

OFFICE OF HUMAN RESOURCES MANAGEMENT  
HUMAN RESOURCES POLICY SERVICE  
CONDITIONS OF SERVICE SECTION

DUTY STATION: \_\_\_\_\_

COUNTRY: \_\_\_\_\_

SURVEY DATE: \_\_\_\_\_

**SURVEY OF MISSION SUBSISTENCE ALLOWANCE (MSA)**

INSTRUCTIONS:

1. The CSS/OHRM survey questionnaire contains 3 sections:

Section 1: Questionnaire on Room and Meal Costs (Hotel and Restaurant information)

Section 2: Personnel List with Rent Information

Section 3: Questionnaire on housing and food, beverages and miscellaneous expenditures.

2. A co-ordinator should be designated at each duty station within the mission area to complete Section 1 and Section 2 of the questionnaire. All mission personnel in receipt of MSA at the duty station should complete Section 3 (please reproduce as needed).
3. The co-ordinator may also provide additional information on housing and local market conditions, which may be useful to CSS/OHRM in the analysis of the survey data. The information can cover, for example, the type of housing available, quality of housing, availability of housing for newcomers, utilities, usual practices with regard to key money, deposit etc., availability/quality of goods and services at the duty station.
4. Special MSA rates: For certain duty stations, due to security conditions and/or severe shortage of commercial housing, OHRM establishes special MSA rates based mainly on the costs of room and meals in restaurants at specific hotels. The co-ordinator is requested to justify whether the conditions at the duty station do require the establishment /maintenance of the special MSA rates. Please note for duty stations where special MSA rates are currently applicable, MSA rates will be discontinued if no justification is provided.

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SECTION 1  
**SURVEY OF MISSION SUBSISTENCE ALLOWANCE**  
**QUESTIONNAIRE ON ROOM AND MEAL COSTS**  
**A. HOTEL INFORMATION**

City and Country: \_\_\_\_\_

- Guidelines:** a) Data should be provided only for the hotels/guest houses most frequented by the United Nations mission personnel.  
 b) Prices should be reported for a single room. If the price of a single room varies over a wide range, the number of single rooms at each price level should be indicated.  
 c) Any service charges and taxes as well as any discounts available to United Nations mission personnel must be reported and shown separately from room prices.  
 d) All prices should be reported in local currency. Please specify under REMARKS if prices are fixed in other currencies (ex. United States dollars) rather than in local currencies.  
 e) Please indicate under REMARKS which hotels have UN personnel staying on long term basis (i.e., more than 2, 3 months). Specify number of personnel having long term accommodation arrangements.  
 f) Relevant hotel price lists should be attached to this questionnaire.

HOTELS	SINGLE ROOM WITH BATH				EXTRA CHARGES			Discount for United Nations personnel (percent, flat rate or amount)	TOTAL COST	REMARKS (number of personnel with long term accommodation arrangements, currency of payment etc.)	
	Number Single Rooms	(excl. serv. charges, taxes, tips etc.) Without meals	Daily Rate With any meals (1)	With all meals	Weekly or Monthly Rate (2) (excl. serv. charges, taxes, tips etc.) Without meals	With any meals (1)	With all meals				Service Charges
1.											
2.											
3.											
4.											
5.											

Notes: 1/ Indicate which meal(s) provided (B: breakfast; L: lunch; D: dinner)  
 2/ Indicate W - weekly; M - monthly;

\_\_\_\_\_  
 (Signature of Responsible Officer)

**SURVEY OF MISSION SUBSISTENCE ALLOWANCE  
QUESTIONNAIRE ON ROOM AND MEAL COSTS**

**B. RESTAURANT INFORMATION**

City and Country: \_\_\_\_\_

- Guidelines:** a) Data should be provided only for the restaurants most frequented by the United Nations mission personnel. Restaurants in selected hotels should also be included.  
 b) Any service charges and taxes as well as any discounts available to United Nations mission personnel must be reported and should be shown separately from meal prices.  
 c) Prices for table d'hote menus excluding alcoholic beverages should be provided separately. In cases where table d'hote prices are not available, a la carte prices for a standard meal may be provided. At locations where cafeteria facilities are provided, prices of a meal in the cafeteria should also be provided.  
 d) All meal prices should be reported in local currency. Please specify under REMARKS if prices are fixed in other currencies (ex. United States dollars) rather than in local currencies.  
 e) Menu price lists should be attached to this questionnaire.

	RESTAURANT MEALS										REMARKS	
	BASIC PRICE OF MEALS (excluding extra charges and alcoholic beverages)					EXTRA CHARGES			Discount for United Nations personnel (% flat amt etc.)			
	BREAKFAST		LUNCHEON		DINNER		Service Charges	Tax		Other (specify)		
Continental	Full	Table d'hote	A la carte	Table d'hote	A la carte							
A. Hotel restaurants												
A.1												
A.2												
A.3												
B. Other commercial restaurants												
B.1												
B.2												
B.3												
B.4												
C. Cafeteria												

\_\_\_\_\_  
(Signature of Responsible Officer)

