



NEW YORK

INTERNATIONAL CIVIL SERVICE
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Office of the Chairman

Bureau du Président

Reference: ICSC 32-9

15 December 2023

To: Participating Organizations/
Staff RepresentativesFrom: Larbi Djacta
Chairman

A handwritten signature in blue ink, appearing to read 'Larbi Djacta', is placed over the printed name of the Chairman.

Subject: **Classification of duty stations according to conditions of life and work and
Designation of Non-Family Duty Stations – 2023 Annual Review – Africa**

1. The meeting of the 2023 Annual Review of Field Duty Stations according to the Conditions of Life and Work was conducted in New York from 14 to 17 November 2023 by the Tripartite Working Group (TWG) established by the ICSC and composed of members of the ICSC secretariat, representatives of the organizations and staff federations. The hardship ratings for each of the duty stations reviewed were based on the latest information made available to the Tripartite Working Group, in accordance with the methodology approved by the Commission, in an objective manner taking into full account the views of all members.

2. The TWG also reviewed the field duty stations in which the United Nations Department of Safety and Security (UNDSS) had restricted the presence of all eligible dependents for reasons of safety and security, for a period of six months or longer.

3. Following the above-mentioned meeting, I am pleased to promulgate the following, effective **1 January 2024**:

- a. Hardship Classification - Consolidated List of Entitlements Circular (ICSC/CIRC/HC/33) – available at: <https://icsc.un.org/Home/DataMobility>
- b. List of non-family duty stations – available at: <https://icsc.un.org/Home/DataNonFamily>

4. I have approved all 339 recommendations received from the TWG on the overall hardship ratings of the reviewed field duty stations. I have also approved **transitional** classification for **Kasulu and Kibondo, Tanzania** as recommended by the TWG.

5. A transitional classification indicates that a duty station is being carefully monitored by the TWG for potential reclassification and the duty station is required to submit a questionnaire the following year. Therefore, a full questionnaire should be submitted to the ICSC, upon request, for the above duty station to be included in the **2024 Annual Review**. The Human Resources Director of the

lead agency concerned is requested to notify the Resident Coordinator of the transitional status. The Resident Coordinator in turn, should inform the staff and ensure that a questionnaire is submitted to ICSC by the due date.

6. It should be noted that difficulties in obtaining the information on the health conditions continue to persist. I urge the Resident Coordinators, World Health Organization (WHO) Representatives and United Nations (UN) examining physicians, to ensure that as much information and support is provided under the roles and responsibilities defined in the hardship classification scheme.

7. I cannot overemphasize the importance of this review exercise which culminates in the categorization of field duty stations according to conditions of life and work. The TWG relies heavily on the information submitted to the ICSC secretariat by duty stations. Therefore, failure on the part of organizations to submit comprehensive, accurate information in a timely manner can potentially lead to the erosion of the integrity of the scheme besides giving rise to a question of managerial accountability. Please note, however, that in accordance with the Commission's decision at its seventy-first session, duty stations scheduled for a review, will be reviewed with or without a questionnaire.

8. I request you to encourage the full participation of field duty stations of your organization for the mandatory **2024 Annual Review of hardship duty stations of Latin America and Caribbean, Europe/CIS and the Middle East**. The secretariat will, as in the past, issue the invitation to Resident Coordinators no later than July 2024 to allow for the timely preparation and submission of questionnaires.

9. Thank you for your ongoing support in future exercises.