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GUIDE TO STAFF BENEFITS

INTERNATIONAL

STAFF

HRM 2021

Bureau of Human Resources Management

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INTRODUCTION

The United Nations and its Specialized Agencies, like UNESCO, apply a common system of salaries, allowances and benefits.

The following guide provides an overview of the salary, allowances and benefits available to international staff under this common system, recruited on a fixed-term appointment. It also includes practical information for staff living and working in UNESCO headquarters in Paris.

Staff members recruited on temporary or project appointment may not be eligible for some of the entitlements described in this guide.

Actual employment contracts of staff members are based on the UNESCO Staff Regulations and Staff Rules, and Human Resources Manual, which remain the definitive source of any legal and administrative interpretation.

How to use the Guide?

The Guide is divided into five sections:

- ▶ upon first appointment to the duty station
- ▶ during stay at the duty station
- ▶ upon separation from UNESCO
- ▶ life in Paris

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I. UPON APPOINTMENT

I.I Travel and related entitlements

1. Travel

When are travel expenses paid?

UNESCO will pay the travel expenses of a staff member on initial appointment, from their recognized home or place of recruitment to the duty station, unless that place is within commuting distance of the duty station. Travel expenses for an eligible spouse and/or dependent children will also be paid provided the appointment is for 12 months or more.

What expenses are paid?

Travel expenses include the cost of tickets for travel by the most direct and economical route and mode of transportation. Class of travel is economy class.

Alternatively, staff and eligible family members may opt for a lump sum payment in lieu of all travel expenses related to their journey. For air travel, staff and eligible family members aged 12 or more receive 50% of least restrictive economy fare, children less than 12 years of age receive smaller amounts. For short journeys in Europe (less than 4 hours one way), staff receive a lump sum corresponding to 50% of least restrictive economy air travel fare. No other expenses are payable.

Clearances

No official travel can be undertaken until a formal offer of appointment has been issued and medical clearance has been obtained.

2. Settling-in grant

The purpose of the settling-in grant is to provide staff members with a reasonable amount of money at the beginning of an assignment or transfer to another duty station to cover:

- **any pre-departure expenses that the staff member may incur as a result of having to relocate to a new duty station;**
- **any initial costs incurred by the staff member and his/her family as a result of the appointment.**

How does it work?

The settling-in grant is payable to a staff member who travels at UNESCO's expense for an assignment of at least 12 months.

How much is it worth?

The grant consists of two portions:

- an amount equivalent to 30 days of Daily Subsistence Allowance (DSA) rate applicable at the duty station in respect of the staff member plus half of this amount in respect of each eligible family member.
- a lump sum element worth one month's salary.

3. Removals

When a staff member is entitled to the payment of his/her travel expenses upon initial appointment, UNESCO will pay the removal of household goods and/or the transportation of personal effects from a staff member's recognized home or place of recruitment to the location, depending on the duration of the appointment.

Removal of household goods

Staff members appointed for at least two years and whose travel expenses are paid by the Organization are entitled to shipment of household goods as follows:

- (a) 20 feet container (equivalent to 33.2 cubic metres which has a capacity up to 30 cubic meters of cargo) if the staff member is not accompanied by any member of their family travelling at the expense of the Organization.
- (b) 40 feet container (equivalent to 67.7 cubic metres which has a capacity up to 60 cubic meters of cargo) if the staff member is accompanied to the duty station or joined there by at least one member of their family travelling at the expense of the Organization.

Staff members entitled to full removal may opt for a relocation grant (lump-sum) in lieu of full removal.

Transportation of personal effects

If a staff member is appointed for more than 3 months, but for less than 12 months, they are entitled to one shipment of 150 kg/1.2 m³ by land or sea (or by air freight, if more economical) or 30 kg of excess baggage for travel by air. If appointed for more than 12 months, a staff member is entitled to up to two shipments of in total 1000 kg/8 m³ if by land/sea and smaller amounts by air. Family members who are authorized to travel at UNESCO's expense have smaller entitlements (500 kg/4 m³ for a first family member and 300 kg/2.4 m³ for each family member thereafter).

The cost of removal of household goods and/or transportation of personal effects will include the reasonable cost of package, crating, unpacking, uncrating and insurance, but not storage charges other than those incidental to transportation.

I.II Salary

Salaries are set by the International Civil Service Commission (ICSC) by reference to the highest-paying national civil service, one which, by its size and structure, lends itself to significant comparison. The federal civil service of the USA is currently taken as the reference.

Salaries and other payments due to staff members are paid monthly, in the currency of the duty station, although staff may choose to receive payment in another currency (under certain conditions).

The salary is linked to the grade on appointment. The eligibility for specific allowances depends, in many cases, on their personal circumstances and on the duty station.

1. Starting salary

Unless otherwise decided by the Director-General, or on transfer from another UN organization, staff will be placed on appointment on the first increment step of the base salary scale corresponding to the grade of their post.

Details of current salary levels can be found on the following site: <https://icsc.un.org/Home/DataSalaryScales>

2. Post adjustment

In addition to base salary, staff members also receive a post adjustment corresponding to the cost-of-living of the duty station. The post adjustment element is designed to ensure that United Nations Common System staff members have the same purchasing power at all duty stations worldwide.

How does it work?

Differences in living costs are measured through periodic cost of living surveys carried out by the International Civil Service Commission (ICSC) at all duty stations. These surveys measure the cost-of-living at a duty station relative to the cost of living at the base of the system (New York). The survey results are reflected in a post adjustment index for all duty stations. The post adjustment indices are periodically updated by ICSC on the basis of cost of living and other factors, including the exchange rate fluctuations between the US dollar and the local currency.

How much is it worth?

The post adjustment classification for a duty station is expressed both as an index and by a corresponding multiplier: one multiplier point is equal to 1% of net base salary at each grade and step. The multiplier can vary from month to month.

Post adjustment indices and local exchange rates at different duty stations can be found on the UN International Civil Service Commission site: <https://icsc.un.org/Home/PostAdjustment>

3. Staff assessment (Income tax)

The base salary scale is expressed in both gross and net terms. Gross salaries are subject to staff assessment, a form of internal tax administered by UN organizations.

How does it work?

Net salary is derived by deducting staff assessment from the gross salary. Staff members are paid on the basis of net salary.

Most Member States grant UN staff members exemption from national income taxes on their UN salary. However, some Member States may tax the earnings of their nationals; in such cases, organizations reimburse the income tax to the staff member.

I.III Allowances and benefits

1. Dependency allowances

Who can be considered a dependant?

A spouse may be a wife/husband or a domestic partner, provided that the domestic partnership is legally recognized by a competent national authority and having the same effects as a marriage. In order for a staff member's spouse to be recognized as dependant, the spouse's annual gross earnings should not exceed a ceiling established at the G-2, step I level in New York. (<https://icsc.un.org/Home/DataSalaryScales>)

Children under 18 are considered as dependants (or under 21 if in full-time education). In both cases, the staff member must be providing main and continuing support to the child. The age limit does not apply to children incapacitated by disabilities.

Secondary dependant

A staff member's mother, father, brother or sister may be considered as secondary dependant if they have no dependent spouse and they provide at least half of their financial resources. A "secondary dependent allowance" may be paid for one secondary dependant only.

Spouse allowance

A spouse allowance of six per cent of the net salary (base salary plus post adjustment) will be paid in respect of a dependent spouse.

Spouse allowance off-set

If a staff member in the Professional category shows that the occupational earnings (including pension benefits) of his/her spouse exceed the ceiling provided under Staff Rule 103.9 a) i) by less than the amount of the spouse allowance, he/she shall be paid an allowance equal to the difference between that amount and the excess of occupational earnings; if not, the spouse shall not be deemed to be a dependant under Staff Rule 103.9.

2. Child allowance

Staff members in the Professional and higher categories receive a child allowance for each dependent child. Staff members shall be required to provide documentary evidence of the main and continuing support in following cases:

- (a) **for a child who does not reside with the staff member;**
- (b) **for a married child under the age of 18 or, in full-time school attendance, under age of 21.**

For children between the ages of 18 or 21, payment of child allowance shall be discontinued in any of the following cases:

- (a) on the 18th birthday, unless full-time school attendance continues;
- (b) on the date full-time school attendance ceases between the ages of 18 to 21;
- (c) on the 21st birthday, unless the child is disabled;
- (d) upon marriage of the child, unless the staff member provides evidence of main and continuing support.

If the staff member receives similar benefits under national laws or from other sources outside the Organization, the allowance for the dependent child is reduced proportionally in order to avoid duplication of benefits.

Single parent allowance

Staff members who are single parents will receive an allowance of six per cent of net salary in respect of the first dependent child for whom they provide the main and continuing support, to be paid in lieu of child allowance.

3. Education grant

Staff with a fixed term contract and with a recognized home outside the country of the duty station may be entitled to an education grant. This grant is payable for a child in full-time attendance at an education institution starting from primary level and up to the end of the school year in which the child completed four years of post-secondary studies or attained the first post-secondary degree, whichever comes first, subject to the upper age limit of 25 years. However, the grant shall not be paid in respect of attendance at a kindergarten or any school at the pre-primary level.

- Admissible expenses are limited to tuition and enrolment-related fees, as well as boarding expenses, where applicable.
- The reimbursement of admissible expenses is based on a global sliding scale consisting of seven brackets, with declining reimbursement levels as set out in table below.

Claim amount in USD	Reimbursement rate (percentage)
0 - 11,600	86
11,601 - 17,400	81
17,401 - 23,200	76
23,201 - 29,000	71
29,001 - 34,800	66
34,801 - 40,600	61
> 40,601	0

Boarding costs may be reimbursed at a flat amount of 5,000 USD if the child in primary or secondary education of a staff member serving in A to E duty stations is a boarder and:

- (a) attends an institution outside the country of duty station of the staff member;
- (b) attends an institution beyond commuting distance of the duty station or the staff member's place of residence, and provided the Director-General is satisfied that no suitable school exists within such commuting distance;
- (c) the child does not live with another parent or any member of the staff member's family.

4. Special education grant

A special education grant is payable to internationally recruited Professional staff members holding a fixed-term or an indeterminate appointment, whether or not they serve in their home country, whose dependent child is unable, by reason of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to facilitate his/her integration into society or, while attending a normal educational institution, requires a special or training to assist him/her in overcoming the disability.

5. Rental subsidy

The rental subsidy scheme provides some compensation for new staff paying rent above average in the duty station. The rental subsidy scheme does not apply to staff who opt to buy their own property.

How does the scheme work?

At HQs the rental subsidy is paid for a maximum of 7 years. There is no such time limit in the majority of UNESCO's Field Offices.

The subsidy is payable on the difference between actual rent (excluding any service charges) and the average spending on housing expected from staff members with the same income (individual rental threshold). At HQs, the rent subsidy is 80% of this difference for the first four years, then 60% in year 5, 40% in year 6 and 20% in year 7 before it is discontinued ; in the field, the subsidy is 80% of the difference, without time limit. The maximum amount of rent subsidy paid is limited to 40% of the actual rent paid.

6. Hardship allowance

The hardship allowance is designed to compensate international staff for the difficult living and working conditions that they may incur when assigned to some locations.

How is it calculated?

The hardship allowance varies by grade and classification of the duty station which are either classified H (HQs and similarly designated locations) or A-E (Field Offices) according to the level of difficulty in terms of seven factors: health, climate, education, housing, isolation, and local conditions (including availability of provisions and services) safety and security. Only B to E duty stations qualify for the payment of the hardship allowance.

Annual Hardship Allowance
(Established effective 1 January, 2020)

Hardship category of duty station	Hardship Allowance (annual amounts) USD \$		
	Group 1 (P-1 to P-3)	Group 2 (P-4 and P-5)	Group 3 (D-1 and above)
A	-	-	-
B	5,930	7,110	8,300
C	10,680	13,040	15,410
D	14,230	16,610	18,960
E	17,790	21,340	23,720

7. Mobility incentive

Mobility incentive is designed to encourage geographical mobility between duty stations. A staff member needs 5 consecutive years of service in the UN common system to qualify for the mobility incentive. It is paid as of 2nd assignment at A to E duty stations. The mobility incentive is paid during 5 consecutive years at the same duty station, and is established as an annual flat amount according to a staff member's grade and the number of assignments.

Annual mobility incentive (USD \$)

(Established effective 1 January, 2020)

Assignment number	Group 1 (P-1 to P-3)	Group 2 (P-4 to P-5)	Group 3 (D-1 and above)
2 to 3	6,700	8,375	10,050
4 to 6	8,375	10,469	12,563
7+	10,050	12,563	15,075

8. Non-family service allowance

Non-family service allowance compensates staff members for service for one year or more in duty stations subject to specific "Family Restrictions". The allowance is paid in flat amounts based on family status only, irrespective of grade, and in addition to the hardship allowance. For staff with eligible dependants, the amount payable is USD \$19,800/year, and USD \$1,650/month.

For staff with no dependants, the amount payable is USD \$7,500/year, and USD \$625/month.

9. Rest and recuperation

Staff members serving in Field locations where work environment is considered to be extremely stressful, isolated, insecure, or lacking the most basic and essential services are entitled to rest and recuperation breaks of 5 days. The Organization pays the travel expenses to the place of rest and recuperation.

10. Danger pay

Danger pay applies in extraordinary situations where staff are at high risk locations where very dangerous conditions prevail and in situations where they may be the direct targets of violence (namely, in acts of terror committed against staff precisely because of their employment by a UN organization). It is normally granted for periods of up to three consecutive months at a time.

The amount of Danger pay is established by the International Civil Service Commission (ICSC). Currently, for internationally recruited staff, the amount is USD \$1645 per month.

I.IV Social security

UNESCO operates a system of social security for all of its staff members, including provisions for pension and for the preservation of health.

1. Medical benefits

UNESCO's Medical Benefits Fund (MBF) provides medical insurance benefits to all staff holding an appointment of more than six months (providing that participation is not excluded by the terms of their appointment).

Participants are free to choose their own qualified physician in whichever country they wish to receive medical assistance. The dependent spouse and children of the staff member may also be admitted to the MBF.

How does it work?

Staff members contribute a percentage of their salary to the Medical Benefits Fund. The percentage varies according to the number of dependants admitted to the scheme.

Number of protected persons	Contributions
-	3.16%
1	4.75%
2	5.54%
3	6.33%
4 or more	6.50%

What benefits does the Medical Benefits Fund provides?

The MBF reimburses a proportion of eligible expenses incurred for a range of treatments, including medical expenses, hospitalization, pharmaceutical expenses, optical lenses, surgical and maternity expenses and dental and orthodontic treatments. Reimbursement of dental and orthodontic treatment and optical lenses is subject to an annual maximum.

See [HR Manual Item 7.2](#).

2. Pension

The United Nations Joint Staff Pension Fund is a fund established by the General Assembly to provide retirement, death, disability and related benefits for UN staff.

Who is eligible to join?

Staff members holding an appointment of six months or more become participants in the scheme, provided that participation is not excluded by the terms of their appointment.

Contributions

Staff contributions to the UN pension fund are deducted at 7.9% of the pensionable remuneration scale. The scale is agreed by the UN General Assembly and is reviewed annually. UNESCO contributes to the Fund at 15.8% of the pensionable remuneration scale.

Benefits

Normal retirement age for newly appointed staff is 65. The Fund provides for retirement benefit and also for disability, early retirement and survivors' benefits.

It may be possible to validate periods of past service within the UN system.

For further information, consult the United Nations Joint Pension Fund website:

<https://www.unjspf.org/>

3. Staff compensation plan

The Staff Compensation Plan (SCP) is designed to provide financial compensation to a staff member or his/her beneficiaries in the event of his/her death, illness or injury which is considered related to the performance of official duties.

4. Medical evacuation

In duty stations where medical facilities are considered to be inadequate, the Organization may authorize medical evacuation travel for emergency treatment in cases of severe illness or injury and in cases of complications in pregnancy and childbirth.

5. Malicious acts global insurance policy

All staff are covered by a special insurance policy which covers injury or death resulting from a malicious act. This global policy is provided free by UNESCO.

6. Voluntary life insurance

Staff members holding appointments of at least six months or having completed six months of continuous service may join a group life insurance scheme on a voluntary basis. The full amount of the premiums is paid by the insured person.

I.V Necessary clearances

1. Medical clearance and vaccinations

All appointments and re-assignments are subject to medical clearance by the chief medical officer of UNESCO. He/she will also advise whether vaccinations and other health precautions are necessary for their assignment.

Medical examinations should be undertaken as quickly as possible to avoid delays in the authorization of travel. Your HR officer will advise you on the availability of a qualified physician in your country/city who can undertake the medical examination. He/she will send the report to the UNESCO chief medical officer directly.

2. Security clearance

Security clearance is mandatory for all newly appointed staff members. Security clearance must be requested on line (TRIP) and is granted by the United Nations Designated Official for Security in the duty station. There are 6 security levels used by the United Nations Department for Safety and Security (UNDSS) reflecting the prevailing security conditions in a given country or location. Once appointed, UNESCO personnel shall also satisfactorily complete the B-SAFE security training courses.

3. Government clearance

Appointments as Director/Head of a UNESCO Field Office are subject to government clearance.

Non-EU nationals appointed to HQs in Paris are advised to contact the local French Consulate, prior to their arrival in France, in order to obtain the necessary information on visa obtention.

To reside in France and work at UNESCO, a visa Type D is required by the French Ministry of Foreign Affairs. You will not be allowed to apply for this visa after your arrival in France. In order to facilitate this process, you must send a legible copy of your passport and of those family members who will travel with you to your Human Resources Officer, Bureau of Human Resources Management.

I.VI Permits

1. Special Residency Permit/"Titre de séjour spécial" in France

If appointed to UNESCO Headquarters in Paris, you will be issued with a "Titre de séjour spécial" valid for 2 years. The Protocol unit in the Priority Africa and External Relations Sector (PAX) will assist you with this.

2. UN Travel Documents/UN Laisser Passer (UNLP)

If required to travel on official missions as part of your duties, you will be issued with UNLP. This is provided by the Protocol unit in the Priority Africa and External Relations Sector (PAX).

I.VII Induction/Orientation

Upon appointment, new staff members receive an induction briefing from the HR Officer to help them to settle into their new position.

II. DURING STAY

In addition to the entitlements paid to staff upon appointment which continue to apply during their stay at UNESCO (for example, salary; allowances and benefits; social security), other entitlements will also become available, depending on their personal circumstances. These are grouped below under three broad headings:

- **Salary updates**
- **Leave**
- **Services to staff**

II.I Salary updates

1. Increments (Steps)

Within-grade salary increments (steps) are awarded annually or every two years (depending on the actual step in grade)- subject to satisfactory performance.

2. Salary scale/Post adjustment updates

The UN base salary scale for Professional staff is determined by reference to the federal US civil service. It is reviewed annually by the International Civil Service Commission (ICSC).

In addition to their net salary, Professional staff also receive the post adjustment applicable to their duty station. The level of post adjustment in H duty stations is reviewed monthly to reflect changes in currency fluctuations relative to New York, the base of the salary system, vis à vis the US Dollar and annually to reflect changes in local inflation. The level of post adjustment in non-H duty stations is also reviewed on a regular basis.

3. Special post allowance

Staff may occasionally be asked to assume all or most of the duties and responsibilities of higher-grade posts in their field of work, where the incumbents are absent on leave or mission or where a post is vacant. If the arrangement is for more than 3 months, a special post allowance is payable from the fourth consecutive month of such service.

II.II Leave

1. Annual leave

Annual leave is granted to staff at the rate of 2.5 working days per month of service. This may be taken in day or half-day units, in accordance with a leave plan to be established in the light of work requirements within the unit. Staff are expected to take their annual leave in the leave year in which it is earned.

Annual leave may be accumulated, up to a maximum of 60 days which can be carried forward from one calendar year to the next. Accumulated annual leave in excess of 60 days is forfeited on 1st January of each year.

2. Sick leave

Staff members are granted sick leave to cover periods when they are unfit for work, the amount depending upon the length of their previous continuous service and the unexpired period of their present contract.

3. Maternity leave

Staff members are entitled to 16 weeks maternity leave with full pay, normally from 6 weeks before the probable date of confinement and until 10 weeks after. However, the maternity leave may start later, at the choice of the expectant mother, if her state of health allows her to discharge her duties satisfactorily, although it shall no case end less than 8 weeks after the actual birth. Staff members are also entitled to 8 weeks additional Special leave with pay for breastfeeding.

4. Paternity leave

Staff members are entitled to 4 weeks paternity leave, to be taken during the first year of the child. Paternity leave is 8 weeks when the staff member is assigned to non-family duty stations.

5. Adoption leave

If a staff member legally adopts a child, who is recognized as his/her dependant, he/she may be eligible for 8 weeks special leave with full pay, normally starting on the date of the adopted child's arrival in the adoptive parent's home.

6. Home leave

A staff member and his/her recognized family dependants are entitled to home leave once in every 2 years of continuous service (every 12 months in E to D duty stations that do not fall under the Rest and Recuperation framework) outside the country of his/her recognized home. This leave enables staff members to spend a substantial period of accrued annual leave in that country to renew their family and cultural ties.

UNESCO pays for staff and eligible family members to travel on home leave. Travel expenses include the cost of tickets for travel by most direct and economical route and mode of transportation. Alternatively, staff may opt for a lump sum payment in lieu of all travel expenses related to the journey.

Staff members may use one out of every two trips to go to an alternate country with which they have close family ties, within the cost limit which would have applied to a journey to his/her recognized home.

7. Family visit

Staff members assigned for more than 12 months to a duty station outside the country of their recognized home, and whose spouse and dependent children reside outside the country of the duty station, are entitled to a paid trip to visit their family once every year of continuous service in which home leave is not due.

The staff member's entitlement may be exchanged for an entitlement for the staff member's spouse or dependent children to visit him at the duty station, within the cost limit which would have applied to his/her family visit journey.

Travel expenses include the cost of tickets for travel by the most direct, economical route and mode of transportation. Alternatively, staff may opt for a lump sum payment in lieu of all travel expenses related to the journey.

II.III Service for staff

1. Medical care

Reimbursement of medical expenses

As a staff member, your medical coverage is insured by the Medical Benefits Fund of UNESCO (MBF).

Your medical expenses will be reimbursed according to specific ceilings. Participation to MBF is mandatory.

Voluntary medical insurance (Mutuelle) – for staff appointed in Paris, France.

In order to supplement reimbursements from the UNESCO Medical Benefits Fund, you may wish to contribute voluntarily to a complementary medical insurance - mutuelle, for all medical expenses. This generally covers the difference between the expenses incurred and the expenses reimbursed from UNESCO's Medical Benefits Fund.

2. Social services

Welfare Officer can assist you and your family in day to day life in Paris (housing, child care, school system, legal and notarial advice, etc.).

The service is designed to help staff and their families organize their daily lives in Paris, by providing practical information on accommodation, staff members' children education, socio-cultural associations, and childcare facilities.

3. Staff savings and loan services

The UNESCO Staff Savings and Loan Service (USLS/SEPU) provides to its members the possibility of investing their savings and borrowing money.

USLS/SEPU is established as a trust fund whose accounts are separate from those of the Organization. It is not a banking institution, nor is it able to offer the full range of services normally provided by banks.

USLS/SEPU allows its members the opportunity to invest part of their savings in Euros and/or US Dollars for 2 years at a guaranteed fixed interest rate over the period. UNESCO staff members can open a US dollar account with the United Nations Federal Credit Unions: further details are available from USLS/SEPU (UNFCU).

II.IV Telework

What is it?

Telework refers to a situation in which work is performed outside of the office premises, in an alternative location, for a scheduled period and is supported by communication and information technologies.

Who is eligible?

The telework option is applicable to staff members on fixed-term contracts (including staff on fixed-term/project appointments). Staff members on temporary appointments are also eligible, provided their contracts have been renewed beyond 12 months.

Which type of assignments can be authorized for telework?

The option for telework should normally concern activities with defined, measurable outputs which do not require daily face to face communication with colleagues for completion. They could include research activities, analytical work, translation, revision, desk-top publishing, proofreading or editing documents, Web master or operator functions.

How to apply?

The telework arrangements are formalized in a Telework Agreement. These may be on a full week (5 days) or part week (1/2/3/4 days) basis. Telework Agreements are concluded for an initial period of maximum 6 months at the time.

Staff members who wish to apply for telework shall complete an application form (Telework Agreement) and submit it to their manager. The manager will make a recommendation to the ADG/Director of Bureau/Director of Field Office, who will approve, approve with modifications, or decline the request. HRM will monitor the implementation of telework agreements.

Please note that during the Covid-19 crisis specific telework arrangements are applied.

III. UPON SEPARATION

1. Repatriation grant

What is it?

A staff member who has completed at least five years of continuous service outside the country of his/her recognized home is entitled to a repatriation grant upon separation. The grant is only payable if the staff member relocates in a country other than the country of their last duty station.

Any previous service within the UN system prior to the appointment in UNESCO and any payment for repatriation already received in respect of such previous service will be taken into account. Service in the country of a staff member's recognized home does not count towards repatriation grant.

How much is the grant?

The amount of the repatriation grant depends upon the number of years of continuous service and whether the staff member has dependants or not.

How to apply?

Payment of the repatriation grant is subject to the production of evidence of relocation in a country other than the country of the staff member's last duty station.

IV. LIVING IN PARIS

1. Accommodation and rentals

Some information regarding accommodation for rent in Paris can be found on UNESCO Intranet site.

General information on finding accommodation in Paris

As in many capital cities around the world, finding good quality, reasonably priced accommodation in Paris will not always be easy. Finding a suitable furnished apartment will often require considerable time and energy.

Estate agents services are commonly used to find accommodation for rent. Their fees are often equivalent to at least one month's rent. Most agents will have Internet sites, but you are advised to visit the agent for the purposes of viewing properties in order to minimize the risk of fraud.

Private advertisements can put you in direct contact with landlords and thus avoid having to pay a commission. These can be found on the websites of newspapers and magazines such as the following:

- Particulier à Particulier (PAP.fr)
- Se Loger
- Le Figaro
- International Herald Tribune
- France-USA Contacts (FUSAC)

Rentals

Once you have found a suitable property, you will normally need to provide a number of documents: your last three pay-slips, a photocopy of your identity papers and a certificate from your employer.

Some landlords will require proof of income of at least three times the monthly rent (including utilities). When assessing your rent level, bearing in mind that utility charges may be high, especially the cost of heating.

Leases for unfurnished apartments are generally for three years, and may be renewable. You must give the landlord at least three months' notice in writing if you wish to leave the apartment before the end of the lease, or one month's notice in case of a transfer. A formal "état des lieux" (inventory of fixtures and condition - walls, floors, furniture, etc.) is drawn up between the landlord and the tenant, both when taking possession and when vacating the premises. In the case of furnished apartments, for which leases generally run for one year, you also need to draw up an inventory of furnishings.

A landlord is entitled to a "dépôt de garantie" (security deposit), which will not normally exceed one month's net rent (without charges). The tenant is entitled to a refund of the deposit no later than two months after returning the keys. The tenant is required to have housing insurance

(assurance habitation), including tenant's civil liability ("responsabilité civile locative"), and may need to renew the maintenance contracts (hot water heater, boiler). The person occupying the premises one 1st January is required to pay a "taxe d'habitation" (residence tax) to the local authorities, even if they are only renting the property.

The rental contract can be cancelled by the landlord with three months' notice, by registered letter with acknowledgement of receipt ("lettre recommandée avec accusé de réception"). If you have any problems concerning electricity, gas or plumbing, contact the landlord or the warden ("gardien") of the building.

1. Private vehicle entitlements

Registrations of privileged vehicle licence plates

Under certain conditions, holders of a "Titre de séjour spécial", delivered by the Ministry of Foreign Affairs, may register their vehicle as a consular or diplomatic vehicle and will be exempt from paying taxes upon buying a new vehicle.

The vehicle taxes for privileged licences are payable to the Directorate-General of Customs (Direction générale des Douanes). A deposit is taken from the employee's last salary payment on behalf of the UNESCO Registration Unit in case of non-regularization of the vehicle registration upon separation of the owner from the organization. This deposit is reimbursed by the payroll service as soon as the regularization is effective.

Un-taxed fuel

Non-French officials of grade P5 (and above) who are owners of a vehicle registered under a privileged licence can obtain, under certain conditions, a card enabling the purchase of non-taxed fuel, the use of which is strictly supervised. The amount of fuel consumption is directly deducted from salary.

French licence

In certain circumstances, a national licence may be exchanged for a French driving licence (by filling in a foreign permit exchange request). However, there is a time limit to carry out this exchange.

For holders of a "Titre de séjour spécial" issued by the Ministry of Foreign and European Affairs, the exchange of driving permits is impossible and they must use their national licence (with a translation). However, persons not holding the "Titre de séjour spécial" must exchange their licence within the year of they meet the requirements requested by the French authorities. Upon their departure from France, officials can retrieve their national licence, which are held by the "Préfecture", but they will need to return their French licence.

Parking

Officials can submit a request for a parking space (request for allocation of a parking space) for their car or their two-wheeled motorized vehicle.

2. Childcare

The Nursery

The UNESCO Day Nursery (UNC) provides onsite care for 30 children, ranging from 12 months (provided they can walk unaided) to 3 years.

The Children's Club

The club currently hosts around 20 children onsite every Wednesday and during the school holidays. The children are organized into 2 groups: 3-5 year olds and 6-8 year olds.

3. Schools and universities

French education system

If your child is reasonably fluent in French, or has not yet or just reached the normal age for starting school, he/she may be able to attend a French state school in your neighbourhood. State schools are free up to the end of secondary level (that is, after the baccalauréat examination taken at around 18. The French education system has the following levels:

- Nursery school (école maternelle), from age 3
- Primary school (école primaire), from 6 to 11
- Lower secondary school (collège) from 11 to 15
- Upper secondary school (lycée) from 15 to 18
- Higher education: universities, technology institutes, higher professional schools (grandes écoles), etc.

To register your child at a state school, you will need to go to the town hall of your district (mairie de l'arrondissement) and provide:

- your "livret de famille" (family record book), if you have one
- a rent receipt or an electricity bill showing your current address
- a vaccination certificate showing that your child has the required vaccinations for his/her age

If you need further information on public schools, contact the mairie (town hall) of your arrondissement (district) or town.

International/Bilingual private schools

For information about the education grant please refer to the concerned section under 'Upon Arrival'. Here are a few international schools within the Parisian area.

International School of Paris
6 rue Beethoven, 756016 Paris
01 42 24 09 54
www.isparis.edu

American School of Paris
41 rue Pasteur, 92210 Saint-Cloud
01 41 12 82 82
www.asparis.org

British School of Paris
38 quai de l'Escluse, 78290 Croissy-sur-Seine
01 34 80 45 90
<http://www.britishschool.fr/>

Ecole Internationale Bilingue
176 rue de Grenelle, 75007 Paris
06 49852149
www.eibparis.com

Ecole Jeannine Manuel
70 rue du Théâtre, 75015 Paris
01 47 37 00 80
www.ecolejeanninemanuel.org

Ecole allemande de Paris (Deutsche Schule Paris)
18 rue Pasteur, 92210 Saint-Cloud
01 46 02 85 68
www.idsp.fr

Ecole japonaise (Japanese School)
7 rue J-P Timbaud, 78180 Montigny
01 30 45 34 34

Ecole russe (Russian School)
40 boulevard Lannes, 75016 Paris
01 45 04 05 50

Collège espagnol Federico Garcia Lorca (Spanish School)
38 boulevard Victor Hugo, 92200 Neuilly-sur-Seine
01 45 57 51 75

Ecole primaire italienne (Italian Primary School)
3 bis avenue de Villars, 75007 Paris
01 45 55 94 09

Liceo italiano Leonardo da Vinci (Italian Secondary School)
12 rue Sédillot, 75007 Paris
01 45 55 86 22

Ecole Suédoise de Paris (Svenska skolan i Paris)
9 rue Médéric, 75017 Paris
01 46 22 31 05
www.svenskaskolanparis.com

Lycée international de St-Germain
36 rue du Fer à Cheval, 78100 St- Germain en Laye
01 39 10 94 11

Universities

Tuition at universities in France is generally free of charge, but you will be required to pay about 300 - 400 Euros of registration fees and supplementary charges, such as library fees and medical check-ups. These charges depend on the university and the courses selected.

Registration procedures vary from one university to another. From 2019, for most of the universities you have to submit your application via platform Parcoursup. Please consult the website of the Ministry of Education: <https://www.parcoursup.fr/> for more information. Please note that French universities administer their own French tests for foreigners, but holders of a DALF (Diplôme approfondi de langue française) are exempt from this test.

Universities in Paris area:

UNIVERSITE PANTHÉON-SORBONNE : Paris I
12 place du Panthéon, 75231 PARIS CEDEX 05
Tel.: 01 46 34 97 00
www.pantheonsorbonne.fr

UNIVERSITE PANTHÉON-ASSAS : Paris II
(law, economy, social sciences)
12 place du Panthéon, 75231 PARIS CEDEX 05
Tel.: 01 44 41 57 00
www.u-paris2.fr

UNIVERSITÉ DE LA SORBONNE NOUVELLE/ Paris III
17 rue de la Sorbonne, 75230 PARIS CEDEX 05
Tel.: accueil Sorbonne: 01 40 46 28 97
standard centre Censier: 01 45 87 40 00
www.univ-paris3.fr

SORBONNE UNIVERSITÉ: Paris IV and VI
21 rue de l'école de médecine, 75006 PARIS
www.sorbonne-universite.fr/universite

UNIVERSITÉ de Paris: Paris V and VII
12 Rue de l'École de Médecine, 75006 Paris
<https://u-paris.fr/>

UNIVERSITÉ VINCENNES-SAINT-DENIS: Paris VIII
2 rue de la Liberté, 93526 St-DENIS CEDEX
Tel.: 01 49 40 67 89
www.univ-paris8.fr

UNIVERSITÉ PARIS DAUPHINE: Paris IX
Place du Maréchal de-Lattre-de- Tassigny, 75775
PARIS CEDEX 16
Tel.: 01 44 05 44 05
<https://dauphine.psl.eu/>

UNIVERSITÉ DE NANTERRE: Paris X
200 avenue de la République, 92001 NANTERRE
CEDEX
Tel.: 01 40 97 72 00
www.u-paris10.fr

UNIVERSITÉ PARIS-EST-CRETEIL-VAL-DE-MARNE: Paris XII
61 avenue du Général de Gaulle, 94010 Créteil
Cedex France
www.u-pec.fr

UNIVERSITÉ PARIS-NORD: Paris XIII
99 Avenue Jean Baptiste Clément, 93430
VILLETANEUSE
Tel.: 01 49 40 30 00
www.univ-paris13.fr

UNIVERSITÉ DE CERGY-PONTOISE
33 boulevard du Port, 95011 CERGY- PONTOISE
CEDEX
Tel.: 01 34 25 60 00
www.u-cergy.fr

THE AMERICAN UNIVERSITY OF PARIS
5 boulevard de la Tour-Maubourg, 75007 Paris
Tel. : 01 40 62 07 20
www.aup.edu

UNIVERSITÉ PARIS-SACLAY: Paris XI
3 rue Joliot Curie, 91190 Gif-sur-Yvette
www.universite-paris-saclay.fr

UNIVERSITÉ D'ÉVRY-VAL D'ESSONNE
Boulevard François Mitterrand, 91000 EVRY
www.univ-evry.fr

UNIVERSITÉ DE MARNE-LA-VALLÉE
5 boulevard Descartes, CHAMPS-SUR- MARNE,
77454 MARNE-LA-VALLEE CEDEX 2
Tel.: 01 60 95 75 00
<http://www.u-pem.fr/>

UNIVERSITÉ DE VERSAILLES SAINT- QUENTIN
EN-YVELINES
23 rue du Refuge, 78035 VERSAILLES CEDEX
Tel.: 01 39 25 40 00
www.uvsq.fr



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