Medical Clearances for Travel

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Office of Human Resources
Bureau of Management
To: All Staff Members

From: Deborah Landey
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Office of Human Resources
Bureau of Management

Subject: Medical Clearances for Travel

Before departure on official travel, staff members are requested to ensure that they have a valid medical clearance so as to minimize any health risk to themselves.

Within this context, I am pleased to attach guidelines containing details of the current policies and procedures regarding medical clearances for travel. The document has been prepared in collaboration with the UN Medical Services Division (UNMSD) in New York and covers, for example, who may conduct a UN medical examination and who may grant medical clearances.

I would also like to remind offices of their responsibility to ensure that all staff members periodically undergo a full UN medical examination, and that when the validity of their medical clearance is about to expire, steps are taken for their renewal. This is especially important for those staff members who travel frequently on mission.

Thank you.
# Medical Clearances for Travel

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**Medical Clearances for Travel**
I. General

Purpose

1. The purpose of medical clearance is to ensure, as far as possible, that:

   a) candidates for recruitment as staff members are physically and mentally fit for employment; and

   b) staff members continue to maintain such fitness in a manner that enables them to perform the functions assigned to them at a particular duty station, as well as to travel to, or work at, other duty stations.

Initial Appointment

2. All staff members travelling (including ALDs) on initial appointment must be medically cleared by the UN Medical Services Division (UNMSD), prior to their departure to the duty station.

Reassignment

3. The Human Resources Specialist in OHR serving the duty station will check with the UNMSD on whether or not the staff member requires a medical examination, or if clearance for travel on reassignment to another duty station may be given without it.

4. A medical clearance is not required when the staff member is being transferred from a field duty station to Brussels, Copenhagen, Florence, Geneva, New York (NY) and Tokyo.

Duty Travel within the Country of Duty Station

5. No medical clearance is required for duty travel (DT) within the country of the duty station providing initial medical clearance or certificate of good health, whichever is applicable, was previously obtained.
Duty Travel outside the Country of Duty Station

6. All staff members (including ALDs), regardless of age, who are required to travel abroad on official DT, must obtain medical clearance from the UNMSD, prior to departure.

7. A medical clearance is not usually required when the staff member is travelling to Austria, Belgium, Canada, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Japan, Liechtenstein, Luxembourg, Monaco, the Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, the United Kingdom and the USA. However, staff members who have a chronic medical condition should check with the UNMSD.

8. **Staff members stationed in NY.** A staff member must check with the UNMSD nurse assigned to UNDP whether or not he/she requires a medical examination, or if clearance for DT may be given without it.

9. **Staff members stationed in Geneva or Nairobi.** A staff member must check with the HQ Medical Services of the UN Common System whether or not he/she requires a medical examination, or if clearance for DT may be given without it.

10. **Staff members stationed in Addis Ababa, Beirut, Bangkok or Santiago.** A staff member must check with the authorized medical facilities of the regional economic commissions whether or not he/she requires a medical examination, or if clearance for DT may be given without it.

11. **Staff members stationed elsewhere.** The local Operations Manager must check with the UNMSD, (fax number 1-212-963-4925 or e-mail singhd@un.org), whether or not the staff member requires a medical examination, or if clearance for DT may be given without it when:

    a) the staff member's medical clearance for his/her last full medical examination is no longer valid. Generally, medical clearances given on the basis of a full initial medical examination (Form MS-2), are valid for two years. In addition, upon completion of a medical examination, the UNMSD indicates the period of validity of the medical clearance on the Request for UN Medical Clearance Form;

    b) the staff member has been medically evacuated during the last year; and/or

    c) the staff member has been on sick leave for more than four weeks during the last year.

12. When a staff member is scheduled to travel more than once during any six-month period outside the country of his/her duty station, the Operations Manager may request clearance for all scheduled DTs by submitting the travel dates and itinerary (including field visits) for each one of them.
Who may Conduct a UN Medical Examination?

13. If the staff member is in:

a) *Addis Ababa*, the Economic Commission for Africa (ECA) Medical facilities;

b) *Bangkok*, the Economic and Social Commission for Asia and the Pacific (ESCAP) Medical facilities;

c) *Beirut*, the Economic and Social Commission for Western Asia (ESCWA) Medical facilities;

d) *Brussels*, the Commission of the European Communities Medical Service;

e) *Geneva*, the United Nations Office at Geneva (UNOG) Joint Medical Service (JMS);

f) *Nairobi*, the United Nations Office at Nairobi (UNON) and the United Nations Environment Programme (UNEP) Medical facilities;

g) *NY*, the UNMSD;

h) *Paris*, the United Nations Educational, Scientific and Cultural Organization (UNESCO) Medical Service;

i) *Rome*, the Food and Agricultural Organization of the United Nations (FAO) Medical Service;

j) *Santiago*, the Economic Commission for Latin America and the Caribbean (ECLAC) Medical facilities;

k) *Vienna*, the United Nations Office at Vienna (UNOV) and the Vienna International Centre (VIC) Medical Services;

l) *Washington*, the World Bank Medical Service;

m) *Afghanistan, Angola, Bangladesh, Burkina Faso, Burundi, Cape Verde, Central African Republic, Chad, Comoros, Congo, Democratic Republic of Congo, Equatorial Guinea, Eritrea, Gambia, Ghana, Guinea, Guinea Bissau, Guyana, Iraq, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mongolia, Mozambique, Myanmar, Nepal, Niger, Nigeria, Rwanda, Sao Tome & Principe, Sierra Leone, Somalia, Sudan, Tanzania, Uganda, Yemen or Zambia*, the UN Dispensary Examining Physician; and
n) *elsewhere*:
   i) by the UN Examining Physician at the duty station; *or*
   ii) by any licensed medical doctor, when a UN Examining Physician is not available locally.

**Who may Grant Medical Clearances?**

14. If the staff member is in:

   a) *Addis Ababa, Beirut, Bangkok or Santiago*, the UNMSD’s authorized medical officers of the regional economic commissions;

   b) *Geneva, Nairobi, NY, Paris, Rome or Vienna*, the HQ Medical Officers of the UN Common System; *and*

   c) *elsewhere*, the UNMSD Officers in NY.

**Costs**

15. Medical examinations:

   a) performed at the following locations are at no cost to the staff member and are charged directly to UNDP:
      
      i) *Addis Ababa, Bangkok, Beirut or Santiago*, at the UNMSD’s authorized medical facilities of the regional economic commissions;

      ii) *Brussels*, at the Commission of the European Communities Medical Service;

      iii) *Geneva, Nairobi, NY, Paris, Rome or Vienna*, at the HQ Medical Services of the UN Common System;

      iv) *Washington*, at the World Bank Medical Service;

      v) *Afghanistan, Angola, Bangladesh, Burkina Faso, Burundi, Cape Verde, Central African Republic, Chad, Comoros, Congo, Democratic Republic of Congo, Equatorial Guinea, Eritrea, Gambia, Ghana, Guinea, Guinea Bissau, Guyana, Iraq, Lesotho, Liberia, Madagascar, Malawi, Mali,*
Mauritania, Mongolia, Mozambique, Myanmar, Nepal, Niger, Nigeria, Rwanda, Sao Tome & Principe, Sierra Leone, Somalia, Sudan, Tanzania, Uganda, Yemen or Zambia, at the UN Dispensary; and

b) performed elsewhere are 100 per cent reimbursed or paid directly by a UNDP office, provided charges are *customary/reasonable for the place where the examination is performed*, up to a maximum of:

i) **US$400**, if the examination is carried out within the European Union (Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, Spain, Sweden or United Kingdom); *and*

ii) **US$350**, if the examination is performed outside the European Union.

16. If the staff member (including ALDs) pays for the cost of the medical examination, he/she may claim reimbursement by submitting a duly completed Form F-10 “Voucher for Reimbursement of Expenses”1 to the local Operations Manager with the relevant receipted bill(s). Expenses are charged to the same funding source against which the staff member’s salary is charged, see Annex A.

17. If the medical examination costs more than the allowable amount, **the staff member is responsible for the excess amount**.

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1 The “Voucher for Reimbursement of Expenses” may be downloaded from OHR’s website (http://intra.undp.org/ohr) or UNDP’s portal (http://portal.undp.org).
Annex A

Funding Source and Accounting Instructions

The procedure to identify the correct account for this staff entitlement is as follows:

➔ First, the staff member’s post should be identified, including local staff.

➔ Then, identify the account code of that post. A few examples:

Scenario A: Posts funded from the support budget:

<table>
<thead>
<tr>
<th>Type of post</th>
<th>Fiscal Year</th>
<th>Fund</th>
<th>Purpose</th>
<th>Org Unit</th>
<th>Project</th>
<th>Object Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>2002</td>
<td>DPVC</td>
<td>2050</td>
<td>_____</td>
<td>0010</td>
<td>H10</td>
</tr>
<tr>
<td>Extra-budgetary</td>
<td>2002</td>
<td>DPXB</td>
<td>2050</td>
<td>_____</td>
<td>0010</td>
<td>H10</td>
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<tr>
<td>Emergency</td>
<td>2002</td>
<td>DPVC</td>
<td>2050</td>
<td>_____</td>
<td>0070</td>
<td>H10</td>
</tr>
<tr>
<td>Field Security Officer</td>
<td>2002</td>
<td>DPSP</td>
<td>2050</td>
<td>_____</td>
<td>0308</td>
<td>H10</td>
</tr>
<tr>
<td>Local staff</td>
<td>2002</td>
<td>DPVC</td>
<td>2050</td>
<td>_____</td>
<td>0010</td>
<td>A10</td>
</tr>
</tbody>
</table>

Scenario B: Project-funded posts, when the project budget is managed in your or another country office’s FIM:

<table>
<thead>
<tr>
<th>Post type</th>
<th>Source of Fund</th>
<th>Project ID</th>
<th>Project budget line</th>
</tr>
</thead>
<tbody>
<tr>
<td>‘TRAC’ funded posts</td>
<td>01</td>
<td>CTY/00/001</td>
<td>1101</td>
</tr>
<tr>
<td>Fund/Trust fund funded post</td>
<td>6C</td>
<td>CTY/00/A01</td>
<td>1101</td>
</tr>
</tbody>
</table>

Scenario C: Project-funded posts, when the project budget is managed in HQ:

<table>
<thead>
<tr>
<th>Type of post</th>
<th>Fiscal Year</th>
<th>Fund</th>
<th>Purpose</th>
<th>Org Unit</th>
<th>Project</th>
<th>Object Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>2002</td>
<td>DPVC</td>
<td>4101</td>
<td>_____</td>
<td>CTY/00/001</td>
<td>PP1</td>
</tr>
<tr>
<td>Trust Fund</td>
<td>2002</td>
<td>D337</td>
<td>5103</td>
<td>_____</td>
<td>CTY/00/A01</td>
<td>PP1</td>
</tr>
</tbody>
</table>

2 As of the date of issuance of the circular.
Then, apply the correct code for the entitlement to the ‘Post’ account code:

➔ For scenario A, staff on posts funded by the support budget:

Use the first five elements of the BAC of the post and add to that the BAC Object code ‘3270’ for staff under the “H” object class and BAC Object Code “2820” for staff under the “A” object class, i.e. local GS staff and NOs.

In Country office locations, the charge should be posted through the ‘Budget IOV’ facility in the Winfoas application.

For UNDP/NY, the charge should be processed through the IMIS.

Example:

Post account code = ‘2002-DPVC-2050-4019-0010-H10’

Entitlement account code “H” object class = ‘2002-DPVC-2050-4019-0010-‘3270’

Or

Entitlement account code “A” object class = ‘2002-DPVC-2050-4019-0010-‘2820’

➔ For scenario B, staff on project-funded posts managed in FIM:

If the project budget is managed in your local FIM, the charge should be processed through the FIM transaction module; otherwise the charge should be processed in Winfoas through the Government IOV. In both cases, the Source of Fund, Project ID and Project Budget line should be quoted.

➔ For scenario C, staff on project-funded posts for projects managed in IMIS:

In HQ locations, use the first five elements of the BAC of the post and add to that the BAC Object code ‘7009’.

In Country office locations, the charge should be posted through the ‘Government IOV’ facility in the Winfoas application, quoting the source of funds, project ID and project budget line funding the post. The fund manager or your OBR Resource Management Associate can assist you with determining these three elements.

Example HQ locations:

Post account code = ‘2002-D337-5103-5515-CTY/00/A01-PP1’

Entitlement account code = ‘2002-D337-5013-5515-CTY/00/A01-7009’