

## Annex II - Removals – useful information

1. Transportation is to be by land or sea, as applicable, and by the most economic means
2. Payment of expenses incurred in removal of household goods and personal effects will be made according to weight or volume within the following maximum limits (including packing):

	With dependants		Without dependants	
	Kg	m3	Kg	m3
Unclassified	7,000	66	5,000	47
Categories A, B, C and L	6,000	57	4,000	38

To these figures shall be added 500 kg or 5 m3 per child or recognised dependant residing in the household.

3. Members of the staff shall submit at least two estimates from different firms. More recently, a new transportation cost table was established with a view to reducing removal costs on the basis of some standard parameters which were accepted by a significant number of removal companies. More detailed procedures for the implementation can be obtained from the Privileges and Immunities Service, Human Resources. Payment will be made only within the approved estimates set by the Organization.
4. The Organization will pay, according to the provisions of paragraph 1 above, for two consignments of household effects to the place of employment and for two consignments from the place of employment provided that the total weight and volume transported do not exceed the maximum limits set out in paragraph 2 above. The entitlement to removal shall normally lapse if not claimed within three years of joining or within two years of leaving the Organization. Warehousing or other storage costs, other than those directly incidental to normal transportation expenses, shall not be admitted.
5. The Organization will not pay for the removal of motor vehicles, boats, trailers or animals.
6. Members of the staff shall not be entitled to the payment of their removal expenses if the expenses are reimbursable by a government or other authority.