

Appendix N

Hardship Allowance, Non-family Service Allowance and Mobility Incentive

1. Definitions

For the purposes of the present appendix,

(a) "Assignment" shall mean the appointment or reassignment of an internationally recruited staff member to a duty station for a period of one year or more;

(b) "Duty stations" shall be classified as follows:

(i) "H" duty stations, consisting of Headquarters, North American and European duty stations and similar designated locations;

(ii) All other duty stations, or field duty stations, which are further divided into the categories: "A", "B", "C", "D" and "E", according to the degree of difficulty of the conditions of life and work in the locality as determined by the International Civil Service Commission.

(c) "Entitlement to relocation shipment" shall mean an entitlement to a relocation shipment or full removal of personal effects and household goods, as provided in staff rule 109.12.

(d) "Mobility" shall mean the geographic reassignment of a staff member from one duty station to another, usually to another country, for a period of one year or longer.

2. Hardship allowance

Purpose

(a) The hardship allowance provides compensation for the varying degrees of hardship at different duty stations. The allowance shall be payable from the initial appointment or the first assignment of a staff member in the Professional and higher categories to any of the duty stations classified in the categories "B", "C", "D" or "E", provided that the staff member meets the general conditions of eligibility for the allowance.

Eligibility

(b) Internationally recruited staff members in the Professional and higher categories who are appointed or reassigned for one year or more to "B", "C", "D" or "E"-category duty stations shall be eligible for a hardship allowance.

(c) The hardship allowance shall not be payable to:

- (i) Staff serving in "H" and "A" duty stations;
- (ii) Staff on short term assignment;
- (iii) Staff in receipt of a daily subsistence allowance (DSA); or,
- (iv) Locally recruited staff members.

Payment

(d) The annual amount of the hardship allowance shall vary according to the classification of the duty station and the staff member’s grade, as shown in Table 1 below.

(e) The hardship allowance shall be prorated and paid in monthly installments. The allowance shall be payable for the entire duration of the staff member's service at the duty station and for as long as that duty station remains classified in the category concerned. Any change in the classified category shall result in an appropriate adjustment to the amount of the hardship allowance.

Table 1
Annual amounts of the hardship allowance

<i>Hardship category of duty station</i>	<i>Hardship allowance (annual amounts in United States dollars)</i>		
	<i>Group 1 (P-1 to P-3)</i>	<i>Group 2 (P-4 and P-5)</i>	<i>Group 3 (D-1 and above)</i>
A	--	--	--
B	5 810	6 970	8 140
C	10 470	12 780	15 110
D	13 950	16 280	18 590
E	17 440	20 920	23
			250

3. Non-family service allowance

Purpose

(a) The non-family service allowance is an incentive for internationally recruited staff members in the Professional and higher categories to undertake assignments at non-family duty locations. The non-family service allowance is payable in addition to the hardship allowance.

Eligibility

(b) Internationally recruited staff members in the Professional and higher categories who are appointed or reassigned for one year or longer at a field duty station designated by the International Civil Service Commission as *non-family* shall be eligible for the non-family service allowance.

(c) The non-family service allowance shall not be payable to:

- (i) Staff serving in duty stations not designated as *non-family* by the International Civil Service Commission;
- (ii) Staff on short-term assignment;
- (iii) Staff in receipt of a daily subsistence allowance (DSA);
- (iv) Locally recruited staff members.

Payment

(d) The non-family service allowance shall be paid in prorated, monthly installments and shall differentiate between staff members with eligible dependants and staff members with no dependants, as shown in Table 2 below.

Table 2
Annual amounts of the non-family service allowance

	<i>Non-family service allowance (annual amounts in United States dollars)</i>
Staff with eligible dependants	19 800
Staff with no dependants	7 500

4. Mobility incentive

Purpose

(a) The mobility incentive is an advance annual payment that aims at encouraging the mobility of internationally recruited staff members in the Professional and higher categories to field duty stations.

Eligibility

(b) Internationally recruited staff members in the Professional and higher categories shall be eligible for a mobility incentive provided that they:

- (i) Have five years or more of continuous service as a staff member of one or more of the organizations participating in the common system of salaries

and allowances. Continuity of service shall not be considered as broken by periods of special leave without pay, but full months of any such period shall not be credited as service for the purpose of this allowance; and

- (ii) Are on assignment of one year or more to a new, non-"H" duty station and are installed at the new duty station.
- (c) The mobility incentive shall not be payable to:
- (i) Staff at "H" duty stations;
 - (ii) Staff on short-term assignment;
 - (iii) Staff in receipt of a daily subsistence allowance (DSA);
 - (iv) Locally recruited staff members;
 - (v) Staff who have served for five consecutive years or more at the same duty station.
- (d) In counting the number of assignments for the purposes of the mobility incentive, the following provisions shall apply:
- (i) An assignment shall not be counted as such unless it involves the installation of the staff member at the duty station (i.e. payment by the Organization of relocation travel, relocation shipment and settling-in grant) except in the case of an initial appointment for one year or more where no relocation travel and settling-in grant have been paid;
 - (ii) Any period of service on travel or mission status while in receipt of a daily subsistence allowance shall not be counted as an assignment. However, if such status is extended beyond one year at the same duty station, that period shall be so counted;
 - (iii) If a staff member is posted to a duty station for an initial period of less than one year and the period is subsequently extended so that service at the duty station equals or exceeds one year, such service shall be counted as an assignment;
 - (iv) In the case of consecutive assignments of less than one year at different duty stations during which the staff member is paid post adjustment under staff rule 106.04, the combined periods of such assignments may be counted as one assignment;
 - (v) If a staff member is assigned to a duty station for a period of one year or more and the period is subsequently reduced on the initiative of the Organization to a period of less than one year, such service should normally be counted as an assignment.

(e) Transfers, secondments and loans to other organizations participating in the United Nations common system shall be treated in the same way as movement within the Organization for the purpose of the mobility allowance, i.e. in order to be counted as an assignment, such transfers, secondments and loans should be for a period of one year or more and involve a change of duty station.

Payment

(f) The mobility incentive shall be paid in the form of annual payments to be made up front for a period up to a maximum of five years. After five consecutive years at the same duty station, the mobility incentive is discontinued. The amount of the mobility incentive may need to be prorated if a staff member is assigned or re-assigned to a H duty station and corresponding amounts may need to be recovered. The amounts of the mobility incentive are shown in Table 3 below.

Table 3
Annual amounts of the mobility incentive

Assignment number	Additional Amounts	Group 1 (P-1 to P-3)	Group 2 (P-4 and P-5)	Group 3 (D-1 and above)
2 to 3	None	6,500	8,125	9,750
4 to 6	25 %	8,125	10,156	12,188
7+	50 %	9,750	12,188	14,625

Transitional measure

(g) Staff members who were in receipt of a mobility allowance on 30 June 2016 shall continue to be paid that allowance at the same levels for a period of up to five years at the same duty station or until they are reassigned to a new duty station, whichever occurs earlier.