



Administrative Instruction – Instruction administrative

Ref. ICC/AI/2012/004

Date: 20 December 2012

**TRANSITIONAL MEASURES FOR PHASING OUT SPECIAL OPERATIONS
APPROACH**

The Registrar, pursuant to section 3.2 of Presidential Directive ICC/PRES/D/G/2003/001 and for the purpose of implementing new modalities of conditions of service for internationally-recruited staff members in field duty stations through Administrative Instruction ICC/AI/2011/006, hereby promulgates the following:

Section 1

Introduction

1.1 In 2010, the Court decided to change the conditions of service for internationally-recruited staff members in field duty stations. By means of promulgation of Administrative Instruction ICC/AI/2010/001, the Court implemented the Special Operations Approach (SOA) in respect of staff members serving in non-family duty stations, adopting the best practice in line with the UN Funds and Programmes (such as UNDP, UNICEF and UNHCR) as opposed to the less favorable package offered by the UN Department of Peacekeeping Operations (DPKO).

1.2 Prior to a recent change, the United Nations common system organizations operated with different compensation models for internationally-recruited staff at non-family duty station. In 2011, the International Civil Service Commission (ICSC) and the UN General Assembly decided to harmonize the two existing approaches. Subsequently, the Court decided to follow the harmonized approach, through the promulgation of Administrative Instruction ICC/AI/2011/006, effective 1 October 2011. As of that date, all newly-recruited staff members are assigned to non-family duty stations under the new arrangements.

1.3 The SOA will be abolished in its entirety by 1 July 2016. During the transition period (1 October 2011 – 30 June 2016) transitional measures will apply to existing Court staff members. The present administrative instruction provides the details of these transitional measures.

Section 2

Applicability

2.1 The provisions of this administrative instruction shall apply to all internationally-recruited staff members holding a fixed-term appointment, assigned to a non-family duty station, and under continuous appointment with the Court since before 1 October 2011.

Section 3

Staff Members Serving in a Non-Family Duty Station before 1 October 2011

3.1 Staff members who have been assigned to serve in a non-family duty station prior to 1 October 2011 shall continue to be remunerated under SOA for the duration of their assignment to that non-family duty station, or until 30 June 2016, whichever comes earlier.

3.2 As of 1 July 2012, staff members mentioned under section 3.1 will receive a location-specific unified rate of Special Operations Living Allowance (SOLA), established by the ICSC.

Section 4

Staff Members Reassigned to a Non-Family Duty Station on or after 1 October 2011 and before 1 January 2013

4.1 Staff members who are reassigned to serve in a non-family duty station on or after 1 October 2011, but before 1 January 2013 shall be remunerated under SOA for the duration of their assignment to that non-family duty station, or until 30 June 2016, whichever comes earlier.

4.2 As of 1 January 2012, staff members mentioned under section 4.1 will receive a location-specific unified SOLA rate, established by the ICSC.

Section 5

Staff Members Reassigned to a Non-Family Duty Station on or after 1 January 2013

5.1 Staff members who are reassigned to serve in a non-family duty station on or after 1 January 2013 shall be remunerated under SOA, subject to the following adjustments:

5.2 The individual unified SOLA amount payable to staff is adjusted by the difference between:

- a) the applicable unified SOLA rate at the Place of Deployment (POD) plus the normal hardship allowance at the Administrative Place of Assignment (APA); and
- b) the normal hardship allowance at the POD plus the additional non-family hardship allowance at the POD.

5.3 The adjustment as provided for under section 5.2 shall be made as follows:

- a) 25 per cent for the period of 1 January 2014 to 31 December 2014;
- b) 50 per cent for the period of 1 January 2015 to 31 December 2015;
- c) 75 per cent for the period of 1 January 2016 to 30 June 2016.

5.4 If the total amount under 5.2 a) is higher than 5.2 b), then the amount of SOLA is reduced by 25 per cent of the difference (see example calculation in Annex 1).

5.5 If the total amount under 5.2 a) is lower than 5.2 b), then the amount of SOLA is increased by 25 per cent of the difference (see example calculation in Annex 1).

Section 6


Full Harmonization

6.1 As of 1 July 2016, all staff members serving in non-family duty stations shall be remunerated under the new arrangements. SOA deployments shall no longer be applicable. Staff members previously under SOA shall be reassigned to POD.

Section 7

Final provisions

- 7.1 The present Administrative Instruction shall enter into force on 20 December 2012.
- 7.2 Administrative Instruction ICC/AI/2010/001 on Conditions of Service for Internationally-Recruited Staff in Field Duty Stations is abolished in its entirety effective 1 July 2016.



Silvana Arbia
Registrar