

## Appendix H

### TRANSPORTATION OF PERSONAL EFFECTS AND HOUSEHOLD GOODS

#### *1. Definitions*

For the purposes of these provisions:

- (a) "Excess baggage" shall mean baggage in excess of the weight or volume carried without charge by transportation companies;
- (b) "Personal effects and household goods" shall include all effects and goods normally required for personal or household use provided that animals, boats, cars, motor cycles, trailers and other power-assisted conveyances shall in no case be considered as such effects and goods.

#### *2. Excess baggage*

- (a) Staff members travelling by air economy class or its equivalent shall be entitled to payment of excess baggage for themselves and their eligible family members to the extent of the difference between the free baggage allowance by first class and by economy class or its equivalent.
- (b) When baggage is carried without charge by one transportation company, but considered as excess by a company furnishing subsequent transportation other than by air, the traveller may be reimbursed for the charges involved provided he or she obtains a statement from the company making the charges that the baggage was considered as excess.
- (c) Charges for excess baggage by air, other than those authorized under paragraph (a) above, shall not be reimbursable unless, in the opinion of the Director-General, the circumstances under which the staff member is travelling are of a sufficiently exceptional and compelling nature to warrant such reimbursement.

#### *3. Unaccompanied shipments*

- (a) On travel on home leave, family visit or education grant, when the authorized travel is by air or by land, charges for unaccompanied shipment of personal baggage may be reimbursed up to a maximum, including the net weight or volume of packing but excluding crating and lift vans, of:
  - (i) 50 kg (110 lb) or 0.31 cubic metres (11 cubic feet) by surface means per person in respect of each journey, except as provided in subparagraph (ii) below. At the request of the staff member, this entitlement may be converted to an additional 10 kg of accompanied excess baggage or its equivalent as established by the Director-General;
  - (ii) 200 kg (400 lb) or 1.24 cubic metres (44 cubic feet) by surface means for travel on education grant in respect of the first outward journey to, or the final return journey from, an educational institution.
- (b) On travel on appointment or assignment for less than one year or on separation from service in the case of an appointment for less than one year, staff members, including project personnel in short-term status, may be authorized to ship personal effects at the Organization's expense by the most economical means, as determined by the Director-General, up to a maximum of 100 kg (220 lb) or 0.62 cubic metres (22 cubic feet), including the weight or volume of packing but excluding crating and lift vans. Where the appointment or assignment is extended for a total period of one year or more, the staff member shall be paid expenses for an additional shipment of personal effects and household goods up to the maximum entitlements established in subparagraph (c) below.

(c) On travel on appointment or assignment for one year or more, on transfer or on separation from service in the case of an appointment for one year or more, where no entitlement to removal costs exists under rule 109.12, staff members, including project personnel in intermediate-term or long-term status, shall be paid expenses incurred in transporting personal effects and household goods by the most economical means, as determined by the Director-General, up to a maximum, including the weight or volume of packing but excluding crating and lift vans, of:

- (i) 1,000 kg (2,200 lb) or 6.23 cubic metres (220 cubic feet) for the staff member;
- (ii) 500 kg (1,100 lb) or 3.11 cubic metres (110 cubic feet) for the first family member;
- (iii) 300 kg (660 lb) or 1.87 cubic metres (66 cubic feet) for each additional family member

authorized to travel at the expense of the Organization.

(d) On travel on appointment, assignment, transfer or separation from service, where entitlement to removal costs does exist under rule 109.12, a staff member shall be paid expenses incurred in transporting a reasonable amount of personal effects and household goods, as an advanced removal shipment, by the most economical means, as determined by the Director-General, up to a maximum, including the weight or volume of packing but excluding crating and lift vans, of:

- (i) 450 kg (990 lb) or 2.80 cubic metres (99 cubic feet) for the staff member;
- (ii) 300 kg (660 lb) or 1.87 cubic metres (66 cubic feet) for the first family member;
- (iii) 150 kg (330 lb) or 0.93 cubic metres (33 cubic feet) for each additional family member

authorized to travel at the expense of the Organization. The weight or volume of any shipment under this subparagraph shall be deducted from the maximum weight or volume to which the staff member is entitled under paragraph 4 below.

(e) Unaccompanied shipments shall normally be made in one consignment and shall be within the limit of costs of transportation between the places of departure and destination of the authorized travel of the staff member or his or her family members. Reasonable costs of packing, crating, cartage, or unpacking and uncrating of such shipments under subparagraphs (a)(ii), (b), (c) and (d) above will be reimbursed within the limits of authorized weight or volume but costs for the servicing, dismantling, installing or special packing of personal effects and household goods shall not be reimbursed. Storage and demurrage charges shall not be reimbursed unless, in the opinion of the Director-General, they are directly incidental to the transportation of the consignment.

(f) Where surface shipment under subparagraphs (a)(ii), (b), (c) or (d) above is the most economical means of transport, such shipment may be converted to air freight on the basis of one half of the weight or volume of the authorized surface entitlement when:

- (i) A staff member elects to convert the whole surface entitlement to air freight; or
- (ii) In the opinion of the Director-General, the conversion to air freight of a portion of the surface entitlement is necessary to meet urgent needs.

However, for shipments under subparagraph (c) above, a portion of the surface entitlement up to 10 per cent thereof may be converted to air freight, on the basis of the full weight or volume, except in case of separation from service or on appointment, assignment or transfer to Headquarters at Vienna or to a duty station in a city where the headquarters of one of the organizations participating in the United Nations common system is located. If the entitlement is under subparagraph (d) above, twice the weight or volume of the air freight shipment shall be deducted from the staff member's entitlement under paragraph 4 below.

(g) When the authorized travel is by air, the staff member may elect to convert the whole surface shipment relating to travel on home leave, family visit or education grant under subparagraph (a)(i) above to air freight on the basis of the one-half rule. No costs for packing, crating, unpacking and uncrating will be paid, but reasonable costs will be paid for cartage of such air freight shipments.

(h) Notwithstanding the one-half rule laid down in subparagraphs (f) and (g) above, conversion to air freight on the basis of the full weight or volume may be authorized in the following cases:

- (i) Where the cost of air freight is lower than surface shipment;
- (ii) Where there is an extraordinary risk of damage to, or loss of, the shipment in transit; or
- (iii) Where an excessive shipping delay is expected, particularly for shipment to land-locked countries.

However, for surface shipments under paragraph (a) above, conversion on the basis of the full weight or volume may be authorized only in the cases indicated in (i) and (ii) above.

#### ***4. Removal costs***

Payment by the Organization of removal costs under staff rule 109.12 shall be subject to the following considerations:

(a) The maximum weight and volume for which entitlement to removal at the Organization's expense exists shall be 4,890 kg (10,800 lb) or 30.58 cubic metres (1,080 cubic feet), including the weight or volume of packing but excluding crating and lift vans, for a staff member with no spouse or dependent child and 8,150 kg (18,000 lb) or 50.97 cubic metres (1,800 cubic feet) for a staff member with a spouse or dependent child residing at the official duty station. Higher maxima may be authorized if the staff member presents convincing evidence that his or her normal and necessary personal effects and household goods to be removed exceed those limits.

(b) Shipments under rule 109.12 and these provisions shall normally be made in one consignment. Reasonable costs of packing, crating, cartage, unpacking and uncrating of such shipments within the limits of the authorized weight or volume will be reimbursed, but costs for the servicing, dismantling, installing or special packing of personal effects and household goods shall not be reimbursed. Storage and demurrage charges shall not be reimbursed unless, in the opinion of the Director-General, they are directly incidental to the transportation of the consignment.

(c) Transportation of personal effects and household goods shall be by the most economical means, as determined by the Director-General, taking into account costs allowable under subparagraph (b) above.

(d) Where both husband and wife are staff members and each is entitled to removal of personal effects and household goods or to unaccompanied shipment under subparagraph 3(c) above, the maximum weight or volume that may be removed at the Organization's expense for both of them shall be that provided for a staff member with a spouse or dependent child residing at the official duty station.

(e) The Organization shall not pay removal costs in respect of staff recruited as project personnel under the 200 series Staff Rules.

#### ***5. Lump sum option in lieu of removal costs or unaccompanied shipments***

(a) As an alternative to the arrangements described under the unaccompanied shipments (paragraph (b) and (c) and under removal costs (paragraphs (a) to (e) above), eligible staff members under the 100 or 200 series to the Staff Rules, as applicable, will be given the option to choose between the standard entitlement or the lump sum payment.

- (i) **Lump sum for removal**, applies to staff members employed under the 100 series of the Staff Rules and eligible to full removal in accordance with Staff Rule 109.12 (a);
- (ii) **Lump sum for unaccompanied shipment** applies to staff members employed under the 100 or 200 series of the Staff Rules, and entitled under Staff Rule 109.11 or 209.11 to unaccompanied shipment. A lump sum for shipment at a lower rate will also be available for eligible staff members employed under the 100 or 200 of the Staff Rules with appointments or assignments of less than one year.

(b) The lump sum shall be paid at different rates for staff members with or without a spouse and/or

dependent children as set out by the Director-General.

(c) The lump sum is payable upon arrival at the duty station upon appointment, assignment or transfer, or upon separation from service. It is normally not subject to adjustment afterwards.

(d) The lump sum shall not be available on a partial basis. By opting for the lump sum, a staff member agrees to waive the entitlement to unaccompanied shipment or removal costs as well as any other related costs as set out in the present Appendix (Unaccompanied shipment, paragraphs (b) to (g) and Removal Costs, paragraphs (a) to (e)), that would otherwise apply. The Organization is not responsible for any delays in the arrival of personal effects or household goods or additional expenses that may be incurred or liabilities that may arise as a result of opting for the lump sum. It is the staff member's responsibility to take out appropriate insurance; the provisions of section 6 below do not apply to the lump sum option.

(e) The lump sum option shall not apply upon separation if the staff member resigns before completing the minimum years or months of service required to become eligible to the lump sum option.

(f) Entitlement to the lump sum in lieu of removal costs shall normally cease if the lump sum has not been claimed within one year of the date on which the staff member became entitled to removal costs.

(g) Entitlement to the lump sum in lieu of unaccompanied shipment shall normally cease if the lump sum has not been claimed a) within six months of the date on which the staff member became entitled to unaccompanied shipment for staff members with appointments of one year or more and b) within 2 months, for staff members appointed for less than a year.

(h) The provisions of Staff Rules 108.07 and 208.08 on compensation for loss of or damage to personal effects will not apply if the staff member selects the lump sum option.

## **6. Insurance**

(a) Staff members shall not be reimbursed for the cost of personal accident insurance or of insurance of accompanied personal baggage. Compensation may, however, be paid in respect of loss of, or damage to, accompanied personal baggage, in accordance with such arrangements as may be in force under rules 108.07 or 208.08. (b) In the case of unaccompanied shipments authorized under rule 109.11 or 209.11 and paragraph 3 above, except on home leave, family visit or education grant travel, insurance coverage shall be provided by the Organization as follows: for shipments under subparagraph 3(b), up to a maximum of \$US 2,000 for the staff member and for shipments under subparagraph 3(c) or (d), up to a maximum of:

- (i) \$US 16,000 for the staff member;
- (ii) \$US 8,000 for the first family member;
- (iii) \$US 4,800 for each additional family member.

Such insurance coverage shall not include articles of special value for which special premium rates are charged. The Organization shall not be responsible for the loss of, or damage to, unaccompanied baggage. When the unaccompanied shipment is in accordance with the entitlement for advance removal shipment authorized under subparagraph 3(d) above, the amount of the insurance coverage shall be deducted from the overall insurance entitlement authorized for removal shipments under subparagraph (c) below.

(c) The cost of insurance of personal effects and household goods in transit (excluding articles of special value for which special premium rates are charged) under paragraph 4 above shall be reimbursed, up to a maximum valuation of \$US 80,000 for a staff member with no spouse or dependent child and \$US 130,000 for a staff member with a spouse or dependent child residing at the official duty station. The Organization shall in no case be responsible for loss or damage.

(d) In the case of all shipments under subparagraphs 3(b), (c) or (d) or under paragraph 4 above, the staff member shall furnish the Organization, prior to shipment, with an itemized inventory in duplicate of all articles shipped, including all containers such as suitcases as well as their contents, and the replacement

value in United States dollars of each article in the shipment. If no inventory is furnished, no insurance coverage will be provided.

### ***7. Storage charges***

(a) When an internationally recruited staff member is assigned to a duty station where payment of the non-removal element of a mobility/hardship allowance, rather than payment of removal costs, is authorized, the Organization shall pay the costs for the storage of personal effects and household goods and other pertinent charges, including the cost of insurance up to a maximum of \$US 40,000 for a staff member with no spouse or dependent child and \$US 65,000 for a staff member with a spouse or dependent child, provided that:

- (i) The staff member is assigned from a duty station to which he or she enjoyed removal entitlement under rule 109.12(a) or would have enjoyed such entitlement had the staff member been recruited from outside the area of the duty station;
- (ii) The staff member is expected to return to the same duty station within four or eight years or the maximum duration set by the Director-General for service in the field;
- (iii) The quantity of personal effects and household goods stored does not exceed the difference between the maximum allowance under subparagraph 4(a) above and the amount actually shipped under paragraph 3 above. The maximum insurance value shall be reduced accordingly.

(b) Storage charges shall not be paid beyond the maximum number of years set by the Director-General for service in the field following the date of assignment.