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INTERNATIONAL CIVIL SERVICE  
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Office of the Chairman

Bureau du Président

Reference: ICSC 32-9

11 December 2024

To: Participating Organizations/  
Staff Representatives

From: Larbi Djacta  
Chairman

Subject: **Classification of duty stations according to conditions of life and work and  
Designation of Non-Family Duty Stations – 2024 Annual Review – Latin American  
and the Caribbean, CIS Europe, and Middle East**

1. The meeting of the 2024 Annual Review of Field Duty Stations according to the Conditions of Life and Work was conducted in New York from 12 to 14 November 2024 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 2025**:

- a. Hardship Classification - Consolidated List of Entitlements Circular (ICSC/CIRC/HC/35) – 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 recommendations received from the TWG on the overall hardship ratings of the reviewed field duty stations, with the exception of the recommended classifications for Mitrovica and Pristina which will remain “C” and “B”, respectively, until the next scheduled review. I have also approved **transitional** classification for the following eight duty stations:

- CHAD Ndjamena
- CONGO, D.R. Dungo
- IRAQ Arbil/Erbil
- IRAQ Baghdad
- IRAQ Kirkuk
- IRAQ Sulaymaniah
- NIGER Niamey
- NIGER Tahoua

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 **2025 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. Due to the current volatile conflict situation in the Middle East, I have also approved the TWG recommendation to remove all duty stations in Lebanon (Al Qoubaiyat (Kobayat), Beirut, Tripoli, Tyre (Sur) and Zahle, as well as Ramallah in the West Bank, East Jerusalem, and Jerusalem, from the 2024 mandatory review. As recommended, the conditions of life and work in these duty stations will be monitored for the introduction or continuation of special temporary classifications, as applicable, under my authority.

7. 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 related information and support is provided under the roles and responsibilities defined in the hardship classification scheme.

8. 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.

9. I request you to encourage the full participation of field duty stations of your organization for the mandatory **2025 Annual Review of hardship duty stations in the Asia/Pacific region**. The secretariat will, as in the past, issue the invitation to Resident Coordinators no later than July 2025 to allow for the timely preparation and submission of questionnaires.

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

