



United Nations  
Educational, Scientific and  
Cultural Organization

# A Guide to Staff Benefits International Staff

(also includes practical  
information  
for Headquarters)

## HRM 2012



**Policy Section (HRM/PCL)**  
**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.

## 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;**
- **when moving around within UNESCO or within the UN system;**
- **upon separation from UNESCO;**
- **life in Paris.**

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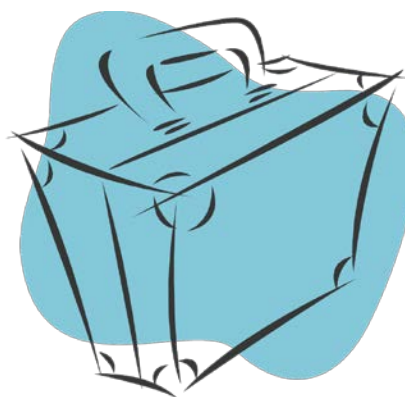
# Upon Appointment

## Travel and Related Entitlements

### 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 economy airfare, children less than 12 years of age receive smaller amounts. For short travels in Europe (less than 4 hours one way) staff receive a lump sum corresponding to 50% of economic train 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.

### Assignment Grant

The purpose of the assignment 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 and
- any **initial costs** incurred by the staff member and his/her family as a result of the appointment.

#### How does it work?

The assignment 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 amount of the grant for the staff member is based on the equivalent of 30 days of Daily Subsistence Allowance (DSA) rate applicable at the duty station. The grant for each family member is worth one half of this amount. Additional DSA allowances may be payable if there are exceptional housing difficulties at the duty station.

In addition, the assignment grant **may** also include an additional lump sum element worth up to 2 month's salary. The amount payable, if applicable, will depend on the length of the assignment, the hardship classification of the duty station, and whether or not the staff member is entitled to the full removal of household goods.

## **Removals**

When a staff member is entitled to the payment of his or 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**

Provided staff are appointed to a duty station where the costs of removing household goods is assumed by UNESCO, and the appointment is for 2 years or more, a staff member is entitled to up to two shipments of household goods of (in total) 3750 kg/30m<sup>3</sup> by land or sea, or air if more economical. The allowance rises to 5000kg/40m<sup>3</sup> if staff are joined by any family members authorized to travel at UNESCO's expense.

### **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/1.2m<sup>3</sup> 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 1000kg/8m<sup>3</sup> if by land/sea and smaller amounts by air. Family members who are authorized to travel at UNESCO's expense have smaller entitlements (500kg/4m<sup>3</sup> for a first family member and 300kg/2.4m<sup>3</sup> for each family member thereafter).

In all cases, 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.



## 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.

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

## Dependency Status

The monthly salary may be paid at the “dependency rate” (a higher rate) if the staff member has a **dependent spouse and/or a dependent child** (Net D). A child allowance is also payable for each dependent child.



### **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 an amount currently equivalent to about USD \$42,000. **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.

### **What entitlements are associated with dependency status?**

If the spouse is not a dependant, the first child will allow the staff member to receive a salary at the “dependency” rate. And he/she will receive child allowances for any other dependent children.

In addition, an education grant may be payable in respect of a dependent child where the staff member's recognized home is outside the duty station country. An assignment grant and travel-related entitlements may also be payable in respect of a dependant spouse and child if they join the staff member in the duty station.

## Secondary dependent

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 dependent only.

## 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:

[http://www.un.org/Depts/OHRM/salaries\\_allowances/salary.htm#pr](http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm#pr)

## Post Adjustment

In addition to base salary, staff members also receive a post adjustment appropriate for the duty station.

### 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), and are designed to ensure that staff salaries have the same purchasing power at all duty stations worldwide. 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 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 site:

[http://www.un.org/Depts/OHRM/salaries\\_allowances/salary.htm#pa](http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm#pa)

## 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 at the single or dependant rate as appropriate. 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.

## Allowances and Benefits

### Child Allowances

Staff members in the Professional and higher categories receive a child allowance for each dependant child, although the allowance is not payable in respect of the first dependant child of a staff member who has no dependant spouse. A family allowance may also be payable in respect of one secondary dependant if the staff member does not have a dependant spouse.



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

### 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 for any dependant child who attends an educational institution full-time. This grant is payable for education from age 5 or if the child reaches age 5 within the first 3 months of that academic year up to the end of the 4<sup>th</sup> year of post secondary studies, but in any case not beyond the end of the academic year in which the child reaches age 25.

#### Education-related expenses

The education grant is 75% of admissible expenses, subject to a ceiling per academic year established for each duty station. Admissible expenses will include the costs of enrolment, registration, tuition, prescribed textbooks, examinations and delivery of diplomas. The cost of daily transportation and midday meals provided by the institution may be included if justified by local conditions.

#### Boarding Fees

Admissible expenses may also include the cost of boarding at an institution or a boarding allowance if the child attends an establishment beyond commuting distance of the duty station. Additional payments for boarding fees are payable in some duty stations where the local educational institutions do not exist or are considered inadequate.

#### Education Travel

Children for whom boarding costs are payable may travel at UNESCO's expense once per year between the place of study and the staff member's duty station, provided the child attends the institution for at least two thirds of the academic

year. Alternatively, staff members may opt for a lump sum payment in lieu of all travel expenses related to the journey, whether by air or other means.

## Special Education Grant

A special education grant is payable to internationally recruited Professional staff members in respect of a disabled dependant child.

## Rental Subsidy

The rental subsidy scheme provides some compensation for new staff paying above average rents. The average rents paid by U.N. staff are taken into account when the post adjustment is calculated for a particular duty station. However, staff new to a duty station might find it impossible to find reasonable accommodation at these average rent levels and, as a result, find they have to pay considerably higher rents than their colleagues.

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 rent used in the calculation of post adjustment. 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.

## Mobility and Hardship Allowance

The Mobility and Hardship scheme is designed to compensate international staff for the difficult living and working conditions that they may incur when assigned to some locations for more than 12 months and to encourage mobility between duty stations.

### How is it calculated?

The mobility and hardship allowance varies by grade and dependency status and comprises three elements:

**Hardship:** Duty stations are either classified H (HQ 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.

**Mobility:** A staff member needs 5 consecutive years of service in the UN common system to qualify for the mobility allowance. At A-E duty stations, it is paid from the 2<sup>nd</sup> assignment and increases for each move up to the 7<sup>th</sup> assignment. At HQ locations, it applies only from the 4<sup>th</sup> assignment and staff must also have had at least two previous A-E assignments to qualify. The mobility allowance is paid during 5 consecutive years at the same duty station.

**Non-removal:** This distinguishes staff members with full household removal from those with the more limited shipment of personal effects: the latter group will receive a non-removal allowance, depending upon grade and dependency status.

**Additional Hardship Allowance(AHA):** AHA compensates staff members for service in duty stations subject to specific "Family Restrictions". It is payable at 100% of the dependant's rate for international Professional staff members with dependants and 50% of the single rate for those staff without dependants.

The **amounts** of the mobility, hardship and non removal allowances can be found on the International Civil Service Commission website at: [http://icsc.un.org/pp\\_mah.asp](http://icsc.un.org/pp_mah.asp)

### **Other entitlements associated with difficult duty stations**

The following may be payable to staff newly appointed at difficult duty stations:

- **Extra educational travel** - in duty stations where educational facilities are not available or are deemed to be unsuitable, requiring staff to send their children outside the country of the duty station, travel between the duty station and the place of schooling may be paid twice a year
- **Extra reimbursement of boarding costs** - in duty stations where the educational facilities are not available or are deemed to be unsuitable, an extra payment for boarding costs may be payable, over and above the maximum payable under the regular education grant
- **Extra home leave entitlement** - at C-E duty stations, travel on home leave may be paid every year (rather than every 2 years as at H, A and B duty stations)
- **Extra family visit travel** - at C-E duty stations, family travel to visit eligible family members living outside the duty station may be paid every year (rather than every other year as at H, A and B duty stations)
- **Additional freight entitlements** - extra shipment for staff member and each accompanying family member at certain difficult duty stations.

## **Rest and Recuperation**

Staff members serving in Field locations where the 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.

## **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).

### **How much is it?**

The amount of Danger Pay is established by the International Civil Service Commission (ICSC). Currently, for internationally recruited staff, the amount is of 1600 USD per month.

## 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.

### 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 spouse of the staff member and other persons considered as dependants 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 provide?

The MBF reimburses a proportion of eligible expenses incurred for a range of treatments, including medical expenses, hospitalisation, 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.

### 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 % of the pensionable remuneration scale.

## **Benefits**

Normal retirement age for newly appointed staff is 62. Their retirement benefit for the first 5 years of contributory service is payable at 1.5% of the final average remuneration; the next 5 years at 1.75% and the next 25 years at 2%. Years of service over 35 years are payable at 1%, subject to an overall maximum accumulation of 70%. The final average remuneration is the average of the best 36 months out of the previous 60 months.

The Fund also provides disability, early retirement and survivors' benefits, as well as the possibility for lump-sum withdrawal settlements.

For further information, consult the United Nations Joint Pension Fund website: [www.un.unjspf.org](http://www.un.unjspf.org).

## **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.

## **Medical Evacuation**

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

## **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.

## **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.

## Necessary Clearances

### 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.



### 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.

### 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.

## Permits

### **Special Residency Permit/Titre de séjour special in France**

If appointed to UNESCO Headquarters in Paris, you will be issued with a "Titre de séjour special" valid for 2 years. The Protocol section in the Sector for External Relations and Public Information (ERI) will assist you with this.

### **UN Travel Documents/UN Laissez Passer (UNLP)**

If required to travel on official missions as part of your duties, you will be issued with a UNLP. This is provided by the Protocol section in the Sector for External Relations and Public Information (ERI).

## Induction / Orientation

All staff members are invited to consult the "Welcome to the UN – A UN system induction course". This on-line course assists new staff members of the United Nations in becoming familiar with the objectives, values and work of the UN system.



In addition, upon appointment, new staff members receive practical information about UNESCO which will help them to settle into their new position.

## 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, and services to staff** .

### Salary Updates

#### Increments (Steps)

Within-grade salary increments (steps) are normally awarded annually - some are awarded every two years - subject to satisfactory performance.



#### 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.

#### 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.

# Leave

## Annual Leave

Annual leave is granted to staff at the rate of 2½ 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 1<sup>st</sup> January of each year.

## 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.

## 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 in no case end less than 8 weeks after the actual birth. 4 additional weeks of leave for breastfeeding may be granted.

## Paternity Leave

Staff members are eligible for 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.

## 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.

## 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 C to E duty stations) 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 the most direct and economical route and mode of transportation. Travel is economy class. 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.

## 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 dependant children reside outside the country of the duty station, are entitled to a paid trip to visit their family once in 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 dependant 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. Travel is economy class. Alternatively, staff may opt for a lump sum payment in lieu of all travel expenses related to the journey.

## Services for Staff

### Medical Care

#### Reimbursement of Medical Expenses

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

This medical insurance, which is operated on UNESCO's behalf by Vanbreda International, will reimburse your expenses according to specific ceilings that have been established.

#### Voluntary Medical Insurance (Mutuelle)

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).

### Social Services

Social Services 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.

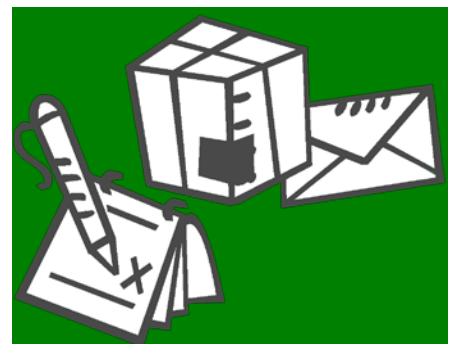
The Social Service organizes and supervises free consultations on:

- Notary matters: the second and fourth Thursday of each month.
- Legal matters: once each month.

### 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 Union: further details are available from USLS/SEPU (UNFCU).

## Upon Separation

### Repatriation Grant

#### What is it?

A staff member who has completed at least one year 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 dependents or not.

#### How does one 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.

## Living in Paris

### 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
- 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, bear 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 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 on 1<sup>st</sup> 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.

## **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 license (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 not mandatory and does not need to be completed in the year of their arrival in France. However, persons not holding the 'titre de séjour spécial' must exchange their licence within the year if 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, at Fontenoy and Bonvin. The rental cost of a parking space in 2012 amounts to €73 per month and is directly deducted from salary. A special badge allows access to the parking lot. One month's notice must be given to terminate the parking contract.

For further information, please contact the Security, safety and transportation section.

## **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 organised into 2 groups: 3-5 year olds and 6-8 year olds.

# 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](http://www.isparis.edu)

### **American School of Paris**

41 rue Pasteur, 92210 Saint-Cloud  
01 41 12 82 82  
[www.asparis.org](http://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 Active Bilingue**

117 boulevard Maiesherbes, 75008 Paris  
01 45 63 47 00  
[www.eab.fr](http://www.eab.fr)

### **Ecole active bilingue Jeannine Manuelle**

70 rue du Théâtre, 75015 Paris  
01 47 37 00 80  
[www.eabjm.com](http://www.eabjm.com)

### **Ecole allemande de Paris (Deutsche Schule Paris)**

18 rue Pasteur, 92210 Saint-Cloud  
01 46 02 85 68  
[www.deutscheschuleparis.com](http://www.deutscheschuleparis.com)

### **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](http://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. The documents required to apply for entry in the following October may be obtained in March of that year. 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.univ-paris1.fr](http://www.univ-paris1.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](http://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](http://www.univ-paris3.fr)

**UNIVERSITÉ PARIS-SORBONNE: Paris IV**

1 rue Victor Cousin, 75230 PARIS  
CEDEX 05  
Tel.: 01 40 46 22 11  
[www.paris4.sorbonne.fr](http://www.paris4.sorbonne.fr)

**UNIVERSITÉ RENÉ DESCARTES: Paris V**

12 rue de l'Ecole de Médecine, 75270  
PARIS CEDEX 06  
Tel.: 01 40 46 16 16  
[www.univ-paris5.fr](http://www.univ-paris5.fr)

**UNIVERSITÉ PIERRE ET MARIE CURIE:  
Paris VI**

4 place Jussieu, 75252 PARIS CEDEX 05  
Tel.: 01 44 27 44 27  
[www.upmc.fr](http://www.upmc.fr)

**UNIVERSITÉ DENIS DIDEROT: Paris VII**

2 place Jussieu, 75251 PARIS CEDEX 05  
Tel.: 01 44 27 44 27  
[www.sigu7.jussieu.fr](http://www.sigu7.jussieu.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](http://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  
[www.dauphine.fr](http://www.dauphine.fr)

**UNIVERSITÉ DE NANTERRE: Paris X**

200 avenue de la République, 92001  
NANTERRE CEDEX  
Tel.: 01 40 97 72 00  
[www.u-paris10.fr](http://www.u-paris10.fr)

**UNIVERSITÉ PARIS SUD: Paris XI**

15 rue Georges Clémenceau, 91405  
ORSAY  
61 avenue du Général-de-Gaulle,  
94010 CEDEX  
Tel.: 01 69 15 67 50  
[www.u-psud.fr](http://www.u-psud.fr)

**UNIVERSITÉ PARIS-VAL-DE-MARNE: Paris XII CRÉTEIL CEDEX**  
Tel.: 01 45 17 10 00  
[www.univ-paris12.fr](http://www.univ-paris12.fr)

**UNIVERSITÉ PARIS-NORD: Paris XIII**  
Avenue Jean-Baptiste Clément, 93430 VILLETANEUSE  
Tel.: 01 49 40 30 00  
[www.univ-paris13.fr](http://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](http://www.u-cergy.fr)

**UNIVERSITÉ D'ÉVRY-VAL D'ESSONNE**  
Boulevard François Mitterrand, 91025 EVRY CEDEX  
Tel.: 01 69 47 70 00  
[www.univ-evry.fr](http://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  
[www.univ-mlv.fr](http://www.univ-mlv.fr)

**UNIVERSITÉ DE VERSAILLES SAINT-QUENTIN EN-YVELINES**  
23 rue du Refuge, 78035 VERSAILLES CEDEX  
Tel.: 01 39 25 40 00  
[www.uvsq.fr](http://www.uvsq.fr)

**THE AMERICAN UNIVERSITY OF PARIS**  
(much higher fees payable)  
31 avenue Bosquet, 75007 Paris  
Tel.: 01 40 62 07 20  
<http://www.aup.fr/>



We hope you find this guidebook useful and informative.



United Nations  
Educational, Scientific and  
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Bureau of Human Resources Management  
Policy Section