



# Secretariat

8 December 2020

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## Administrative instruction

### Excess baggage, unaccompanied shipment, relocation shipment and insurance

The Secretary-General, for the purpose of implementing staff rules 7.17, 7.18, 7.22 and 7.23 of the Staff Rules of the Authority ([ISBA/ST/SGB/2020/1](#)), hereby promulgates the following:

#### Section 1 General provisions

1.1 The present administrative instruction shall apply to staff members who are entitled to payment of costs associated with excess baggage and unaccompanied shipments under staff rule 7.17, relocation shipment under staff rule 7.22 and insurance under staff rule 7.18, for shipments authorized in accordance with the present instruction.

#### Part I Excess baggage

##### Section 2 Conditions of entitlement

2.1 Staff members travelling by air on official travel shall be entitled to payment of the cost of accompanied excess baggage, in respect of themselves and, where applicable, their eligible family members for one bag in addition to their free baggage allowance provided by a commercial air carrier when calculated on the basis of pieces and size of baggage, or up to 23 kilograms when calculated on the basis of weight, per traveller.

2.2 When no free baggage allowance is provided by a commercial air carrier, staff members travelling on official travel, and, where applicable, their eligible family members shall be reimbursed for fees charged by the airlines for the payment of the cost of accompanied baggage, equivalent to the charge for one checked bag up to 23 kilograms per eligible traveller, in addition to the excess baggage allowance provided under section 2.1 above.

2.3 Charges for excess baggage beyond the limits provided for in section 2.1 shall not be reimbursable unless, in the opinion of the Secretary-General, the circumstances under which the staff member is travelling are of a sufficiently exceptional and compelling nature to warrant such reimbursement.



**Section 3****Conversion of excess baggage to unaccompanied shipment**

3.1 Staff members who are entitled both to accompanied excess baggage and an unaccompanied shipment to the same destination may forego the excess baggage entitlement for themselves and their eligible family members in return for an increase by an equivalent weight in their entitlement to unaccompanied shipment, whether by air or surface means of transport, subject to the most economical means.

3.2 The provisions in section 3.1 above shall apply when the baggage allowance is calculated by airlines on the basis of weight and not when calculated, for any portion of the journey, on the basis of pieces and size of baggage.

**Section 4****Conversion to excess baggage of unaccompanied shipment on home leave, family visit or education grant travel**

4.1 Pursuant to section 6.3 below, when a staff member has an entitlement to an unaccompanied shipment of 50 kilograms or 0.31 cubic metres for home leave, family visit or education grant travel, that entitlement may be converted into an additional 23 kilograms of accompanied excess baggage for each eligible traveller, in addition to the excess baggage provided in section 2.1 above.

**Section 5****Claims and requests relating to excess baggage**

5.1 Claims for reimbursement of excess baggage charges, requests for conversion of accompanied excess baggage to unaccompanied shipment and for conversion of unaccompanied shipment to accompanied excess baggage under the provisions of the present instruction shall be addressed to the Office of Administrative Services.

**Part II****Unaccompanied shipments****Section 6****Unaccompanied shipments on home leave, family visit or education grant travel**

6.1 Staff members are entitled to unaccompanied shipment of personal effects and household goods, by the most economical means, when travelling on home leave, family visit or education grant. The entitlement to unaccompanied shipment may be paid up to a maximum of:

(a) 50 kilograms or 0.31 cubic metres per person and in respect of each journey, to and from the authorized destination, except as provided in subsection (b) below;

(b) 200 kilograms or 1.24 cubic metres for travel on education grant in regard to the first outward journey to, and the final return journey from, an educational institution.

6.2 The entitlement to unaccompanied shipment on education grant travel in regard to the first outward journey to, and the final return journey from, an educational institution in section 6.1 (b) above may also be authorized for each eligible child in connection with the change of educational institution to a different country, city or locality, provided that this additional entitlement may be used only once during a staff member's service with the Authority irrespective of the number of changes of educational institution.

6.3 The entitlements to incoming and outgoing shipments on home leave, family visit and education grant travel may be combined and exercised in whole or in part as either incoming or outgoing shipment, provided that the total is within the combined entitlement in accordance with section 6.1 (a) above. Furthermore, the first outward and final return journey shipments on education grant travel may be combined and exercised in whole or in part as either incoming or outgoing shipment, provided that the total is within the combined entitlement provided in section 6.1 (b) above.

6.4 The entitlement to unaccompanied shipment on home leave, family visit and education grant travel shall be waived when a staff member opts for a lump-sum<sup>1</sup> payment in lieu of all entitlements related to the particular travel.

## **Section 7**

### **Unaccompanied shipments for staff with an initial appointment of less than one year**

7.1 A staff member who is granted an initial appointment of less than one year and is considered internationally recruited under staff rule 4.5, may be entitled to payment of the cost of unaccompanied shipment of personal effects and household goods up to a maximum of 100 kilograms or 0.62 cubic metres, by the most economical means, on travel on initial appointment and on separation from service.

7.2 Where the initial appointment is extended for a total period of one year or longer, the staff member may be entitled to an additional shipment of personal effects and household goods up to the maximum entitlement as established as relocation shipment under section 9.2 below.

## **Section 8**

### **Unaccompanied shipments for staff members holding a fixed-term appointment**

#### *Staff members on assignment for less than one year*

8.1 A staff member holding a fixed-term appointment who is assigned from one duty station to another for a period of less than one year is entitled to the payment of unaccompanied shipment of personal effects and household goods, up to a maximum of 100 kilograms or 0.62 cubic metres, by the most economical means.

8.2 When the total expected duration of service at the duty station, including the period during which the staff received the daily subsistence allowance, is extended to reach a total period of one year or longer, the staff member may be entitled to an additional shipment of personal effects and household goods up to the maximum entitlement as established as relocation shipment under section 9.2 below, on condition that the staff member's services are expected to continue for more than six months beyond the proposed date of arrival of the personal effects and household goods.

#### *Additional shipment entitlements for internationally recruited staff members*

8.3 Internationally recruited staff members holding a fixed-term appointment shall have the following additional entitlements:

(a) An additional shipment once a year to the duty station, by the most direct and economic means, of up to 50 kilograms or 0.31 cubic metres, in respect of the staff member and each eligible family member for whom the Authority has paid travel costs to the duty station;

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<sup>1</sup> See section 13 of [ISBA/ST/AI/2020/6](#), entitled "Lump-sum option for travel by air on home leave, family visit, education grant travel or travel on assignment, repatriation or separation from service".

(b) An additional 50 kilograms or 0.31 cubic metres of shipment to the duty station in connection with the birth or adoption of an infant;

(c) When exercising their unaccompanied shipment entitlement of 50 kilograms or 0.31 cubic metres on home leave, family visit or education grant travel, or their alternative entitlement to increased accompanied excess baggage under section 4 above, internationally recruited staff members serving at designated duty stations may combine the shipment entitlements associated with both legs of the travel into one shipment to the duty station;

(d) The cost of transporting a privately owned motor vehicle to one of the duty stations designated for that purpose, may be partially reimbursed under the conditions provided in section 19 below.

### **Part III Relocation shipment**

#### **Section 9 Eligibility**

9.1 An entitlement to relocation shipment for full removal of personal effects and household goods shall arise with respect to internationally recruited staff members holding an initial fixed-term appointment of one year or longer, under the following circumstances and in accordance with conditions established by the Secretary-General:

(a) On initial appointment, provided that the staff member is expected to serve for a period of at least one year or longer;

(b) On change of duty station, provided that the staff member is expected to serve at the new duty station for a period of at least one year or longer;

(c) Upon separation from service, provided that the staff member had an appointment for a period of at least one year or longer and had completed continuous service in the period stipulated in his or her letter of initial appointment.

9.2 A staff member who is eligible for relocation shipment under section 9.1 shall be entitled, by the most economical means, to:

(a) A standard 20-foot container (equivalent to 33.2 cubic metres) for a staff member without a spouse or dependent child;

(b) A standard 40-foot container (equivalent to 67.7 cubic metres) for a staff member with a spouse or dependent child residing at the official duty station.

### **Part IV Conditions that apply to both unaccompanied shipment and relocation shipment**

#### **Section 10 Loss of entitlement to unaccompanied shipment or relocation shipment**

10.1 Staff members who, upon separation from service, are not entitled to payment of return travel expenses for themselves, and their eligible family members if applicable, shall not be entitled to payment of excess baggage, unaccompanied shipment or relocation shipment under the provisions of the present instruction.

10.2 Upon separation from service, entitlement to unaccompanied shipment or relocation shipment shall cease if the shipment has not commenced within two years of the date of separation.

10.3 Notwithstanding the provisions of section 10.2 above, where both spouses are staff members and the spouse who separates first is entitled to unaccompanied shipment or relocation shipment, the entitlement shall not cease until two years after the date of separation of the other spouse.

10.4 A resignation after completing less than one year of service shall result in the loss of relocation shipment under section 9.2 above on separation from service.

## **Section 11**

### **Personal effects and household goods**

11.1 Consistent with staff rule 7.17, the expression “personal effects and household goods” for the purposes of the present instruction shall mean effects and goods normally required for personal or household use, excluding animals. Transportation of privately owned automobiles may be partially reimbursed under the provisions of section 19 of the present instruction.

11.2 Unaccompanied shipment or relocation shipment shall be subject to the following conditions:

(a) Flammable and hazardous materials shall in no case be shipped at the expense of the Authority or be included in any shipment that it has arranged;

(b) The personal effects and household goods to be transported must be for the staff member’s use or for that of his or her eligible family members;

(c) For relocation shipments, the personal effects and household goods must have been in the staff member’s possession at the time of his or her appointment, change of duty station or separation, as applicable.

## **Section 12**

### **Determination of weight or volume maxima**

12.1 The weight or volume maxima of a staff member’s shipment entitlements are determined in accordance with the provisions of the present instruction. When crating or lift vans are not used, but goods are packed into suitcases, cartons or trunks, the total weight or volume of the suitcases, cartons or trunks shall be considered the net weight or volume.

12.2 Staff members will be considered to be within their entitlement if the shipment does not exceed either the weight or volume allowable under the provisions of the present instruction. If the shipment exceeds both the weight and volume maxima specified in the present instruction and additional charges are incurred as a result, the charges to be paid by the staff member shall be calculated on the basis of the ratio of the lesser amount of the excess net figure to the total net figure of the weight or volume shipped.

12.3 If the packing company cannot provide a weight or volume figure in net terms, that is, inclusive only of packing, as well as gross terms, that is, inclusive also of crating and lift vans, the net weight or volume shall be determined on the basis of two thirds of the gross weight or volume of the shipment. The Authority shall in no case recognize any difference between gross and net weight or volume that exceeds one third of the gross weight or volume. Should the crating exceed one third of the gross weight or volume, the difference shall be considered as part of the net shipment.

12.4 Normal costs of packing, crating and lift vans, cartage, unpacking and uncrating shall be reimbursed for the unaccompanied shipments entitlements exercised under sections 6.1, 7.1, 8.1 and the relocation shipment entitlement exercised under section 9.2. Costs of the servicing, dismantling, installing or special packing of personal effects and household goods shall not be reimbursed.

### **Section 13**

#### **Payment of costs related to shipment**

13.1 Payment of costs related to shipment shall be in accordance with the provisions of staff rules 7.17 and 7.22 and the present instruction, as appropriate. The following costs shall not be payable:

- (a) Import and export duties;
- (b) Delivery from a storage warehouse to the staff member's residence, unless storage at the Authority's expense has been authorized;
- (c) Storage and demurrage charges shall not be paid unless, in the opinion of the Secretary-General, they are directly incidental to the transportation of the consignment.

### **Section 14**

#### **Mode of transportation and conversion to alternative modes**

14.1 Shipment shall be made by the most economical means, as determined by the Secretary-General, in which case the full entitlement provided by the Staff Rules and the present instruction shall apply, regardless of the mode of transportation.

14.2 When surface shipment is the most economical means of transport, conversion to air shipment may be authorized in accordance with the following provisions:

- (a) On the basis of one-half the weight or volume of the surface entitlement:
  - (i) The entire surface shipment entitlement under sections 6, 7 and 8 may be converted to air freight at the request of the staff member;
  - (ii) Part of the surface shipment entitlement under sections 6, 7 and 8 may be converted to air freight, provided that the Secretary-General determines that such partial conversion is necessary to meet urgent needs. However, no partial conversion shall be authorized for the 50 kilograms or 0.31 cubic metres shipment entitlement on home leave, family visit or education grant travel under section 6.1 (a);
- (b) Exceptionally, the surface entitlement under sections 6, 7 and 8 may be converted to air freight on the basis of the full weight and volume:
  - (i) When the Secretary-General determines that there is an extraordinary risk of damage to, or loss of, a surface shipment in transit;
  - (ii) When the normal shipping time would exceed three months, except for shipments on home leave, family visit or education grant travel under section 6.1 (a) above;
- (c) When exercising their unaccompanied shipment entitlement of 50 kilograms or 0.31 cubic metres on home leave, family visit or education grant travel or in connection with the birth or adoption of an infant, or their alternative entitlement to increased accompanied excess baggage under section 4 of the present instruction, internationally recruited staff members may combine the entitlements associated with both legs of the travel into one shipment.

## **Part V**

### **Terms and conditions that govern the application of relocation grant**

#### **Section 15**

##### **General**

15.1 On travel on appointment, assignment, transfer or separation from service, internationally recruited staff members entitled to unaccompanied shipment or relocation shipment may opt for a lump-sum payment in lieu of the entitlement provided in sections 7.1, 8.1 and 9.2. This lump-sum option shall be known as a “relocation grant”.

15.2 Unless otherwise provided in section 16.1 below, there are two rates for the relocation grant, single and dependant, which are applicable to staff members in accordance with their dependency status and the expected duration of appointment or assignment. The rates are:

- (a) Single rate: \$13,000;
- (b) Dependant rate: \$18,000.

15.3 The payment of the relocation grant at the dependant rate on appointment, assignment or transfer, pursuant to section 15.1, shall be subject to the arrival of at least one eligible family member who travelled to the duty station at the expense of the Authority more than six months prior to the expected end of the service at the duty station. Upon separation from service, the payment of the relocation grant at the dependant rate shall be subject to the departure of at least one eligible family member who travelled from the duty station at the expense of the Authority.

15.4 The relocation grant amount is based on the staff member’s recognized status at the time of the relocation. It is not subject to adjustment afterwards, except as provided in section 16.4 below. Consequently, a change in the staff member’s status (that is, marriage, divorce, a newborn child, adoption, a child who ceases to be a recognized dependant or any other change in the staff member’s personal status) after the relocation grant has been paid will not give rise to an additional payment at that duty station. Any new entitlement may be paid only on the next relocation.

15.5 Except as provided under section 17.1, the relocation grant shall not be available on a partial basis and shall not be combined with the unaccompanied shipment or relocation shipment entitlement. By opting for the relocation grant, a staff member agrees to waive the entitlement to unaccompanied shipment or relocation shipment that would otherwise apply.

15.6 No proof of how the relocation grant is used is required. Its use is at the discretion of the staff member, in any manner deemed best to facilitate the relocation.

15.7 The Authority shall not be responsible for any delays in the arrival of personal effects or household goods or additional expenses that may be incurred or liabilities that may arise as a result of opting for the relocation grant. It is the staff member’s responsibility to take out appropriate insurance. The Authority will continue to assist staff members in facilitating customs clearance and applicable import and export procedures.

#### **Section 16**

##### **Conditions of the relocation grant**

*Staff holding an initial appointment of less than one year*

16.1 On travel on appointment or separation from service, staff members who are regarded as internationally recruited and granted an appointment of less than one year

may opt for the relocation grant in the amount of \$1,500 in lieu of their shipment entitlement provided in section 7.1, subject to the conditions in section 7.2.

16.2 Notwithstanding the provisions of section 7.2 above, a staff member who is internationally recruited and granted an initial appointment of less than one year may be entitled to payment of the difference between the relocation grant and the amount paid in lieu of shipment of personal effects under section 7.1 if the staff member is subsequently granted a fixed-term appointment of one year or longer at the same duty station.

*Staff holding a fixed-term appointment on assignment of less than one year*

16.3 For an assignment of less than one year, a staff member holding a fixed-term appointment who is entitled to unaccompanied shipment may opt for the relocation grant in lieu of the shipment entitlement provided in section 8.1 above. When an assignment of less than one year is subsequently extended so that the total period reaches one year or longer, inclusive of the period of payment of a daily subsistence allowance, the staff member may be entitled to payment of the difference between the relocation grant and the amount paid in lieu of shipment of personal effects under section 8.1. The payment of the balance of the relocation grant shall be made only when the extension of the assignment occurs at least six months prior to the expected end of the assignment at the duty station.

*When both spouses are staff members of the Authority or the United Nations common system*

16.4 When both spouses are staff members of the Authority or another organization of the United Nations common system, upon travel on appointment, change in duty station or separation from service at the expense of the Authority, the relocation grant option shall be administered as follows:

Travel to the same duty station

(a) When both staff members travel to the same duty station at the same time, with or without dependent children, the relocation grant shall be paid at the prevailing family rate. Where there are dependent children, the relocation grant shall be paid to the parent of whom the children are recognized as being dependants and who received the dependency allowance;

(b) When both staff members travel to the same duty station at different intervals separated by a period of six months or longer, and without dependent children, each staff member shall be eligible to opt for the relocation grant at the single rate. If their travel is separated by less than six months, they shall receive the combined relocation grant payment at the family rate;

(c) When both staff members travel to the same duty station at different times separated by a period of six months or longer, and with dependent children, the parent of whom children are recognized as being dependants shall be eligible to opt for the relocation grant at the family rate. The family rate shall be paid, provided that at least one of the dependent children travels to the duty station at the Authority's expense, with payment of the assignment grant. The parent of whom the children are not recognized as being dependants shall be eligible to opt for the relocation grant at the single rate;

Travel to different duty stations

(d) When both staff members travel to different duty stations, each staff member may opt for the relocation grant at the single rate. If the staff members have dependent children, the relocation grant shall be paid at the family rate to the parent



of whom the children are recognized as being dependants and who receives the dependency allowance, provided that at least one of the dependent children travels to the duty station at the Authority's expense with payment of settling-in grant;

On separation from service

(e) Upon travel on separation from service from the same duty station, where both spouses are staff members of the Authority or another organization of the United Nations common system, the option for relocation grant shall be applied as follows:

(i) When both staff members separate within a period of less than six months of each other, only one combined relocation grant shall be paid at the family rate;

(ii) When both staff members separate at different intervals separated by a period of six months or longer, and without dependent children, both spouses may each receive the relocation grant at the single rate;

(iii) When both staff members separate at different intervals separated by a period of six months or longer, and where there are dependent children, the parent of whom the children are recognized as being dependants shall receive the relocation grant at the family rate, provided that at least one of the dependent children travels on separation at the Authority's expense. The parent of whom the children are not recognized as being dependants shall be eligible to opt for the relocation grant at the single rate;

(f) When both staff members separate from different duty stations, each staff member may receive the applicable relocation grant. Where there are dependent children, the staff member of whom the children are recognized as being dependants may receive the relocation grant at the family rate, provided that at least one dependent child travels on separation at the Authority's expense.

## **Section 17**

### **Recovery and adjustment of the relocation grant**

17.1 Notwithstanding the provisions of section 15.5 above, the relocation grant paid in lieu of the relocation shipment under section 9.2 may be recovered or adjusted under the following conditions:

#### *Change of duty station*

(a) When a change of duty station takes place within one year of a staff member's appointment or assignment, the relocation grant will not be recovered. However, if the option for a relocation grant is selected upon the change of duty station, the amount of the relocation grant payable on the change of duty station shall be that proportion of the full grant that the completed months of service at the preceding duty station bears to 12 months;

#### *Return to the same duty station within 12 months*

(b) When a change of official duty station or a new appointment involves a return to the same duty station at which the staff member was last stationed, and where a relocation grant had been paid, the full amount of the relocation grant shall be paid only when the staff member has been absent from that place for at least 12 months. If the option for a relocation grant is elected on return to the same duty station, the amount payable shall be that proportion of the full relocation grant that the completed months of absence bears to 12 months;

*Resignation*

(c) In the event that a staff member resigns before completing one year of service at the duty station on appointment or assignment, the relocation grant paid in connection with the appointment or assignment shall be prorated and recovered on the basis that the number of months served bears to 12 months. No payment of relocation grant on separation shall be made where there is no entitlement to return travel, which results in the loss of an entitlement to unaccompanied shipment of personal effects or relocation shipment provided under the provisions of the present instructions.

17.2 No adjustment or recovery shall be made with respect to relocation grant payments made for assignments or appointments of less than one year.

17.3 The Secretary-General may grant an exception to the provisions of sections 17.1 (a) and 17.1 (b) in cases in which, for reasons attributable to the Authority, such as abolishment of post, closure of a mission/office or organizational need, the staff member does not complete at least one year of service at the duty station for which the relocation grant was paid.

## **Part VI**

### **Split shipments and the transportation of privately owned automobiles**

#### **Section 18**

##### **Split shipments**

18.1 Split shipments, within the meaning of the present instruction, refer to two consignments:

- (a) Originating from one location but destined to two locations;
- (b) Originating from two locations but destined to one location;
- (c) Originating from two locations and destined to two locations.

18.2 Shipments shall normally be made in one consignment. However, the relocation shipments under section 9.2 may be split when the following conditions are met:

- (a) The staff member requests the shipment entitlement to be split into no more than two shipments, which must be by surface means when this is the most economical means of transport;
- (b) The combined weight or volume of the two shipment does not exceed the total entitlement.

18.3 Split shipments may be authorized between the following places of departure and destination:

- (a) On appointment, one of the shipments must be to the initial or new duty station and may be from anywhere;
- (b) On appointment, the other shipment may be from the place of recruitment to the place of home leave, or to the place where the staff member's spouse and/or dependent children reside;
- (c) On assignment or transfer, the other shipment may be from the previous duty station to the new duty station, to the place of home leave or to the place where the staff member's spouse and/or dependent children reside;

(d) On separation, one of the shipments must be from the duty station, the other may be from anywhere. One of the shipments must be to the place of repatriation; the other may be to a location designated by the staff member, other than within the duty station area.

18.4 Subject to the weight and volume maxima established in section 9.2, the total cost of the split shipments to be paid by the Authority may not exceed the cost of shipping separately the actual weights or volumes of the two consignments between the single places of departure and destination.

18.5 Requests for split shipments shall normally be made before the staff member's departure or separation from service and not later than two months after arrival at the duty station or departure in the case of separation. However, where the assignment is for two years or more, the request for split shipment may be made within six months of arrival at the duty station.

## **Section 19**

### **Transportation of privately owned automobiles**

19.1 Pursuant to section 8.3 (d) above, the cost of transporting a privately owned automobile to a duty station may be partially reimbursed to internationally recruited staff holding a fixed-term appointment on appointment, transfer or assignment to a duty station designated for that purpose when the following conditions are met:

(a) The appointment or assignment is for a duration expected to be two years or longer. If the initial appointment or assignment is for a lesser period, the request may be made when the initial period is extended to two years or longer;

(b) The staff member is expected to remain at the duty station for a period of not less than 18 months following the date of arrival of the automobile at the port of entry in the country of the duty station. Reimbursement may also be authorized for a newly purchased automobile arriving at a later date if the staff member can show that, at the time that it was ordered, the staff member was expected to remain at the duty station for a period of not less than 18 months;

(c) The staff member is not being provided with an automobile for both official and private use;

(d) Transportation is, in the opinion of the Secretary-General, reasonable in the circumstances. In making such a determination in the case of an automobile previously in the possession of the staff member, account will be taken of such factors as the age of the automobile, the potential loss on resale if not transported and the relative price of automobiles in the locality and at the duty station.

19.2 Reimbursement shall not exceed 75 per cent of the total costs of transportation (including freight, insurance and handling charges), subject to a maximum of \$2,000. In the case of a new automobile purchased at, and imported to, a duty station, the demonstrable shipping costs charged by the dealer may likewise be reimbursed, provided that the costs are reasonable in all the circumstances (including place of shipment in relation to nearest source of supply).

19.3 Amounts reimbursed under the present section shall be recovered if the automobile is sold before the end of the appointment or within three years of its arrival at the duty station, whichever is earlier, unless, in the opinion of the Secretary-General, the sale or shipment away from the duty station is justified by a need to replace the automobile, for example as a result of wear and tear.

19.4 No reimbursement shall be made for the cost of transporting privately owned automobiles upon separation from service.

## **Part VII Insurance**

### **Section 20 Conditions of entitlement**

20.1 A staff member's insurance entitlements shall be in accordance with staff rule 7.18 and the provisions of the present instruction.

20.2 Where storage of personal effects and household goods has been authorized, the Authority shall also pay the cost of insurance. Storage insurance related to the shipment while in transit is not included in the insurance entitlement, except when the Secretary-General determines that such storage is directly incidental to the transportation of the consignment.

20.3 In the case of unaccompanied shipments under sections 7 and 8 and relocation shipment under section 9, the staff member shall furnish the Authority, prior to shipment, with an itemized inventory of all articles, including containers such as suitcases, and the replacement value in United States dollars of each article in the shipments.

### **Section 21 Maximum insurance entitlements**

21.1 The maximum insurance entitlement for unaccompanied shipments of staff holding an initial appointment of less than one year or staff holding a fixed-term appointment assigned for less than one year shall be \$1,600.

21.2 For relocation shipments under section 9.2, the maximum insurance coverage shall be:

- (a) \$80,000 for a staff member without a spouse or dependent child;
- (b) \$130,000 for a staff member with a spouse or dependent child.

21.3 The insurance coverage provided under sections 21.1 and 21.2 above shall not include articles of special value for which special premium rates are charged. In such cases, the cost above the normal premium for insuring standard items is payable by the staff member, even if the staff member is within the overall insurance entitlement.

## **Part VIII Final provisions**

### **Section 22 Final provisions**

22.1 The present administrative instruction shall take effect on the date of its issuance and remain effective until further notice.

22.2 Administrative instruction [ISBA/ST/AI/2012/02](#) is hereby replaced.

*(Signed)* Michael Lodge  
Secretary-General