

INSTALLATION INDEMNITY

(Director-General Resolution DGR/DIR/037)

I. Conditions of eligibility and payment

1. The installation indemnity shall be paid to employed members of the personnel who meet the following conditions:
 - a. For staff members, pursuant to the terms of Articles 207.a), 195 and 184 of the Staff Rules:
 - (i) Whose place of residence is outside a circle with a radius of 200 km with its centre at the duty station, and
 - (ii) Whose new place of residence is within a circle with a radius of 50 km with its centre at the duty station, and
 - (iii) Whose new place of residence is established within two (2) years of taking up appointment, and
 - (iv) The employment contract must have a minimum duration of twelve (12) months. In exceptional circumstances, the Director-General may waive this condition.
 - b. For fellows in accordance with Articles 207.b) and 184 of the Staff Rules:
 - (i) Whose place of residence is outside a circle with a radius of 200 km with its centre at the duty station, and
 - (ii) Whose new place of residence is within a circle with a radius of 50 km with its centre at the duty station.
2. The HR unit will establish whether the employed member of the personnel concerned is entitled to the installation indemnity when the contract is drawn up.
3. The amount of the installation indemnity shall be calculated according to the method set forth in Annex J of the Staff Rules.
4. In case of part-time work, the amount of the installation indemnity is calculated pro rata to the working hours.
5. The family and contractual situation taken into account is that applying when the member of personnel takes up his or her appointment.
6. Considering the Purpose of the installation indemnity, if the employed member of the personnel:
 - a. Resigns during the first year of service; or
 - b. Within the first year of establishing the new residence, subsequently establishes a different place of residence that is not in compliance with the requirements of paragraph 1.a.(ii) or 1.b.(ii)He or she will have to return the amount of the installation indemnity proportional to the missing reference period mentioned in a. and b. of this paragraph.
7. Employed members of the personnel shall be required to complete and sign a declaration of honour concerning the fulfilment of the conditions for the award of the installation indemnity and acknowledging their obligations under the Staff Rules and this Resolution.

II. Declaration by the employed member of the personnel

In submitting and signing this declaration, I hereby solemnly declare that I meet the conditions for the award of the installation indemnity and further agree to comply with the obligations stated above.

Signature:

Date: