

NOTE on REMOVAL COSTS

Prepared by

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Joint Inspection Unit



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RECOMMENDATION (to add to Rule 107.27)

Upon the separation from service of a staff member or on change of duty station and at his request, the Secretary-General may grant a lump-sum allowance in place of removal expenses. The amount of this allowance may not exceed 75 per cent of the house-to-house transportation costs; costs other than transportation costs cannot be taken into consideration.

NOTE ON REMOVAL COSTS FOR STAFF MEMBERS

1. The Joint Inspection Unit included in its work programme for 1988 the preparation of a Note on the cost of removal of household goods of staff members of the United Nations Secretariat.
2. Although the Note covers the United Nations Secretariat only, its recommendation could be applied by the different organizations if so decided.
3. The main purpose of the Note was to suggest ways and means of meeting at less costs to the Organization the substantial expenses for the transportation of household goods of staff members from their duty stations to home countries or vice versa and on change of duty station. The Inspector met with United Nations officers in Administration and Management, General Services including transportation, etc. at Headquarters. He also sent questionnaires to some United Nations offices.
4. The Inspector is aware that the Consultative Committee on Administrative Questions (Financial and Budgetary Questions) of the Administrative Committee on Co-ordination will discuss, eventually, removal costs. This Note could be useful for the ACC and the International Civil Service Commission (ICSC) for a system wide study of the subject and for the United Nations for improving productivity during the present financial difficulties.
5. Staff Regulation 7.2 says that subject to conditions and definitions prescribed by the Secretary-General, the United Nations shall pay removal costs for staff members.
6. The conditions and definitions prescribed by the Secretary-General (Rule 107.27) say, inter alia, that on appointment or transfer, with expected service of at least 2 years at the duty station, and provided that the terms of appointment do not include entitlement to the assignment allowance, the organization pays the costs of moving the staff member's household effects to the duty station from the recognized place of residence in the home country or from the place of residence. A similar removal, to the place of residence in

the home country, or elsewhere at no greater cost, is provided on separation, if there has been an entitlement to an initial removal and provided separation is other than by resignation within 2 years of removal to the duty station. The maximum weight and volume limits for removals are specified in Rule 107.27 (d).

7. In the Annex of this Note there are some cost estimates of removal expenses of staff members coming to Headquarters, going from Headquarters to field assignment, change of duty station, and upon separation from service provided by the United Nations Headquarters and other UN offices (Office of General Services) .

8. Removal costs have a series of components: volume of the personal effects, weight, packing, transport, insurance, etc., plus the office work at the points of departure and arrival.

9. Bearing in mind economy reasons, it was considered by the Inspector, in the first place, the possibility of granting the staff member a percentage lump sum related to his monthly salary, in replacement of the removal costs of his household. This possibility was proved inadequate considering that Regulation 107.27 (d) makes no distinction based on salaries. Of course, the rationale of that Regulation could be reconsidered.

10. Another possibility discussed was to give the staff member a percentage lump sum based on the total (or partial) removal cost to be paid by the Organization. It was also considered the possibility of making a distinction between removal cost at the time of the appointment, at the time of change of duty station and at the time of separation of service.

11. Almost all the Organizations of the system have regulations and procedures very much alike the United Nations. The only one that has a very interesting alternative is the Universal Postal Union (UPU). According to U.P.U. regulations, at the appointment of a staff member, he can take an option: the full removal of his household goods to Berne or to receive a lump sum in cash not exceeding 75 per cent of the transportation cost. The costs of packing, insurance, etc. are not included in this amount.

12. The peculiar situation of the recruitment of staff in the United Nations at the present circumstances, leaves no doubts that the economy to be realized given the option at the time of the appointment of the staff could be minimal. In many cases it could imply expenses that for the time being are not incurred by the Administration. The Inspector was informed that there is a considerable number of newly appointed staff members that do not use the franchise.

13. There are cases in which the removal costs paid by the Organization equal the value - or sometimes are higher - than the real value of the household. That situation should be taken into account in the productivity norms of the Organization.

14. The Inspector believes there is a considerable amount of economy that could be reached by giving the staff member at the time of separation of service or at time of change of duty station the option of taking a lump sum instead of using his right according to Staff Regulation 7.2. It is understood that this is an "option" on which the staff member should decide.

15. The amount of the lump sum should cover only a percentage of the maximum established transportation cost according to Rule 107.27(d). Transportation cost should be understood to involve "house-to-house" transportation. The percentage on the maximum established is due to the fact that the determination of the real weight of the staff member's household is a difficult proposition: packing enterprises have peculiar ways of reaching at and charging for the maximum weight allowed. The Inspector believes the lump sum should cover the 75 per cent of transportation cost.

16. The main question arises with reference to the 75 per cent. Why not 85 per cent or 50 per cent? The Inspector understands the lump sum proposal is based on a purely econometric component. The best solution should be taking into account the relationship: real value of the household/removal cost paid by the Organization. But this solution has various problems very difficult to overcome without expensive administrative costs.

17. There are no certain and accepted criteria in order to reach the percentage of the transportation cost coverage by a lump sum. Equity should play an important role.

18. Some of the information provided to the Inspector in the Annex puts the average cost of the household removal (according to stations) something in between \$5,400 and \$8,500.

19. Transportation cost varies from 80 to 88 per cent of total costs. That amounts to \$4,320 and \$7,000 respectively. The lump sum proposed could be around \$2,225 and \$5,250.

20. It is true, according to some information, that in few cases staff members actually shipped less or in excess than their shipping entitlements. In the first case, the economy reason behind the 75 per cent lump sum could be compensated by the other costs related to household removal. In the second case, the excess shipments is paid by the staff member.

21. The statistics included in the Annex are not very conclusive. The personnel unit of some organizations have full account of staff members coming, leaving or being transferred, but the transportation unit only of those staff members who have requested transportation of their household. Some of the figures are related to Rule 107.21 not to 107.27; sometimes information is not available on crating or packing costs; the expressions "origin" and "destination" have not been used in a uniform way; no information has been provided in some cases as to whether the weight/volume apply to staff with or without dependents, etc.

22. The Inspector believes, nevertheless, that those statistics are a valid tool and that his proposal have practical values and could save, besides economies, a big deal of paper work for the organizations. It will allow staff members, also, the possibility to avoid equitably all the problems connected with the household removal.

23. A cost-benefit study should be undertaken by the Administration covering all aspects of removal costs, in order to establish an alternative system to the present one, valid for both the staff member, and the United Nations.

EXTRACTS OF INFORMATION PROVIDED BY ORGANIZATIONS

- A. United Nations Headquarters
- B. United Nations Office, Geneva
- C. United Nations Office, Vienna
- D. Economic and Social Commission for Asia and the Pacific
- E. Economic Commission for Latin America and the Caribbean

A. UNITED NATIONS HEADQUARTERS

The information has been separated under the following headings:

- a) Sampling of export shipments from New York during 1986/1987
- b) Sampling of import shipments to New York
- c) Sampling of over to over shipments

The raw data and copies of the analysis are also enclosed.

Due to lack of readily available and pre-sorted data in existence, many of the samples researched had to be discarded due to the fact that all the elements required for each case did not necessarily exist in one document or in one office, rendering this to be a difficult and time-consuming exercise.

A. United Nations Headquarters

Sampling of Export Shipments from New York - 1986/1987

21 March 1988

To	Mode	ENTITLEMENT				ACTUAL SHIPMENT				ACTUAL CHARGES				
		Weight	Volume	Insurance		Weight	Volume	Insurance Requested		Origin	Freight	Destination	Insurance	Total Charges
Switzerland	Air	495 lbs	50 cu.ft	\$8,000		87 lbs	18 cu.ft	\$0		\$100	\$153	\$175	\$0	\$428
Switzerland	Sea	9,810 lbs	981 cu.ft	\$32,000		4,824 lbs	796 cu.ft	\$0		\$1,776	\$1,500	\$2,485	\$0	\$5,761
Chile	Sea	2,200 lbs	220 cu.ft	\$8,000		5,158 lbs	390 cu.ft	\$10,000		\$1,887	\$2,450	\$480	\$276	\$5,093
Switzerland	Sea	880 lbs	88 cu.ft	\$8,000		1,254 lbs	195 cu.ft	\$0		\$474	\$844	\$1,081	\$0	\$2,399
Nigeria	Air)	1,320 lbs	132 cu.ft	\$65,000		1,611 lbs	167 cu.ft	\$0		\$531	\$2,092	\$792	\$0	\$3,415
Nigeria	Sea)	15,360 lbs	1,536 cu.ft			3,595 lbs	232 cu.ft	\$0		\$1,308	\$1,353	\$1,631	\$0	\$4,292
Cyprus	Air)	220 lbs	22 cu.ft	\$8,000		229 lbs	53 cu.ft	\$1,000		\$100	\$1,206	\$120	\$10	\$1,436
Cyprus	Sea)	1,980 lbs	198 cu.ft			2,465 lbs	279 cu.ft	\$7,000		\$998	\$1,915	\$700	\$193	\$3,806
Austria	Air	495 lbs	50 cu.ft	\$8,000		379 lbs	46 cu.ft	\$0		\$113	\$341	\$270	\$0	\$724
Austria	Sea	9,810 lbs	981 cu.ft	\$32,000		4,380 lbs	597 cu.ft	\$0		\$1,631	\$917	\$2,224	\$0	\$4,772
China	Sea	4,158 lbs	416 cu.ft	\$16,800		6,827 lbs	1,014 cu.ft	\$46,340		\$3,514	\$5,154	\$307	\$1,278	\$10,253
India	Air)	825 lbs	83 cu.ft	\$65,000		1,046 lbs	167 cu.ft	\$9,563		\$313	\$3,355	\$201	\$96	\$3,965
India	Sea)	16,350 lbs	1,635 cu.ft			13,285 lbs	1,393 cu.ft	\$55,425		\$4,569	\$3,300	\$1,872	\$1,529	\$11,270
USSR	Air)	990 lbs	99 cu.ft	\$65,000		858 lbs	167 cu.ft	\$15,290		\$313	\$1,461	\$638	\$154	\$2,566
USSR	Sea)	16,020 lbs	1,602 cu.ft			9,021 lbs	995 cu.ft	\$51,739		\$911	\$2,709	\$3,288	\$1,428	\$8,336
USSR	Air)	495 lbs	50 cu.ft	\$40,000		502 lbs	98 cu.ft	\$7,495		\$130	\$421	\$128	\$75	\$754
USSR	Sea)	9,810 lbs	981 cu.ft			3,542 lbs	398 cu.ft	\$23,055		\$1,027	\$2,500	\$5,998	\$636	\$10,161
Syria	Air)	220 lbs	22 cu.ft	\$8,000		220 lbs	35 cu.ft	\$2,010		\$100	\$426	\$51	\$20	\$597
Syria	Sea)	1,760 lbs	176 cu.ft			1,006 lbs	195 cu.ft	\$4,853		\$516	\$910	\$503	\$133	\$2,062
Israel	Air	1,155 lbs	115 cu.ft	\$16,800		383 lbs	75 cu.ft	\$7,000		\$131	\$1,172	\$150	\$70	\$1,523
Israel	Sea	15,690 lbs	1,569 cu.ft	\$48,200		10,303 lbs	1,468 cu.ft	\$38,600		\$3,584	\$3,470	\$2,056	\$1,065	\$10,175

To	Mode	ENTITLEMENT			ACTUAL SHIPMENT			ACTUAL CHARGES				
		Weight	Volume	Insurance	Weight	Volume	Insurance Requested	Origin	Freight	Destination	Insurance	Total Charges
Israel	Air)	396 lbs	40 cu.ft	\$12,000	305 lbs	57 cu.ft	\$856	\$100	\$648	\$150	\$8	\$906
Israel	Sea)	3,564 lbs	356 cu.ft		2,895 lbs	398 cu.ft	\$9,816	\$911	\$2,117	\$650	\$270	\$3,948
Sweden	Sea	10,800 lbs	1,080 cu.ft	\$40,000	10,753 lbs	1,285 cu.ft	\$68,642	\$3,457	\$1,650	\$1,809	\$1,894	\$8,810
Turkey	Sea	18,000 lbs	1,800 cu.ft	\$65,000	14,060 lbs	2,441 cu.ft	\$65,000	\$7,090	\$6,270	\$4,886	\$1,794	\$20,040
China	Sea	5,280 lbs	528 cu.ft	\$19,200	3,939 lbs	498 cu.ft	\$19,200	\$3,418	\$3,255	\$1,863	\$529	\$9,065
Cyprus	Sea	4,620 lbs	462 cu.ft	\$16,800	11,223 lbs	927 cu.ft	\$34,710	\$4,265	\$4,900	\$1,999	\$958	\$12,122
Holland	Sea	12,540 lbs	1,254 cu.ft	\$43,200	1,629 lbs	133 cu.ft	\$6,600	\$521	\$695	\$889	\$182	\$2,287
Ivory Coast	Air	2,200 lbs	220 cu.ft	\$8,000	265 lbs	20 cu.ft	\$1,965	\$100	\$763	\$245	\$19	\$1,127
USSR	Air)	495 lbs	50 cu.ft	\$40,000	313 lbs	57 cu.ft	\$7,915	\$100	\$248	\$90	\$79	\$517
USSR	Sea)	9,810 lbs	981 cu.ft		2,159 lbs	261 cu.ft	\$19,713	\$626	\$2,361	\$3,649	\$544	\$7,180
Peru	Air)	528 lbs	53 cu.ft	\$19,200	321 lbs	63 cu.ft	\$840	\$90	\$964	\$160	\$8	\$1,222
Peru	Sea)	4,752 lbs	475 cu.ft		9,224 lbs	1,455 cu.ft	\$57,705	\$3,854	\$5,027	\$1,199	\$1,592	\$11,672
TOTAL		183,028 lbs	18,305 cu.ft	\$692,200	128,061 lbs	16,373 cu.ft	\$572,332	\$48,558	\$66,547	\$42,739	\$14,840	\$172,684

Sampling of Overseas to Overseas Shipment - 1986/1987

21 March 1988

From/To	Mode	ENTITLEMENT				ACTUAL SHIPMENT				ACTUAL CHARGES				
		Weight	Volume	Insurance		Weight	Volume	Insurance Requested		Origin	Freight	Destination	Insurance	Total Charges
Canada/Ghana	Sea	3,300 lbs	330 cu.ft	\$12,000		4,201 lbs	330 cu.ft	\$5,947		\$2,063	\$4,041	\$1,572	\$164	\$7,840
Virgin Is./Malawi	Air	1,100 lbs	110 cu.ft	\$8,000		1,800 lbs	115 cu.ft	\$0		\$941	\$6,330	\$372	\$0	\$7,643
Finland/India	Sea	4,620 lbs	462 cu.ft	\$16,800		2,420 lbs	350 cu.ft	\$7,200		\$878	\$1,401	\$385	\$198	\$2,862
Belgium/Guinea	Sea	1,452 lbs	145 cu.ft	\$14,400		2,989 lbs	280 cu.ft	\$0		\$1,999	\$1,844	\$906	\$0	\$4,749
Arizona/Sudan	Air	3,300 lbs	330 cu.ft	\$12,000		1,243 lbs	124 cu.ft	\$0		\$348	\$3,498	\$298	\$0	\$4,144
UK/India	Air	1,100 lbs	110 cu.ft	\$8,000		417 lbs	28 cu.ft	\$13,000		\$230	\$1,146	\$110	\$80	\$1,566
France/Bangladesh	Air	1,100 lbs	110 cu.ft	\$8,000		898 lbs	44 cu.ft	\$2,743		\$678	\$2,719	\$237	\$27	\$3,661
Netherlands/Ethiopia	Air	3,300 lbs	330 cu.ft	\$12,000		730 lbs	50 cu.ft	\$3,350		\$604	\$1,329	\$209	\$33	\$2,175
Iceland/Manila	Air	2,310 lbs	231 cu.ft	\$16,800		730 lbs	66 cu.ft	\$0		\$1,067	\$5,897	\$184	\$0	\$7,148
Spain/Bolivia	Air	5,940 lbs	594 cu.ft	\$21,600		1,056 lbs	118 cu.ft	\$0		\$550	\$2,212	\$290	\$0	\$3,052
TOTAL		27,522 lbs	2,752 cu.ft	\$129,600		16,484 lbs	1,505 cu.ft	\$32,240		\$9,358	\$30,417	\$4,563	\$502	\$44,840

From	Mode	ENTITLEMENT			ACTUAL SHIPMENT			ACTUAL CHARGES				
		Weight	Volume	Insurance	Weight	Volume	Insurance Requested	Origin	Freight	Destination	Insurance	Total Charges
Iceland	Sea	18,000 lbs	1,800 cu.ft	\$65,000	1,973 lbs	200 cu.ft	\$43,195	\$1,170	\$1,304	\$589	\$1,192	\$4,255
France	Sea	18,000 lbs	1,800 cu.ft	\$65,000	2,976 lbs	937 cu.ft	\$0	\$1,356	\$2,727	\$643	\$0	\$4,726
Italy	Sea	2,200 lbs	220 cu.ft	\$8,000	774 lbs	85 cu.ft	\$0	\$777	\$1,365	\$279	\$0	\$2,421
Germany	Air)	495 lbs	50 cu.ft	\$40,000	539 lbs	49 cu.ft	\$0	\$912	\$1,257	\$236	\$0	\$2,405
Germany	Sea)	9,810 lbs	981 cu.ft		2,578 lbs	85 cu.ft	\$3,005	\$2,379	\$1,378	\$536	\$82	\$4,375
Guinea	Sea	2,200 lbs	220 cu.ft	\$8,000	1,576 lbs	180 cu.ft	\$0	\$814	\$476	\$404	\$0	\$1,694
Uruguay	Air	18,000 lbs	1,800 cu.ft	\$65,000	485 lbs	38 cu.ft	\$2,300	\$570	\$811	\$79	\$23	\$1,483
Norway	Air	880 lbs	88 cu.ft	\$8,000	328 lbs	40 cu.ft	\$1,430	\$364	\$380	\$78	\$14	\$836
Japan	Air)	1,650 lbs	165 cu.ft	\$65,000	671 lbs	78 cu.ft	\$29,845	\$427	\$2,904	\$114	\$298	\$3,743
Japan	Sea)	14,700 lbs	1,470 cu.ft		572 lbs	58 cu.ft	\$33,540	\$650	\$306	\$118	\$97	\$1,171
Prague	Air)	18,000 lbs	1,800 cu.ft	\$65,000	261 lbs	26 cu.ft	\$5,366	\$245	\$1,013	\$51	\$53	\$1,362
Prague	Sea)				5,500 lbs	550 cu.ft	\$0	\$4,462	\$1,600	\$1,510	\$0	\$7,572
TOTAL		103,935 lbs	10,394 cu.ft	\$389,000	18,233 lbs	2,326 cu.ft	\$118,681	\$14,126	\$15,521	\$4,637	\$1,759	\$36,043

Analysis

Sampling of Export Shipments from New York - 1986/1987

21 March 1988

To	Mode	ENTITLEMENT				ACTUAL SHIPMENT				Balance of Entitlement					
		Weight	Volume	Insurance		Weight	Volume	Insurance	Requested	Weight	%	Volume	%	Insurance	%
Switzerland	Air	495 lbs	50 cu.ft	\$8,000		87 lbs	18 cu.ft	\$0		408 lbs	82%	32 cu.ft	64%	\$8,000	100%
Switzerland	Sea	9,810 lbs	981 cu.ft	\$32,000		4,824 lbs	796 cu.ft	\$0		4,986 lbs	51%	185 cu.ft	19%	\$32,000	100%
Chile	Sea	2,200 lbs	220 cu.ft	\$8,000		5,158 lbs	390 cu.ft	\$10,000		-2,958 lbs	-134%	-170 cu.ft	-77%	(\$2,000)	-25%
Switzerland	Sea	880 lbs	88 cu.ft	\$8,000		1,254 lbs	195 cu.ft	\$0		-374 lbs	-43%	-107 cu.ft	-122%	\$8,000	100%
Nigeria	Air)	1,320 lbs	132 cu.ft	\$65,000		1,611 lbs	167 cu.ft	\$0		-291 lbs	-22%	-35 cu.ft	-27%	\$65,000	100%
Nigeria	Sea)	15,360 lbs	1,536 cu.ft			3,595 lbs	232 cu.ft	\$0		11,765 lbs	77%	1,304 cu.ft	85%		
Cyprus	Air)	220 lbs	22 cu.ft	\$8,000		229 lbs	53 cu.ft	\$1,000		-9 lbs	-4%	-31 cu.ft	-141%	\$0	0%
Cyprus	Sea)	1,980 lbs	198 cu.ft			2,465 lbs	279 cu.ft	\$7,000		-485 lbs	-24%	-81 cu.ft	-41%		
Austria	Air	495 lbs	50 cu.ft	\$8,000		379 lbs	46 cu.ft	\$0		116 lbs	23%	4 cu.ft	8%	\$8,000	100%
Austria	Sea	9,810 lbs	981 cu.ft	\$32,000		4,380 lbs	597 cu.ft	\$0		5,430 lbs	55%	384 cu.ft	39%	\$32,000	100%
China	Sea	4,158 lbs	416 cu.ft	\$16,800		6,827 lbs	1,014 cu.ft	\$46,340		-2,669 lbs	-64%	-598 cu.ft	-144%	(\$29,540)	-176%
India	Air)	825 lbs	83 cu.ft	\$65,000		1,046 lbs	167 cu.ft	\$9,563		-221 lbs	-27%	-84 cu.ft	-101%	\$12	0%
India	Sea)	16,350 lbs	1,635 cu.ft			13,285 lbs	1,393 cu.ft	\$55,425		3,065 lbs	19%	242 cu.ft	15%		
USSR	Air)	990 lbs	99 cu.ft	\$65,000		858 lbs	167 cu.ft	\$15,290		132 lbs	13%	-68 cu.ft	-69%	(\$2,029)	-3%
USSR	Sea)	16,020 lbs	1,602 cu.ft			9,021 lbs	995 cu.ft	\$51,739		6,999 lbs	44%	607 cu.ft	38%		
USSR	Air)	495 lbs	50 cu.ft	\$40,000		502 lbs	98 cu.ft	\$7,495		-7 lbs	-1%	-48 cu.ft	-96%	\$9,450	24%
USSR	Sea)	9,810 lbs	981 cu.ft			3,542 lbs	398 cu.ft	\$23,055		6,268 lbs	64%	583 cu.ft	59%		
Syria	Air)	220 lbs	22 cu.ft	\$8,000		220 lbs	35 cu.ft	\$2,010		0 lbs	0%	-13 cu.ft	-59%	\$1,137	14%
Syria	Sea)	1,760 lbs	176 cu.ft			1,006 lbs	195 cu.ft	\$4,853		754 lbs	43%	-19 cu.ft	-11%		
Israel	Air	1,155 lbs	115 cu.ft	\$16,800		383 lbs	75 cu.ft	\$7,000		772 lbs	67%	40 cu.ft	35%	\$9,800	58%
Israel	Sea	15,600 lbs	1,560 cu.ft	\$48,200		10,405 lbs	1,468 cu.ft	\$38,600		5,195 lbs	34%	101 cu.ft	6%	\$9,600	20%

To	Mode	ENTITLEMENT			ACTUAL SHIPMENT			Balance of Entitlement					
		Weight	Volume	Insurance	Weight	Volume	Insurance Requested	Weight	%	Volume	%	Insurance	%
Israel	Air)	396 lbs	40 cu.ft	\$12,000	305 lbs	57 cu.ft	\$856	91 lbs	23%	-17 cu.ft	-43%	\$1,328	11%
Israel	Sea)	3,564 lbs	356 cu.ft		2,895 lbs	398 cu.ft	\$9,816	669 lbs	19%	-42 cu.ft	-12%		
Sweden	Sea	10,800 lbs	1,080 cu.ft	\$40,000	10,753 lbs	1,285 cu.ft	\$68,642	47 lbs	0%	-205 cu.ft	-19%	(\$28,642)	-72%
Turkey	Sea	18,000 lbs	1,800 cu.ft	\$65,000	14,060 lbs	2,441 cu.ft	\$65,000	3,940 lbs	22%	-641 cu.ft	-36%	\$0	0%
China	Sea	5,280 lbs	528 cu.ft	\$19,200	3,939 lbs	498 cu.ft	\$19,200	1,341 lbs	25%	30 cu.ft	6%	\$0	0%
Cyprus	Sea	4,620 lbs	462 cu.ft	\$16,800	11,223 lbs	927 cu.ft	\$34,710	-6,603 lbs	-143%	-465 cu.ft	-101%	(\$17,910)	-107%
Holland	Sea	12,540 lbs	1,254 cu.ft	\$43,200	1,629 lbs	133 cu.ft	\$6,600	10,911 lbs	87%	1,121 cu.ft	89%	\$36,600	85%
Ivory Coast	Air	2,200 lbs	220 cu.ft	\$8,000	265 lbs	20 cu.ft	\$1,965	1,935 lbs	88%	200 cu.ft	91%	\$6,035	75%
USSR	Air)	495 lbs	50 cu.ft	\$40,000	313 lbs	57 cu.ft	\$7,915	182 lbs	37%	-7 cu.ft	-14%	\$12,372	31%
USSR	Sea)	9,810 lbs	981 cu.ft		2,159 lbs	261 cu.ft	\$19,713	7,651 lbs	78%	720 cu.ft	73%		
Peru	Air)	528 lbs	53 cu.ft	\$19,200	321 lbs	63 cu.ft	\$840	207 lbs	39%	-10 cu.ft	-19%	(\$39,345)	-205%
Peru	Sea)	4,752 lbs	475 cu.ft		9,224 lbs	1,455 cu.ft	\$57,705	-4,472 lbs	-94%	-980 cu.ft	-206%		
TOTAL		183,028 lbs	18,305 cu.ft	\$692,200	128,061 lbs	16,373 cu.ft	\$572,332	54,967 lbs	30%	1,932 cu.ft	11%	\$119,868	17%

Analysis

Sampling of Import Shipments to New York - 1986/1987

21 March 1988

From	Mode	ENTITLEMENT			ACTUAL SHIPMENT			Balance of Entitlement			
		Weight	Volume	Insurance	Weight	Volume	Insurance Requested	Weight %	Volume %	Insurance %	
Iceland	Sea	18,000 lbs	1,800 cu.ft	\$65,000	1,973 lbs	200 cu.ft	\$43,195	16,027 lbs 89%	1,600 cu.ft 89%	\$21,805	34%
France	Sea	18,000 lbs	1,800 cu.ft	\$65,000	2,976 lbs	937 cu.ft	\$0	15,024 lbs 83%	863 cu.ft 48%	\$65,000	100%
Italy	Sea	2,200 lbs	220 cu.ft	\$8,000	774 lbs	85 cu.ft	\$0	1,426 lbs 65%	135 cu.ft 61%	\$8,000	100%
Germany	Air)	495 lbs	50 cu.ft	\$40,000	539 lbs	49 cu.ft	\$0	-44 lbs -9%	1 cu.ft 1%	\$36,995	92%
Germany	Sea)	9,810 lbs	981 cu.ft		2,578 lbs	85 cu.ft	\$3,005	7,232 lbs 74%	896 cu.ft 91%		
Guinea	Sea	2,200 lbs	220 cu.ft	\$8,000	1,576 lbs	180 cu.ft	\$0	624 lbs 28%	40 cu.ft 18%	\$8,000	100%
Uruguay	Air	18,000 lbs	1,800 cu.ft	\$65,000	485 lbs	38 cu.ft	\$2,300	17,515 lbs 97%	1,762 cu.ft 98%	\$62,700	96%
Norway	Air	880 lbs	88 cu.ft	\$8,000	328 lbs	40 cu.ft	\$1,430	552 lbs 63%	48 cu.ft 55%	\$6,570	82%
Japan	Air)	1,650 lbs	165 cu.ft	\$65,000	671 lbs	78 cu.ft	\$29,845	979 lbs 59%	87 cu.ft 53%	\$1,615	2%
Japan	Sea)	14,700 lbs	1,470 cu.ft		572 lbs	58 cu.ft	\$33,540	14,128 lbs 96%	1,412 cu.ft 96%		
Prague	Air)	18,000 lbs	1,800 cu.ft	\$65,000	261 lbs	26 cu.ft	\$5,366	11,978 lbs 67%	1,224 cu.ft 68%	\$59,634	92%
Prague	Sea)				5,500 lbs	550 cu.ft	\$0				
TOTAL		103,935 lbs	10,394 cu.ft	\$389,000	18,233 lbs	2,326 cu.ft	\$118,681	85,441 lbs 82%	8,067 cu.ft 78%	\$270,319	69%

Analysis

Sampling of Overseas to Overseas Shipment - 1986/1987

21 March 1988

From/To	Mode	ENTITLEMENT				ACTUAL SHIPMENT				Balance of Entitlement					
		Weight	Volume	Insurance		Weight	Volume	Insurance	Requested	Weight	%	Volume	%	Insurance	%
Canada/Ghana	Sea	3,300 lbs	330 cu.ft	\$12,000		4,201 lbs	330 cu.ft	\$5,947		-901 lbs -27%		0 cu.ft 0%		\$6,053	50%
Virgin Is./Malawi	Air	1,100 lbs	110 cu.ft	\$8,000		1,800 lbs	115 cu.ft	\$0		-700 lbs -64%		-5 cu.ft -5%		\$8,000	100%
Finland/India	Sea	4,620 lbs	462 cu.ft	\$16,800		2,420 lbs	350 cu.ft	\$7,200		2,200 lbs 48%		112 cu.ft 24%		\$9,600	57%
Belgium/Guinea	Sea	1,452 lbs	145 cu.ft	\$14,400		2,989 lbs	280 cu.ft	\$0		-1,537 lbs -106%		-135 cu.ft -93%		\$14,400	100%
Arizona/Sudan	Air	3,300 lbs	330 cu.ft	\$12,000		1,243 lbs	124 cu.ft	\$0		2,057 lbs 62%		206 cu.ft 62%		\$12,000	100%
UK/India	Air	1,100 lbs	110 cu.ft	\$8,000		417 lbs	28 cu.ft	\$13,000		683 lbs 62%		82 cu.ft 75%		(\$5,000)	-63%
France/Bangladesh	Air	1,100 lbs	110 cu.ft	\$8,000		898 lbs	44 cu.ft	\$2,743		202 lbs 18%		66 cu.ft 60%		\$5,257	66%
Netherlands/Ethiopia	Air	3,300 lbs	330 cu.ft	\$12,000		730 lbs	50 cu.ft	\$3,350		2,570 lbs 78%		280 cu.ft 85%		\$8,650	72%
Iceland/Manila	Air	2,310 lbs	231 cu.ft	\$16,800		730 lbs	66 cu.ft	\$0		1,580 lbs 68%		165 cu.ft 71%		\$16,800	100%
Spain/Bolivia	Air	5,940 lbs	594 cu.ft	\$21,600		1,056 lbs	118 cu.ft	\$0		4,884 lbs 82%		476 cu.ft 80%		\$21,600	100%
TOTAL		27,522 lbs	2,752 cu.ft	\$129,600		16,484 lbs	1,505 cu.ft	\$32,240		11,038 lbs 40%		1,247 cu.ft 45%		\$97,360	75%

B. UNITED NATIONS OFFICE, GENEVA

1. You will find herewith a table showing the estimated cost of full removal shipments of staff members with or without dependants either coming to Geneva (Import) or leaving Geneva (Export), from/to representative European and overseas locations.

2. In addition, you will find attached, for comparative purposes, another chart giving the estimated cost for an unaccompanied shipment under Staff Rule 107.21 to Geneva in case of mission or reassignment, a situation which frequently arises in the case of HCR staff members. Those figures are calculated on the basis of authorizations covering between 1000 kg. and 1500 kg.

3. Bearing in mind the purpose of your study, i.e. the advisability of replacing the removal entitlement by an assignment allowance or lump-sum, it is worth mentioning that a great number of removal authorizations are never utilized by staff members. (The Inspector could not get further statistical information on this paragraph

4. Listed below are the estimated components of removal shipments to or from three parts of the world:

	<u>North America</u>	<u>Far East</u>	<u>Europe</u>
<u>Packing</u>	1/3	1/2	1/4
(Plus delivery charges)			
<u>Transport</u>	2/3	1/2	3/4
<u>Insurance</u>	between 0.34 per cent and 0.44 per cent of total value((covered by UN Geneva)		

B. United Nations Office in Geneva

IMPORT TO GENEVA

WEIGHT BETWEEN 1000 AND 1500 KG

<u>TO GENEVA FROM</u>	<u>Between 1000 and 1500 kg</u>
SAN JOSE	* 14.000 (air)
MOSCOW	2.500 (air)
BANGUI	17.000 (air)
KUALA LUMPUR	13.000 (surface) 18.000 (air)
MOGADISHU	9.000 (surface) 15.000 (air)
KHARTOUM	8 to 11.000 (air)
NAIROBI	8 to 11.000 (air)
DAR ES SALAM	12.000 (air)
TEHRAN	19.000 (air)
LUSAKA	17.000 (air)
MAPUTO	13.000 (air)
BEIJING	for 200 kg: 1.000 (air)

* rates in US\$

FULL REMOVAL

TO GENEVA FROM	EXPORT		TO GENEVA FROM	IMPORT	
	Container 40 feet 8150 kg with dependants	Container 20 feet 4890 kg without dependants		Container 40 feet 8150 kg with dependants	Container 20 feet 4890 kg without dependants
NEW YORK	* 15.000	12.000	NEW YORK	15.000	12.000
LONDON	13.000	9.000	MEXICO	21.000	19.000
MADRID	11.000	7.500	SYDNEY	18.000	15.000
TOKYO	20.000	17.500	TOKYO	18.500	17.000
BEIJING	15.000	9.500	ALGIERS	12.000	8.000
PARIS	9.500	7.000	BERLIN	6.000	4.000
BRUSSELS	8.000	6.500	VIENNA	8.500	6.000
STOCKHOLM	12.500	10.500	COPENHAGEN	9.000	7.500
OSLO	13.000	11.500	LONDON	10.000	7.500
ATHENS	16.000	13.500	BRUSSELS	8.000	6.500
BERLIN	9.500	7.500	MADRID	10.000	7.500
TEGUCIGALPA	20.000	17.500	STOCKHOLM	9.000	6.500
MOSCOW	17.000	13.000	BOMBAY	14.000	12.500
SOFIA	13.000	9.800			
SYDNEY	18.500	16.000			

* Rates in US\$

C. United Nations Office, Vienna

The cost of removals have been broken down by components "weight, transport costs (including packing) and insurance". It has not been possible for the Traffic Unit to separately indicate the packing costs.

It should also be noted that in the case of certain removals to Vienna from other duty stations full information on the estimated and/or actual costs was not always available locally. However, the representative data selected for removals from Vienna contains actual information.

During the period 1985-1986 a total of 41 staff members were entitled to removal of household effects during the above-mentioned period and all have made use of their entitlements.

C. United Nations Office, Vienna

Removal of Household Effects - United Nations Office at Vienna

1986		Entitlements			Actual Usage			
Name	From/To	Kilo	US\$ Insurance	US\$ Estimated Cost	Kilo	US\$ Transport Cost ^{1/} Incl packing	US\$ Insured for/ Prem Paid	Percentage Kilo Usage
<u>TO VIENNA</u>								
from home country (with dependants): AL-MULLA	Qatar	8150	65,000	12,000	535	2,600	10,000.-/ 101.-	6.6
(without dependants) NONE								
<u>FROM VIENNA</u>								
to home country (with dependants) SHAILANI	Manila	8150	65,000	20,000	6020	16,200	55,845.-/ 1,265.30	73.9
(without dependants) KOH	Singapore	4890	40,000	13,000	2690	9,700	21,650.-/ 274.37	55.0
<u>TO VIENNA</u>								
from other duty stations (with dependants) AL-SHEIKH	Islamabad	1928	65,000	5,000	1928	paid in Islamabad	65,000.-/ 1,794.-	100.0
(without dependants) KRASSOWSKI	New York	4900	40,000	No estimate indicated by HQ	1670	Del. costs in Vienna = \$397.- Rest paid at E.	20,521.-/ 567.-	34.1

^{1/} Rate of Exchange used: \$1 = AS14.20 (Rate of exchange used for 1986/87 budget).

Removal of Household Effects - United Nations Office at Vienna

1987 Name	Entitlements				Actual Usage			
	From/To	Kilo	US\$ Insurance	US\$ Estimated Cost	Kilo	US\$ Transport Cost ^{1/} Incl. packing	US\$ Insured for/ Prem Paid	Percentage Kilo Usage
<u>TO VIENNA</u> from other duty stations (with dependants):								
MATHIASON	New York	8150	65,000	est. by HQ 2916.-	2360	paid at HQ	65,000.-/ 1,794.-	28.1
IJIMA	New York	8150	65,000	No est. from HQ	300-air 3023-sur	517.- paid at HQ	64,842.-/ 1,790.-	37.1
(without dependent) NONE								
<u>FROM VIENNA</u> from other duty stations (with dependants)								
BASNAYAKE	New York	8.150	65,000	12,000	5310	11,690	64,813.-/ 1,788.-	65.1
(without dependants) NONE								

^{1/} Rate of Exchange used: \$1 = AS14.20 (Rate of exchange used for 1986/87 budget)

Removal of Household Effects - United Nations Office at Vienna

1987	Entitlements				Actual Usage			
Name	From/To	Kilo	US\$ Insurance	US\$ Estimated Cost	Kilo	US\$ Transport Cost ^{1/} Incl. packing	US\$ Insured for/ Prem Paid	Percentage Kilo Usage
<u>TO VIENNA</u> from home country (with dependants): NONE								
(without dependants) ZHOU 	Beijing	500	8,000	1,600	116	Del. costs in Vienna \$62.- Rest paid in Beijing	7,000.-/ 71.-	23.2
<u>FROM VIENNA</u> to home country (with dependants) KOPAC	Prague	8150	65,000	8,000	1640	2,287	24,900.-/ 251.50	20.1
BLUNCK	Hamburg	8150	65,000	8,000	3000	2,641	29,079.-/ 802.35	36.8
BEZRUKOV	Kiev	8150	65,000	14,000	3360	9,702	42,000.-/ 424.20	41.2
GOSALBO-BONO	Valencia	8150	65,000	8,000	3175	8,832	84,755.-/ 656.50	38.9
(without dependants) DA GAMA SANTOS	Lisben	4890	40,000	8,000	3500	5,155	40,000.-/ 110.40	71.6

D. Economic and Social Commission for Asia and the Pacific

We have collated the information you have requested with regard to the outgoing shipments for 1986/1987, broken down to the various components in accordance with your requirements. As to incoming shipments, due to no breakdown by component available, e.g. packing etc., we have not been able to provide the information requested. In any case, for staff transferred from other duty stations, the relevant information would have been furnished to you.

D. Economic and Social Commission for Asia and the Pacific

Staff member	with Dependents	without Dependents	Itinerary	REMOVAL COST 1986										Insurance	
				Entitlement		Actual		Packing		Transport		Total		Air \$US	Sea \$US
				Air Kgs.	Sea Kgs.	Air Kgs.	Sea Kgs.	Air P	Sea P	Air P	Sea P	Air P	Sea P		
A. Shahabuddin	X		BKK/Islanabad	450	7,250	410	1,910	2,095	9,356	23,820	41,585	25,915	50,941	5,914	7,280
J. Andorfer		X	BKK/Geneva	450	4,440	75	2,560	1,210	12,596	9,520	37,324	10,730	49,920	5,585	27,985
A.S. Manalac	X		BKK/Manila	-	8,150	-	6,480	-	26,084	-	33,068	-	59,152	-	48,290
Malinee, P.		X	BKK/Geneva	450	4,440	238	570	1,574	5,328	30,124	13,922	31,698	19,250	2,631	2,036
R.M. Hotosuwarso	X		BKK/Jakarta	-	8,150	-	10,230	-	24,390	-	69,306	-	93,696	-	54,915
K.K. Shane	X		BKK/New York	525	7,100	410	2,240	1,735	15,660	41,122	93,629	42,857	109,289	3,065	13,310
Teo Eng Soon	X		BKK/Malaysia	-	8,150	-	7,100	-	33,596	-	121,210	-	154,806	-	63,295
R. MacDouald		X	BKK/New York	-	4,890	-	3,342	-	15,348	-	111,764	-	127,112	-	11,310
B.B. Arzadon	X		BKK/Houston	-	8,150	-	12,630	-	30,180	-	230,448	-	260,628	-	33,773
C. Lex		X	BKK/New York	225	4,890	280	966	700	3,068	31,100	30,598	31,800	33,666	10,140	20,060
V.J. Ram	X		BKK/New York	750	8,150	275	2,150	1,230	7,354	30,565	83,205	31,795	90,559	9,140	43,440
H.C. Agarwal	X		BKK/Delhi	375	8,150	414	3,184	1,510	10,478	18,588	88,475	20,098	98,953	27,700	36,450

Staff member			Itinerary	Entitlement		1987		Packing		Transport		Total		Insurance	
				Air	Sea	Air	Sea	Air	Sea	Air	Sea	Air	Sea	Air	Sea
	with	without		Kgs.	Kgs.	Kgs.	Kgs.	₪	₪	₪	₪	₪	₪	\$US	\$US
	Dependents	Dependents													
A. Archambault	X		BKK/Geneva	375	8,150	300	6,056	770	14,523	37,960	141,123	38,730	155,646	16,720	64,997
F. Eppert	X		BKK/New York	450	8,150	601	5,676	2,410	17,349	94,819	225,954	97,229	243,303	6,011	55,738
G. Uswatte-Aratchi	X		BKK/New York	525	8,150	525	5,387	1,350	16,558	50,877	195,740	52,227	212,298	19,060	41,673
T. Kunugi	X		BKK/New York	-	8,150	-	4,728	-	11,190	-	137,059	-	148,249	-	45,200
Kanika, M.		X	BKK/Geneva	450	8,150	295	1,768	840	6,251	37,038	33,131	37,878	39,382	1,830	3,600
A.B.M. Islam	X		BKK/New York	375	8,150	270	2,853	800	11,400	31,576	125,720	32,376	131,120	19,450	33,130
H.G.R. Reddy	X		BKK/Bangalore	-	8,150	-	8,753	-	28,862	-	215,520	-	244,382	-	65,000
R.H. Sherif	X		BKK/Dhaka	450	8,150	300	5,073	800	17,879	10,930	102,743	11,730	120,622	-	35,800
M.J. Archambault		X	BKK/Paris	-	8,150	-	2,778	-	5,180	-	24,844	-	30,024	-	24,120
Li-Ning		X	BKK/New York	-	8,150	-	470	-	1,120	-	44,128	-	45,248	-	9,517

DD GVA

BANGKOK (ESCAP) 12 0736Z

2825 NOLTE. REF YR MSC 2488 TO CHAO.

PRIMO ANDORFER AIR SHOULD READ 225 AND SEA 4440, ALL OTHER SHOW CORRECT AIR ENTITLEMENTS. FOR KANIKA, ARCHAIMBAULT AND LI-NING DEPENDENT'S ENTITLEMENTS APPLY.

SECONDO NOTOSUWARSO AND REDDY ACTUAL SEA SHIPMENTS INDICATED IN TERMS OF GROSS WEIGHTS, HOWEVER NET WEIGHT THEIR SHIPMENTS DOES NOT EXCEED ENTITLEMENTS. FOR ARZADON, TOTAL AMOUNTS INCLUDES USDLRS 3,559.80 BORNE BY STAFF MEMBER FOR EXCESS WT/VOL ABOVE ENTITLEMENT.

TERTIO INSURANCE PREMIUM FOR AIR IS 1.00 US DOLLARS AND SEA IS 2.75 PER 100 US DOLLARS VALUE. RATES SUPPLIED BY INSURANCE UNIT, OGS UN HEADQUARTERS AND PRESUMABLY APPLIED GLOBALLY THROUGHOUT UN, PLS REVERT IF FURTHER CLARIFICATION REQD.

KIND REGDS. (HEATH ESCAP)

E. Economic Commission for Latin America and the Caribbean

The information covers details of ECLAC staff that used the full removal entitlement during 1986, under staff regulation 107.27. During 1987 no removals took place under this rule.

E. Economic Commission for Latin America and the Caribbean

FULL REMOVALS - 1986 (Rule 107.27)

Name/Itinerary	Kilos net	Packing	Transport	Destination US dollars	Insurance	Total
Enrique Pemjean Santiago/New York	956	393.18	1,490.94	504.72	101.82	2,490.66
Konrad Studnicki-Gizbert Santiago/Chelsea	4888	1,379.93	3,800.00	1,494.81	1,723.00	8,397.74
Pablo Rodríguez Santiago/New York	1266	501.65	2,328.34	742.43	715.85	4,288.27
Bárbara Rojas Santiago/San Jose	2560	1,408.00	1,700.00	2,252.80	787.82	6,148.62
Lawrence Finnegan Santiago/Maryland	4096	2,703.90	6,200.00	4,371.30	748.65	14,023.85

March 1988

ACC/1988/PER/R.15, Annex

SUBJECT	ORGANIZATIONS' PROVISIONS AND TEXT IN WHICH FOUND													
	IN	UNHCR	ILO	FAO	UNESCO	ICAO	UPU	WHO	ITU	WHO	IHO	WIPO	IFAD	IAEA
(1) Removal														
20. On appointment or transfer, with expected service of at least 2 years at the duty station, and provided that the terms of appointment do not include entitlement to the assignment allowance, the organization pays the costs of moving the staff member's household effects to the duty station from the recognized place of residence in the home country or from the place of residence. A similar removal, to the place of residence in the home country, or elsewhere, at no greater cost, is provided on separation, if there has been an entitlement to an initial removal and provided separation is other than by resignation within 2 years of removal to the duty station.	R + r	R + r	R annex	r + m	r	SC + r	R + r 1/	R, r + m	R + r 2/	r	r	r	m 3/	R + r
21. The maximum weight and volume limits for removals vary by organization as indicated (including weight or volume of packing, but excluding crating and lift vans)(m = cubic metre; ft = cubic foot).														
(i) with dependants,	8150 kg or 51 m3	8150 kg or 51 m3	D-2 + above 150 m3	7250 kg or 50 m3	5000 kg or 40 m3	18,000 lb or 50 m3	8150 kg or 51 m3	5000 kg 4/ or 41 m3	8150 kg or 51 m3	8150 kg or 51 m3	8150 kg or 51 m3	8150 kg or 51 m3	as FAO 4/ 5/ 1800 ft3	8100 kg or 1800 ft3
(ii) without dependants,	4890 kg or 31 m3	4890 kg or 31 m3	up to D2 60 m3	4500 kg or 30 m3	3750 kg or 30 m3	10,800 lb or 30 m3	4890 kg or or 30 m3	3750 kg 4/ 30.5 m3	4090 kg or 31 m3	4890 kg or 31 m3	4890 kg or 31 m3	4890 kg or 31 m3	as FAO or 1800 ft3	4060 kg or 1800 ft3

FOOTNOTES

- 1/ A lump sum in cash may be paid in lieu of removal or appointment, not exceeding 75 per cent of estimated cost of removal.
- 2/ In the second sentence, "on separation, if there has been an entitlement to an initial removal" not applicable at ITU.
- 3/ After 7-year period of assignment allowance, staff member becomes entitled to full removal after two further years of service.
- 4/ Exclusive of weight of container, up to 20 per cent above approved weight provided to cover cost of packing.
- 5/ 6250 kg and 3750 kg if shipment entirely by land.

U.P.U. REGULATIONS CONCERNING STAFF RULE 107.25
(International Bureau of the Universal Postal Union)

U.P.U. REGULATIONS CONCERNING STAFF RULE 107.25

(International Bureau of the Universal Postal Union)

Rule 107.25

Removal costs

1 Subject to the conditions laid down in these Rules, the Union shall pay expenses in connection with the removal of an internationally recruited staff member's personal effects and household goods under the following circumstances:

- a On initial appointment for a period of two years or longer;
- b Upon completion of two years of continuous service;
- c Upon separation from service provided the staff member had an appointment for a period of two years or longer or had completed not less than two years of continuous service.

2 Under paragraph 1, a and b, the Union shall pay the expenses of removing a staff member's household goods and personal effects either from the place of recruitment or from the place authorized as his home for purposes of home leave, provided that the goods and effects were in his possession at the time of appointment and are being transported for his own use. Payment of removal expenses from a place other than those specified may be authorized by the Director-General in exceptional cases, on such terms and conditions as he deems appropriate.

3 Under paragraph 1, c, the Union shall pay the expenses of removing a staff member's household goods and personal effects from Berne to any one place to which he is entitled to be returned at the Union's expense, or any other one place authorized by the Director-General in exceptional cases on such terms and conditions as he deems appropriate, provided the goods and effects were in the staff member's possession at the time of separation and are being transported for his own use.

4 Payment by the Union of removal expenses shall be subject to the following conditions:

- a The maximum weight and volume for which entitlement to removal at the Union's expense exists shall be 4890 kg or 30.5 m³, inclusive of packing crates and containers, for staff members alone, and 8150 kg or 51 m³ for staff members with a dependent child or a spouse residing with them at their official duty station. A higher maximum may be set, however, in the case of a staff member with a dependent child or a spouse residing with him at his official duty station, if the staff member presents convincing evidence that his normal and necessary household effects to be removed exceed the maximum entitlement;
- b Storage charges other than those directly incidental to normal transportation expenses shall not normally be allowable;
- c Reasonable costs of packing, crating, cartage, unpacking, uncrating and insurance shall be allowed for shipments within the limits of authorized weight or volume, except that costs for servicing of appliances, dismantling or installation of fixtures, or special packing shall not be borne by the Union;
- d Transportation of personal effects and household goods shall be by the most economical means as determined by the Director-General, taking into account costs allowable under c above;
- e Privately-owned automobiles shall not be transported at the Union's expense.

5 Removal costs shall not be payable under this rule in the case of mission service.

6 Where both husband and wife are staff members, and each is entitled to removal of personal effects and household goods, the maximum weight and volume that may be removed at the Union's expense for both of them shall be that provided for a staff member with a dependent child or a spouse residing with him at his duty station.

7 On the appointment of a staff member and at his request, the Director-General may grant a lump-sum allowance in place of removal expenses. The amount of this allowance may not exceed 75 per cent of the removal costs corresponding to the maximum weight and volume for which entitlement to removal at the Union's expense exists in accordance with paragraph 4, a; costs other than transportation costs cannot be taken into consideration.*

Rule 107.26

Loss of entitlement to removal expenses

1 A staff member who resigns before completing two years of service shall not normally be entitled to payment of removal expenses.

2 Entitlement to removal expenses shall cease when the staff member's services are not expected to continue for more than six months beyond the proposed date of arrival of the household goods and effects.

3 Entitlement to removal expenses on separation from service shall cease if removal has not commenced within one year after the date of separation.

*Effective from 1 January 1975.