



Information Circular – Circulaire d’information

Ref. ICC/INF/2015/010

Date: 2 April 2015

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. Pursuant to Staff Regulation 3.1, salaries and allowances of the Court shall be fixed in conformity with the United Nations (UN) common system standards. Accordingly, this Information Circular has been updated to include the decision made by the International Civil Service Commission (ICSC) and the UN common system Human Resources Network Standing Committee on Field Duty Stations (Field Group) to discontinue the non-family status for Kinshasa as of 1 July 2014. In this regard:

- a) Effective 1 July 2014, Kinshasa, has been declared as a family duty station;
- b) For staff members appointed and assigned on or after 1 July 2014, the additional non-family hardship allowance is not payable;
- c) For current staff members with no dependents, the additional non-family hardship allowance is discontinued as of 1 July 2014;
- d) For current staff members with dependents, the additional non-family hardship allowance may continue up to 31 December 2014 or until one of their eligible family members joins at the duty station (whichever is earlier). Staff members will be required to submit a written claim for payment of the allowance, certifying that eligible family members remain outside the duty station and indicating their probable date of joining them in the duty station;
- e) Effective 1 July 2014, Rest & Recuperation (R&R) cycle in respect of Kinshasa, has been prolonged to twelve (12) weeks.

3. Accordingly, with the conversion of Kinshasa 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 Kinshasa who have already started accruing qualifying service prior to 1 July 2014 may benefit themselves of R&R after completing the period of qualifying service previously in effect. Upon the return of the staff member to the duty station, the new frequency shall apply.

5. 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 decision 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 ¹	SOA ²	APA	SOLA rate	Hazard pay
	Family	Non- family							
CENTRAL AFRICAN REPUBLIC (CAR)									
Bangui	<input type="checkbox"/>	<input checked="" type="checkbox"/>	D	6 weeks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	The Hague or Kampala	USD 3,937	Yes
COTE D'IVOIRE									
Abidjan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B	None	<input type="checkbox"/>	<input type="checkbox"/>			No
DEMOCRATIC REPUBLIC OF CONGO (DRC)									
Kinshasa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	C	12 weeks	<input type="checkbox"/>	<input type="checkbox"/>			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
KENYA									
Nairobi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B	None	<input type="checkbox"/>	<input type="checkbox"/>			No
MALI									
Bamako	<input type="checkbox"/>	<input checked="" type="checkbox"/>	C	8 weeks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	The Hague or Kampala	USD 4,162	Yes
UGANDA									
Kampala	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B	None	<input type="checkbox"/>	<input type="checkbox"/>			No

Abbreviations:

H/S cat.: Hardship category, as determined by the ICSC

¹ Pursuant to Administrative Instruction ICC/AI/2011/006

² Pursuant to Administrative Instruction ICC/AI/2010/001

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 ³	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
MALI					
Bamako	C	Yes	Yes	Yes	Yes
UGANDA					
Kampala	B	No	No	No	No

8. This Information Circular supersedes Information Circular ICC/INF/2013/009 and shall be in effect until further notice.



Herman von Hebel
 Registrar

³ 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