

United Nations Development Programme

Sustainable human development



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To: All UNDP/UNFPA Staff

From: Robin Kinloch
Director
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Subject: **Split shipments of personal effects and household goods**

1. At present, a "split shipment" of personal effects is available, subject to certain limitations, to the staff members entitled to shipment of personal effects, and has been established in recognition of the difficult living conditions at many field duty stations and in order to facilitate staff mobility.

Limitations

2. The current limitations in split shipments are explained in the Personnel Manual section 30902/3.1 and the GAM section 1206/2.3. These include:

- (a) a maximum of two shipments;
- (b) split shipments are normally not authorized on separation from service or on initial assignment or reassignment to UNDP Headquarters, New York;
- (c) one shipment must be to the new duty station.

3. We have found that the conditions governing this entitlement do not adequately facilitate staff mobility. The purpose of this circular is to announce the introduction of measures to permit a more flexible use of the entitlement, more adapted to the needs of our mobile staff and their families (paragraphs 4-9). The circular also reiterates certain provisions in effect which facilitate the sound use of the shipping entitlement (paragraphs 10-17).

Conditions governing the revised provisions

4. This new, more flexible approach, which takes effect immediately, is subject to the following conditions:

- (a) The split shipment may be authorized in addition to the 10% advance air shipment or the advance removal. In such cases, a maximum of three shipments may be authorized;
- (b) The personal effects and household goods in the shipment must be for the use of the

staff member and his or her family;

(c) There may be no additional cost to UNDP over and above the actual entitlement;

(d) Only the total weight or volume may be split, not the total transportation cost.

5. These arrangements apply to all staff members entitled to shipment of personal effects or household removal (on initial appointment, re-assignment and separation from service); to all duty stations, including assignments to New York, Geneva and Copenhagen, with the exception of Junior Professional Officers, as described in paragraph 15 below. The former exclusions of split shipments on separation and to Headquarters are hereby eliminated.

6. The former requirement of one shipment going to the new duty station no longer applies. The shipment(s) can be effected from any location to any location(s), subject to the conditions and cost limitations in paragraph 4 above.

Where no entitlement to removal exists

7. Instead of a limitation of two shipments, three shipments can now be authorized (except as indicated in paragraph 8 below) when an advance air shipment is made. While the split shipment requires approval by Headquarters, the 10% advance shipment should be automatically authorized by the Resident Representative on receipt of the reassignment/repatriation instructions. The different alternatives for using this flexible approach are outlined below:

(a) i) an advance air shipment including up to 10% of the total element which would be converted on a one-to-one basis, with the remaining part, if any, calculated on a two-to-one basis;

ii) a second and third shipment by air converted on a two-to-one basis.

(b) i) a first advance air shipment including up to 10% of the total entitlement which would be converted on a one-to-one basis with the remaining part, if any, calculated on a two-to-one basis;

ii) a second and a third shipment by surface for the balance of the entitlement.

(c) i) a first advance air shipment, including up to 10% of the total entitlement, which would be converted on a one-to-one basis, with the remaining part, if any, calculated on a two-to-one basis;

ii) a second shipment by air converted on a two-to-one basis;

iii) a third shipment by surface for the balance of the entitlement.

(d) i) an air shipment, with up to 10% of the total entitlement calculated on a one-to-one basis, with the remaining part of the entitlement by air calculated on a two-to-one basis, or by surface on a one-to-one basis.

e) i) a single surface shipment of the total entitlement.

8. The limitation to two shipments will continue to apply, however, in the following cases:

(a) when no advance air shipment is effected;

(b) when the 10% advance air shipment does not apply, i.e. on conversion to airfreight on the basis of full weight or volume of entitlement. (GAM section 1206/2.1.2 and 2.1.4);

(c) when no advance removal has been effected (i.e. incases where an entitlement to removal exists).

9. Where an entitlement to removal exists, that portion of the personal effects and household goods that has not been sent as an advance removal entitlement under GAM 1206/2.0 table 14 may also be split under the conditions described in paragraph 4 above.

Requests for split shipments and time limits

10. Authorization for split shipment of personal effects and removal should be sought from the Personnel Officer in the Division of Personnel's Administration Section before the staffmember's departure from a duty station or place of recruitment.

11. On initial assignment or re-assignment, shipment of personal effects should be effected within two months after receipt of the corresponding authorization and on separation no later than six months from the date of separation.

12. In cases, where an entitlement to household removal exists, shipment should be effected no later than one year from the date of separation.

13. Staff members are reminded that time-limits of franchise and duty-free entry of goods, and import regulations imposed by countries, vary. Staff should therefore check with the UNDP office at the duty station, especially if a delay is envisaged, so as to ensure that the shipment arrives at the duty station within the applicable franchise period. For shipments consigned to other countries it is suggested that the relevant country office be consulted (or the embassy of the country of destination if there is no UNDP country office).

Organization's limited responsibility

14. UNDP will not be responsible for duties or other charges related to restrictions due to shipments arriving at the duty station outside the franchise period, or for any other charges including duties for shipments to a location other than the new duty station, except for ordinary expenses such as customs clearance and delivery to residence.

Junior Professional Officers

15. The entitlement of Junior Professional Officers to only one shipment of personal effects remains unchanged. On reassignment, however, the former requirement of the

shipment going to the new duty station from the old duty station no longer applies; the shipment can be effected from any location to any location subject to the conditions detailed under paragraph 4(b) and 4(c). Approval should be sought from the Personnel Officer at least three months prior to departure from the current duty station.

Insurance coverage

16. UNDP's cost of the insurance coverage of all shipments will be limited to the maximum entitlement per staff member and family group, as applicable, as indicated in GAM section 1206/2.0 table 14.

Recovery of over-entitlement - Written Undertaking

17. Staff members are encouraged not to exceed their entitlement to the weight/volume/cost of the shipments. This is especially important in the case of separating staff since separation formalities and payment of final entitlements may be delayed. The cost of over-entitlement should be settled by the staff member directly with the moving company before departing from the duty station. If this is not feasible the staff members should sign a written undertaking authorizing UNDP to recover from the salary and/or final emoluments the cost of the over-entitlement. Instructions have been provided to all offices as to how to efficiently carry out these responsibilities in connection with separations.