**Relocation Shipment**

Structure Element - Relevant Policies

1. Staff members who travel on initial appointment, reassignment and repatriation are provided a relocation shipment entitlement in the form of a lump sum which is determined by the number of dependents authorized to travel with the staff member, if any. The lump sum is based on the staff member’s recognized status at the time of the relocation and is paid in advance of the relocation.
2. Staff receiving the relocation shipment lump sum are expected to make their own arrangements for shipment and manage their own relocations along with all the related expenses incurred by them during relocation including customs or insurance fees.
3. When the lump sum option is applied, no changes in the entitlement shall be recognized until the next relocation of the staff member. For example, if a staff member marries during his/her assignment, the organization will not provide additional monies to relocate the spouse in mid-assignment. However, upon the next official relocation, the dependent amount will be paid.
4. UNDP may on an exceptional basis, make shipping arrangements in lieu of the relocation shipment lump sum. The exceptional organization- assisted shipment is based on a 20 ft. and 40 ft. container for staff with and without dependents respectively. **This does not apply to moves from one duty station to another within the same country.**
5. The entitlement to unaccompanied shipment of personal effects is:

| **Type of Appointment/**  **Reassignment** | **Organization Assisted or Limited Shipment** | **Lump Sum** |
| --- | --- | --- |
| Reassignments within commuting distance of current duty station. | N/A | N/A |
| Appointment of one year or longer (FTA) | 40 ft. (family rate)  20 ft. (single rate) | US$ 18,000 (family rate)  US$ 13,000 (single rate) |
| Appointment/reassignment less than 1 year FTA or TA including JPOs) | 100 kg | US$ 1,200 |
| Appointment / reassignment within country (FTA)  (non-family) | 1,000 kg for staff member | N/A |
| Appointment / reassignment within country (FTA)  (family d/s) | 1,000 kg for a staff member  500 kg for 1st dependent  300 kg for following dependent | N/A |
| Appointment / reassignment (JPO) | 600 kg for JPO  250 kg for 1st dependent  150 kg for each additional dependent | US$ 10800  (family rate)  US$ 7800  (single rate) |
|  |  |  |
| USG/ASG |  | US$ 20,000  (single or family) |

1. A staff member’s shipment is considered within the entitlement if the shipment or total of shipments is within the weight authorized.
2. The shipment entitlement is expressed in terms of net weight or net volume which includes packing but not the weight of crating and lift vans.

**Relocation Shipment for Full Removal of Personal Effects and Household Goods**

1. Entitlement to full removal of personal effects and household goods may be granted in cases of:
2. Appointment to a Headquarters duty station, when the staff member is not expected to be reassigned, for a continuous period which is expected to be two years or longer; and
3. Separation of a staff member who had an appointment of two years or longer or has completed two years’ service at a Headquarters duty station, and an entitlement to full removal of personal effects and household goods was established at the time of initial appointment. Split shipment must be effected no later than one year from the date of separation.
4. The maximum weight and/or volume for which entitlement to removal at UNDP expense exists is:
5. For a staff member without a spouse or dependent child, a 20-ft container (equivalent to 33.2 cubic metres), including the weight or volume of packing but excluding crating and lift vans; and
6. For a staff member with a spouse or dependent child residing at the official duty station, a 40-ft container (equivalent to 67.7 cubic metres), including the weight or volume of packing but excluding crating and lift vans.
7. A staff member entitled to full removal costs may convert part of the entitlement into an advance shipment of personal effects, by the most economical means, up to a maximum, including the weight or volume of packing but excluding crating and lift vans, of:
8. 450 kg (990 lbs.) or 2.80 cubic meters (99 cubic feet) for the staff member;
9. 300 kg (660 lbs.) or 1.87 cubic meters (66 cubic feet) for the first eligible family member; and
10. 150 kg (330 lbs.) or 0.93 cubic meters (33 cubic feet) for each additional eligible family member authorized to travel at UNDP expense.
11. For conversion to air freight, see provisions for split shipment above. The weight of an advance shipment will be deducted from the maximum weight or volume to which the staff member is entitled under removal of household goods.
12. Where both spouses are staff members of UNDP or another organization of the UN common system and each is entitled to full removal of household goods, the maximum weight or volume that may be removed at UNDP expense for both of them is that provided for a staff member with a spouse or dependent child(ren) residing at the official duty station.

**Storage of Personal Effects and Household Goods**

**Storage charges in cases of full removal of personal effects**

1. When a staff member with a full removal entitlement is assigned to a non-family duty station; UNDP pays the costs of storage of personal effects and household goods and other pertinent charges, including the cost of insurance, subject to the conditions and up to the maximum provided for above.
2. The quantity of goods authorized for storage shall not exceed the difference between the staff member’s maximum shipment allowance and the amount actually shipped.
3. If storage is authorized, UNDP will pay the storage charges up to five years following the effective date of the staff member’s assignment. When the staff member’s assignment is extended beyond five years for a period of up to two years at the same duty station, UNDP will continue to pay storage charges for the period of such extension.

**Storage charges in cases other than full removal**

1. UNDP may pay storage costs at the previous duty station when a staff member completes his/her assignment at a duty station and departs from the duty station on home leave or temporary assignment and his/her next duty station is not yet determined.

**Other conditions related to storage charges**

1. Storage charges are not paid in the case of mission or other assignments not involving a change of official duty station. Storage charges in respect of shipment of personal effects and household goods referred are not reimbursed unless they are directly incidental to the transportation of the consignment.Structure Element - Templates and Forms

**Loss of entitlement to relocation shipment**

1. A staff member who, upon separation from service, is not entitled to payment of return travel expenses for himself or herself, and their eligible family members if applicable, shall not be entitled to payment of relocation shipment.
2. Upon separation from service, entitlement to relocation shipment shall cease where payment of relocation shipment would result in a duplication of entitlements.
3. Upon separation from service, entitlement to relocation shipment shall cease if the shipment has not commenced within two years of the date of separation.
4. Where both spouses are staff members and the spouse who separates first is entitled relocation shipment, his or her entitlement shall not cease until two years after the date of separation of the other spouse.
5. A resignation after completing less than one (or two years of service for staff entitled to full removal relocation shipment), shall result in the loss of relocation shipment.
6. Normally, in cases where for reasons not attributable to UNDP, the staff member does not complete the period of service in respect of which UNDP has paid a relocation shipment or lump sum, these costs can be adjusted proportionately and recovery made. The Director, OHR may determine that there are compelling circumstances that do not warrant the loss or adjustment of the relocation shipment entitlement.

**Templates and Forms**

[Relocation Grant Attestation](https://popp.undp.org/node/6191)

[PT 78](https://popp.undp.org/node/6186) (Itemized Valued Inventory of Personal Effects/ Insurance Claims Procedure)

**Information on Exceptional shipment organized by UNDP**

1. The normal costs of packing, crating and lift vans, cartage, unpacking and uncrating will be borne by the Organization.
2. The weight of crating and lift vans payable by the Organization will not exceed fifty per cent of the net weight of the shipment. Any excess weight of crating and lift vans will be added to the actual net weight.

|  |  |  |
| --- | --- | --- |
| **Example** | **Actual Weight of Shipment** | **500 kg** |
|  | Maximum allowable crating | 250 kg |
|  |  |  |
| IF: | Actual weight of shipment | 500 kg |
|  | Actual weight of crating and lift vans | 300 kg |
|  | Excess crating | 50 kg |
| THEN: | New adjusted net weight of shipment | 550 kg |

1. Staff members and the UNDP officials involved with the organization arranged shipments must ensure that the packing company provides a Weight Certificate with the weight and volume figures in both net and gross terms.
2. If the packing company is absolutely unable to provide a net weight, this is determined on the basis of two-thirds of the gross net or volume of the shipment shown on the airway bill, bill of lading, or weight certificate.

**Example**: If the gross weight is 900 kilograms, the calculated net weight would be 600 kilograms.

For air shipments, the actual weight is taken into account and not the chargeable weight, in determining whether the shipment is within the entitlement.

**Example:** For a staff member whose entitlement is 500 kilograms by air, if the actual net weight is 400 kilograms but the chargeable weight is 650 kilograms, he/she would be considered to be within the entitlement.

1. Where both spouses are staff members and each is entitled to an unaccompanied shipment of personal effects, the maximum weight authorized for both staff members will be that which is applicable to a staff member with a spouse or an eligible dependent child residing at the official duty station.

**Advance Air Shipment - One-to-One Ten Percent Conversion**

1. To allow staff members to receive the most essential items needed to set up a household immediately upon arrival at the destination, ten percent of the total surface entitlement may be converted to airfreight on a one-to-one basis without prior approval. The balance of the entitlement may be shipped by surface, or by air.

**Example:** Ten per cent of a 1,000 kilogram surface entitlement, or 100 kilograms, may be sent as an advance air shipment, leaving a balance of 900 kilograms by surface, or 450 kilograms by air (see the paragraph below).

**One-half Conversion of Surface Shipment to Air Shipment**

1. Where unaccompanied surface shipment is the most economical means of transport, the staff member may elect to convert to unaccompanied air shipment on the basis of one-half of the weight of the authorized surface entitlement.

**Example:** An unaccompanied surface shipment entitlement of 1,000 kilograms may be converted to 500 kilograms unaccompanied air shipment.

**Full Conversion of Surface Shipment to Air Shipment**

1. Notwithstanding the one-half rule in the paragraph above, conversion to air freight on the basis of full weight may be exceptionally authorized in the following cases:
2. Where the cost of air freight is lower than surface shipment;
3. Where there is an extraordinary risk of damage to or loss of the surface shipment in transit; and/or
4. For landlocked countries, where carrier time between port of origin and final destination (including any trans-shipment time) will **exceed ninety days.**
5. A request for exceptional authorization for full conversion to air shipment must be addressed six weeks before the date of the staff member’s intended departure:
6. For staff stationed outside New York, to the local administering office; or
7. For staff stationed in New York, to the UNDP Travel Services Section (TSS), General Operations/Office for Sourcing and Operations/Bureau for Management Services

The request must specify the reasons for seeking the exception and, as far as possible, accompanied by documentary evidence to prove that the exception is warranted.

**Full Conversion of Air Shipment to Surface Shipment**

1. Unless the cost of air shipment is higher than surface shipment, a staff member may elect to convert from air to surface on the basis of one-to-one.

**Example:** A full air entitlement of 1,000 kilograms may be converted to a surface shipment of 1,000 kilograms.

**Split Shipment**

1. Staff members may be granted a split shipment subject to the following conditions:
2. there is no additional cost to the organization over and above the actual entitlement; and
3. there are no more than two shipments.
4. A total of three shipments may be authorized only to include a ten per cent advance air shipment, if any. Only the total weight entitlement in kilograms may be split and not the total transportation value.

**Example:** If a staff member has an entitlement of 1,000 kilograms by surface NY/Jakarta which would cost $8,000, he/she ships 700 kilograms from NY to Jakarta and 500 kilograms from Hong Kong to Jakarta, (combined weight is 1,200 kilograms), the staff member will be charged for the over-entitlement of 200 kilograms on the Jakarta/Hong Kong shipment, even though the total cost of both shipments is $7,500.

1. The shipment may be split between air and surface and/or between points of departure and destination.

**Example:** A surface entitlement of 1,800 kilograms may be split in different ways such as: a 10% advance air shipment of 180 kilograms NY/Dakar, 1,000 kilograms by sea NY/Dakar, and the balance of 620 kilograms by surface converted to one-half, or 310 kilograms by air, Copenhagen/Dakar.

1. Requests for split shipment must be addressed for approval, at least four weeks before the date of the staff member’s intended departure:
   1. For staff stationed outside New York, to the local administering office; or
   2. For staff stationed in New York, to the UNDP Travel Services Section (TSS), General Operations/Office for Sourcing and Operations/Bureau for Management Services
2. The split shipment must be effected within two months of arrival at the duty station or receipt of the split shipment authorization.

**Conversion of Unaccompanied Shipment to Excess Accompanied Baggage**

1. Staff members may elect to convert part or all of their unaccompanied shipment entitlement to accompanied excess baggage on the basis of five-to-one.

**Example:** 100 kilograms of unaccompanied air or surface shipment entitlement would be converted to 20 kilograms accompanied excess baggage.

**Conversion of Excess Accompanied Baggage to Unaccompanied Shipment**

1. Staff members may elect to convert their excess accompanied baggage entitlement to unaccompanied shipment, on a one-to-one basis, whether by air or surface means of transportation.

**Example:** 25 kilograms of accompanied excess baggage entitlement will be converted to 25 kilograms of unaccompanied air or surface shipment.

1. The conversion of excess accompanied baggage to unaccompanied shipment shall not apply when the accompanied baggage allowance for any portion of the journey is calculated by airlines on the basis of pieces and size of baggage.

**Loss of Entitlement**

1. The unaccompanied shipment entitlement will be forfeited if not utilized,
2. **For initial appointment, reassignment and separation**, within one year of the travel to or from the duty station; and
3. **For separation from service**, within two years from date of separation

**Exclusion of Entitlement**

1. Except for customs clearance and delivery to residence, the organization will not pay certain expenses incurred in connection with unaccompanied shipments of personal effects, such as:
   1. Transportation of items not normally required for personal use, e.g. animals, boats, motorcycles, trailers or other power-assisted conveyances, and flammable and hazardous materials. These items may not be included in a shipment arranged by UNDP, but may be shipped separately at the staff member’s expense if government regulations permit. (Staff members are responsible for checking into customs restrictions at the destination);
   2. Servicing of appliances, dismantling or installing of fixtures;
   3. Special packing;
   4. Demurrage (i.e. penalty charge for delayed pick-up of a shipment from seaport or airport beyond the free time allowed);
   5. Storage (except where storage is exceptionally authorized);
   6. Delivery from storage warehouse to residence (except where storage is exceptionally authorized); and
   7. Import and export duties.

**Shipping Arrangements**

1. The responsibilities of the staff member and UNDP in arranging the shipment and the procedures for arranging shipments are described in detail in the “Procedures” section.
2. Other shipping arrangements outside of those listed and approved in the UNDP Programme and Operations Policies and Procedures (POPP) will be reviewed by the Director, Global Shared Service Unit (GSSU) or their delegate and exceptionally approved based on the circumstances described.

**Timing**

1. The staff member should obtain the travel authorization at least three (3) months before the intended date of shipment.
2. A minimum of three (3) week’s lead time from receipt of the shipment authorization is needed to facilitate shipping, actual shipping time frame will vary based on the point of origin and destination
3. Once the travel authorization is issued, the staff member will be contacted by UNDP’s contracted moving company's surveyor within three (3) business days to:
4. make an appointment to survey the goods to be shipped,
5. schedule the dates for packing and
6. book the shipment.
7. No guarantee can be made as to the arrival time of the shipment at the final place of delivery.
8. The staff member should be at the destination prior to the arrival of the shipment to produce certain official documents required for import customs clearance (such as, but not limited to, a certificate of residence issued by the municipal authorities) and to attend the delivery of the shipment to his/her residence.

**Estimates for Weight**

1. Estimates are not binding for the forwarding company or for UNDP and only serve as a guide for the staff member to plan the best use of his/her shipping entitlement.
2. Notwithstanding the second paragraph under “Responsibilities of UNDP Country Office at Point of Origin” below, a difference of no more than 15% between the estimate and the actual figures is considered reasonable, provided there has been no change in the original list of items included in the estimate.

**Excess Shipment – Calculation and Settlement of Over-Entitlements**

1. If the shipment exceeds the authorized maximum weight allowed, the charges to be paid by the staff member will need to be settled directly with the shipping company.

**Customs Clearance at Destination**

1. Staff members who are making shipments to the New York tri-state area are required to go through the UN Travel and Transportation Section (UNTTS) as registration of these shipments is required by the U.S. State Department.
2. UNDP COs and other BUs outside of HQs will continue to assist staff, at the receiving end, with any shipment that they choose to make. All costs however will be paid by the staff member concerned.

**In-Transit Insurance of Personal Effects and Household Goods**

1. The maximum insurance entitlement for unaccompanied shipments of staff serving on a fixed term appointment of one year or longer shall be $1,600.
2. The maximum entitlement for unaccompanied shipments of staff members on a fixed term contract assigned for one year or longer shall be:
3. $16,000 for the individual staff member;
4. $8,000 for the first eligible family member; and
5. $4,800 for each additional eligible family member.
6. For removal shipments under [UN Staff Rule 7.16](https://hr.un.org/handbook/staff-rules), inclusive of any advance shipment, the maximum insurance coverage shall be:
7. $80,000 for a staff member without a spouse or dependent child; or
8. b) $130,000 for a staff member with a spouse or dependent child.
9. The UN arranges for in-transit insurance coverage which ends upon arrival of the shipment at destination (i.e. staff member’s residence or a storage warehouse).
10. A staff member can elect to have the organization arrange for insurance against all risks of physical loss or damage from external cause on unaccompanied shipments authorized to be shipped and insured at UNDP expense.
11. If the staff member does not request an insurance coverage for the total of the value shown on the inventory, the insurance company’s liability is reduced and any resulting insurance claim will be settled on a reduced pro-rata basis. For example, if an unaccompanied shipment valued at $50,000 is insurance for only $25,000, the staff member will not receive more than 50 per cent of the value listed in the inventory for any goods lost or damaged.
12. Staff members who are subject to national income taxation in respect of their UN salaries are required to have additional insurance coverage for the difference between the full value and the coverage provided above by the organization for their personal effects and household goods while in transit or storage.
13. The above insurance entitlements do not apply to shipments arranged by staff members who have opted for the Relocation Grant.

**Extension of Insurance Coverage**

1. If a staff member is unable to take possession of his/her belongings upon their arrival at seaport/airport and the goods are stored, he/she should request an extension of insurance at his/her own expense from the company which insured the shipment so that the goods would be protected in the event of an insurance claim.
2. The insurance entitlement 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 he/she is within the overall insurance entitlement.

**Insurance Claims**

1. If a staff member has arranged insurance coverage for his/her unaccompanied shipment of personal effects and household goods through the UNTTS, he/she may file a claim through them in case of loss/damage to all or part of the shipment.