



UNDP/ADM/94/28

17 May 1994

To: All UNDP/UNFPA staff

From: Robin Kinloch
Director
Division of Personnel

Introduction of increased flexibility in the use of education grant travel

1. Education grant travel is an entitlement which has been established to allow the travel reunited with the family. In recent years, the conditions governing the education grant travel (EGT) have frequently been found to be overly restrictive to permit the type of

2. The purpose of this circular is to announce the introduction of a number of measures to permit a more flexible use of the entitlement, more adapted to the needs of staff and their

Current EGT provisions and their limitations

3. Currently the following basic conditions apply for education grant travel:

(b) The visit must be for a minimum of two weeks.

(c) The cost of travel may not exceed the cost from the home leave country to the

4. In many instances, these conditions have been found by staff to be overly limiting and inconvenient in their application. Some examples include:

entertainment), making it less than desirable to bring the children there for their school holidays;

member's work schedule;

(c) when one of the parents of the child (i.e. the current or former spouse) is not residing at

important for the child or more convenient;

(d) a reunion of the family might best be spent either at the child's place of study or in a third country, in order for the family to make the best use of the vacation;

(e) the two week minimum stay has been found to be overly restrictive.

Description of the new flexible provisions

5. In order to better respond to the needs and concerns of staff about the planning of their children's absences from the duty station and the reunion of family members, the following more flexible provisions will be applied:

(a) A child entitled to EGT may travel to the duty station country or to a country other than the duty station, in order to visit a parent. The parent may be the staff member or the staff member's spouse or former spouse.

(b) One or both parents may travel in lieu of the child (refer to (e) and (g) below), in order to visit the child at the place of study or meet him/her elsewhere.

(c) The length of the visit should be a minimum of one week, irrespective of whether it is the child or parent who is travelling.

(d) There is no limit on the number of times this flexibility may be applied, as long as it is consistent with the authorized education grant travel of the child(ren).

(e) When a staff member has two or more children entitled to EGT, two parents can undertake the travel, together or separately, or one parent can undertake multiple travels. The maximum number of travels allowed (for parents and children combined) will be based on the number of journeys allowed for all the children in the family (and subject to cost limitations in (g) below).

(f) In the case of designated hardship duty stations with the additional education grant travel entitlement, the same provision of flexibility will apply.

(g) The Organization's share of the travel costs for each journey may not exceed the cost of one travel of the child between the country of home leave and the duty station, or between the place of the study and the duty station, whichever is lower. (Additional expenses resulting from the difference between adult and children fares must be borne by the staff member).

(h) The normal rules regarding DSA on EGT will apply. One education grant travel of the child(ren) or the parent(s), DSA is payable only for authorized stop overs made and is not payable for overnight flights. The normal terminal and airport tax expenses are also payable.

Effective date

6. This flexibility is introduced with immediate effect.

Lump Sum Portion

7. These provisions do not affect or modify the standing arrangements for the lump sum option to travel (GAM Section 1200, 3.3.), which also may be applied to the flexible EGT arrangements hereby introduced. When the staff member travels in lieu of the child, additional airfare costs, if any, must be borne by the staff member.

Handling of arrangements

8. The EGT (of children or parents) will continue to be authorized by the Personnel Officer in DOP's Administration Section and for this purpose the following steps should be taken:

Staff in the field

(a) At least seven weeks prior to travel, staff in the field should submit, to the country office's administrative unit, the attached form DOP/EGT-5/94 (which replaces form P.66), indicating both the child(ren) in respect of whom the entitlement to travel is based and the actual intended traveller (child or parent);

(b) Form DOP/EGT-5/94 should be certified by the designated administrative official, ensuring it has been properly completed, and forwarded to Headquarters so that it reaches DOP's Administration Section at least six weeks prior to travel.

(c) Within normally two weeks, DOP will verify if an entitlement to travel exists and advise the country office accordingly.

(d) The country office should then issue the PT.8 travel authorization.

(e) On completion of travel the staff member should submit the relevant F.10 to the country office for settlement locally, or supporting documents (i.e. PT.165) if the lump sum option is selected.

Staff at Headquarters

(a) At least seven weeks prior to travel the staff member must submit form DOP/EGT-5/94 directly to the relevant Personnel officer at Headquarters for verification of the entitlement, in case of travel of the child(ren) or spouse. In case the staff member opts to travel and absence is authorized by the Bureau/Unit, form DOP/EGT-5/94 should be submitted to the Personnel Officer through the Executive Officer or the Head of Unit.

(b) The Personnel Officer will submit the Travel Authorization to the Travel Services Unit which will contact the staff member and make the arrangements.

(c) On completion of travel, the staff member should submit the relevant F.10 to the Travel Services Unit or supporting documents (i.e. P.T.165) if the lump sum option is selected.

Further information

9. Any questions regarding the application of this new flexibility should be addressed in the first instance to the administrative unit of the country office (for staff in programme countries) or to the Personnel Officer (for staff at Headquarters). Country Offices' administrative units may seek additional guidance from the relevant Personnel Officer in the Division of Personnel, as required.