



COMMUNICATION

Ask the FICSA Expert sessions on:

16/24

Classification of Hardship Duty Stations away from HQ

Geneva

16 July 2024

30 July 2024, 14:00 -15:30 CET – English session

31 July 2024, 14:00 -15:30 CET – Spanish session

To: All FICSA members – PLEASE DISTRIBUTE WIDELY TO YOUR
AFFILIATED MEMBERS

From: Cosimo Melpignano, General Secretary

Dear colleagues,

We would like to draw your attention to the [memo from ICSC](#) announcing 2024 Annual review of hardship duty stations of Latin America and the Caribbean, CIS Europe and the Middle East. In addition, duty stations that have received temporary, transitional and out of cycle classification in 2023 as well as those duty stations that are on ICSC security watch list are included into this exercise. The deadline for completing the exercise is 15 August 2024.

Below we have summarized important points to facilitate colleagues in contributing to this process.

GENERAL INFORMATION

1. According to the current protocol, the memo was sent to UNRCs who lead the process of the review and submission of ICSC hardship questionnaire (one per duty station) to ICSC secretariat by the announced deadline.
2. Detailed list of duty stations that are included into current review can be found in annexes I, II, III and IV of the attached memo.
3. Duty stations that are included into Annexes I, II and III must submit full questionnaire.
4. Duty stations that are included into Annex IV should submit only part I, part II and part III (Security Factors, questions 77-86) of the questionnaire.
5. All submissions must be done using ICSC questionnaire ICSC/HRPD/H/1/2012 that is available on the ICSC website (<https://icsc.un.org/Home/DataMobility>).
6. In cases where there are more than one duty stations within one country, a dedicated questionnaire for each duty station must be submitted.

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7. The questionnaire assesses work and life conditions, as experienced by internationally-recruited staff members who are assigned to a duty station for one year or longer. Therefore, it is paramount that only internationally-recruited staff members participate in and contribute their feedback to the questionnaire.
8. During November 2024, the tripartite working group (of which FICSA is a member) will convene to review the submissions and propose a list of recommendations for the classifications of each duty station. The list will be submitted to the Chair of ICSC for his review. Once approved, the Chair will promulgate the results that will be in effect as of 01 January 2025.

FICSA and ICSC RESOURCES

1. A list of FICSA FAQs on this subject is available in [English](#) and [French](#). The list contains 20 questions that provide clarifications on the process, including why this process is important for staff, how the process is organized as well as some tips on how to complete the questionnaire.
2. Ask the FICSA Expert webinar recordings in [English](#) and [French](#). The webinars were organized by FICSA experts with extensive experience and knowledge on the subject and provide an overview of the assessment as well as step-by-step guidance on how to submit the questionnaire.
3. ICSC Guide to Mobility and Hardship scheme available [here](#). The publication outlines main principles of the hardship and ICSC's role in conducting the exercise.

FICSA TRAINING AND SUPPORT SESSION

To support its members in successfully completing the 2024 exercise, FICSA will organize a training session with Oleksandr Martynenko (FICSA Executive Committee member on field issues). The training will take place on **Tuesday, 30 July at 14:00 (Geneva time)** and will provide a platform for FICSA members to both learn more about the process as well as ask issue-specific questions.

The same session will be conducted by Véronique Allain (FICSA Expert) **in Spanish** on **Wednesday 31 July at 14h00**.

For any additional information or clarifications, please do not hesitate to contact FICSA Secretariat.

With kind regards,

Please share this invitation with all your affiliated staff representatives

Microsoft Teams meetings
