



COMMUNICATION

2024 MID-YEAR REVIEW OF HARDSHIP DUTY STATIONS

05/24

**Geneva
6 March 2024**

To: All FICSA Members

From: Oleksandr Martynenko, FICSA Executive Committee Member for Field Issues

Dear colleagues,

I would like to take this opportunity to inform FICSA members about the communication (copied below), that the International Civil Service Commission (ICSC) disseminated to all UN Resident Coordinators (UNRCs) and HR focal points on 8 February 2024 and a follow-up correspondence of 29 February 2024 on the same subject.

I would like to encourage FICSA members to liaise with their staff who are based in duty stations, as mentioned in Annex I, to bring to their attention to the information contained in this message.

ICSC informed the UNRCs (United Nations Resident Coordinators) and HR focal points about 2024 mid-year review of hardship duty stations. The purpose of 2024 mid-year review is to evaluate the conditions of life and work of internationally recruited staff members in field duty stations, for which the Chair of ICSC granted temporary hardship classification in 2023. For the list of duty stations undergo 2024 mid-year review, please refer to Annex I.

Please note that UNRCs of respective duty stations are responsible for submitting the questionnaire to ICSC. However, ICSC emphasizes that all other agencies at the duty station must be involved in the preparation process and should provide feedback to the questionnaire.

One questionnaire must be submitted for each duty station using ICSC questionnaire form (ICSC/HRPD/H/1/2012) that is available on the ICSC website (<https://icsc.un.org/Home/DataMobility>). **The deadline for submitting fully filled questionnaire is 15 March 2024.**

While this is the responsibility of the UNRC, staff representatives have an important role to play in ensuring that the questionnaire is completed and submitted on time.

As per ICSC decisions at its 71st session, duty stations will be reviewed with or without completed questionnaire. FICSA recommends that you encourage internationally recruited staff who are based in respective duty stations (mentioned in Annex I) to liaise with respective UNRC Office so that feedback from all UN agencies at duty stations is included into the questionnaire

FICSA is pleased to share its knowledge resources that can support colleagues at the duty stations to complete the questionnaire:

- 1) “Ask FICSA Expert” training sessions that are available in [English](#) and [French](#);
- 2) FAQ on ICSC questionnaire for hardship classification that are available in [English](#) and [French](#).

In solidarity,

Enclosures:

1. Annex I: List of duty stations for 2024 mid-year hardship review
2. ICSC communication on 2024 mid-year hardship review

Annex I
List of duty stations being reviewed at the 2024 Mid-Year Review

#	COUNTRY	DUTY STATIONS	TEMPORARY CLASSIFICATION
1	AFGHANISTAN	Tirinkot	E
2	BENIN	Natitingou	D
3	EGYPT	Aswan	B
4	EGYPT	Elarish	C
5	MADAGASCAR	Ambatondrazaka	D
6	MARSHALL ISLANDS	Ebeye	C
7	MYANMAR	Taunggyi	D
8	NIGERIA	Makurdi	D
9	SUDAN	El Obeid	E
10	SUDAN	Kauda	E
11	SUDAN	Zalingei	E
12	TOGO	Dapaong	D
13	TOGO	Kara	C
14	TURKIYE	Adana	A
15	TURKIYE	Mersin	A
16	YEMEN	At Turbah	E



NEW YORK

INTERNATIONAL CIVIL
SERVICE COMMISSIONCOMMISSION DE LA FONCTION
PUBLIQUE INTERNATIONALE

REFERENCE: ICSC 32-3

7 February 2024

To: Resident Coordinators, United Nations**Copy:** Participating Organizations
Staff Federations**From:** Henrietta De Beer
Chief
Human Resources Policies Division

A handwritten signature in black ink, appearing to read 'H. De Beer', positioned to the right of the typed name.

Subject: Mid-year review of hardship duty stations according to conditions of life and work in June 2024 – New York**This memorandum calls for action no later than 15 March 2024.**

1. This is to announce the 2024 Mid-Year Hardship review which is designed to evaluate the conditions of life and work in field duty stations that were granted temporary hardship classifications by the Chairman of the International Civil Service Commission (ICSC) in 2023.
2. The list of duty stations that are scheduled for review at the 2024 Mid-Year Review is provided in the attached Annex I. These are duty stations that are recorded as having internationally recruited staff that have been assigned for one year or longer and for which fully completed questionnaires must be submitted. Please note, however, it is not necessary to submit questionnaires for locations where the status of international staff deployed there are: short-term assignment; travel in receipt of a daily subsistence allowance (DSA); United Nations Volunteers (UNVs); consultants; contractors under Special Service Agreements (SSAs); other modalities (not considered as staff appointments); and locally recruited staff.
3. A temporary rating is only valid for a maximum period of one year and expires on the specified expiration date. The duty station is then formally established when it is reviewed by the ICSC Tripartite Working Group, and the hardship classification promulgated by the Chairman of the ICSC. As mentioned in paragraph 2 above, a temporary classification rating becomes void, and a duty station becomes inactive when it does not have any internationally recruited staff assigned to it. Therefore, the ICSC secretariat must be informed by the Resident Coordinator when a duty station no longer has international staff or when deployments of international staff do not materialize as planned or when existing offices are closed, so that appropriate action is taken.

4. It is imperative to advise that the health section (G.1. Health Factors: Section 1), must be completed by the **WHO representative or the United Nations examining physician**. However, part G.2. Health Factors: Section 2, should be completed by the staff members and/or their spouses in order to provide their perspective on health at the duty station.
5. The lead agency must involve all other agencies at the duty station in the preparation of questionnaires; however, **only one questionnaire is to be submitted for each duty station**. Resident Coordinators are kindly requested to indicate any relativities among all active duty stations in the country and, if possible the region, and to **certify** the information provided by **signing** the questionnaires. Instructions are available in Annex II.
6. As per the Commission's decisions at its seventy first session, all duty stations will be reviewed with or without completed questionnaires. Therefore, please make sure that questionnaires are submitted for all active-duty stations. Please ensure that the current questionnaire form is used (Form ICSC/HRPD/H/1/2012) that is available on the ICSC website (<https://icsc.un.org/Home/DataMobility>). A copy of the English version is attached for easy reference. The deadline for questionnaire submission is **15 March 2024**.
7. To ensure that your submissions are properly considered, you are kindly urged to adhere to this deadline as the non-submission or late submission of questionnaires could adversely affect the result of the overall entitlements to staff in those duty stations. The questionnaire should be sent via email to hrpdmail@un.org with copies to Ms. Shihana Mohamed (mohamedsh@un.org) and Mr. Ivan Cordeiro (cordeiroi@un.org). Please indicate the country name in the subject line. Should you need any policy advice or guidance, please contact us.
8. As per the usual procedures, the promulgated results of the 2024 mid-year hardship review approved by the Chairman will be transmitted to the Organizations and Staff Representatives. The results will also be posted on the ICSC website in the form of a circular by 1 July 2024.
9. We very much appreciate and look forward to the full collaboration of the Resident Coordinators and staff in submitting well substantiated questionnaires in a timely manner.

cc: Chiefs of HR policy

Annex I

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8	NIGERIA	Makurdi	D
9	SUDAN	El Obeid	E
10	SUDAN	Kauda	E
11	SUDAN	Zalingei	E
12	TOGO	Dapaong	D
13	TOGO	Kara	C
14	TURKIYE	Adana	A
15	TURKIYE	Mersin	A
16	YEMEN	At Turbah	E

Annex II

CHECKLIST SHEET FOR SUBMISSION OF HARDSHIP QUESTIONNAIRES

1. A hardship questionnaire needs to be completed for each **active-duty station**. The questionnaire **ICSC/HRPD/H/1/2012** is available in **English, French and Spanish** on the ICSC website: (<https://icsc.un.org/Home/DataMobility>).
2. Provide a list of duty station that are inactive (no international staff) to the ICSC secretariat by the deadline.
3. Ensure that **all sections** of the questionnaire are completed in their entirety. It is always helpful when a **short narrative** about general conditions of life and work is provided under each section.
4. The section on **health** factors of the questionnaire (Part III G) must be completed by either the representative of World Health Organization or the United Nations examining physician. Part G.2. Health Factors: Section 2, should be completed by the staff members and/or their spouses in order to provide their perspective on health at the duty station. G.2. Health Factors: Section 2, continues to be part of the questionnaire as it is to be completed by staff members and/or their spouses. If there are no health facilities used by the staff in the duty station, it should be clearly mentioned in the questionnaire along with the information on where the staff go for healthcare.
5. Please do not reformat the questionnaire as the yes/no boxes tend to shift and could result in a loss of credit for these answers.
6. The page requiring certification must be **signed** by the Resident Coordinator and forwarded directly to ICSC, either in photo or PDF formats.
7. Please keep copies of the completed questionnaire(s) for your records. You will receive a confirmation of receipt. Should you not receive it, please follow up with us to ensure that we received the completed questionnaire.
8. All completed questionnaires and related information should be sent via email to the ICSC secretariat to hrpdmail@un.org with copies to Ms. Shihana Mohamed (mohamedsh@un.org) and Mr. Ivan Cordeiro (cordeiroi@un.org) and indicating the country name in the subject line.