



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Memorandum

UNHCR

UNHCR Global Service Center
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Budapest, Hungary

CONFIDENTIAL

PAS2/2010/00068

To: **Mr. Papa Kysma SYLLA,
UNHCR Representation in Uganda**

Through: **Mr. Kai NIELSON, Representative,
UNHCR Representation in Uganda**

From: **Valérie Sulpice, Associate/Personnel Administration Officer,
Personnel Administration and Payroll Section**

File Code: **PER/IND. SYLLA**

Subject: **Your Reassignment to Addis Ababa (o/m to Iriba, Chad)**



Date: 08 January 2010

1. This memorandum should be read in conjunction with the attached Reassignment Brochure. Please note that it is the staff member's responsibility to make sure of compliance with Medical Clearance without which Appendix D of the Staff Rules will not apply.

Please be advised that all Security Clearance requests for travel to Chad should be submitted via the online Security Clearance and Tracking System (ISECT) which can be accessed via the DSS Travel Portal <https://dss.un.org/dssweb/> at least 7 days prior to the proposed travel. For any queries or assistance related to ISECT, please send an e-mail to: dsshelp@un.org, tel: 1-917-367-9438/9439.

Please note that it is the staff member's responsibility to make sure of compliance with Security Clearance without which Appendix D of the Staff Rules and the Malicious Acts Insurance will not apply. (Action: staff member)

2. Reference is made to the **Summary of Decisions of the High Commissioner on Appointments & Postings - No. 08/2009 (23/12/2009)** confirming your reassignment as **Head of Sub-Office, to Addis Ababa (on mission to Iriba, Chad)** (12 month home leave cycle). Your reassignment is subject to receipt of medical clearance from the Medical Service, and receipt of security clearance and visas. You will be informed separately should you be required to undergo a medical examination. The effective date of your reassignment will be 16 February 2010.

3. The Standard Assignment Length (SAL) at this duty station is normally 2 years and your adjusted SAL will be either December 2011 or June 2012 as per APPB procedural guidelines (para 55). The exact date will be determined once your reassignment date is known. You will find details of your entitlements, based on the expected duration of your assignment in the attached Reassignment Brochure.

SALARY AND ALLOWANCES

4. Please see the attached calculation sheet. In accordance with APPB Procedural Guideline 157, your salary and allowances will be paid at the grade of the position (RALP), P-5, step 2, with the exception of your pensionable remuneration which is based on your personal grade. Consideration for promotion to the higher level will be in accordance with the promotion procedures outlined in paragraphs 140-144 of the APPB Procedural Guidelines.

5. Payment of Salary and Allowances (ST/AI2001/1 & IOM/36-FOM/34/2001)

You should complete and return at your earliest convenience the attached personal banking information and salary distribution form annexed hereto.

6. Salary Advance

In accordance with the Staff Rules, you may request a salary advance (up to one month's net salary) to assist you in meeting additional expenses that you may have, due to your reassignment outside of North America or Western Europe (no advance is granted for reassignments within North America or Western Europe). This advance will be recovered the following month. A request for a salary advance should be submitted in writing to PAPS either before reassignment or within four months from the date of reassignment. Your request should clearly indicate where you require the payment to be made and the currency of payment.

7. Assignment Grant

The Assignment Grant is intended to cover the costs incurred by the staff member as a result of appointment or reassignment. The grant is composed of the following elements:

(a) DSA portion

You will receive upon arrival at the duty station or Administrative Place of Assignment APA (in case you are assigned to a SOA area), an amount equal to 30 days of DSA at the rate applicable at the time of your arrival. This 30 days DSA portion of the Assignment Grant calculated at the prevailing DSA rate of the APA may be paid in the SOA location as well.

For each of your eligible family members whose travel to the duty station is paid for by UNHCR, namely: your spouse Gnilane Sabine Ndiaye and your dependant children Mady Oury and Moulaye Idriss, you will receive an amount equal to 30 days of half of the DSA at the rate applicable at the time of their arrival. Please note that in order for family members to receive the DSA portion of the assignment grant, they must travel to the duty station at least six months prior to the expiration of your contract and/or SAL. In the event family members are installed at the place of home leave or elsewhere location the DSA rate for family members shall be calculated on the basis of the DSA rate at the respective location, but shall not exceed the DSA portion payable at the APA.

If the DSA rate changes (increase and/or decrease) during the period covered by the DSA portion of the Assignment Grant (30 days following the date of arrival at the duty station), the amount of the grant will be adjusted on the basis of the revised rate.

(b) Lump-sum Portion

You will receive a lump sum portion equal to **one month** of net salary and the post adjustment applicable to your new duty station effective the date of your assignment. It is payable only upon receipt of the post adjustment figures from New York in convertible currency and takes into consideration the following factors:

- (i) your expected duration of your service at your new duty station;
- (ii) the classification of your new duty station.

Since you have not completed the expected period of service in Kampala, Uganda in respect of which the Assignment Grant was paid, the grant will be adjusted proportionately and recovery will be made.

Compensation for service under hazardous conditions (Hazard Pay)

8. As **Chad** has been designated as a hazardous area, you are entitled to Hazard Pay.

Special Operational Living Allowance Rate (SOLAR) (IOM/FOM/012/2004)

9. You are entitled to receive a monthly allowance of up to **5,320US\$** representing the Organisation's sole contribution towards meeting living expenses in the operational area. Please note that as you will be in receipt of SOLAR, you will not be entitled to the living allowance presently provided for under the R&R policy. In order to effect the payment of SOLAR, which is paid and settled locally, a Global Travel Authorisation will be issued upon your arrival in the operational area. This allowance is periodically reviewed and is subject to change and/or discontinuation.

TRAVEL ENTITLEMENT

10. It is important to note that travel is only authorised once medical and security clearance have been received.

You may wish to opt for lump sum for reassignment travel combined, or not, with home leave in accordance with IOM/21-FOM/23/2008 dated 28 April 2008 in which case please complete and return the attached form.

If you do not wish to opt for the lump sum, PAPS will authorize your office in **Kampala** to arrange your travel in accordance with the entitlements set out in this memo and the Reassignment Brochure. The MSRP chartfield combination and PT8 numbers will be provided once all formalities are completed.

You will not be able to combine home leave with reassignment as your next entitlement to home leave falls due in March 2010.

You and your eligible family members namely your spouse Gnilane Sabine Ndiaye and your dependant children Mady Oury and Moulaye Idriss will be authorized to travel as follows:

Yourselves: **Kampala, Uganda / Addis Ababa, Ethiopia / N'Djamena, Chad** – at the least costly airfare structure or, if the total duration of the flights exceed nine hours , by the class immediately below first class, with an extra 25 kgs excess baggage or one extra piece of luggage (reimbursable upon completion of travel via submitting a Travel Claim to PAPS) in addition to the free baggage allowance granted by the carrier.

Your family: **Kampala, Uganda / Addis Ababa, Ethiopia** – at the least costly airfare structure or, if the total duration of the flights exceed nine hours , by the class immediately below first class, with an extra 25 kgs excess baggage or one extra piece of luggage (reimbursable upon completion of travel via submitting a Travel Claim to PAPS) in addition to the free baggage allowance granted by the carrier.

Should you travel separately from the family, you are reminded that the travel of your family must be undertaken at least six months prior to the expiry of the your assignment.

SHIPMENT ENTITLEMENT OR RELOCATION GRANT

11. UNHCR organizes the shipment of personal effects under the standard shipment entitlements to the duty station of assignment.

However you may opt for a lump sum payment known as "Relocation Grant" in lieu of the standard shipment.

Option 1: Standard Shipment

Under the standard shipment entitlement in addition to your baggage allowance (i.e. free accompanied baggage allowance by carrier plus extra 25 kgs excess baggage or one extra piece of luggage) you are entitled to a shipment from Kampala to **Addis Ababa** of 1,000 kgs or 6.23 cubic meters for yourself, 500 kgs or 3.11 cubic meters for your spouse and 300 kgs or 1.87 cubic meters for each additional family member. The above amount will be considered net, including the weight or volume of packing but excluding reasonable crating.

If you wish to avail yourself of this entitlement, please let us know as soon as possible in order for us to instruct your present office to arrange for a shipping company to pack, collect and ship your personal effects.

In addition, you are entitled to ship 100 kgs of the 1,000 kgs authorized above from Addis Ababa to Iriba. However, in accordance with new administrative instructions contained in the IOM/12-FOM/12/2004 (SOLAR), you may now request to send your shipment either in total or in part, to your mission location i.e. Iriba provided this is logistically feasible. Please be advised that any amount in excess of the 100 kgs shipped to your mission duty station will be up to cost your Administrative Place of Assignment (APA). All such requests must be submitted in advance to your local Human Resources Officer/Personnel Admin Officer for approval.

Should you wish to ship personal effects in excess of the above entitlement, any additional costs over and above your entitlement must be settled locally before your departure from your present duty station. The organization accepts no liability for

claims for loss or damage to shipments of personal effects over and above the 2,100 kgs authorized to be transported to Addis Ababa.

The office authorized to arrange this shipment will determine whether the shipment is by air or surface. Conversion to airfreight is normally authorized on the basis of one half of the weight of the surface shipment.

Should your shipment be authorized by surface, then you may be authorized to ship 10% of the total shipment by airfreight in which case the remaining 90% will be by surface or 45% thereof by airfreight. Please confirm whether you intend to send an advance shipment in order that the appropriate provision might be made in your travel authorization (PT8).

Subject to the weight and volume entitlement, the total cost for split shipments to be paid by UNHCR may not exceed the cost of shipping separately the actual weights or volumes of the two consignments between the previous and new duty station. Any costs which are in excess of the above will be borne by yourself prior to your departure. Please note that the importation of personal effects to your duty station is duty-free if the shipment is made within the franchise period set by the host country, however, import taxes are at your expense for the shipment sent to the non-official destination.

Option 2: Relocation Grant

12. Should you opt for the Relocation Grant (IOM/84-FOM/82/2001 + Add.1 & SAMI 2005/7), please complete the attached Relocation Grant form and send it to your Personnel Admin Assistant to PAPS, Global Service Centre, Budapest, the relocation Grant being an alternative to the standard shipment entitlement (please refer to Reassignment Brochure). *(Action: Staff member)*

13. Should you opt for the payment of Relocation Grant for the amount of **US\$ 10,000** for yourself or **US\$ 15,000** if you relocate along with your dependants. The payment of Relocation Grant can be made either locally at your present duty station or by PAPS once the PT8 is issued.

A copy of the PT8, the payment voucher and the request form should be sent to PAPS. Once Medical Clearance is received MSRP chartfield combination will be provided. *(Action staff member / UNHCR Kampala)*

INSURANCE OF PERSONAL EFFECTS

14. If you do not opt for the Relocation Grant and request UNHCR office to arrange for your shipment, then the Field Office will request the supplier, which has been contracted to arrange for the door-to-door shipment as well as the insurance. The maximum insurance coverage by the organisation will be US\$ 16,000 for yourself, US\$ 8,000 for your first eligible family member and US\$ 4,800 for each additional family member.

Please provide six copies of the attached inventory forms. The inventory must be fully itemised and valued in US\$ dollars. If the total value indicated on your

inventory exceeds your entitlement, it will be assumed that you wish to insure your effects for the higher amount and the difference in the premium will have to be borne by you prior to departure from the duty station.

The Organisation cannot be held responsible for any claims in the event of non-compliance with the above requirements.

In case of loss or damage to your shipment, you should report to the contracted shipping company promptly through the releasing office. Do not forget to hold the carrier immediately liable for the loss or damage incurred. A copy of all correspondence concerning loss or damage should also be faxed to the Administrative Officer from the releasing office.

In order to enable the shipping agent to clear your consignment through customs upon your arrival, please provide a copy of your itemised/valued inventory form both to the agent and to the Field Office. The destination agent will contact you regarding additional documentation required for import formalities. Your shipment should be sent to **yourself, c/o UNHCR Office in Addis Ababa and N'Djamena** at the following address:

Bole Road, , Wereda 1, Kebele 23
House No. 1255/01-02
Addis Ababa

Quartier Sabangali, 3eme Arrondissement
Rue 2083, Porte 1262
N'Djamena

OTHER MATTERS

15. UNLP, Visas

Before your departure from your duty station, please ensure that your Laissez- Passer is in order (valid and have enough free pages for visas and residence permit etc.) and you have the necessary visas (including transit visas). Please note that the issuance of visas for some countries may be subject to long delays (from two or six months). We therefore strongly advise you to commence this procedure well in advance. Please refer to the Reassignment Brochure.

16. Rental subsidy

As you are in receipt of rental subsidy at your present duty station, please inform us, as a matter of urgency, of the date up to which you are required to pay rent and submit proof of your last rental payment.

A rental subsidy is paid as part of the post adjustment system for the purpose of ensuring a greater degree of equity and alleviating hardship. This is attained by subsidising the rental cost for those staff members whose rented accommodation is of a reasonable standard but which cost significantly more than the average for the duty station.

You may be entitled to a rental subsidy which is payable at the earliest on the 31st day following your arrival at the new duty station (APA). You should ensure that a diplomatic clause is inserted into the lease agreement concerning unforeseeable

termination of the agreement. **When submitting your request certified by an authorized official (UNDP or other leading agency at your duty station) to PAPS, please attach proof of payment in respect of your first rent and first electricity bill.**

17. Attendance Record Card

Your present office is kindly requested to send your 2009 Attendance Record Card, duly updated and signed by the Responsible Officer and yourself, to PAPS. ***(Action: UNHCR Kampala)***

18. Rest and Recuperation (R & R).

Please refer to IOM/10 – FOM/10/2006 of 31 January 2006.

19. Notification of Residential Address

Please enter/update your Personal Information in MSRP Self Service at your earliest convenience and keep this information current (i.e. Home and Mailing Address, Emergency Contacts, Email addresses, Phone numbers etc.). In case of Emergency Contacts: Log in MSRP > go to Self Service > go to Personal Information > go to Home and Mailing Address > add or edit your address and save.

PAPS will be able to view on-line the information required.

Please contact the Global Service Desk at HQUSSD@unhcr.org should you experience any difficulties (e.g. access problem, problem with your User ID or password).

20. If you have any queries regarding your reassignment, please do not hesitate to contact either myself or **Julien Paquin**, your Personnel Administration Assistant in PAPS, Budapest Global Service Centre.

21. We take this opportunity to offer our best wishes for your new assignment. The following attached documents are for you to complete and return to us:

- Salary and Bank Information form
- Lump Sum for reassignment travel form
- Travel Claims forms (please attach air ticket stubs, **boarding passes** and original transport receipts)
- Self-Certification form for lump sum travel option
- Relocation Grant
- Status Report

cc: Stefano Severe, Representative, UNHCR Chad
Kai Nielson, Representative, UNHCR Uganda
Ali-Pauni Paul, Snr Administration Officer, Chad
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