


United Nations  Nations Unies  
INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

TO: All Executive Officers at Headquarters and Chiefs of  
A: Administration at Offices away from Headquarters

DATE: 27 July 2017

REFERENCE: 2-61-1

FROM: Geraldine Gourves-Fromigue, Chief   
DE: Policy and Conditions of Service Section, HRPS/OHRM

SUBJECT: **Designation of duty stations for purposes of**  
OBJET: **Rest & Recuperation (R & R)**

1. Following inter-agency consultations, the Office of Human Resources Management approves, as per the attached list, the UN Secretariat duty stations which qualify for R&R as well as the frequency and designation of the R&R destinations effective 1 July 2017. This approval is valid until 31 December 2017.
2. In cases where the R&R frequency has been discontinued or prolonged (e.g. changed from 4 to 6 weeks, 6 to 8 weeks, or 8 to 12 weeks), staff members assigned to those duty stations may take one R&R travel based on the previous frequency, provided that the staff member was accruing qualifying service credits towards their next R&R before 1 July 2017. The new R&R frequency is applicable upon the staff member's or other eligible individual's return to the duty station.
3. Please be reminded that in the case security or severe hardship conditions improve or deteriorate at specific duty stations during the course of the year, the duration of the period of qualifying service (frequency) may be adjusted by OHRM following inter-agency consultations. Similarly, significant changes in a duty station environment may result in the approval or discontinuation of R&R.

**Consolidated list of duty stations approved by OHRM for rest and recuperation (R & R)  
(as of 01 July 2017)**

<b>Duty Station</b>	<b>Frequency</b>	<b>R &amp; R Destination</b>
<b>AFGHANISTAN</b>		
Entire country	6 weeks	Dubai
<b>ALGERIA</b>		
Tindouf	8 weeks	Algiers
<b>BURKINA FASO</b>		
Djibo, Dori	12 weeks	Ouagadougou
<b>BURUNDI</b>		
Bujumbura, Gitega, Makamba, Ngozi	8 weeks	Nairobi
<b>CAMEROON</b>		
Maroua, Kousseri	6 weeks	Yaoundé
Ngaoundere	12 weeks	Yaoundé
<b>CENTRAL AFRICAN REPUBLIC</b>		
Entire country	6 weeks	Yaoundé
<b>CHAD</b>		
Baga Sola, Bol	6 weeks	Addis Ababa
Abeche, Farchana, Goré, Gozbeida, Mao, N'Djamena, Sarh	8 weeks	Addis Ababa
<b>COLOMBIA</b>		
Betania, Caño Indio, Carrizal, Charras, El Carmen, El Ceral, El Jordán, Filipinas, Gallo, La Fila, La Florida, La Guajira, La Plancha, La Pradera, La Reforma, La Variante, Las Colinas, Llano Grande, Los Monos, Miravalle, Monterredondo, Pondores, San José de Oriente, Santa Lucía, Vidrí, Yari	8 weeks	Bogota
Mocoa, Quibdo	12 weeks	Bogota
<b>COTE D'IVOIRE</b>		
Entire country except Abidjan and Yamoussoukro	8 weeks	Accra
<b>DEMOCRATIC REPUBLIC OF THE CONGO</b>		
Aru, Bendera, Beni, Bili, Binyampuri, Bunia, Butembo, Doruma, Dungu, Fizi, Isiro, Ituri, Kabare, Kalehe, Kalemie, Kamanyola, Kanyabayonga, Katale, Kilembwe, Kitshanga, Kiwanja, Kongolo, Loufu, Lulimba, Masisi, Mahagi, Mboko, Minebwe, Minova, Mitwaba, Moba, Mubambiro, Mwenge, Ngungu, Nioki, Nyabiomdo, Nyamilima, Nyanzale, Nyunzu, Pinga, Pweto, Rwindi, Rutshuru, Sake, Sange, Shabunda, Tongo, Uvira, Walikale, Walungu	6 weeks	Entebbe
Bandundu, Buburu, Bukavu, Gemena, Goma, Kahemba, Kamina, Kananga, Kenge, Kikwit, Kimpese, Kimvula, Kindu, Kisangani, Kisenge, Matadi, Mbandaka, Mbuji-	8 weeks	Entebbe

Mayi, Muanda, Ngidinga, Zongo		
Lubumbashi	12 weeks	Entebbe
<b>DEMOCRATIC PEOPLE'S REPUBLIC OF KOREA*</b>		
Pyongyang	8 weeks	Beijing
<b>ETHIOPIA</b>		
Dimma, Kebridehar, Nyien-Yan	6 weeks	Addis Ababa
Jijiga, Jimma	8 weeks	Addis Ababa
<b>GAZA</b>		
Gaza (entire)	8 weeks	Amman
<b>GUINEA</b>		
Nzerekore	12 weeks	Accra
<b>GUINEA BISSAU</b>		
Bafata, <sup>1</sup> Bissau, Buba	12 weeks	Accra
<b>HAITI</b>		
Entire country	8 weeks	Santo Domingo
<b>IRAQ</b>		
Al-Shirqat, Bajii, Baghdad, Fallujah, Kalar, Kirkuk, Qayyarah, Makhmur, Mosul	4 weeks	Amman
Basrah, Dohuk, Karbala, Maysan, Ramadi	6 weeks	Amman
Erbil, Najaf, Sulaymaniah	8 weeks	Amman
<b>KENYA</b>		
Dadaab, Liboi, Wajir,	6 weeks	Nairobi
Kakuma	8 weeks	Nairobi
<b>KYRGYZSTAN</b>		
Osh	8 weeks	Istanbul
<b>LIBERIA</b>		
Entire country	8 weeks	Accra
<b>LIBYA</b>		
Entire country	6 weeks	Malta
<b>MALI</b>		
Gao, Kidal, Menaka, Tesalit, Tombouctou	4 weeks	Dakar
Mopti	6 weeks	Dakar
Bamako, Kayes	8 weeks	Dakar
<b>MYANMAR</b>		
Sittwe	8 weeks	Yangon
Myitkyina (Kachin State), Lashio	12 weeks	Yangon

<sup>1</sup> Rest and Recuperation cycle effective until 30 November 2017

<b>NIGER</b>		
Agades, Diffa	6 weeks	Niamey
Maradi, Tahoua, Zinder	12 weeks	Niamey
<b>NIGERIA</b>		
Damaturu, Maiduguri	6 weeks	Accra
Bauchi, Gombe, Kaduna, Yola	8 weeks	Accra
Akura	12 weeks	Accra
<b>OCCUPIED SYRIAN GOLAN</b>		
Occupied Syrian Golan	8 weeks	Amman
<b>PAKISTAN</b>		
Peshawar, Quetta	6 weeks	Dubai
Islamabad, Karachi, Lahore	8 weeks	Dubai
<b>PAPUA NEW GUINEA</b>		
Port Moresby	12 weeks	Brisbane
<b>PHILIPPINES</b>		
Cotabato City	8 weeks	Manila
Cateel, Guian	12 weeks	Manila
<b>SIERRA LEONE</b>		
Entire country except Freetown	12 weeks	Accra
<b>SOMALIA</b>		
Baidao, Belet Uen, Boosaaso, Dholbley, Dollow, Galkacyo, Garowe, Jowhar, Kisimaio, Mogadiscio, Wajid	4 weeks	Nairobi
Hargeisa	6 weeks	Nairobi
<b>SOUTH SUDAN</b>		
Bentiu, Bor, Juba, Kapoeta, Kwacjok, Malakal, Melut, Mingkaman, Mundri, Pibor, Rumbek, Torit, Wau, and Yirol, Yambio	6 weeks	Entebbe
Aweil, Gokmachar,	8 weeks	Entebbe
<b>SRI LANKA</b>		
Kilinochichi	12 weeks	Colombo
<b>SUDAN</b>		
Abyei, Buram (S.Darfur), Ed Da'ain (Darfur), El Fasher (Darfur), El Fula, El Geneima (Darfur), Forobaranga (W.Darfur), Gereida (S.Darfur), Habila (W.Darfur), Kabkabiya (Darfur), Kadugli, Kass (Darfur), Khor Abeche (S.Darfur), Khor Omer, Kutum (Darfur), Korma, Labado (S.Darfur), Malha (N.Darfur), Mallit (N.Darfur), Masteri (W.Darfur), Morni (W.Darfur), Muglad (Southern Kordofan), Muhajiriya (W. Darfur), Mukjar (Darfur), Nertiti (W.Darfur), Nyala (Darfur), Saraf Omra/Umra (N.Darfur), Shangal Tobaye (N.Darfur), Sheiria (S.Darfur), Tawila (Tawilah) (N.Darfur), Tine (W.Darfur), Um Baro (W.Darfur), Um Kaddada (N.Darfur), Zalingei (Darfur), Zam Zam (N.Darfur)	6 weeks	Entebbe

Damazine	8 weeks	Entebbe
<b>SYRIA</b>		
Entire country (excluding the Alpha side of the UNDOF area of operations)	4 weeks	Amman
<b>UGANDA</b>		
Moroto	8 weeks	Kampala
Kitgum	12 weeks	Kampala
<b>UKRAINE</b>		
Donestk, Kramatorsk, Luhansk, Mariupol, Servodonetsk, Sloviansk	8 weeks	Kiev
<b>VENEZUELA</b>		
Guasualito	12 weeks	Bogota
<b>WEST BANK</b>		
Ramallah	8 weeks	Amman
<b>YEMEN</b>		
Aden, Sana'a, Sa'ada, Ibb	4 weeks	Larnaca
Haradh, Lahj, Taiz	6 weeks	Larnaca



**Fw: OICT Requests For Service Completion Notification SR ID:  
RFS-1-5003709301**

**Alexandru Tomescu** to: Maria Margareth Baccay  
Cc: Michael Jamison

28/07/2017 10:52 AM

Hi Margie,

Please see below. As mentioned in the other email, the intern should use:

User name: Intern Psu1/NY/UNO  
PSW: 0724Newpass

Best regards,

Alexandru Tomescu  
Office of the Assistant Secretary-General  
for Human Resources Management  
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Contact Agent

Contact Manager

**Summary:**

Request for: RFS - Email Account Requests (OICT.35...

**Description:**

Dear Help Desk,  
Please create a Lotus Notes account for generic mail box PSU1. The user currently has webmail only.  
Thank you.

**Form Data:**

Access Type: Notes Client and Webmail  
Action Requested: Create  
First Name: PSU  
Middle Initial:  
Last Name: 1  
Temporary?: No  
Start Date:  
End Date:  
Delete or Disable Account:  
Forward From:  
Forward To:

**Date Opened:**

21/07/2017 04:38 PM

**Requested Item:**

RFS - Email Account Requests (OICT.3...

**Status:**

Resolved

**Sub Status:**

26/07/2017 04:40:51 |

Type: WO Closure

25/07/2017 09:15:50 |

Type: Email

Sent by: OICT RFS G