



# COMMUNICATIONS

## INTERIM ADJUSTMENTS FOR LOCALLY RECRUITED STAFF SALARIES

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To: All FICSA Full Members part of the UN Common System

From: Alberto Fernandez, Chair of General Service Questions Standing Committee

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Dear colleagues,

As you are aware, in the UN Common System, there are two major and important surveys related to staff compensation. These are:

1. The Local Salary Surveys which affect the salaries of General Service, NPO and other locally recruited categories of staff<sup>i</sup>.
2. The Cost of Living (COL) surveys, which includes both price collection and staff expenditure surveys as the basis for the calculation of the Post Adjustment for Internationally Recruited Professional Staff (IP staff)<sup>ii</sup>.

Both comprehensive surveys are normally carried out every five years<sup>iii</sup>, with adjustments in between as stipulated in the respective methodologies.

**This communication relates to the Local Salary Surveys which affects salaries of all locally recruited staff. In particular, this is a reminder of the need for LSSCs to be proactive in field duty stations to secure interim adjustments, if needed. For headquarters duty station and similar duty stations under methodology I, salary adjustments should be automatic, normally on the basis of indexation. ([Para 105 of the methodology I](#))**

### Background

- If you are new to the topic, this where you should start:
  - Local Salary Survey Methodology II Manual for field duty stations:  
[https://www.un.org/Depts/OHRM/salaries\\_allowances/salaries/manual2013-02-20.pdf](https://www.un.org/Depts/OHRM/salaries_allowances/salaries/manual2013-02-20.pdf)
  - Local Salary Survey Methodology II Methodology for field duty stations:  
[https://www.un.org/Depts/OHRM/salaries\\_allowances/salaries/icsc2012.pdf](https://www.un.org/Depts/OHRM/salaries_allowances/salaries/icsc2012.pdf)
  - The annual adjustment is known as the “interim adjustment”, and can be based on either mini-surveys or indexation. (Refer to Para 111 to 113 of the methodology and para 7.20 of the manual on Indexation). The modality should be defined during the comprehensive survey that takes place normally every five years.
  - **The interim adjustment is based on a request from the Local Salary Survey Committee (LSSC).** Para 7.6 of the manual states that:  
“One month prior to the effective date of salary scales, the LSSC contacts the Responsible Agency and requests an authorization to conduct an interim survey. The Local Salary Survey Committee monitors the retained comparators, to determine if salary adjustments scheduled to take place as recorded during the comprehensive salary survey have actually taken place.

Once it has been determined that the comparators have adjusted their salary scales, the coordinating agency in the duty station convenes the LSSC to request approval from Headquarters of the responsible agency to conduct a mini-survey. Headquarters' authorization is required prior to conducting a mini-survey. "

### What you should do

- **If you are located at a Headquarters duty station**, the interim adjustment should be automatic. If not, contact LSSC Chair to clarify or check with the ICSC, who oversees your salary surveys. If you are not sure of the process, please verify with the ICSC.
- **If you are located at field duty stations**, as stated in para 7.6 above, your LSSC Chair should ensure the following action is taken:
  - The LSSC, should decide whether to request an interim adjustment from the UN OHRM through the LSSC chair. (UN OHRM is in charge of salary surveys in field duty stations.)
  - The LSSC should ensure due diligence and research on the local labor market conditions, specifically existing comparators, to identify if there has been any positive salary movement or not, and decide whether to request an interim survey for that year (or not).
  - If using indexation, check the movement of the index between the reference date this year, and the reference date last year, whether there is a positive increase (or not).
- The key point here is that the request for interim adjustment for methodology II duty stations in the field, **should be initiated by the LSSC through the LSSC Chair to the UN OHRM.**

Do not hesitate to get in touch with FICSA if you have further need for support, advice or if you have any questions!

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<sup>i</sup> These surveys are conducted by the ICSC at Headquarters and similar duty stations, or the United Nations Office of Human Resources (UN OHRM) at field duty stations, together with the Local Salary Survey Committee. The methodology is currently being reviewed, and you can read the [latest progress report here](#)

<sup>ii</sup> As stated in the Noblemaire principle, the post adjustment system ensures that all IP staff should have the same purchasing power as per New York as the global baseline for calculation of the post adjustment indices.

<sup>iii</sup> Comprehensive surveys for headquarters and similar duty stations take place every 8 to 10 years as per page 7 para 9(a) of the Local Salary Survey Methodology I, and five years for [Methodology II \(para 106\)](#).