

**Cour
Pénale
Internationale**



**International
Criminal
Court**

Administrative Instruction

Ref: ICC/AI/2011/007

Date: 24 October 2011

SPECIAL ENTITLEMENTS FOR STAFF MEMBERS SERVING AT DESIGNATED DUTY STATIONS

The Registrar, for the purpose of granting special entitlements at duty stations designated as difficult with regard to work and living conditions and pursuant to staff regulation 3.1 and staff rule 112.3, hereby promulgates the following, in conformity with the United Nations common system standards:

Section 1

Conditions for Special Entitlements

1.1. Internationally-recruited staff members serving at duty stations designated by the International Civil Service Commission as having difficult conditions of life and work shall be eligible for the special entitlements set out in sections 2, 3, 4 and 5 of the present instruction, provided they meet the conditions applicable to each entitlement. All duty stations, and the special entitlements applicable to each one, are listed in a separate information circular on entitlements in respect of service in field duty stations (hereunder referred to as "the circular"). The exceptional measures set out in section 6 of the present instruction shall apply to both internationally and locally-recruited staff.

Section 2

Special Entitlements Related to Education Grant

General

2.1. Staff members eligible for the education grant under staff rules 103.18 and 103.19 who are serving at the duty stations, or assigned to an Administrative Place of Assignment when the Special Operations Approach applies, as indicated in the circular shall be eligible for the special entitlements as set out below when schools do not exist at the duty station to provide schooling in the language or cultural tradition desired by staff members for their children.

Additional Education Grant Travel

2.2. Pursuant to staff regulation 3.4 and staff rules 103.18 (n) and 103.19 (k), on education grant and special education grant for disabled children, staff members who meet the conditions of staff rule 107.8 shall be entitled to two round trips of education grant travel for their children in the year in which they are not entitled to home leave.

2.3. If a staff member serving at a duty station designated as giving rise to additional education grant travel chooses not to exercise his or her entitlement to home leave in the year in which he or she would be entitled to do so, two round trips of education grant travel may be granted in respect of his or her child or children for that year.

Additional Reimbursement for Boarding Costs

2.4. In conformity with the United Nations commons system standards, staff members shall be entitled in respect of their children in school attendance at the primary and secondary levels to an additional amount of 100 per cent of boarding costs in addition to the amount of the normal grant.

Section 3Accelerated home leave and family visit travel entitlements*General*

3.1. Staff members, eligible for home leave under staff rule 105.6 and family visit under staff rule 107.7, who are serving at duty stations classified by the International Civil Service Commission in hardship categories C, D or E shall be granted accelerated home leave travel and family visit travel once in every 12 months in accordance with the provisions of the present instruction. The hardship category of each duty station is indicated in the circular.

Administration of the Entitlement

3.2. The accelerated home leave and family visit entitlements shall be administered in accordance with a system whereby credit points are accrued for each month of service. Accrual shall be at the rate of two points for each month of service at duty stations with accelerated home leave and family visit cycles.

3.3. When a staff member changes from a duty station with a normal home leave and family visit cycle to a duty station with an accelerated home leave and family visit cycle, credit points shall accrue at the rate of two points per month of service as from the effective date of transfer or assignment to the new duty station. Service credits accrued towards the home leave and family visit entitlements at a duty station with a normal home leave and family visit cycle shall be credited at the rate of one point for each month of service.

3.4. Accrual of credit points shall be on the basis of calendar months of service. Fractions of months of service shall be treated as follows:

- (a) One to 15 days: no credit;
- (b) More than 15 days: full credit.

3.5. The entitlement shall become due when 24 points have been accrued, provided that the staff member's service is expected to continue for at least six months beyond the date of return to duty or the date when the entitlement becomes due, whichever is later. When the entitlement is exercised, 24 points shall be debited.

3.6. The exercise of the entitlement may be advanced or deferred in accordance with the exigencies of the service and the personal circumstances and preferences of the individual staff member, subject to the following conditions:

- (a) Advanced home leave and family visit may be granted only when at least 12 points have been accrued;
- (b) In the case of deferred leave, no more than 32 points may be accumulated towards the entitlement. When this maximum has been reached, accrual shall start again on the first of the month in which the home leave or family visit travel is exercised;
- (c) A minimum interval of three months is required between each travel on home leave or family visit, counting from the date of return to the duty station from one travel to the date of departure on the next travel.

3.7. Every second entitlement to home leave must be exercised to the country of home leave. At the request of the staff member, the other leave entitlement may be exercised to a country other than that of home leave. In such a case, the amount of travel expenses payable by the Court shall not exceed the cost of travel to the place of home leave. If the cost of the staff member's travel is more economical than travel to the place of home leave, the amount payable by the Court shall be limited to the actual travel expenses incurred, provided these do not exceed the approved standard of accommodation.

3.8. Except as otherwise provided in the present instruction, the provisions in staff rules 105.6 relating to the regular home leave entitlement shall apply to the accelerated home leave travel entitlement.

Section 4

Special shipment entitlements

4.1. Internationally-recruited staff members serving at designated duty stations shall be eligible for special shipment entitlements under the provisions of the present instruction. The designated duty stations are indicated in the circular.

4.2. Except as otherwise indicated below, the relevant provisions of staff rules 107.12 and 107.13 on excess baggage and unaccompanied shipments shall apply to the special shipment entitlements.

4.3. An additional annual shipment entitlement of 50 kilograms or 0.31 cubic metres may be granted to staff members serving at a designated duty station subject to the following conditions:

- (a) The shipment is to the designated duty station, or in the case of staff serving in a non-family duty station to the Administrative Place of Assignment;
- (b) The entitlement is normally exercised in conjunction with home leave, but may be granted independently of such leave provided it is exercised in the calendar year in which home leave falls due;
- (c) The entitlement shall not arise in connection with travel on reassignment or transfer to and from the designated duty station;
- (d) Payment of the shipment expenses may not exceed the cost of shipment from the place of home leave to the duty station, or in the case of staff serving in a non-family duty station to the Administrative Place of Assignment;
- (e) The shipment is made by the most economical means. When shipment by air is the most economical means, the entire additional shipment shall be made by air freight. When surface shipment is the most economical means, conversion to shipment by air may be made on the basis of one half the weight or volume of the surface entitlement. Exceptionally, conversion of the surface entitlement to shipment by air may be authorized on the basis of the full weight or volume, when the Registrar or the Prosecutor, as appropriate, determines that there is an extraordinary risk of damage to, or loss of, a surface shipment in transit, or when the normal shipping time would exceed three months. Such determination shall be made by reference to shipments from the home country to the duty station.

4.4. At the request of the staff member, the additional annual shipment entitlement provided by section 4.3 may be converted to an additional 10 kilograms of accompanied excess baggage.

Section 5

Other Special Entitlements

Reimbursement of Basic Medical Examinations

5.1. Staff members assigned to a duty station designated in the circular shall be entitled to reimbursement of the cost of basic medical examinations and tests for themselves, and for their spouse and dependent children whose travel to the duty station has been paid by the Court, in accordance with the provisions of this section.

5.2. Staff members shall be entitled to reimbursement of the cost of one medical examination and related tests in any two-year period for themselves and their eligible family members. Reimbursement shall be within limits considered customary and reasonable at the duty station, and shall not exceed a maximum amount of \$350 per person.

5.3. Reimbursement claims shall be submitted to the Human Resources Section, together with appropriate receipts specifying the examinations and tests taken.

5.4. The results of the examinations or tests shall not be reported to the Court, unless the staff member so requests. In such case, the results shall be sent directly to the Medical Officer.

Section 6

Exceptional Measures

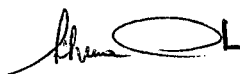
6.1 At duty stations where very hazardous conditions, such as war or active hostilities, prevail and where non-essential internationally recruited staff and family members of internationally recruited staff have been evacuated, the Chairman of the International Civil Service Commission may authorize the application of exceptional measures such as hazard-duty pay or a special bonus to internationally-recruited staff and locally-recruited staff who remain at those duty stations and continue to report to work.

Section 7

Final Provisions

7.1. The present instruction enters into force on 24 October 2011.

7.2. Any earlier guidelines and practices followed before the issuance of the present instruction in respect of conditions of service for staff members serving on special missions are abolished as from 24 October 2011.



Silvana Arbia
Registrar