



## Secretariat

1 February 2012

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### Administrative instruction

#### Excess baggage, unaccompanied shipment and insurance

The Secretary-General, for the purpose of implementing ISA Staff Rules 7.18, 7.19 and 7.24 hereby promulgates the following:

#### Part I

#### Excess baggage

##### Section 1

##### Conditions of entitlement

1.1 Staff members shall be entitled to payment of the cost of accompanied excess baggage, in respect of themselves and their eligible family members in accordance with the provisions of staff rules 7.18, 7.19 and 7.24 for one bag in addition to their free baggage allowance or up to 25 kilograms per traveller.

1.2 Charges for excess baggage beyond the limits provided for in the above-mentioned staff rules and the present instruction shall not be reimbursable unless, in the opinion of the Secretary-General, the circumstances under which the staff member is travelling are of a sufficiently exceptional and compelling nature to warrant such reimbursement.

1.3 When necessary, a cash advance against a staff member's excess baggage entitlement may be authorized at his or her request.

##### Section 2

##### Conversion of excess baggage to unaccompanied shipment

2.1 Staff members who are entitled under staff rule 7.18 to accompanied excess baggage and an unaccompanied shipment to the same destination may forego the excess baggage entitlement for themselves and their eligible family members in return for an increase by an equivalent weight in their entitlement to unaccompanied shipment, whether by air or surface means of transport.

2.2 The provisions in Section 2.1 above shall not apply when the baggage allowance for any portion of the journey is calculated by airlines on the basis of pieces and size of baggage.



**Section 3****Conversion to excess baggage of unaccompanied shipment on home leave, family visit or education grant travel**

3.1 When a staff member has an entitlement to an unaccompanied shipment of 50 kilograms or 0.31 cubic metres for home leave, family visit or education grant travel, or on birth or adoption of an infant, under staff rule 7.18 (g) (i), that entitlement may be converted into an additional 20 kilograms of accompanied excess baggage per person.

**Section 4****Claims and requests relating to excess baggage**

4.1 Claims for reimbursement of excess baggage charges, requests for a cash advance against an excess baggage entitlement and accounting for the use of such advance, requests for conversion of excess baggage to unaccompanied shipment and for conversion of unaccompanied shipment to excess baggage under the provisions of the present instruction shall be addressed to the Human Resources Officer.

**Part II****Shipments****Section 5****Shipment entitlements**

5.1 A staff member's shipment entitlement shall be determined in accordance with the provisions of staff rules 7.18, 7.24 and the provisions of the present instruction.

5.2 A staff member will be considered to be within his or her entitlement if the shipment does not exceed either the weight or volume allowable under the above-mentioned staff rules.

5.3 If the shipment exceeds both the weight and volume maxima specified in the above-mentioned staff rules and additional charges are incurred as a result, the charges to be paid by the staff member shall be calculated on the basis of the ratio of the lesser amount of the excess net figure to the total net figure of the weight or volume shipped.

5.4 The entitlement to an unaccompanied shipment on education grant travel for the first outward journey to, and the final return journey from, an educational institution may also be authorized in cases of change of attendance to an educational institution in a different city or locality.

5.5 The entitlements to incoming and outgoing shipments on home leave, family visit and education grant travel may be combined and exercised in whole or in part as either incoming or outgoing shipment provided the total is within the combined entitlement in accordance with the provisions of staff rule 7.18.

**Section 6****Personal effects and household goods**

6.1 Consistent with staff rule 7.18, the expression "personal effects and household goods" for the purposes of the present instruction shall mean effects and goods normally required for personal or household use, excluding animals and power-

assisted vehicles. Transportation of privately owned automobiles may be partially reimbursed under the provisions of Section 13 of the present instruction.

6.2 Unaccompanied shipment or removal of personal effects and household goods shall be subject to the following conditions:

- (a) Flammable and hazardous materials shall in no case be shipped at the expense of the Authority or be included in any shipment that it has arranged;
- (b) The personal effects and household goods to be transported must be for the staff member's use or for that of his or her eligible family members;
- (c) For removal shipments under staff rule 7.24, the personal effects and household goods must have been in the staff member's possession at the time of his or her appointment, change of duty station or separation, as applicable.

## **Section 7**

### **Determination of weight or volume maxima**

7.1 The weight or volume maxima of a staff member's shipment entitlements are determined in accordance with the provisions of staff rules 7.18 and 7.24. When crating or lift vans are not used, but goods are packed into suitcases, cartons or trunks, the total weight or volume of the suitcases, cartons or trunks shall be considered the net weight or volume.

7.2 If the packing company cannot provide a weight or volume figure in net terms, i.e., inclusive only of packing, as well as gross terms, i.e., inclusive also of crating and lift vans, the net weight or volume shall be determined on the basis of two thirds of the gross weight or volume of the shipment. The Authority shall in no case recognize any difference between gross and net weight or volume that exceeds one third of the gross weight or volume. Should the crating exceed one third of the gross weight or volume, the difference shall be considered as part of the net shipment.

## **Section 8**

### **Reimbursement of costs related to shipment**

8.1 Reimbursement of costs related to the shipment shall be in accordance with the provisions of staff rules 7.18 and 7.24 as appropriate. The following costs shall not be payable:

- (a) Import and export duties;
- (b) Delivery from a storage warehouse to the staff member's residence unless storage at the Authority's expense has been authorized.

## **Section 9**

### **Mode of transportation and conversion to alternative modes**

9.1 Shipment shall be made by the most economical means, as determined by the Secretary-General, in which case the full entitlement provided by the Staff Rules shall apply, regardless of the mode of transportation.

9.2 When surface shipment is the most economical means of transport, conversion to air shipment may be authorized in accordance with the following provisions:

- (a) On the basis of one-half the weight or volume of the surface entitlement:

- (i) The entire surface shipment entitlement under staff rules 7.18 may be converted to air freight at the request of the staff member;
- (ii) Part of the surface shipment entitlement under staff rule 7.18 may be converted to air freight, provided the Secretary-General determines that such partial conversion is necessary to meet urgent needs. However, no partial conversion shall be authorized for the 50 kilograms or 0.31 cubic metres shipment entitlement on home leave, family visit or education grant travel, or on the birth or adoption of an infant, under staff rule 7.18 (g) or (h);
- (b) Exceptionally, the surface entitlement under staff rule 7.18 may be converted to air freight on the basis of the full weight and volume:
  - (i) When the Secretary-General determines that there is an extraordinary risk of damage to, or loss of, a surface shipment in transit;
  - (ii) When the normal shipping time would exceed three months;
- (c) A portion of up to 10 per cent of the surface entitlement under staff rule 7.18 (i) may be converted to air freight on the basis of full weight or volume on appointment of more than one year. No conversion under this subsection shall be made on separation from service;
- (d) If a portion of the surface shipment entitlement is converted to air freight on the basis of full weight and volume under subsection 9.2 (c) above, the remaining surface shipment entitlement may be converted to air freight on the basis of the one-half rule;
- (e) When an entitlement to unaccompanied shipment as advance removal of personal effects and household goods has been converted on the basis of the one-half rule, twice the weight or volume of the air shipment shall be deducted from the staff member's removal entitlement under staff rule 107.24.
- (f) When exercising their unaccompanied shipment entitlement of 50 kilograms or 0.31 cubic metres on home leave, family visit or education grant travel or in connection with the birth or adoption of an infant, or their alternative entitlement to increased accompanied excess baggage under Section 3 of the present instruction, internationally recruited staff members may combine the entitlements associated with both legs of the travel into one shipment.

## **Section 10**

### **Relocation grant (lump-sum option for unaccompanied shipments)**

10.1 On travel on appointment of one year or longer, or separation from service of a staff member appointed for one year or longer, internationally recruited staff members entitled to unaccompanied shipment under staff rule 7.18 as detailed above, may opt for a lump-sum payment in lieu of the entitlement. This lump-sum option shall be known as a "relocation grant".

10.2 There are two rates for the relocation grant, single and family, which are applicable to staff members in accordance with their dependency status respectively. The rates are:

- (a) Single rate: \$12,000;
- (b) Family rate: \$18,000.

10.3 The relocation grant is paid upon appointment or upon separation from service. It is not subject to adjustment afterwards.

10.4 The relocation grant shall not be available on a partial basis. By opting for the relocation grant, a staff member agrees to waive the entitlement to unaccompanied shipment that would otherwise apply.

10.5 No proof on how the relocation grant is used is required. Its use is at the discretion of the staff member, in any manner deemed best to facilitate his or her relocation.

10.6 The Authority shall not be responsible for any delays in the arrival of personal effects or household goods or additional expenses that may be incurred or liabilities that may arise as a result of opting for the relocation grant. It is the staff member's responsibility to take out appropriate insurance. The Authority will continue to assist staff members in facilitating customs clearance and applicable import and export procedures.

## **Section 11**

### **Split shipments**

11.1 A "split shipment" within the meaning of the present instruction refers to two consignments: (a) originating from one location but destined to two locations; (b) originating from two locations but destined to one location; or (c) originating from two locations and destined to two locations.

11.2 Shipments shall normally be made in one consignment. However, unaccompanied shipments for appointments of one year or longer under staff rules 7.18 and removal shipments under staff rule 7.24, may be split when the following conditions are met:

(a) The staff member requests the shipment entitlement to be split into no more than two shipments, which must be by surface means when this is the most economical means of transport;

(b) The combined weight or volume of the two shipment does not exceed the total entitlement;

(c) The request for split shipment relates to:

(i) The entire entitlement to unaccompanied shipment or shipment on removal; or

(ii) The remaining portion of the shipment entitlement after the staff member has converted part of the surface entitlement to air freight under section 9.2 (c) of the present instruction; or

(iii) The remaining portion of the removal entitlement after a staff member has received advance shipment on removal under staff rule 7.18 (i).

11.3 Split shipments may be authorized between the following places of departure and destination:

(a) On appointment, one of the shipments must be to the initial or new duty station and may be from anywhere;

(b) On appointment, the other shipment may be from the place of recruitment to the place of home leave, or to the place where the staff member's spouse and/or dependent children reside;

(c) On separation, one of the shipments must be from the duty station, the other may be from anywhere. One of the shipments must be to the place of repatriation; the other may be to a location designated by the staff member, other than within the duty station area.

11.4 Subject to the weight and volume maxima established in staff rule 7.18 (i) and 7.24 (b), the total cost of the split shipments to be paid by the Authority may not exceed the cost of shipping separately the actual weights or volumes of the two consignments between the single places of departure and destination, as authorized under staff rule 7.18 (d).

11.5 Requests for split shipments shall normally be made before the staff member's departure or separation from service and not later than two months after arrival at the duty station or departure in the case of separation. However, where the assignment is for two years or more, the request for split shipment may be made within six months of arrival at the duty station.

## **Section 12**

### **Transportation of privately owned automobiles**

12.1 The cost of transporting a privately owned automobile to Kingston may be partially reimbursed to internationally recruited staff on initial appointment when the following conditions are met:

(a) The appointment is for a duration expected to be two years or longer. If the initial appointment is for a lesser period, the request may be made when the initial period is extended to two years or longer;

(b) The staff member is expected to remain at the duty station for a period of not less than 18 months following the date of arrival of the automobile. Reimbursement may also be authorized for a newly purchased automobile arriving at a later date if the staff member can show that, at the time it was ordered, he or she was expected to remain at the duty station for a period of not less than 18 months;

(c) The staff member is not being provided with an automobile for both official and private use;

(d) Transportation is, in the opinion of the Secretary-General, reasonable in the circumstances. In making such determination in the case of an automobile previously in the possession of the staff member, account will be taken of such factors as the age of the automobile, the potential loss on resale if not transported and the relative price of automobiles in Jamaica;

12.2 Reimbursement shall not exceed 75 per cent of the total costs of transportation (including freight, insurance and handling charges), subject to a maximum of \$2,000. In the case of a new automobile purchased at, and imported to Kingston, the demonstrable shipping costs charged by the dealer may likewise be reimbursed, provided that the costs are reasonable in all the circumstances (including place of shipment in relation to nearest source of supply).

12.3 Amounts reimbursed under the present section shall be recovered if the automobile is sold before the end of the appointment or within three years of its arrival at the duty station, whichever is earlier, unless in the opinion of the Secretary-General the sale is justified by a need to replace the automobile, for example, as a result of wear and tear.

12.4 No reimbursement shall be made for the cost of transporting privately-owned automobiles upon separation from service.

## **Part III Insurance**

### **Section 13 Conditions of entitlement**

13.1 A staff member's insurance entitlements shall be in accordance with staff rules 7.19 and the provisions of the present instruction.

13.2 In the case of unaccompanied shipments under staff rules 7.18 (h) (i), (j) and 7.24, the staff member shall furnish the Authority, prior to shipment, with an itemized inventory of all articles, including containers such as suitcases, and the replacement value in US dollars of each article in the shipments.

### **Section 14 Maximum insurance entitlements**

14.1 The maximum insurance entitlement for unaccompanied shipments of staff members appointed for one year or longer shall be:

- (a) \$16,000 for the individual staff member;
- (b) \$8,000 for the first eligible family member; and
- (c) \$4,800 for each additional eligible family member.

14.2 For removal shipments under staff rule 7.24, inclusive of any advance shipment under rule 7.18 (j), the maximum insurance coverage shall be:

- (a) \$80,000 for a staff member without a spouse or dependent child; or
- (b) \$130,000 for a staff member with a spouse or dependent child.

14.3 The insurance coverage provided under sections 14.1 and 14.2 above shall not include articles of special value for which special premium rates are charged. In such cases the cost above the normal premium for insuring standard items is payable by the staff member even if he or she is within the overall insurance entitlement.

14.4 Claims are payable at the rate in effect at the time of settlement.

**Part IV**  
**Final provisions**

**Section 15**  
**Final provisions**

15.1 The present administrative instruction shall enter into force on 1 February 2012.

15.2 Administrative Instruction ST/AI/2008/01 is hereby replaced.

Nii A. Odunton  
Secretary-General

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