excess baggage, shipments and insurance**

Shipment options upon appointment or change of duty station

For Staff



Internationally recruited staff members may be eligible for the shipment of personal effects and household goods for themselves and eligible family members (spouse and children), when applicable.



What

Shipping entitlements depend on the duration and duty station of assignment, as well as the personal status of a staff member.

1. **Relocation Shipment**

On initial appointment or change of duty station to an “H” (headquarters) duty station for a period of two years or longer, an internationally recruited staff member may be entitled to a relocation shipment for full removal of personal effects and household goods, which comprise:

- A standard 20-foot container (equivalent to 33.2 cubic metres) for a staff member without a spouse or dependent child; or
- A standard 40 foot container (equivalent to 67.7 cubic metres) for a staff member with a spouse or dependent child residing at the official duty station.

The same entitlement is provided on change to another “H” duty station for a period of two years or longer, and on separation from service when the staff member completed at least two years of service.

2. **Unaccompanied Shipment (a) One-year or more**

On initial appointment or change of duty station when the appointment or assignment is for a period of one year or longer and the internationally recruited staff member is not entitled to relocation shipment (i.e. non-“H” duty station or less than two years at “H” duty station), the Organization pays for the shipment of personal effects up to:

- 1,000kgs (or 6.23 cubic metres) for a staff member,
- 500kgs (or 3.11 cubic metres) for the first eligible family member residing at the official duty station, and
- 300kgs (or 1.87 cubic metres) for each additional family member travelled to the duty station by the Organization.

LINKS & SUPPORT



[HR Handbook](#)



[Online Support](#)



[Contact your HR Partner](#)

Disclaimer: This presentation (or document) is intended for informational purposes only. The UN Staff Rules and Regulations and Administrative issuances are the authoritative documents on this topic.

July 2016

The same entitlement is provided on subsequent change of duty station for a period of one year or longer (except for two-year assignments at H duty stations as noted under Relocation Shipment above), and on separation from service.

(b) Less than one year

For temporary appointments and assignments to a new duty station for less than one year, the shipping entitlement is 100 kgs (or 0.62 cubic metres).

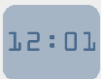
3. Relocation Grant

In lieu of the relocation shipment or unaccompanied shipment, the staff member may opt for the relocation grant – see *HR Information Sheet on Relocation Grant*, which provides the details of this option.



Why

The shipment entitlement is made available for eligible staff to transport and facilitate the importation of personal items, furniture and home goods as a result of relocation on initial appointment or assignment to a different duty station.



When

Shipment options apply when the Organization pays for the staff member's travel including on initial appointment, assignment, change of duty station, or separation from service.



Where

The HR Partner will advise staff members on their shipping entitlement and when they should create a shipment request through the Employee Self Service (ESS) portal in Umoja.



How*

1. The staff member indicates the shipment option in the travel request on the ESS Portal, which is routed to the HR Partner and the Travel Unit.
2. The staff member creates a separate shipment request in the ESS Portal, which is routed to the Shipping Unit.
3. The Shipping Unit will review the staff member's request, approve as appropriate and communicate with the shipping company.
4. The shipping company will contact the staff member, who will agree on a suitable packing and pick up schedule.
5. The Shipping Unit also provides advice on **insurance** for shipments, for which the staff member will need to provide a detailed inventory with cost of each item.

LINKS & SUPPORT



[HR Handbook](#)



[Online Support](#)



[Contact your HR Partner](#)

Disclaimer: This presentation (or document) is intended for informational purposes only. The UN Staff Rules and Regulations and Administrative issuances are the authoritative documents on this topic.

July 2016