



## Information Circular – Circulaire d’information

Ref. ICC/INF/2013/007

Date: 11 September 2013

### ENTITLEMENTS IN RESPECT OF SERVICE IN FIELD DUTY STATIONS

1. The Registrar, pursuant to section 4.2 of Presidential Directive ICC/PRES/D/G/2003/001, hereby promulgates this Information Circular for the purpose of informing staff assigned to field duty stations and implementing Administrative Instruction ICC/AI/2010/001 on *Conditions of Service for Internationally-Recruited Staff in Field Duty Stations*; Administrative Instruction ICC/AI/2011/006 on *Mobility and Hardship Scheme*; and Administrative Instruction ICC/AI/2011/007 on *Special Entitlements for Staff Members Serving at Designated Duty Stations*.

2. A number of decisions have been made by the International Civil Service Commission (ICSC) and the UN common system Human Resources Network Standing Committee on Field Duty Stations (Field Group). Pursuant to Staff Regulation 3.1, salaries and allowances of the Court shall be fixed in conformity with the United Nations common system standards. Accordingly, the decisions will be implemented as indicated below:

- a) Effective 3 May 2013, Abidjan, Cote D’Ivoire, has been declared a family duty station;
- b) Effective 1 July 2013, Bangui, Central African Republic, has been declared a non-family duty station;
- c) Effective 1 January 2013, the hardship category of Abidjan, Cote D’Ivoire, and Kampala, Uganda, changed from C to B;
- d) Effective 1 July 2013, Rest and Recuperation (R&R) cycles in respect of:
  - i. Bangui, Central African Republic, has been shortened to 6 weeks;
  - ii. Bunia, Democratic Republic of Congo, has been shortened to 6 weeks;
  - iii. Abidjan, Cote D’Ivoire, has been discontinued.

3. With the conversion of Abidjan to a family duty station, staff who are remunerated under the Special Operations Approach (SOA) will receive written notice of the conversion to family status before discontinuation of remuneration under SOA, pursuant to section 6.6 of Administrative Instruction ICC/AI/2010/001 on *Conditions of Service for Internationally-Recruited Staff in Field Duty Stations*.

4. Internationally-recruited staff assigned to duty stations where the R&R cycles are shortened or introduced (i.e. Bunia and Bangui) may take R&R on the basis of the new cycle as of the effective date of the new cycle, 1 July 2013.

5. As of the date of promulgation of this information circular, the entitlement to R&R travel in respect of internationally-recruited staff assigned to duty station Abidjan will be discontinued. However, eligible staff may utilize one last R&R travel entitlement accrued under the qualifying service for the previous cycle of eight (8) weeks. After such travel, no further R&R travel shall be granted. In addition, no further R&R travel shall be granted when the qualifying service is interrupted by absence outside the area of the duty station on home leave, family visit travel, emergency leave, special leave or annual leave.

6. The following table summarizes, for each of the Court's field duty station, the decisions made by the ICSC and the Field Group for the purpose of implementing Administrative Instruction ICC/AI/2010/001 on *Conditions of Service for Internationally-Recruited Staff in Field Duty Stations* and Administrative Instruction ICC/AI/2011/006 on *Mobility and Hardship Scheme*.

Country/ Duty station	Family status		H/S cat.	R&R cycle	Add. Non- family hardship allowance <sup>1</sup>	SOA <sup>2</sup>	APA	SOLA rate	Hazard pay
	Family	Non- family							
<b>CENTRAL AFRICAN REPUBLIC (CAR)</b>									
Bangui	<input type="checkbox"/>	<input checked="" type="checkbox"/>	D	6 weeks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	The Hague or Kampala	TBD	Yes
<b>COTE D'IVOIRE</b>									
Abidjan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B	None	<input type="checkbox"/>	<input type="checkbox"/>			No
<b>DEMOCRATIC REPUBLIC OF CONGO (DRC)</b>									
Kinshasa	<input type="checkbox"/>	<input checked="" type="checkbox"/>	C	8 weeks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	The Hague or Kampala	USD 4,920	No
Bunia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	E	6 weeks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	The Hague or Kampala	USD 4,920	Yes
<b>KENYA</b>									
Nairobi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B	None	<input type="checkbox"/>	<input type="checkbox"/>			No
<b>UGANDA</b>									
Kampala	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B	None	<input type="checkbox"/>	<input type="checkbox"/>			No

<sup>1</sup> Pursuant to Administrative Instruction ICC/AI/2011/006

<sup>2</sup> Pursuant to Administrative Instruction ICC/AI/2010/001

Abbreviations:

H/S cat.: Hardship category, as determined by the ICSC  
 R&R: Rest and Recuperation travel  
 SOA: Special Operations Approach  
 APA: Administrative Place of Assignment  
 SOLA: Special Operations Living Allowance

7. The following table summarizes the Court's special entitlements for staff members serving at designated duty stations, following recommendations by the ICSC, for implementation of Administrative Instruction ICC/AI/2010/007 on *Special Entitlements for Staff Members Serving at Designated Duty Stations*.

Country/ Duty station	H/S cat.	Accelerated home leave travel	Special entitlements related to education grant <sup>3</sup>	Additional shipment	Reimbursement of basic medical examinations
CENTRAL AFRICAN REPUBLIC					
Bangui	D	Yes	Yes	Yes	Yes
COTE D'IVOIRE					
Abidjan	B	No	No	No	No
DEMOCRATIC REPUBLIC OF CONGO					
Kinshasa	C	Yes	Yes	Yes	Yes
Bunia	E	Yes	Yes	Yes	Yes
KENYA					
Nairobi	B	No	No	No	No
UGANDA					
Kampala	B	No	No	No	No

8. This Information Circular supersedes Information Circular ICC/INF/2012/010 and shall be in effect until further notice.



Herman von Hebel  
 Registrar

<sup>3</sup> Additional reimbursement for boarding costs is determined by the Administrative Place of Assignment in respect of those staff members for whom the Special Operations Approach applies