



**Administrative Instruction
Ref: ICC/AI/2010/ 001**

Date: 21 September 2010

**CONDITIONS OF SERVICE FOR INTERNATIONALLY-RECRUITED STAFF IN
FIELD DUTY STATIONS**

The Registrar, pursuant to section 3.2 of Presidential Directive ICC/PRES/D/G/2003/001 and for the purpose of implementing staff rule 112.4, hereby promulgates the following:

Section 1

Introduction

1.1 Since the ICC began operating in the field in 2005, it has continued to monitor and to consider ways of improving the conditions of service of its field staff.

1.2 The new and improved conditions of service for internationally-recruited professional staff in the field arise from several considerations, including:

- The interim ICC compensation model of base salary plus a monthly living allowance was based on that used by the United Nations (UN) for its Department of Peacekeeping Operations (DPKO). However, it creates inequity between international staff at headquarters and those in the field, and no longer meets field operation needs. For similar reasons, the UN abandoned the approach for its peacekeeping staff in July 2009.
- The ICC strives to be an employer of choice and be able to attract and retain the highest calibre of staff for field service. Also, the ICC aims to include options for staff with families. To remain competitive with comparable organisations working side by side in the field, ICC must provide an attractive, comprehensive package of salary and entitlements that recognizes and rewards the special demands of field service.

1.3 Taking into account the above considerations, and based on an approach developed and refined by the UN funds and programmes over more than a decade, the ICC decided to adopt the best practices of these entities to establish an optimal compensation package that is consistent with its operational needs and the needs of its internationally-recruited professional staff in the field.

1.4 The Special Operations Approach (SOA) for non-family duty stations, described below, responds to the challenges encountered in recruiting and retaining staff for service at non-family locations. The system of benefits and entitlements applied to and affected by SOA is routinely updated by the UN funds and programmes, and the International Civil Service Commission (ICSC) which sets salaries and conditions of service for the UN Common System. The ICC will consider any revisions and refinements to the SOA approach, as these arise.

Section 2

Applicability

2.1 The provisions of this administrative instruction shall apply to all internationally-recruited staff members in the Professional and higher categories, holding a fixed-term appointment and assigned to a non-headquarters duty station.

Section 3

Family and non-family duty stations

3.1 All field duty stations are categorised as either family or non-family, based on the prevailing level of security. Based on a thorough assessment of the threat level by the United Nations Department of Safety and Security (UNDSS), the Designated Official (DO), in consultation with the Security Management Team (SMT), on which ICC is represented, decides on the appropriate security phase for duty stations in a particular country.

3.2 Five security phases reflect the assessed level of security at a duty station, the highest of which - phases III, IV and V - indicate non-family status. Non-family status precludes and prohibits the travel and/or installation of any eligible family member(s), either by the organisation or by the staff member. Family status allows the staff member's eligible family member(s) to travel to and be installed at the duty station at the Court's expense.

3.3 The security level and the conditions of life and work at all duty stations are kept under regular review by the UNDSS and the International Civil Service Commission (ICSC), and security designations and/or hardship levels are subject to change whenever the situation improves or deteriorates. In particular, when a family duty station changes to non-family it will immediately trigger the evacuation to a safe location of family members and non-essential staff. As such, conditions of service, benefits and entitlements may need to be adjusted in the course of an assignment or deployment. Should this happen, staff will be kept fully informed.

3.4 The ICC follows the UN common system Mobility and Hardship Allowance (MHA) scheme, which encourages and rewards mobility between duty stations, and compensates staff for hardships they may encounter when assigned to duty stations with difficult living and working conditions. The MHA scheme also includes additional benefits for eligible staff at designated duty stations. The MHA scheme is described in **Annex 1** and the amounts of the scheme are set and reviewed regularly by the ICSC.

3.5 Depending on the hardship classification of the duty station, periods of Rest and Recuperation

(R&R) may be authorised in accordance with a framework established by the Field Group (the Inter-Agency Committee on Field Duty Stations of the Human Resources Network of the United Nations Chief Executives Board), whose determinations are followed by the ICC. The provisions relating to R&R are contained in **Annex 2**.

Section 4

Staff serving in family duty stations

4.1 All internationally-recruited professional staff serving in a family duty station in the field will be officially assigned to and installed at the duty station, and may also install eligible family members at the Court's expense in accordance with the provisions of the Staff Regulations and Rules. They will receive salary, benefits and entitlements (such as post adjustment, assignment grant, mobility and hardship allowances, non-removal allowance, rental subsidy, etc) applicable to the duty station, based on eligibility, grade level and other factors in accordance with the relevant provisions of the Staff Regulations and Rules.

4.2 In order to make an informed decision as to whether or not to install their families, staff will be provided with information regarding prevalent conditions at the duty station in respect of housing, medical services, educational facilities, etc, by the Health and Welfare Unit. Apart from medical clearance, staff and family members must obtain any required inoculations or other recommended prophylaxes before travelling.

Section 5

Staff serving in non-family duty stations

5.1 Staff members are not appointed to or installed at non-family duty stations, and their families may not join them. Staff are posted on deployment, and receive base salary and entitlements (such as post adjustment, mobility and hardship allowance, assignment grant, non-removal allowance, rental subsidy, etc), plus hazard pay (which is an exceptional measure under the MHA scheme) and a monthly living allowance which is a component of the Special Operations Approach, described below.

The Special Operations Approach (SOA)

5.2 The special nature of field operations that require organisations to deploy staff to insecure locations where they are obliged to live without families and where they cannot establish a normal household, has been formalised as the Special Operations Approach (SOA). In broad terms, this approach i) compensates staff for the need to maintain two households or living quarters, ii) provides an incentive to serve in the most difficult duty stations, iii) improves staff welfare and iv) gives the organisation operational flexibility.

5.3 SOA applies to all internationally-recruited ICC staff members in the Professional and higher categories serving in non-family duty stations in the field on a fixed-term appointment. SOA duty stations are designated by a co-ordinating mechanism of the UN funds and programmes, in which ICC participates, following the agreement of the host government.

5.4 In terms of conditions of service, the two main elements of SOA are:

- a) The designation of a family duty station as an administrative place of assignment (APA) which is considered the staff member's official duty station, and which provides an option for the installation of eligible family members;
- b) The payment of a monthly Special Operations Living Allowance (SOLA) at the place of deployment (POD).

Administrative place of assignment (APA):

5.5 A family duty station will be designated as the staff member's Administrative Place of Assignment (APA), which is the staff member's official duty station. The APA is a location where adequate medical, educational and housing facilities exist, and where the Court has a presence and can support families who reside there while the staff member serves in the POD.

5.6 The APA will be the basis for the calculation of salary and entitlements (such as post adjustment, mobility and hardship allowance, assignment grant, non-removal allowance, rental subsidy, etc), which are determined by rates in effect at the APA.

5.7 The Hague (Netherlands) and Kampala (Uganda) have been identified as the APAs for ICC's non-family duty stations, and either location may be elected by the staff member for the duration of his/her deployment. The APA may not be changed during the course of a deployment. Other APAs may be established as operational needs evolve.

5.8 The ICC, in consultation with the field office, if practicable, will take the necessary action with national authorities to assist staff and eligible family members who travel at the Court's expense to the APA to obtain required documentation such as entry visas or residence permits, subject to the approval and continued agreement of the host country.

5.9 Family members residing in an APA by virtue of the staff member's employment status with ICC are subject to and must respect all national and local laws, statutes and other legal requirements.

Special operations living allowance (SOLA):

5.10 A monthly Special Operations Living Allowance (SOLA) is an additional lump sum payment intended to compensate staff for the necessity of maintaining two households, or living quarters, one at the APA and one at the POD. For the purposes of SOLA, no distinction is made between staff members without recognised dependants and those with a spouse and/or child(ren), as the payment of SOLA is also seen as an incentive for service at duty stations presenting the greatest difficulties for staff.

5.11 SOLA is derived by multiplying the reduced Mission Subsistence Allowance (MSA) rate, established by the UN and adopted by ICC (which is the "after 30 days" rate) x 30 days. Where no MSA rates have been established for the POD or if these cease to apply, SOLA will be computed by multiplying the reduced Daily Subsistence Allowance (DSA) rate for the capital city of the country of deployment (which is 75% of the "first 60 days" rate) x 30 days. SOLA rates are subject to revision whenever there is a significant change in the relevant MSA or DSA rate.

5.12 The following provisions apply to the payment of SOLA:

- a) SOLA is paid from the date of arrival at the POD, for the duration of the staff member's deployment to the POD, and is not interrupted by periods of authorised absence from the POD

of 30 continuous calendar days or less. This includes official business travel, temporary reassignment and official leave such as annual leave, sick leave, rest and recuperation, home leave, family visit, reverse education grant travel, maternity leave, security evacuation and medical evacuation.

- b) If the staff member is outside the POD for more than 30 continuous calendar days, SOLA is reduced to 50 per cent of the rate as of the 31st calendar day of initial authorised absence. If the staff member is outside the POD for a continuous period of more than 60 calendar days, SOLA is discontinued. However, if the staff member has to maintain accommodation in the POD beyond 60 continuous calendar days, 50 per cent of the SOLA rate may be paid subject to and upon submission of documentation and receipts, up to a maximum period of six months from initial absence. Full SOLA payments will resume when the staff member returns to the POD.
- c) If leave is taken at the end of the period of deployment to the POD, SOLA for that POD will be discontinued if the staff member leaves the POD. The same applies to official business travel at the end of the period of deployment.
- d) A staff member on medical evacuation from the POD to a place other than the APA (where no DSA is payable) will continue to receive SOLA in accordance with the provisions of subsections 5.12 a) and b), and will also be paid DSA at the place of evacuation while this continues to be justified by the situation and is duly authorised. If a staff member is hospitalised outside the APA following medical evacuation, 50 per cent of the applicable DSA rate will be paid. As soon as the staff member is considered medically fit to travel to the APA or elsewhere, DSA will be discontinued.
- e) The conditions of d) above also apply to security evacuation from the POD. As soon as travel to the APA may be possible, DSA will be discontinued.
- f) SOLA is discontinued during any period of special leave without pay.
- g) A staff member is entitled to DSA for travel for business purposes he or she undertakes outside the POD. When a staff member is on official business travel exceeding 30 continuous calendar days, SOLA will be reduced or discontinued in accordance with the provisions of section 5.12 a) and b).
- h) SOLA is paid monthly at the end of each calendar month. A staff member who serves only part of a month at the beginning or end of their deployment will be paid on a pro-rated basis, by dividing the monthly SOLA by 30 to arrive at the daily rate.
- i) When accommodation at the POD is provided free of charge by the Court, a government or any other entity, SOLA will be reduced by 50 per cent. If the accommodation is sub-standard (for example, lacking basic amenities such as water and/or electricity) the reduction will be 25 per cent.

5.13 A staff member may be temporarily reassigned to another field duty station. A temporary reassignment is considered any temporary official move to another field duty station for more than 30 days and less than 6 months. During the temporary reassignment, the staff member will receive DSA for the temporary duty station and SOLA at the rate applicable to their regular POD and subject to the conditions of subsections 5.12 a) and b).

Travel of staff and eligible family members:

5.14 A staff member may travel to and be installed at the APA en route to the POD, from the place of recruitment, the previous duty station or the place of home leave, provided the authorised place of departure is beyond commuting distance of the APA.

5.15 For one time only, a consecutive period of five working days may be granted as authorised absence, not charged to annual leave, while a staff member remains in the APA for the purpose of installing him/herself and/or any eligible family member(s), receiving official briefings, etc. Such period of authorised absence will first be approved by the immediate supervisor and the Human Resources Section.

5.16 Travel of eligible family members to the APA for the purpose of residing there will also be paid, provided the deployment of the staff member to the POD is for one year or more and his/her services are expected to continue for at least six months after the arrival of the family member(s).

5.17 A staff member who has installed him/herself or any family members at the APA will be required to provide satisfactory evidence of both installation and actual residence of him/herself or of their families at the APA, if requested by the Court.

5.18 A staff member may elect any itinerary for travel to the APA for him/herself and eligible family members, but the organisation will pay only up to the cost of the authorised itinerary in accordance with staff rules 107.4 and 107.5.

5.19 Upon redeployment or assignment to another duty station outside the country of the POD, or at the end of service, if family members reside at the APA or personal effects are stored there, or if otherwise justified by the circumstances, travel may be authorised via the APA.

Unaccompanied shipment:

5.20 A staff member is entitled to an unaccompanied shipment to the APA, subject to the provisions of staff rule 107.13 from the authorised place of departure.

5.21 A shipment entitlement in respect of family members will only be approved provided the deployment of the staff member to the POD is for one year or more and his/her services are expected to continue for more than six months beyond the date on which shipment begins.

5.22 In addition, a staff member on deployment to a POD may ship 100 kilos directly to the POD, or opt for accompanied excess baggage to the POD at a cost not exceeding that of the unaccompanied shipment entitlement. The limited shipment to the POD is in recognition of the potential difficulty of protecting and/or transporting the personal effects to the POD, or removing them in the event of a security evacuation or other emergency situation.

Section 6**Change of duty station status**

6.1 When the status of a duty station changes from family to non-family, or vice versa, as a consequence of a deteriorating or improved security situation, entitlements and benefits will be re-

established accordingly.

From family duty station (normal status) to non-family duty station (SOA status):

6.2 When Phase III has been declared, the family duty station is immediately converted to non-family, and the provisions of the special operations approach will be applied from the effective date of the conversion. From that date, the duty station becomes the POD, and the staff member who remains is deemed to be on deployment.

6.3 Upon conversion, the provisions of section 5 will apply, with the exception that the staff member's travel from the POD to the APA and the staff member's installation at the APA will only be authorised if his or her services are expected to be for one year or more following conversion of status. Also, no shipment to the POD under section 5.22 will be authorised.

6.4 Staff may either keep their personal effects in the POD, or use an unaccompanied shipment entitlement, in accordance with the provisions of staff rule 107.13, from the POD to the APA. Alternatively, it may be shipped to one of the locations indicated in section 5.14, as appropriate to the staff member's situation. Storage will be paid by the Court, up to the cost of the authorised location, until the staff member or any family member is officially installed at the APA, or the staff member is redeployed, reassigned or separated from service, and subject to a maximum period of one year following the date of conversion of status.

Conversion from non-family to family duty station:

6.5 When the SOA status of a duty station is to be lifted based on the improved security situation, all new recruits and staff being redeployed will receive the entitlements, benefits and allowances of the family duty station with immediate effect.

6.6 A staff member serving in the POD at the time of the change in status will be given at least three months' written notice of the change, during which period the provisions governing SOA, both at the APA and at the POD, will continue to apply, except that hazard pay will cease from the date of conversion and R&R will be reviewed for continued applicability according to the framework in place.

6.7 For a staff member who is expected to serve for a further one year or more, the POD will revert to family duty station status at the end of the three month notice period, and will become the official duty station and the place upon which all entitlements, benefits, etc will be based. Eligible family members may travel from the APA to the family duty station (or from elsewhere up to the cost of travel from the APA), and be installed in accordance with the provisions applying to family duty stations.

6.8 If a staff member is expected to remain at the duty station for only a further six months after its conversion to family status, the APA will continue to be considered the official duty station and SOLA will continue until the staff member is redeployed or separated from service. No travel of family members will be authorised at the Court's expense.

6.9 For a staff member with more than six months but less than one year to serve before redeployment or separation, the APA may continue to be considered the official duty station of the staff member and SOLA will continue. This is provided neither the spouse nor any child(ren) travel at the Court's expense to reside at the duty station. Otherwise, and regardless if the date of travel of any family member is later, the APA will cease to be the official duty station at the end of the three month notice period.

6.10 In all cases, travel of eligible family members to the duty station at the Court's expense is only authorised if the term of the staff member's initial appointment is for at least one year or the staff member has been continuously employed for at least one year, and the term of appointment of the staff member is expected to be at least six months beyond the date on which the travel of each eligible family member commences.

6.11 If any family member joins the staff member at the family duty station before the end of the three month notice period, SOLA and R&R will be discontinued from the date of their arrival at the family duty station.

Section 7

Final provisions

7.1 The present administrative instruction shall enter into force on 01 January 2010. It shall remain in force until otherwise amended or repealed by the Registrar.

7.2 A review of these guidelines shall be conducted after one year of the date of issuance and thereafter as and when required.

7.3 The interim Standard Operating Procedures for Conditions of Service for Personnel Serving at Mission Locations with number ICC/HRS/2007/7386 is hereby superseded and cancelled.



Silvana Arbia
Registrar

Annex 1 to Administrative Instruction ICC/AI/2010/001 on Conditions of Service for Internationally-Recruited Staff in Field Duty Stations

Mobility and Hardship Allowance (MHA) scheme

Purpose

1. The United Nations (UN) common system Mobility and Hardship Allowance scheme (MHA) is intended to encourage and reward mobility between duty stations, and to compensate staff for hardships they may incur when assigned to duty stations with difficult living and working conditions. For the purposes of the scheme, mobility is defined as the geographic reassignment of staff between duty stations.

Categories of duty stations

2. All duty stations are classified by the International Civil Service Commission (ICSC) in one of 5 categories from **A to E** on a scale of difficulty, with **A** being the least and **E** the most difficult. In categorizing duty stations consideration is given to the totality of life there, including conditions of safety and security, health care, education, housing, climate, isolation and the availability of the basic amenities of life.

3. The **H** duty stations are headquarters and similarly designated locations where the UN has no development or humanitarian assistance programmes, or located in countries which are members of the European Union. **H** duty stations are outside the hardship scheme, are not subject to periodic classification by the ICSC, and always remain **H**.

4. The MHA scheme is composed of three non-pensionable allowances - a mobility allowance, a hardship allowance and a non-removal allowance. Assignment grant and additional benefits for staff serving in certain duty stations are also part of the MHA scheme. Hazard pay is an exceptional measure under the scheme. Each is described below under separate headings.

Eligibility for mobility, hardship and non-removal allowances

5. The allowances may be paid to eligible staff holding a fixed-term appointment on an assignment or deployment of one year or more in the international professional category, or to staff in receipt of a Special Post Allowance (SPA) to the international professional category. These allowances are not considered expatriate benefits, and may also be paid to eligible staff serving in their home country.

6. Pro-rated allowances may be paid to eligible staff on assignment of less than one year, when it is decided to pay post adjustment and assignment grant instead of subsistence allowance. When a shorter assignment is subsequently extended to one year or longer, the hardship and non-removal allowances may be paid from the first day after discontinuing subsistence allowance payments.

Adjustments

7. The ICSC periodically reviews all **A to E** duty stations and changes are made and published when they occur. A change in the classification of a duty station may affect the amount of the allowances. Payments may also be adjusted upwards or downwards as a result of a change in duty station, change of

dependency status, change of level or granting of an SPA and/or periods of special leave.

Other provisions

8. When staff members eligible for an allowance are in travel status and in receipt of subsistence allowance, the allowances continue on the basis of their assignment at the official duty station (for family duty stations) or the APA (under the SOA approach at non-family duty stations).

9. When two staff members are married to one another and entitled to any of the allowances, they will be paid to each at the single rate. If the staff members have one or more dependent children, the allowance(s) will be paid at the dependency rate to the staff member on whom the child(ren) is/are recognised as being dependent.

THE MOBILITY ALLOWANCE

Purpose and Duration

10. The mobility allowance is intended as an incentive for the geographic mobility of staff. The amount varies according to the staff member's grade and family status and the number of reassignments, with the highest amounts paid to staff who have served in most duty stations. It takes the form of progressively increasing amounts based on a cluster of moves from one to seven duty stations, after which it continues to be paid at the rate of the seventh assignment, regardless of whether or not the staff member is again reassigned. Without exception, after 5 continuous years at one duty station, the allowance is discontinued.

Qualifying service

11. Staff in the international professional category may qualify for the mobility allowance after they have served for 5 consecutive years. Service credit towards this 5 year requirement may also include service in a non-eligible category when subsequent promotion or appointment to an eligible category occurs (for example, from the General Service to the Professional category).

12. At all duty stations classified A to E the mobility allowance is paid from the staff member's second assignment. At H duty stations the allowance is payable from the fourth assignment, and only if the staff member had two or more assignments of one year or longer at any A to E duty station.

Determining the assignment number

13. Initial appointments of one year or longer, whether or not they required official travel or gave rise to an assignment grant, and subsequent assignments of one year or longer involving a change of duty station, are each counted as one assignment.

14. If a staff member is assigned to a duty station for a period of one year or longer which is subsequently reduced to less than one year at the instigation of the organisation, the period of service served may be counted as one assignment on an exceptional basis.

15. The number of assignments will be counted as follows:

a) Periods of service while in receipt of SOLA for a period of one year or longer at the same duty station, or prior service on mission or travel status for a period of one year or longer in a single location, count as one assignment. This applies only when the staff member has been reassigned to a new duty

station or, in the case of staff on mission or travel status, when s/he has returned to his/her official duty station.

b) For staff members who were previously locally recruited in the General Service (GS) category and who are subsequently promoted or appointed to an eligible category in the same duty station, all prior periods of service of one year or longer in the country of recruitment will count as one assignment.

c) For locally-recruited staff in the GS category who are assigned to another duty station outside the country of recruitment and as a result become eligible for the allowance, the corresponding periods of service of one year or longer will be counted in the same way as for staff in the Professional category. Prior service in the country of recruitment as a locally-recruited staff member will be counted as in (b) above.

THE HARDSHIP ALLOWANCE

Purpose and duration

16. The hardship allowance is intended to compensate for the degree of hardship at the duty station where the staff member is serving. The amount varies according to the staff member's grade and family status, and the classification of the duty station, with the highest amounts paid to staff in the most difficult locations.

17. The hardship allowance is payable to eligible staff who are assigned to duty stations classified in categories B to E from the beginning, and for the duration, of their assignment and for all other assignments in hardship locations. For internationally-recruited staff the allowance is payable whether or not they receive an assignment grant.

THE NON-REMOVAL ALLOWANCE

Purpose and duration

18. The non-removal allowance is intended to compensate staff who are granted limited removal of personal effects only, for the non-payment of the full removal of household goods. The amount is standard across all categories of duty station, but varies according to the staff member's grade and dependency status. The non-removal element is paid from the beginning of an assignment, up to a maximum of 5 years.

ASSIGNMENT GRANT

19. The purpose of the grant is to provide staff with a reasonable amount of cash at the beginning of an assignment to offset some of the installation costs incurred as a result of relocation and the establishment of a new household. It is based on the assumption that the main expenses involved are incurred at the beginning of an assignment. The assignment grant is fully described in the ICC Staff Rules (Rule 107.14).

OTHER BENEFITS

20. The following additional benefits under the MHA may be payable to eligible staff in designated duty stations:

a) **Accelerated home leave travel:** While assignments to H, A and B duty stations carry a 24-month

home leave entitlement, at duty stations in categories C to E, home leave may be authorised once a year.

b) **Additional education grant travel:** In locations where educational facilities are unavailable or deemed inadequate, requiring staff to send their children for schooling outside the country of the duty station, travel of the child between the duty station (which is the APA under the Special Operations Approach) and the educational institution may be paid twice in one year, provided the parent does not travel on home leave that year.

c) **Reimbursement of boarding costs:** In the same locations as (b) above, an annual amount is payable in respect of boarding costs for children at primary and secondary school levels, over and above the maximum payable under the regular education grant.

d) **Family visit travel:** Family visit travel to eligible family members living outside the staff member's duty station may be authorized provided the minimum prescribed period has elapsed since the last home leave.

e) **Additional freight entitlement:** An extra freight shipment of 50 kilos per year for staff members and their accompanying family members may be payable at certain difficult duty stations.

EXCEPTIONAL MEASURES

Hazard Pay

21. Hazard pay is an allowance paid to staff required to work under dangerous conditions in duty stations where war or active hostilities prevail, and/or where staff perform functions that directly expose them to life-threatening diseases such as SARS, Ebola, etc. It also includes situations where staff are required to work on cross-border missions in hazardous areas.

22. Both internationally and locally recruited staff are eligible for hazard pay, but locally recruited staff receive the allowance only if they are required to report for work and actually do so.

23. ICSC establishes and approves hazard pay, up to 3 months at a time, based on the assessment by UNDSS of the threat level in the country. Hazards, and hazard pay, are regularly reviewed, and hazard pay is discontinued when dangerous or hazardous conditions are deemed to have abated.

Annex 2 to Administrative Instruction ICC/AI/2010/001 on Conditions of Service for Internationally-Recruited Staff in Field Duty Stations

Rest and Recuperation (R&R)

1. The purpose of R&R is to give staff a reasonable break, not charged to annual leave, to rest and recover from the hardships and stress arising from living and working in duty stations that are recognised as having the most difficult conditions. All non-family duty stations qualify for R&R; in addition, some family duty stations classified as D or E also qualify.

2. The frequency of R&R is determined by the hardship classification of the duty station, and may be authorized in accordance with the frequency established for the duty station (the R&R cycle) established by the Field Group (the Inter-Agency Committee on Field Duty Stations of the Human Resources Network of the United Nations Chief Executives Board), whose determinations are followed by the ICC. The R&R framework, below, is subject to review and may change as living conditions improve or deteriorate.

<u>R&R Cycle</u>	<u>Conditions</u>
6 weeks	<ul style="list-style-type: none"> • All extreme non-family duty stations with considerable insecurity and active conflict.
8 weeks	<ul style="list-style-type: none"> • All non-family duty stations (Security Phase III). • All non-capital duty stations with hardship classification E, notwithstanding the Security Phase of the duty station.
12 weeks	<ul style="list-style-type: none"> • First step of gradual discontinuation of R&R for duty stations having previously had shorter cycles, after conversion to family duty station status. • All capital duty stations with a hardship classification E, notwithstanding the Security Phase of the duty station. • All non-capital duty stations with hardship classification D, notwithstanding the Security Phase of the duty station.
16 weeks	<ul style="list-style-type: none"> • Second step of gradual transition towards discontinuation of R&R following conversion of duty station from non-family to family status. • Duty stations with lack of basic goods throughout the year for which regular importation is not feasible.

3. In order to be considered as qualifying for R&R cycles above, service at the duty station must be uninterrupted by any of the following:

- a) Absence on home leave or family visit travel, emergency leave, special leave, or annual leave;
- b) Travel on official business outside the area of the duty station, including travel for training purpose, if the staff member takes additional time off in conjunction with such travel.

4. When the qualifying service period has been interrupted and the staff member has been outside the hardship area, qualifying service time that was accrued before the interruption shall be forfeited and a new qualifying service period shall begin upon return to the mission area.
5. The period of qualifying service shall be counted from the date of arrival of the staff member at the duty station, or from the date of return after interruption of qualifying service, or from the date of return after absence on R&R or from any other leave.
6. R&R is granted for a total of five working days, which includes any time required for travel purposes. Subject to exigencies of service and with prior approval, R&R may be taken in conjunction with weekends, official holidays or annual leave. R&R is not authorised when family members have been installed at the duty station.
7. Staff remain in full pay status while on R&R and the 5 day absence is not charged to annual leave. The entitlement to SOLA is unaffected by any absence from the POD on R&R.
8. R&R does not affect the accrual of any other travel or leave entitlement. However, travel outside the duty station or POD on annual leave, home leave, family visit or reverse education grant travel shall not be authorized until at least one month after the staff member's return from R&R, unless exceptionally authorised in advance. R&R may not be exercised in the month immediately prior to separation, reassignment or redeployment.
9. In order to achieve its purpose, R&R must be taken immediately following completion of the qualifying period of service (R&R cycle). If the staff member elects not to take R&R within the prescribed period, no additional accrual towards R&R will occur, until the leave has been exercised and the staff member has returned to the duty station.
10. Where the exigencies of service make it impossible for a staff member to take R&R within the prescribed period, such R&R may be deferred when authorised in advance. In such case, additional R&R leave credit may accrue on a pro-rata basis, rounded up to the nearest whole day.