

PRE-RETIREMENT SEMINAR 2016 TRANSPORT

TRAVEL is responsible for the transport of personal effects and household goods for the ILO's officials.

The entitlements concerning transport are outlined under article 9.7 and Annex III of the Staff Regulations and in Circular N° 20 Series 7.

Who is eligible?

All non-locally recruited officials, as well as professional with international benefits have an entitlement to the shipment of their household goods and personal effects.

What is the transport entitlement?

There is a limit to the weight and volume of the removal, which depends on your type of contract, number of dependants installed at the duty station and in certain cases, on the choice you made when you were appointed or transferred.

The general principles are:

- 1) You are an official with a WLT contract or FT contract who did not receive a non-removal allowance at your last duty station. Your entitlement will be:
 - **A transport of household goods and personal effects not exceeding 60 cubic metres of volume.**
 - **For effects of first necessity, you will also be entitled to an unaccompanied airfreight shipment (50 kg in respect of yourself, 50 kg in respect of your spouse or a first dependant, and 25 kg in respect of your other dependants).**
- 2) You have a WLT or FT contract and did receive a non-removal allowance. Your entitlement will be more limited in terms of weight:
 - **1000 kg in respect of yourself;**
 - **500 kg in respect of your spouse or a first dependant; and**
 - **300 kg in respect of each other dependant**
 - **Or half of these weights by air.**

The transport is paid from the last duty station to the recognized home.

The removal expenses can be paid even when the destination is not the recognized home but the maximum amount payable is to your recognized home, so any difference in cost should be borne by the official.

How is the transport organized?

Contact TRAVEL if you are posted in Geneva.

The practice in Geneva is to request a quotation to one of the three transport companies with whom we have a contract.

If you are in the field, please contact the responsible administrative assistant in your respective offices.

The practice in the field is to get a quotation from three different reliable transport companies. The administrative assistant will then select the company with the best offer.

In both cases, quotes have to be established in the basis of technical visits done at the official's residence.

The removal expenses are paid on a door to door service basis, including packing and unpacking.

If the weight/volume of your transport is higher than the entitlement, the difference should be paid by the official directly to the transport company.

Any claims for reimbursement or payment of transport expenses in relation to separation from service, will have to be submitted within two years from the effective date of cessation of service (Annex III, point 2 (b) of the Staff Regulations).

Restrictions

- There is no lump sum option at the ILO related to the transport entitlements.
- Transport has to be made in one single shipment.
- Transport expenses of private motor cars and storage of household goods and personal effects are not covered by the Office in the context of repatriation.
- Be aware that any tax/duty due on the value of your personal effects would be at your own expenses, if any, as you will not benefit any longer of the diplomatic privileges.

Transport Insurance covered by the ILO

The ILO will cover the insurance costs for your personal effects during transport to the amount of:

- 150'000 USD for a removal of 60 cubic metres
- 16 USD per kilo authorized by surface for all other transport of personal effects.

The insurance should normally be contracted through TRAVEL which is in charge of insurance matters at the ILO and should not be requested through the shipping company.

A detailed valued inventory must be sent to TRAVEL prior to the shipment, otherwise the ILO cannot be responsible in case of damage or loss.

You will find in annex important insurance instructions, an inventory form as well as the list of all officials to contact regarding your queries related to Transport and Insurance.