

## CHAPTER VI

# Administrative and Logistic Support for Security Operations

## Section A

### REMUNERATION ON EVACUATION AND RELOCATION STATUS



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Revision approved by the  
IASMN in January 2021

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In January 2021, the Inter-Agency Security Management Network (IASMN) approved a technical update to the Remuneration of United Nations System Staff and Eligible Family Members on Relocation/Evacuation Policy. The changes were proposed by the Human Resources Field Group and approved by the HR network.

The main changes were made to the section on relocation, which was entirely re-written. The new text has been highlighted.

Further, non-substantive changes were made, principally to make language gender-inclusive and to ensure words were spelled in accordance with the UN Editorial Manual. These changes are not highlighted.

In September 2021, it was brought to the attention of UNDSS that a section on additional measures for locally recruited personnel had been erroneously deleted during the earlier policy revision. This paragraph has been reinstated in full as paragraph 5.

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## REMUNERATION OF UNITED NATIONS SYSTEM STAFF AND ELIGIBLE FAMILY MEMBERS ON RELOCATION/EVACUATION<sup>1</sup> STATUS

**Note: The following provisions are designed to assist organizations in the administration of Evacuation Allowances. These provisions are not an exhaustive listing; clearly, a certain degree of judgment and flexibility will be required to deal with the various situations that might arise. These should be handled on the basis of consultation among organizations.**

### *Alternate Work Modality*

1. Administrative measures related to Alternate Work Modalities (AWM)<sup>2</sup> that involve temporarily closing offices or the work status of a staff member will be implemented by each organization in line with its rules and regulations. The measures include, but are not limited to, working from home or an alternate work place within the duty station and Special Leave with Pay. If staff members and their eligible family members are instructed to move into a hotel within the duty station for security reasons, Daily Subsistence Allowance (DSA) at the rate applicable at the duty station (or an ad hoc DSA rate recommended by the Security Management Team and approved by the headquarters of the lead agency) will be payable in respect to the staff member and half of that amount for each eligible family member for up to 30 days.

### *Relocation*

2. In case of authorized security relocation<sup>3</sup>, a lump-sum amount is payable to the staff member and the accompanying spouse and dependent children, if any. The lump-sum amount is calculated based on the applicable DSA rate at the time of relocation (or an ad hoc DSA rate recommended by the Security Management Team which must be submitted to UNDP for consideration by the Inter-Agency HR Network Standing Committee for Field Duty Stations (Field Group)) for up to 30 days and is payable in respect of the staff member and half of that amount for accompanying spouse and children. The lump-sum amount shall be disbursed against evidence of relocation provided by the staff member. The purpose of the payment is to assist with the relocation and establishment of a temporary residence for up to six months of security relocation status.

3. In the event that the authorized security relocation continues, or is extended by the Designated Official for security, beyond six months and it is assessed that the relocation status will continue for a prolonged period, a second payment calculated in accordance with paragraph 2 above is payable. The purpose of the second payment is to assist with the establishment of a

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<sup>1</sup> Relocation is within the country of duty station; evacuation is outside. Security Evacuation Allowance is payable for evacuation. In relocation cases, DSA applies.

<sup>2</sup> UNSMS *Security Policy Manual*, Chapter IV, Section D “Relocation, Evacuation and Alternate Work Modalities – Measures to Avoid Risk”, paragraph 7.

<sup>3</sup> Chapter II, Section A, “*Framework for accountability*” and Chapter II, Section D “*measures to avoid risk*” refer.

regular residence when the relocation status is prolonged beyond six months and shall be the final payment, regardless of the duration of the security relocation. .

4. If a new security relocation is authorized by the Designated Official to another safer location within the country, 30 days or later following the initial relocation authorization, a new payment in line with paragraphs 2 and 3 above will be initiated.

### ***Additional measures for locally recruited staff***

5. In case of relocation of locally recruited staff, irrespective of the DSA payment mentioned above, the Designated Official (DO) may recommend to the Security Management Team (SMT) that a decision be taken by representatives of organizations participating in the United Nations Security Management System (UNSMS) to provide an advance of three months' salary to be paid to locally recruited staff members and, if necessary, transportation costs for themselves and their eligible family members. In the most exceptional cases where locally recruited personnel and/or their eligible family members are evacuated, Security Evacuation Allowance will be payable as per the provisions below.

### ***Security Evacuation Allowance***

6. Security Evacuation Allowance is payable for eligible internationally recruited staff members and their eligible family members.<sup>4</sup>

a. In respect to the staff member:

- US \$200 per day during the first 30 days and US \$150 per day from the 31<sup>st</sup> day until the staff member returns to the duty station, or until the staff member is reassigned to another location, or until six months have elapsed following evacuation, whichever is soonest.

b. In respect to each eligible family member residing at the duty station:

- US \$100 for the spouse and each dependent child during the first 30 days and US \$75 per day from the 31<sup>st</sup> day until the staff member returns to the duty station, or is reassigned to another location, or until six months have elapsed following evacuation, whichever is soonest.

c. If the staff member is authorized to return to the duty station and some or all eligible family members are not authorized to return or unable to return due to specific 'Family Restrictions' that may be in force for security purposes, or if the staff member is sent on mission (and receives relevant DSA), the first eligible family member will be entitled to the higher rate of evacuation allowance (US \$200 or US \$150 as applicable).

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<sup>4</sup> Rates agreed as per CEB/2009HLCM/HR/46/Rev.1.

7. Additionally, for the purpose of facilitating a small shipment of personal effects (and incidentals including terminal expenses); a lump sum of US \$500 will be provided at the time of evacuation to eligible staff members who were installed at the duty station. This is a one-time payment for the staff member and all of their eligible family members even if they are evacuated at different times.

8. Loss and damage to personal effects that remain at the duty station will be compensated in accordance with established administrative guidelines. Staff members should be reminded of their responsibility to submit to the officer in charge who has been designated to manage organization-specific matters, a list of their valued and itemized personal effects, which will be used by the respective compensation committees of the organization to determine compensation in the event of loss or damage to personal effects.

### ***Provisions applicable in respect to eligible internationally recruited staff members***

9. Internationally recruited staff members eligible for both security evacuation allowance and security evacuation travel are those who travelled and were installed at the duty station at the organization's expense, as well as those who were internationally recruited at the duty station.

10. If the staff member is evacuated to the destination authorized by the Under-Secretary General for Safety and Security (USG DSS), the security evacuation allowance will be paid at the rates specified in paragraph 4(a) above.

11. If the staff member is outside the duty station at the time of evacuation, they will normally be entitled to the security evacuation allowance only as of the expected date of return to the duty station (*i.e.* upon expiration of any period of authorized home leave, annual leave, sick leave, or official mission).

12. If the staff member does not join his/her eligible family members immediately following evacuation (*e.g.* is sent on mission), they will be entitled to the security evacuation allowance only on the date of their actual arrival at the place of home leave or any other location.

### ***Travel to the country of home leave or country of the staff member's choice***

13. The cost of travel due to security evacuations will be based on the destination authorized by the USG, UNDSS. The staff member may choose to travel to a) the destination authorized by the USG, UNDSS, b) the country of home leave or c) the country of their choice. If the staff member and/or eligible family members choose to travel to the country of home leave or to the country of their choice instead of the authorized destination, the travel may be reimbursed up to cost of the authorized destination or it may be processed under the home leave entitlement. During the period of evacuation status in the home country, security evacuation allowance will be paid in respect to the staff member and each eligible family member at the rates specified in paragraph 4 above.

14. When security evacuation is authorized to the country of home leave and where a staff member and/or eligible family members cannot return to the home country due to 'Personnel

Restrictions<sup>5</sup> for security purposes or for political reasons, evacuation to a country of the staff member's choice may be authorized. When the reason for requesting travel to a country of the staff member's choice is solely for the personal convenience of the staff member, travel expenses to be borne by the Organization will not exceed the costs that would have been payable to the home country.

### ***Provisions applicable in respect to eligible family members***

15. For the purpose of determining eligibility for payment of security evacuation allowances and travel entitlements, eligible family members shall be those recognized family members of an internationally recruited staff member who travelled and were installed at the duty station at the Organization's expense and/or reside at the duty station with the staff member:

- (a) **If the eligible family members are evacuated to the destination authorized by the USG, UNDSS, security evacuation allowance will be paid at the rates specified in paragraph 4 (b) above;**
- (b) **If the eligible family members are evacuated to the destination authorized by the USG, UNDSS, but not the staff member, the first eligible family member will be paid at the higher rate of security evacuation allowance;**
- (c) **If the staff member is authorized to return to the duty station and some or all eligible family members are unable to return due to specific 'Family Restrictions' that may be in force for security purposes, the first eligible family member who remains outside the duty station will be paid at the higher rate of security evacuation allowance;**
- (d) **If the staff member is sent on a mission (and receives the relevant DSA), then the first eligible family member is paid at the higher rate of security evacuation allowance;**
- (e) **If the eligible family members are outside the duty station at the time of evacuation, the allowance will be payable:**
  - (i) effective the date they are joined by the staff member in the country of evacuation; or
  - (ii) on the expected date of return to the duty station, (when the staff member remains at the duty station);
- (f) **In the case of a dependent child studying at a location (other than the staff member's official duty station) when 'Family Restrictions' for security purposes have been declared, travel at the Organization's expense will normally be authorized on the basis of education grant or home leave travel. Security evacuation allowance will not be payable in this instance;**

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<sup>5</sup> [UNSMS Security Policy Manual, Chapter IV, Section D "Relocation, Evacuation and Alternate Work Modalities – Measures to Avoid Risk", paragraph 14.](#)

- (g) **In the case of a dependent child on a visit at the staff member’s duty station when ‘Family Restrictions’ for security purposes have been declared**, the travel at the Organization’s expense will be authorized under the education grant and/or home leave travel. Security evacuation allowance will not be payable;
- (h) **In the case of a dependent child studying at the staff member’s duty station when ‘Family Restrictions’ for security purposes have been declared**, the following shall apply: when the child needs to attend a second school due to the declaration of ‘Family Restrictions’ for security purposes, additional education grant for attending the second school may be authorized for the same period, provided that the staff member can demonstrate that they have made every reasonable effort to obtain reimbursement of advance school fees from the school at the duty station from which the child was evacuated/relocated. Under these circumstances, security evacuation/relocation allowance is applicable but the lump sum for board element of the education grant will not be payable;
- (i) Security evacuation allowances shall be paid for a maximum period of six months. In the event that evacuation remains in place beyond six months, the security evacuation allowance in respect to family members will cease to be paid as from the seventh month. Applicability of Extended Monthly Security Evacuation Allowance (EMSEA) depends on the staff member’s assigned date to the duty station in light of the decision by the GA Resolution 65/248.<sup>6</sup>

### ***Emoluments applicable during evacuation***

16. When evacuation has officially been declared by the USG, UNDSS for a duty station, they have the authority to order the relocation/evacuation of internationally recruited staff and their eligible family members to an authorized destination. If the cost of travel to the home country from the duty station is lower than that to the destination authorized by the USG, UNDSS, direct travel to the home country may be authorized whenever logistically possible.

17. During the period of evacuation to the destination authorized by the USG, UNDSS, staff members will continue to be paid their net base salary plus post adjustment, mobility hardship allowance applicable at the official duty station,<sup>7</sup> and the rental subsidy of the official duty station plus the security evacuation allowance (in respect to the staff member and each eligible family member).

18. If staff members and/or their eligible family members are not authorized to return to the duty station within 30 days following the evacuation, each respective organization will decide with regard to:

- a. reassignment, temporary or otherwise, of the staff member together, as applicable, with his/her eligible family members;

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<sup>6</sup> Extended Monthly Security Evacuation Allowance (EMSEA) will gradually phase out as per the [GA Resolution 65/248](#). See also [A/65/30 Report of the International Civil Service Commission for the year 2010](#), paragraph 243.

<sup>7</sup> The “official duty station” may be the Administrative Place of Assignment (APA) for staff members in Special Operations Area.

- b. travel to the home country.

### ***Reimbursement of Rental Payment and Rental Deposit/Advance***

19. Reimbursement of rental fee and/or rental deposit may be considered by the Organization in respect to evacuated staff who will not return to the duty station, if a well-documented request includes copies of the lease (which should normally contain the standard diplomatic clause) and correspondence between the staff member and the landlord showing that the staff member took the necessary action to terminate the lease and obtain reimbursement.

### ***Extended Monthly Security Evacuation Allowance (EMSEA)*** <sup>8</sup>

20. An Extended Monthly Security Evacuation Allowance (EMSEA) shall be payable in respect to eligible family members of staff members of organizations that apply EMSEA after completion of the six-month period mentioned in paragraph 13(i) above in the following cases:

- (a) If the staff member is authorized to return to the duty station and some or all eligible family members are unable to return due to specific ‘Family Restrictions’ that may be in force for security purposes;
- (b) If some or all eligible family members of a newly recruited staff member are unable to travel to the duty station due to specific “Family Restrictions” that may be in force for security purposes (in this case, the EMSEA will be payable from the first day on duty);
- (c) In cases where staff members have been reassigned to another duty station and some or all eligible family members are unable to travel to the duty station due to specific ‘Family Restrictions’ that may be in force for security purposes;
- (d) When both the staff member and his/her eligible family members have been on evacuation status for more than six months, and no other arrangements have been made to place the staff member.

21. The amount of EMSEA is determined by applying the rental threshold percentage of the salary (net salary plus post adjustment) of a single staff member at the P-4 step VI level. The post adjustment and relevant threshold percentage used shall be that of the duty station where the family is located. In no case shall the amount be higher than that applicable in the staff member’s country of home leave or for evacuated staff members of the previous duty station if the latter is maintained as actual family residence. The amount shall be set at one of two levels as follows:

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<sup>8</sup> Extended Monthly Security Evacuation Allowance (EMSEA) will gradually phase out as per the GA Resolution 65/248. See also A/65/30 *Report of the International Civil Service Commission for the year 2010*, paragraph 243.



- (a) When paid on behalf of the spouse (who, for the purposes of EMSEA does not have to be a dependant), the EMSEA will be the rental subsidy threshold amount at the single rate of the actual residence of the spouse, as defined above;
- (b) When paid on behalf of a spouse plus one or more dependent children, the amount in a) above is increased by 30% regardless of the number of dependents. Dependent children in respect to whom an education grant is paid are not taken into account for the determination of EMSEA payments.

22. In the application of the EMSEA, no additional travel entitlements shall be payable. However, regular travel entitlements (such as home leave, family, visit travel, education grant travel), remain payable. Furthermore, there is no obligation for the organization to provide any additional financial, administrative or legal assistance towards those family members.

23. The EMSEA shall not apply to staff members on mission service, i.e., those in receipt of base salary, post adjustment and other elements of remuneration of the duty station of origin, plus DSA or MSA of the mission area.

### ***United Nations Volunteers (UNVs)***

24. In the event of 'Personnel Restrictions' for security purposes, arrangements for UNVs are administered by UNDP or the United Nations.

### ***Consultants***

25. Provisions for evacuation for internationally recruited consultants will be incorporated into the initial contractual arrangements. Options for local or international consultants while 'Personnel Restrictions' for security purposes are in force are listed below.

- a. Should there be 'Personnel Restrictions' for security purposes in an area where a consultant is operating, the consultancy contract will not be terminated if it is determined that the services to be provided by the consultant can be accomplished outside of the duty station location. The consultant's travel costs will be covered up to the location from where recruitment took place or any other location mutually agreed from where the services can be provided as per the original terms.
- b. Should there be 'Personnel Restrictions' for security purposes in an area where a consultant is operating, the consultancy contract will be terminated in accordance with the contractual termination clause if it is determined that the services to be provided by the consultant cannot be accomplished outside of the duty station location.
- c. If circumstances permit, the consultant agrees and sound operational reasons exist, the consultancy contract may be suspended. The consultant's travel costs will then be covered up to the location from where recruitment took place. Once the 'Personnel Restrictions' for security purposes are lifted, the return of the consultant will be

authorized and the related travel costs will be covered. The contract will be reactivated under the original terms and arrangements.

26. In situations where it is expected that ‘Personnel Restrictions’ for security purposes will be of a maximum duration of seven days, the consultant may be evacuated/relocated to the destination authorized by the USG, UNDSS. The applicable DSA in case of relocation or travel costs and security evacuation allowance in case of evacuation will be covered up to seven days (at the rate applicable to staff members) by the relevant organization. If the lifting of the ‘Personnel Restrictions’ for security purposes does not take place within the seven days period, options 23 a, b or c above apply.

***Focal points on Administrative and Staff Welfare Issues***

27. For administrative questions staff members should contact their respective agency’s human resources focal point, and for staff welfare issues, the staff welfare focal point.

**Overview of Relocation and Security Evacuation Allowances**

<b>Area of Evacuation</b>	<b>Applicable Security Evacuation Allowance rate/staff member alone</b>	<b>Eligible family members</b>
Outside the duty station country (safe haven, home country, third country)	US\$ 200 per day for up to 30 days; thereafter US\$ 150 per day (from the second through the sixth month)	For family normally residing at the duty station: US\$ 100 per day for up to 30 days. Thereafter US\$ 75 per day.
Shipping Entitlements and terminal expenses	A single lump-sum payment of US\$ 500 is made to the staff member when they, or their family, is evacuated (i.e., it is not necessary that the staff member themselves is actually evacuated). The amount is the same regardless of the number of dependants. Terminal expenses are included in the lump-sum payment	
Relocation within country of duty station	DSA of location applies.	50% of applicable DSA per each eligible family member.