



COMMUNICATION

2023 ANNUAL REVIEW OF HARDSHIP DUTY STATIONS

17/23

**Geneva
6 July 2023**

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 ICSC communication that was disseminated to all UN Resident Coordinators (RCs) on 29 June 2023. The Commission informed the RCs about the launch of the **review of hardship classifications** of duty stations that are subject to either mandatory, temporary, out-of-cycle reviews or duty stations that are on the so-called "ICSC security watch list". As the ICSC classification of countries vis-à-vis regions may differ from the classification by different UN entities, we encourage FICSA members to review the [ICSC memo](#) that lists all duty stations under review, so as not to miss this important exercise, and to coordinate with the UNRC in your country.

This communication is intended to inform FICSA members about the process and how they can educate and support staff in effected duty stations, as well as the FICSA assistance / tools available to our members.

Duty stations that are mentioned in the attached memo, are subject to one of the following reviews:

1) Mandatory review

The duty stations that are mentioned under "mandatory review" are included in the regular/planned ICSC cycle (i.e., the review that takes place once every three years). The RCs of these countries need to submit **one consolidated and duly completed** questionnaire per each duty station of that country, with **all questions of the questionnaire answered**.

2) Temporary classification

The duty stations that are mentioned under "temporary classification" are the locations where a UN agency plans to assign international staff to a duty station where no UN agency has had internationally recruited staff serving before. Such classification is valid for one year, after which a questionnaire must be submitted for formal review. At that stage, the RCs of these countries will need to submit **one consolidated and duly completed questionnaire** per each duty station of that country, with **all questions of the questionnaire answered**.

3) Transition review

The duty stations under this review were put on a monitoring list during the previous review in 2022. The assigned classification indicated that the duty station was marked for possible reclassification in 2023. The RCs of the country of such duty stations need to submit **one consolidated and duly completed questionnaire** for the duty station, with **all questions of the questionnaire answered**.

4) ICSC security watch list

The duty stations in Afghanistan, Iraq, Pakistan (Peshawar, Quetta), Syria, and Yemen are on a so-called "ICSC security watch" list. The RCs of these countries need to **submit one consolidated and duly completed questionnaire** per each duty station of that country, with **only questions 77-86 of the questionnaire to be answered (questions that relate to safety and security. These questions are normally answered by local DSS)**.

This questionnaire is of relevance **only for internationally-recruited staff members, as only this category of staff members should provide feedback to this questionnaire, through a consolidated questionnaire containing the responses of all eligible staff at the duty station in sections that require so**. The questionnaire for all submissions can be found [here](#) (at the bottom of the page)

Part G.2. (Questions 125 to 130) should be completed by all eligible staff, but staff should also provide input into other sections together with the experts responsible for the section:

- Part I of the questionnaire should be completed by the UN Resident Coordinator (UNRC).
- Part II should be completed jointly by the UNRC's office in consultation with other stakeholders in the duty station
- Part F should be completed by security officers in the United Nations Security Management System (UNSMS)
- Part G should be completed by the WHO representative or the UN examining physician.

The deadline for submitting the ICSC questionnaire is 15 August 2023 (for all requests above). The consolidated questionnaire should be sent via email **from the UNRC's office** to hrpdmail@un.org with copies to Ms. Shihana Mohamed (mohamedsh@un.org) and Mr. Ivan Cordeiro (cordeiroi@un.org), indicating the country name in the subject line. Please do not submit individual questionnaire separately – please channel them to your Duty Station's UNRC's office. The UNRC's office should receive a confirmation of receipt, if not, please follow up with the ICSC to ensure that the completed questionnaire has been received.

To support FICSA members in filling out these questionnaires, FICSA has developed several tools:

1) "ASK FICSA Expert" training session

The session in French took place last week and is available [here](#). The session in English is on 6 July (Thursday) from 13:30-14:30 (please contact FICSA Secretariat if you have not received the invite). The session will provide guidance and tips on how to fill out the questionnaire.

2) **Follow-up small group sessions**

As it is unlikely that there will be time to answer any questions during the “ASK FICSA Expert” session due to limited time, FICSA is happy to schedule with our members small group sessions during July-August to help FICSA members in filling out the questionnaire. If you would like to benefit from such small-group sessions, please liaise with the FICSA Secretariat.

3) **FAQ document on the ICSC questionnaire** that is available to FICSA members [here](#). It provides answers to 20 questions that can facilitate this exercise.

Kind regards
