



COMMUNICATION

MID-YEAR REVIEW OF HARDSHIP DUTY STATIONS ACCORDING TO CONDITIONS OF LIFE AND WORK

05/25

Geneva
19 February 2025

To: FICSA Members with presence in duty stations scheduled for review at the ICSC's Mid-year review of hardship duty stations according to conditions of life and work in June 2025 – (See Annex I of the memo) – Chad, Colombia, Congo, D.R., Ecuador, Ethiopia, Haiti, Madagascar, Nigeria, Sudan, Syria, Zambia, Uganda, Guyana, Suriname, Uzbekistan

From: FICSA Executive Committee Member Regional and Field Issues

Dear colleagues,

We would like to draw your attention to the attached communication regarding the mid-year review of hardship duty stations according to conditions of life and work.

The UN Resident Coordinators (UNRCs) in the duty stations included in the mid-year review received the email below for their action by **31 March 2025**. The list of duty stations participating in the mid-year review can be found in Annex I of the memo.

FICSA has compiled and attached four technical packages (in English, French, Arabic, and Spanish) to this email to support colleagues in filling out the ICSC questionnaire. The packages contain links to ICSC guidance and FICSA support materials on the hardship classification. Please share with relevant colleagues involved in the review. In addition, **FICSA members** are welcome to send their questions on this exercise to ficsa@un.org.

With kind regards,
Oleksandr Martynenko
FICSA Executive Committee Member Regional and Field Issues



NEW YORK

INTERNATIONAL CIVIL
SERVICE COMMISSIONCOMMISSION DE LA FONCTION
PUBLIQUE INTERNATIONALE

REFERENCE: ICSC 32-3

6 February 2025

To: United Nations Resident Coordinators**Copy:** Participating Organizations
Staff Federations**From:** Ramnath Mahadevan
Officer-in-Charge
Human Resources Policies Division

A handwritten signature in black ink, appearing to read "Mahadevan Ramnath".

Subject: Mid-year review of hardship duty stations according to conditions of life
and work in June 2025 – New York**This memorandum calls for action no later than 31 March 2025.**

1. This is to announce the 2025 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 2024.
2. The list of duty stations that are scheduled for review at the 2025 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, that it is **not** necessary to submit questionnaires where only **international staff on short-term assignment, international staff in receipt of a daily subsistence allowance (DSA), United Nations Volunteers (UNVs), consultants, contractors under Special Service Agreements (SSAs) and locally recruited staff** are assigned.
3. A temporary rating is normally only valid for a maximum period of one year and expires on the specified expiration date. The duty station is then formally classified when it is reviewed by the Tripartite Working Group, which was established by the ICSC, 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 should be informed by the Resident Coordinator when a duty station no longer has international staff, 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>). The deadline for questionnaire submission is **31 March 2025**.
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 2025 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 2025.
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

List of duty stations being reviewed at the 2025 Mid-Year Review

Table A: Temporarily classified duty stations

#	COUNTRY	DUTY STATIONS	TEMPORARY CLASSIFICATION
1	CHAD	Guereda	E
2	COLOMBIA	Chaparral	C
3	COLOMBIA	Ibague	A
4	CONGO, D.R.	Kindu	D
5	ECUADOR	Ibarra	B
6	ETHIOPIA	Genda Wuha	E
7	HAITI	Cap Haitien	E
8	HAITI	Gonaives	E
9	HAITI	Miragoane	E
10	MADAGASCAR	Fort Dauphin	C
11	NIGERIA	Makundi	D
12	SUDAN	Dongola	E
13	SUDAN	Zalingei	E
14	SYRIA	Deir Ezzoz	E
15	ZAMBIA	Kaoma	D
16	UGANDA	Jinga	C

Table B: Resubmissions

#	COUNTRY	DUTY STATIONS	CURRENT CLASSIFICATION
1	GUYANA	Georgetown	A
2	SURINAME	Paramaribo	A
3	UZBEKISTAN	Tashkent	A
4	UZBEKISTAN	Termez	B

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.

As of: February 2025



ICSC Questionnaire for the Hardship Classification of Duty Stations According to Conditions of Life and Work

Technical Support Package

- 1. FICSA FAQs on ICSC hardship questionnaire ([click here](#))**
- 2. “Ask the FICSA Expert” session on ICSC hardship questionnaire ([click here](#))**
- 3. ICSC Guide to the Mobility and Hardship Scheme ([click here](#))**
- 4. Further questions/clarifications: please send an email to ficsa@un.org**



Questionnaire de la CFPI pour la classification des conditions de travail et de vie dans les lieux d'affectations

Support technique

1. Questions – réponses de la FICSA sur le questionnaire de la CFPI ([cliquez ici](#))
2. Session «*Ask the FICSA Expert*» sur le questionnaire de la CFPI sur l'évaluation des conditions de vie et de travail d'un lieu d'affectation ([cliquez ici](#))
3. Guide de la CFPI sur la mobilité et la pénibilité du travail ([cliquez ici](#))
4. Questions/informations supplémentaires : veuillez envoyer un courriel à ficsa@un.org



استبيان اللجنة الدولية للخدمة المدنية (ICSC) لتصنيف صعوبة مراكز العمل وفقاً لظروف الحياة والعمل

حزمة الدعم التقني

1. الأسئلة الشائعة للاتحاد الفيدرالي للموظفين الدوليين (FICSA) حول استبيان صعوبة المراكز ([اضغط هنا](#))
2. جلسة "أسأل خبير" FICSA حول استبيان صعوبة المراكز ([اضغط هنا](#))
3. دليل اللجنة الدولية للخدمة المدنية (ICSC) لنظام التنقل والصعوبة ([اضغط هنا](#))
4. لمزيد من الأسئلة/التوضيحات، يرجى إرسال بريد إلكتروني إلى ficsa@un.org



Cuestionario de la CAPI para la clasificación de los lugares de destino en función de las condiciones de vida y de trabajo

Paquete de asistencia técnica

- 1. Preguntas frecuentes de FICSA sobre el cuestionario de la CAPI sobre condiciones de vida y de trabajo ([haga clic aquí](#))**
- 2. Sesión “Pregunte al experto de FICSA” sobre el cuestionario de la CAPI sobre condiciones de vida y de trabajo ([haga clic aquí](#))**
- 3. Guía de la CAPI sobre el plan de movilidad y condiciones de vida y de trabajo ([haga clic aquí](#))**
- 4. Si tiene más preguntas o aclaraciones, envíe un correo electrónico a ficsa@un.org**