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## **Transport of household goods and personal effects, and related insurance**

### **Introduction**

1. This Procedure replaces and supersedes Circular No. 20, Series 7, of 11 December 2001, *Transport of personal effects, removals and related insurance*.
2. This Procedure should be read in conjunction with Articles 3.11, 3.14, 7.6, Chapter IX and Annex III of the Staff Regulations, and Chapter VI of the Rules Governing Conditions of Service of Short-Term Officials – Chapter VI.
3. This Procedure is effective as of the date of its publication.

### **Scope**

4. This Procedure sets out the rules and procedures governing transport of household goods and personal effects, and covers headquarters and the field. It also details the applicable transport benefits to which ILO officials are entitled in accordance with the provisions of Chapter IX and Annex III of the Staff Regulations.
5. Unless otherwise stipulated in the employment contract, this Procedure is applicable to all officials irrespective of grade and source of funding.
6. An overview of the entitlements for transport of household goods and personal effects is provided in Annex I of this Procedure. A list of countries where the ILO may partially reimburse the cost of vehicle transport is given in Annex II.

### **1. General provisions**

- 1.1. Subject to the relevant provisions of Chapter IX and Annex III of the Staff Regulations, the Office pays for transport expenses in respect of authorized travel upon appointment, transfer, official business, home leave, visit to dependants, termination and repatriation. Travel shall normally be by the most direct and economical route, account being taken as far as possible of the wishes of the official concerned.
- 1.2. Transport expenses met by the Office include:
  - packing: supply and delivery of moving boxes and packing material;

- transport cost;
- customs formalities;
- delivery at residence: unpacking (reassembling of dismantled furniture only – not applicable for new furniture), removal of packing debris on the day of the delivery.
- Insurance of transported household goods and personal effects.

1.3. The Office does not reimburse:

- the purchase of trunks, chests and suitcases to use instead of moving boxes;
- the custom duties for household goods and personal effects upon repatriation;
- insurance costs for accompanied luggage;
- the cleaning, redecoration or renovation of a house or apartment, or the dismantling and reassembling of electrical appliances.

1.4. Upon appointment and transfer, and during official missions, officials needing to transport essential technical books, teaching material, etc. exceeding the weight entitlement for personal effects shall request prior authorization from the chief of the technical branch or the external office director concerned. A detailed supporting list should be furnished indicating the approximate weight.

1.5. Household goods and personal effects are normally transported in one consignment.

1.6. Upon appointment or transfer (but not repatriation), the cost of storing household goods for a maximum period of three months in one location is borne by the Office.

## 2. Entitlements

2.1. Expenses shall be paid for the removal of household goods and personal effects (excluding motor vehicles) not exceeding a 40-foot shipping container by sea, or 600 kilograms by air. As a 40-foot container can contain up to 64 m<sup>3</sup> volume, the volume of the shipment should not exceed 64 m<sup>3</sup> if transported by road.

2.2. An official travelling by air is entitled to accompanied personal effects up to the amount allowable on a first-class air ticket for the same journey.

2.3. An official who travels by private automobile shall not be entitled to the allowance for excess accompanied personal effects that he/she would have received if he/she had travelled by air.

2.4. Scholastic travel transport expenses (if no lump sum is chosen):

- Expenses for transport payable under the provisions of Article 3.14 of the Staff Regulations shall include the transport of:
  - (a) unaccompanied personal effects not exceeding 200 kg on the first outward trip to and the final return trip from the educational institution

and in the event of a change of institution situated in a different place, within the limits established by Article 3.14(i) and Annex III of the Staff Regulations;

- (b) personal effects not exceeding 50 kg in the event of any other educational journey.

2.5. Home leave transport expenses (if no lump sum is chosen):

- Transport expenses payable under the provisions of Article 7.6 and Annex III of the Staff Regulations shall include the transport of accompanied personal effects not exceeding 50 kg in respect of an official and 50 kg in respect of his/her spouse and each of his/her dependants in each direction or, the total journey amount accumulated in one direction only.

2.6. Transport expenses for visits to spouse or dependants (if no lump sum is chosen):

- Transport expenses payable under the provisions of Article 9.5 of the Staff Regulations shall include the transport of accompanied personal effects not exceeding 50 kg.

2.7. An official who does not make use of the entitlement to reimbursement of expenses for transport of unaccompanied personal effects as authorized in respect of scholastic travel under paragraph 23(a) of Annex III to the Staff Regulations, may transport an extra 50 kg, including packaging, of accompanied luggage by air in respect of a child on scholastic travel.

2.8. Where an official is entitled to the removal of household goods and personal effects, expenses for transport payable upon appointment, transfer or repatriation, shall also include the transportation of accompanied personal effects not exceeding 50 kg in respect of an official, 50 kg in respect of his/her spouse and each of his/her dependants.

2.9. Where an official is not entitled to the removal of household goods and personal effects, expenses for transport payable upon appointment, transfer or repatriation, shall normally include the transport of unaccompanied personal effects by surface not exceeding 600 kg in respect of an official, 250 kg in respect of his/her spouse or a first dependant and 150 kg in respect of each further dependant.

2.10. An official may convert his/her entitlement to the removal of household goods and personal effects into air freight up to a maximum amount of 600 kg air freight.

2.11. For unaccompanied shipments, the weights expressed in kilograms in the above paragraphs shall be understood as net terms, that is excluding crating.

### **3. Responsibilities**

The SUPPORT/MAIL unit, under the Internal Services and Administration Department (INTSERV), is functionally responsible for the transport of household goods and personal effects worldwide.

3.1. Transport arrangements:

- 3.1.1 SUPPORT/MAIL is directly responsible for making transport arrangements at headquarters and provides authorization to the country offices for:

- all newly appointed officials;
- headquarters-based officials transferred to other duty stations;
- headquarters-based officials repatriated upon termination; and
- headquarters-based officials, their spouses and/or authorized dependants undertaking travel on home leave, travel to visit dependants and scholastic travel.

3.1.2. Upon appointment or transfer, SUPPORT/MAIL is responsible for advising officials on any entitlement to transport their private cars provided that the duty station country is eligible for the entitlement (Annex II).

3.1.3. In the field, country offices make transport arrangements for:

- newly appointed officials, at the request of SUPPORT/MAIL;
- field-based officials transferred to headquarters or to another duty station;
- field-based officials repatriated upon termination; and
- field-based officials, their spouses and/or eligible dependants undertaking travel on home leave, travel to visit dependants and scholastic travel.

## **4. Transport procedures**

### ***Headquarters and field offices***

Upon appointment, transfer and repatriation, the official is informed by the Human Resources Development Department (HRD) of his/her entitlement and is invited to contact SUPPORT/MAIL if he/she requires any household goods or personal effects to be shipped.

4.1. Headquarters:

- SUPPORT/MAIL shall request a quotation from a shipping company (with which SUPPORT/MAIL has a contract) on the basis of a previous technical visit at the official's residence.

4.2. Field Offices:

- The official shall contact three reputable shipping companies (designated by the Director of the Office) and request three technical visits and quotations. The Director shall verify that the quotations do not exceed the authorized entitlement, select the most advantageous (normally the lowest) offer, inform the official accordingly and settle the invoice. SUPPORT/MAIL shall provide the budget code to be debited.

## **5. Transport of private cars (Staff Regulations, Annex III, paragraph 37)**

5.1. For authorized countries listed in Annex II of this Procedure, officials who are expected to remain assigned to the same duty station for at least two years, upon appointment or transfer, may be refunded the cost of transporting their private

cars. Reimbursement is made in accordance with the conditions determined by the Director-General and is subject to a ceiling amount.

- 5.2. Reimbursement is made only when the car has reached the duty station or has been ordered within six months of the official's arrival. The payment may not exceed 75 per cent of the total costs incurred (freight, handling and insurance), up to a maximum of US\$1,875. Before making any arrangements, officials must check with SUPPORT/MAIL whether they are entitled to reimbursement of the cost of transporting their private cars to the duty station.
- 5.3. Expenses incurred in respect of transport of a private car upon repatriation are not reimbursable.

## **6. Home leave, scholastic and other related travel** (Staff Regulations, Articles 7.6 and 9.5 and Annex III, paras 23, 24 and 25)

- 6.1. If no lump sum option is chosen, the official shall contact SUPPORT/MAIL to validate the accompanied luggage entitlement as detailed in Annex I of this Procedure.
- 6.2. For accompanied luggage: the official must include the original excess luggage receipts with the travel claim for reimbursement.
- 6.3. For unaccompanied luggage: SUPPORT/MAIL or field offices will organize transport and pay the shipping company.

## **7. Travel on official business**

- 7.1. In addition to the airline baggage allowance, expenses for transport payable for travel on official business shall include the transport of unaccompanied personal effects not exceeding 50 kg when the official's absence from his/her duty station is two months or less and not exceeding 80 kg when the official's absence is more than two months.

## **8. Insurance**

- 8.1. The cost of the insurance premium covering the removal of household goods and personal effects is reimbursable up to an insured value of US\$100,000.
- 8.2. Where the official is not entitled to the removal of household goods and personal effects, the cost of the insurance premium is US\$16 per kilogram of authorized shipment for unaccompanied personal effects.
- 8.3. The official must inform SUPPORT/MAIL of any insurance requirements for items in storage at ILO expense. The maximum period for storage insurance payable by the Office is three months.
- 8.4. To permit SUPPORT/MAIL to arrange insurance coverage, the official must send a detailed inventory to [ASSURILO@ilo.org](mailto:ASSURILO@ilo.org), signed and dated, indicating the replacement value of each item or groups of items (kitchen utensils, household and table linen, silver, pictures, etc.). The inventory must indicate the total value of the household goods and personal effects to be insured. No compensation will be paid in the event of the loss or damage of any article(s), of whatever value, not included in the inventory. The detailed inventory must be sent no later than one week prior to the pickup of the effects.

- 8.5. Officials should avoid under-insuring (i.e. declaring a value lower than the replacement value of the effects), as in the event of loss or damage the insurer would be entitled to reduce compensation payable in proportion to the under-insurance. Depreciation of antiques caused by damage in transport is not covered by the insurance. Only the cost of repair work is reimbursable.
- 8.6. The cost of any excess over entitlement is payable by the official.

## **9. Duty-free importation**

### **9.1. General:**

9.1.1. Customs duties are not payable by the Office upon repatriation.

9.1.2. In field offices, officials must contact the country office, which will provide instructions for duty-free or diplomatic importation.

9.1.3. First installation in Switzerland: Household goods and personal effects imported into Switzerland by persons (other than Swiss nationals) recruited by the ILO are exempt from import duty as long as, under customs regulations, they form part of the officials' "first installation" in Switzerland.

The following paragraph concerns Swiss customs regulations for the importation into Switzerland of household goods and personal effects and cars upon appointment of officials or on their transfer to Geneva after an absence of at least three years.

In order to benefit from these provisions, the official should apply through the Office and complete the formalities set out below:

- (a) provide a detailed list of the goods to be imported. This document may be in English, French, German or Italian, and should be signed and dated;
- (b) complete Swiss customs form 14.60 obtainable from SUPPORT/MAIL in respect of the duty-free importation. The application includes a declaration in which the official undertakes not to sell or transfer the imported goods for one year as from the date of their customs clearance in Switzerland. The goods may nevertheless be sold, given away or otherwise transferred during this period, either to a person who is exempt from payment of customs duty or on prior payment of the import duties and charges.

9.1.4. An official to whom the above provisions apply may import further household goods or personal effects duty-free within 12 months of the date of customs clearance of household goods and personal effects of the first installation. An official wishing to take advantage of this privilege must submit to the customs authorities a "reserve list" of the additional goods, in duplicate. This reserve list must be submitted within two months of the first declaration for duty-free importation of goods. The official may subsequently decide not to import the additional goods.

9.1.5. Foodstuffs, alcoholic drinks and tobacco may not be included in the reserve list. They may nevertheless be imported as part of the first installation if they are part of the official's "normal cellar" and provided they are transported with the household goods and personal effects.

## 9.2. Duty-free importation of motor vehicles:

9.2.1. A recruited official (other than a Swiss national) who is assigned to Geneva is exempt from payment of customs duty on the importation of one motor vehicle (private car, motorcycle, motor boat). An official of grade P.5 or higher may import a second vehicle duty-free and may replace one vehicle duty-free every three years.

The official must complete Swiss customs form 15.52, obtainable from SUPPORT/MAIL. This form comprises a declaration whereby the official undertakes not to sell, give away or otherwise transfer the vehicle for three years from the date of its customs clearance in Switzerland. Nevertheless, the vehicle may be sold, given away or otherwise transferred within that period either to a person who is exempt from the payment of customs duty, or on prior payment of the import duties and charges. The purchase in Switzerland of a duty-free vehicle, or its direct importation, must take place within five years of the official's arrival or the issuance of the first legitimation card.

9.2.2. The above instructions concerning the duty-free importation of motor vehicles to Switzerland do not apply to officials residing in neighbouring France.

All questions related to the interpretation of this Procedure should be referred to SUPPORT/MAIL ([transport@ilo.org](mailto:transport@ilo.org)) at headquarters.

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## Annex I

| Type of travels and references   | Entitlement  | Insurance coverage   |
|--|--|--|
| <b>Appointment, transfer, repatriation (FT/WLT)</b><br><i>Annex III, paras 28 and 32</i><br><br><i>Annex III 27(a)</i>                         | By sea: 40-foot container (64 m <sup>3</sup> ) or<br>By road: 64 m <sup>3</sup> or<br>By air: maximum 600 kg weight (6 m <sup>3</sup> )<br>+<br>50 kg accompanied luggage for the official and each of his or her dependants (entitled to travel)  | US\$100,000<br><br>Primary insurance: compensation from any carrier involved             |
| <b>First/last scholastic travel</b><br><b>If no lump sum</b><br><i>Annex III, paras 23(a) and 26</i>   | 200 kg of unaccompanied effects or<br>50 kg accompanied luggage  | US\$3,200 (US\$16 per kilo)<br>Primary insurance: compensation from any carrier involved |
| <b>Other scholastic travel</b><br><b>If no lump sum</b><br><b>Visit to dependant</b><br><i>Annex III, para. 23 (b) and 25</i>                  | 50 kg unaccompanied or accompanied luggage   | Primary insurance: compensation from any carrier involved if accompanied luggage         |
| <b>Home leave if no lump sum</b><br><i>Annex III, para. 24</i>   | 50 kg accompanied luggage for the official and each of his or her dependants (entitled to travel)  | Primary insurance: compensation from any carrier involved                                |
| <b>Travel on mission</b><br><i>Annex III, para. 22</i>   | 50 kg in each direction or the total journey amount accumulated in one direction only if mission duration is two months or less and, 80 kg if mission duration is more than two months   | US\$16 per kilo or compensation from any carrier involved                                |
| <b>Transport of private car for appointment and transfer</b><br><i>Annex III, para. 37</i>   | See conditions in item 5 of this Procedure   | See conditions in item 5 of this Procedure   |
| <b>Short-term contract appointment and repatriation</b><br><i>Rules governing conditions of service of short-term officials (January 1993)</i> | 50 kg of accompanied luggage, subject to rule 6.1 of the <i>Rules Governing Conditions of Service of Short-Term Officials</i>  | Primary insurance: compensation from any carrier involved                                |
| <b>Accompanied luggage</b><br><i>Annex III, 21(a)</i>  | The cost limit of authorized excess luggage which is reimbursed by the Office is calculated as the difference between the luggage allowance for first-class travel and that applicable in the class in which the official actually travels. When travelling in economy class, should travellers be entitled to excess baggage coverage to perform their duties, the Office shall grant up to a maximum of an additional piece or ten kilos of checked luggage per person, in each direction, or the total journey amount accumulated in one direction only | Primary insurance: compensation from any carrier involved                                |



## Annex II

### List of countries and territories where the Office may provide partial reimbursement of the cost of transporting private cars on initial appointment or change of duty station

|                          |                                  |  |
|--------------------------|----------------------------------|--|
| Afghanistan              | Grenada                          | Panama                                 |
| Angola                   | Guinea                           | Qatar                                  |
| Anguilla                 | Guinea-Bissau                    | Rwanda                                 |
| Antigua and Barbuda      | Haiti                            | Saint Kitts and Nevis                  |
| Bahamas                  | Iran (Islamic Republic of)       | Saint Lucia                            |
| Belize                   | Jordan                           | Saint Vincent and the Grenadines       |
| Benin                    | Kiribati                         | Saudi Arabia                           |
| Bermuda                  | Korea, Republic of               | Senegal                                |
| British Virgin Islands   | Kuwait                           | Seychelles                             |
| Burkina Faso             | Lao People's Democratic Republic | Sierra Leone                           |
| Burundi                  | Lebanon                          | Somalia                                |
| Cameroon                 | Lesotho                          | Sri Lanka                              |
| Cabo Verde               | Liberia                          | Sudan                                  |
| Cayman Islands           | Libya                            | Suriname                               |
| Central African Republic | Malawi                           | Swaziland                              |
| Chad                     | Maldives, Republic of            | Syrian Arab Republic                   |
| China                    | Mali                             | Togo                                   |
| Comoros                  | Marshall Islands                 | Tokelau                                |
| Congo                    | Mongolia                         | Tonga                                  |
| Cook Islands             | Montserrat                       | Trust Territory of the Pacific Islands |
| Côte d'Ivoire            | Mozambique                       | Tuvalu                                 |
| Cuba                     | Myanmar                          | Uganda                                 |
| Djibouti                 | Nauru                            | United Arab Emirates                   |
| Dominica                 | Nepal                            | United Republic of Tanzania            |
| Egypt                    | Netherlands Antilles             | Vanuatu                                |
| Equatorial Guinea        | New Caledonia                    | Viet Nam                               |
| Fiji                     | Niger                            | Yemen                                  |
| Gabon                    | Nigeria                          | Wallis and Futuna Islands              |
| Gambia                   | Niue                             | Zambia                                 |
| Ghana                    | Palau                            | Zimbabwe                               |