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MEMORANDUM

TO: Heads of OCHA Field Offices 18 February 2003

THROUGH: Ross Mountain
UN Assistant Emergency Relief Coordinator
& Director, OCHA Geneva

FROM: John P. Ennis
Chief Administrative Office
OCHA, Geneva

SUBJECT: OCHA/Admin. Circular/2001/1 Rev.2/3
Pilot Project for Expanded Occasional Recuperation Break

1. The purpose of this Circular memorandum is to:
 - a) revise OCHA/Admin.Circular/2001/1 in order to reflect changes under Article III paragraph 5 (b, c, e, f);
 - b) update the list of countries designated for Expanded ORB;
 - c) modify the annexed form for travel reimbursement request.

The modifications here adhere to the intent of the original circular dated 21 September 2001 from the the Chief of Administration, OCHA/Geneva. They are based on one and a half year's experience and feedback from desk officers and the field, and provide greater clarity in how the Expanded ORB is to be applied and administered. The pilot project will be extended for an additional period of twelve months effective 1 January 2003. The current list of applicable duty stations is attached and may be revised based on prevailing circumstances at any point during the twelve-month period.

I. Occasional Recuperation Break (ORB)

2. ORB is a five-day special leave granted to internationally recruited staff members serving in specific duty stations for three continuous months without interruption by official travel, or absence on family visit travel, home leave, family leave, annual leave or special leave-1/. ORB may be taken in conjunction with weekends, official holidays, or annual leave; however, ORB may not be taken in conjunction with home leave, family visit, family leave, or official travel. More detailed information on the terms and conditions of ORB can be found in ST/AI/2000/21 (Annex II).

-1/ ST/AI/2000/21 3.2 (a) Travel on official business, including travel for training purposes, if the staff member takes additional time off in conjunction with official travel outside the mission area, unless the official travel is within the mission area.

II. Additional provision of travel costs under the Pilot Project for Expanded ORB

3. The terms and conditions of ST/AI/2000/21 will govern the expanded ORB at OCHA field offices. However, under the provisions of the Pilot Project for Expanded ORB, OCHA staff members would be entitled to the reimbursement of transportation costs to designated locations similar to those authorized under the rest and recuperation policies of other UN system humanitarian agencies serving under similar working conditions. In particular, it should be noted that the reimbursement of travel costs is a provision beyond the terms of paragraph 3.15 of ST/AI/2000/21, which outlines such costs to be the exclusive responsibility of the staff member.

III. Actual location of ORB travel

4. Eligible staff members may undertake travel on ORB to any location of their choice, provided such location offers the necessary degree of rest, security or sufficiency of supply. OCHA will bear the cost of a return journey to the designated location for reimbursement as established in section VI below. Any additional cost would be the responsibility of the staff member.

IV. Lump-sum allowance

5. A fixed lump-sum allowance will be reimbursed to staff members who have undertaken ORB travel in strict accordance with these procedures.

- a) Prior to undertaking travel, staff members should fill out Part A of the Travel and Payment Request form (see Annex I).
- b) Under Part B, each office concerned will calculate the appropriate amount of the lump sum, based on the cheapest actual transportation costs to and from the designated location set out in section VI below (certified by UNDP or the agency hosting OCHA). It should be noted that the lump-sum reimbursement of travel costs under the project would not include amounts for terminal expenses or daily subsistence allowances.
- c) In cases where free transportation is available to the designated location there will be no lump sum payment. Reimbursement of ORB shall be limited to the lump sum amount. If the cost of transportation is less than the lump sum amount, the staff member will be reimbursed the amount shown on the receipt/ticket only.
- d) Staff members are responsible for making their own travel arrangements. Whenever available, UN-provided transport must be used. In such a case, no lump-sum transportation allowance is payable. Offices are expected to assist, whenever necessary, in making travel arrangements for their staff. In those field offices where the United Nations has means of transport arranged for official purposes, every effort should be made to facilitate the use of such transport on a non-interference space available basis.
- e) The OCHA Head of Office will review the request, and if in agreement, sign under Part B after verification that ORB is being taken in accordance with these procedures. In cases where the OCHA head of office is taking ORB, either the OCHA Deputy or the HC should approve part B.
- f) Upon completion of travel, the staff member is required to certify that travel was undertaken by signing under Part C of the Travel and Payment Request form. No PT8 and no Travel Claim will be required; however the signed form must be faxed to the Administrative Office, OCHA Geneva together with legible proof of travel (receipts and ticket stubs). If no travel is undertaken, no transportation allowance is payable.

- g) The Administrative Office will review the form and supporting documentation, together with attendance records maintained by OCHA Geneva. It should be noted that failure to submit attendance records in a timely manner will result in either a delay in processing of requests or disqualification of the field office from the pilot project. Following the satisfactory review of the request, the Administrative Office will certify the payment of the lump-sum amount. Authorization will then be sent to the field for the payment of the amount to the staff member. Costs associated with travel on ORB under the pilot project will be charged to common staff costs (under temporary posts and general temporary assistance).
6. It is incumbent on field offices to advise the OCHA Human Resources Section, Administrative Office OCHA-Geneva on changing situations or conditions that might justify a review of the elements of these travel provisions. If it is deemed that changes are warranted, the Administrative Office should be provided with as much factual information as possible to facilitate the review.

V. Reporting Requirements

7. OCHA field offices are required to keep records of any travel arising from the pilot project. Such records will be subject to periodic audit by internal or external audit missions. The purpose of such audits will be to ensure that the operation of the scheme fulfils its intent. Offices are required to submit to the Chief, Human Resources Section, Administrative Office OCHA Geneva, a report on 1 July and 1 January of each year on the operation of the scheme. **The above provision must be adhered to.** The report should indicate how many staff were eligible to travel, how many in fact undertook the travel, and the locations to which staff actually traveled.

VI. OCHA field offices and designated locations covered by the pilot project

8. Under paragraph 2.2 of ST/AI/2000/21, it is noted that locations with a hardship classification of D or E shall normally lead to designation for ORB purposes. Further, paragraph 2.4 of the same administrative instruction also indicates that an information circular of the list of special missions designated for ORB purposes would be made available (Annex III: ST/IC/2000/100). On the basis of these provisions, the listing below shows the OCHA field offices and the designated locations for the calculation of ORB travel cost reimbursement under the pilot project. The pilot project will be effective from 1 January 2003 for a period of one year and would cover applicable ORB travel occurring during the period 1 January 2003 to 31 December 2003. The provisions of the Pilot Project for Expanded ORB are subject to amendment as required over the term of the project.

<u>OCHA Locations</u>		<u>Designated location for calculation of reimbursable ORB travel costs</u>
1	Angola Luanda Huila/Lubanguo Huambo Kuito/Bie Kwanza Luena/Moxico Saurimo/Lunda Sul Uige/Uge	Johannesburg
2	Burundi Bujumbura	Nairobi
3	Democratic People's Republic of Korea Pyongyang	Beijing
4	Democratic Republic of the Congo Kinshasa/Gemena/Mbandaka/Lubumbashi Bandundu/Goma/Bukavu/Bunia/Kalemie Kindu/Kisangani Kinshasa	Nairobi
5	Georgia Tbilisi	Istanbul
6	Guinea N'Zerekore	Conakry
7	Indonesia Ambon – Maluku Banda Aceh Palu – Central Sulawesi	Jakarta
8	Iraq Mission Baghdad	Amman
9	Israel and OPT Gaza Jerusalem West Bank	Amman
10	Cote D'Ivoire Abidjan	Accra
11	Liberia Monrovia	Accra
12	Russian Federation Nazran	Moscow
13	Rwanda Kigali	Nairobi
14	Sierra Leone Freetown	Dakar

15	Somalia Baidoa Hargeisa	Nairobi
16	Sudan Nuba Mountains	Khartoum
17	Tajikistan Dushanbe	Ankara
19	Yugoslavia Federal Pristina	Belgrade



OCHA Pilot Project for Expanded ORB Travel and Payment Request

Part A <i>(To be filled in by staff member prior to travel)</i>			
A.1	Staff member's name		
A.2	Staff member's level/title		
A.3	Requested dates of travel for ORB		
A.4	Requested travel destination <i>(actual location of travel)</i>		

Part B			
B.1	Dates of last official travel or annual leave		
B.2	Travel costs allowed <i>(Based on cheapest round-trip fare from duty station to applicable designated location set out in OCHA/Admin. Circular/2001/1Rev.2/3)</i>	<u>Currency</u>	<u>\$USD equivalent</u>
B.3	<i>a) Verification of the accuracy of the information above by UNDP</i>	Signature:	Date:
	<i>b) Approval of ORB leave by OCHA Head of Office:</i>	<i>Signature</i>	<i>Date:</i>

Part C Certification of completion of travel	
C.1	STAFF MEMBER: I certify that I have completed travel to the location specified in line A.4 as authorized above. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Signature: Date: </div>
<i>Form to be faxed to Administrative Office, OCHA Geneva</i> <i>Lines C.2 and C.3 to be completed by Administrative Office, OCHA Geneva</i>	
C.2	Certification by Human Resources Officer: <input type="checkbox"/> Travel has been completed in accordance with the procedures outlined for the Pilot Project for Expanded ORB. Payment is certified. <input type="checkbox"/> Travel has not been taken in accordance with the procedures outlined for the Pilot Project for Expanded ORB. Staff member must be notified that payment is not certified. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> Signature: Date: </div>
C.3	Certification by Finance Officer: Allotment account code: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Signature: Date: </div>