

To: All UNV Staff and Personnel

From: Olivier Adam, Executive Coordinator



Subject: UN Volunteers deployments to H-Duty Stations

Date: 31 March 2020

Below, please find updated guidance on deployment of UN Volunteers to so-called H-Duty Stations.

Please also refer to the updated [H-Duty Station volunteer management workflow - high level overview](#) which also includes a **Summary of roles and responsibilities for H-Duty Station assignments**.

As a matter of policy, UNV does not actively promote the deployment of UN Volunteers to H-Duty Stations. In response to crises, this policy may be reconsidered with express approval of the Executive Coordinator.

Definition of H-Duty Station:

H duty stations* are headquarters and similarly designated locations where the United Nations has no developmental or humanitarian assistance programmes.

As of March 2020, the following countries are classified as H Duty Stations:

* Duty stations in Australia, Austria, Belgium, Bulgaria, Canada, Cyprus, Czech Republic, Denmark, Estonia, France, Finland, Germany, Greece, Hungary, Italy, Japan, Latvia, Lithuania, Malta, Monaco, Netherlands, Norway, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, United Kingdom of Great Britain and Northern Ireland and the United States of America.

For an updated list, please visit: <https://icsc.un.org/Home/DataMobility>

Deployments requested by UN Partners:

If a Host Entity (HE) approaches UNV for deployment of UN Volunteers to an H-Duty Station, funded by themselves, UNV has to inform them that we can do this only on the following conditions:

1. The HE will be responsible for securing visa/residency/work permit for the UN Volunteer.
2. If the UN Volunteer is liable to pay taxes or social security contributions in either the host country (such as in Switzerland) or in their home country (such as in Sweden), the HE will have to compensate the volunteer for this, ensuring that the UN Volunteer does not get less “in-pocket” than the established Volunteer Living Allowance (VLA) for the duty station
3. UN Volunteers are provided with a comprehensive health and life insurance. In some H-Duty Stations, the coverage provided under the insurance provided through UNV does not fully satisfy the requirements set out by the host country (such as in Switzerland). In these cases, the HE will be asked to compensate the UN Volunteer for supplementary health insurance needed to satisfy the host country requirements. To ensure equity among all UN Volunteers, it is NOT recommended that we take out the insurance coverage from the proforma and request the HE to compensate for a full locally subscribed health insurance, since the insurance provided by UNV is global, and a locally subscribed insurance is usually only for coverage in the host country.

Commitment by the HE hiring manager to these three conditions shall be secured in writing before the sourcing and recruitment commences.

Deployments through the Fully Funded Programme

If a Fully Funded Programme donor wants to include H-Duty Station locations in their list of preference countries, UNV should strongly discourage them from doing so, suggesting they focus their resources on deploying volunteers to programme countries.

Should the donor insist, they should be informed that this will have to be approved by the UNV Executive Coordinator and that the deployment may have additional financial implications in line with the conditions outlined above related to taxation and insurance.

Are any of the conditions not met, UNV will NOT be able to deploy to the HE in that H-Duty Station.

Any exception to the above can only be approved by the Executive Coordinator or the Deputy Executive Coordinator, through written request, with clear justification, submitted through the Chief of the Executive Office.

Requests for approval and questions should be directed to the Chief of the Executive Office at martin.hart-hansen@unv.org