

Methodology Manual



Remuneration and Pensions

Calculation of Extra-EU correction coefficients in accordance with the EU Staff Regulations

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Main Text with appendices

Preface

This document describes the calculation of correction coefficients applicable to the remuneration of staff working in Extra-EU duty stations. Separate manuals describe the calculation of Intra-EU correction coefficients, and the index to monitor temporal evolution of consumer prices in headquarters duty stations. Another manual describes the calculation of specific indicators in accordance with Article 65 of the Staff Regulations.

These adjustments directly determine the remuneration of EU staff and, by analogy, many other persons. They are therefore of great interest to many groups, including the Commission and other Institutions, staff representatives, the Member States, other international organisations.

Eurostat therefore considers it important to provide a comprehensive document, where people interested in this subject can find information on the legal background, on the basic principles and definitions and also on details of the practical procedures concerning this issue.

This document is based on the Staff Regulations of Officials of the European Communities¹ and other relevant elements of the legal framework. The Working Group on Articles 64 and 65 is a platform for the discussion of the methodology. It comprises Member States delegations and representatives of the Commission and it is chaired by Eurostat.

As the remuneration system for EU officials and the methodological details for the estimation of the index develop and evolve over time, this document has to be seen as a snapshot of the current state of the art. It replaces all previous versions of this manual.

¹ Council Regulation No 259/68 as modified most recently by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013

History

Regulation 3019/87 amending the Staff Regulations introduced Article 101a, which specifies that, without prejudice to the other provisions of the Staff Regulations, Annex X lays down the special and exceptional provisions applicable to officials serving in a third country (i.e. a non-member state).

Articles 11, 12 and 13 of Annex X deal with the remuneration of officials posted in countries outside the European Union. Remuneration is payable in euros in Belgium but there is also provision for all or part of an official's remuneration to be paid in the currency of the country of employment. In that event, the portion paid in local currency is subject to a weighting (i.e. correction coefficient).

Until 2004, Article 13 of Annex X required the weightings for third countries to be determined every six months. Since 2004 the requirement is to determine them annually. Since 2013 this is to be done in parallel with the calculation of Intra-EU correction coefficients. Where there is a significant variation during intermediate months, an updated weighting is required.

Since Regulation 1023/2013 the figures are adopted on the basis of Eurostat report and published by the European Commission. Previously, the annual figures were adopted by ordinary legal procedure, and the interim monthly figures were adopted by Commission Decision.

Initial Extra-EU weightings were established using data supplied by the United Nations.

Between 1989 and 2009 practical work on place-to-place surveys to collect and process price data, organise family budget surveys and produce expenditure weights, time-to-time surveys to establish price indices where compilation of consumer price indices was not possible, and calculation of aggregate-level CCs calculation was contracted-out by Eurostat. Contracts were signed for varying durations with various contractors following usual public tendering process.

With effect from 2009, there has been close collaboration with other organisations under an international memorandum of agreement. UN-ICSC has supplied survey data for 2009 and 2010 (under UN methodology applicable 2005-10) and for 2010 onwards (under UN methodology applicable 2010-15 and latest methodology from 2016). CO.ISRP has supplied survey price data for the Extra-EU countries coordinated by OECD in the ECP programme, and ESTAT provides data for a further set of Extra-EU countries coordinated in the ECP program.

Country coverage is reviewed annually and reflects legislative and administrative decisions. With effect from February 2020, United Kingdom (UK) is added to the list of Extra-EU duty stations and no longer treated as Intra-EU.

In 2009, the External Action Service was created. In most Extra-EU countries, the EU delegation took over many of the roles previously conducted by Member State embassies. The EEAS combined staff from various EU institutions (notably Commission DGs and Council) and approximately 1/3 staff were seconded from Member States.

The classification used since 1999 was based on the COICOP classification and comprised 84 basic headings. In 2004, the classification was revised and simplified to 57 basic headings (BHs with very low weights and those where direct compensation was given to staff (i.e. rents - healthcare – school fees) were excluded).

With effect from 2016, the number of Basic Headings was extended from 57 to 80 in order to harmonise with Intra-EU (and UN-ICSC) approaches. In particular, Extra-EU price surveys will take healthcare and education into account because it is increasingly clear that staff may be obliged to incur significant expenditures which exceed the reimbursement received.

With effect from 2018, in the light of the ever-closer collaboration between UNICSC and Eurostat, the consumption structures established by the UNICSC, from their most recent family budget survey in each location, were converted from their 83BH classification into the 80BH classification and the new regionalised expenditure structures were applied to Extra-EU calculation from July 2018 onwards. The new approach is described in the “Consumption structures” section of this manual.

Details of the calculation of Extra-EU coefficients were described in a handout produced for staff in 1994, and in reports to Council in 1995 and 2001. Comprehensive information was presented in the calls for tender for external contractors (1990, 1993, 1999, 2002, 2005, 2008), and in a detailed methodology manual adopted by the A64 Working Group (previous versions: document A64/08/15; A64/10/15; A64/11/28; A6465/14/60; A6465/14/60rev1 (July 2014); A6465/60rev2 (July 2016)).

This document supersedes all previous versions.

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Background

The adjustment of salaries of EU officials is determined by the following factors:

- Changes in the purchasing power of salaries of national civil servants in central government (Specific Indicator).
- Changes in the cost of living in Belgium and Luxembourg (JBLI: Joint Belgium Luxembourg Index).²
- Changes in the economic parities between Brussels and other duty stations (Correction Coefficients).

This manual describes the calculation of Correction Coefficients for Extra-EU duty stations.

Separate manuals describe the calculation of the Joint Index² and the calculation of Correction Coefficients for Intra-EU duty stations in accordance with Annex XI of the Staff Regulations³.

Another manual describes the calculation of Specific Indicators and Control Indicators in accordance with Article 65 of the Staff Regulations⁴.

1.1 Legal background

Extra-EU work is based on the same legal framework as Intra-EU work (i.e. Article 64 and Annex XI and Annex VII) but some specific rules apply in replacement or in addition (Annex X).

1.1.1 Article 64 of the Staff Regulations of officials of the European Communities

“An official's remuneration expressed in euros shall, after the compulsory deductions set out in these Staff Regulations or in any implementing regulations have been made, be weighted at a rate above, below or equal to 100 %, depending on living conditions in the various places of employment.

The correction coefficients shall be created or withdrawn as well as annually updated in accordance with Annex XI. With respect to the update, all values shall be understood as reference values. The Commission shall publish the updated values within two weeks after the update in the C series of the Official Journal of the European Union for information purposes.

No correction coefficient shall be applicable in Belgium and Luxembourg, having regard to the special referential role of those places of employment as principal and original seats of most of the institutions.”

² Doc.A6465/14/58 rev (version July 2014 + subsequent revisions: latest version March 2020)

³ Doc.A6465/14/59 rev (version July 2014 + subsequent revisions: latest version: March 2020)

⁴ Doc.A6465/14/26 rev (version July 2014 + subsequent revisions: latest version: March 2020)

1.1.2 Annex X - Special and exceptional provisions applicable to officials serving in a third country

Article 11

"Remuneration, as also the allowances referred to in Article 10, shall be paid in euros in the European Union. They shall be subject to the weighting applicable to the remuneration of officials employed in Belgium."

Article 12

"At the request of the official, the appointing authority may decide to pay all or part of his remuneration in the currency of the country of employment. In that event, it shall be subject to the weighting for the place of employment and shall be converted on the basis of the corresponding exchange rate."

In duly substantiated exceptional cases, the appointing authority may make all or part of this payment in a currency other than of the country of employment in such a way as to maintain purchasing power."

Article 13

"In order to ensure as far as possible that officials enjoy equivalent purchasing power irrespective of their place of employment, the weighting referred to in Article 12 shall be updated once a year in accordance with Annex XI. With respect to the update, all values shall be understood as reference values. The Commission shall publish the updated values within two weeks after the update in the C series of the Official Journal of the European Union for information purposes."

Where, however, in the case of a given country, the variation in the cost of living measured on the basis of the weighting and the corresponding exchange rate is found to have exceeded 5 % since the last update, an interim update of the weighting in accordance with the procedure laid down in the first paragraph shall take place."

1.1.3 Annex XI - Rules for implementing Articles 64 and 65 of the Staff Regulations

Article 1

"1. Report from the Statistical Office of the European Union (Eurostat)

For the purposes of the update provided for in Article 65(1) of the Staff Regulations and in Article 13 of Annex X, Eurostat shall draw up every year before the end of October a report on changes in the cost of living in Belgium and Luxembourg, the economic parities between Brussels and certain places in the Member States and in third countries where necessary, and changes in the purchasing power of salaries in national civil services in central government."

[...]

3. Changes in the cost of living outside Brussels

[...]

(b) The economic parities shall refer to the month of June in each year. ”

Article 3

“[...]

6. The institutions shall make the corresponding positive or negative update to the remuneration and pensions of the officials, former officials and other persons concerned with retroactive effect for the period between the effective date and the date of entry into force of the next update.

If that retroactive update necessitates the recovery of sums overpaid, such recovery may be spread over a period of not more than 12 months from the date of entry into force of the next annual update.”

Article 5

“[...]

2. The change in the cost of living for Belgium and Luxembourg shall be measured by the Joint Index for the period from June to December of the previous calendar year.

3. For each place for which a correction coefficient has been set (other than Belgium and Luxembourg), an estimate for December of the economic parties mentioned in Article 1(3) shall be calculated [...].”

- NB. For Extra-EU staff this is modified by Annex X Article 13.

Article 6

“The sensitivity threshold for the six-month period mentioned in Article 5(2) of this Annex shall be the percentage corresponding to 6 % for a 12-month period.”

- NB. For Extra-EU staff this is modified by Annex X Article 13.

Article 9

“1. The appropriate authorities of the Member States concerned, the administration of an institution of the European Union or the representatives of officials of the Union in a given place of employment can request the creation of a correction coefficient specific to that place.

[...]

2. *The Commission shall decide, by means of delegated acts in accordance with Articles 111 and 112 of the Staff Regulations, to withdraw the application of a correction coefficient specific to a certain place. In that case the decision shall be based on one of the following:*

(a) a request by the appropriate authorities of the Member State concerned, the administration of an institution of the Union or the representatives of officials of the Union in a given place of employment showing that the cost of living in that place is no longer significantly different (less than 2 %) from that in the capital of the Member State concerned. Such convergence should be sustainable and validated by Eurostat,

(b) the fact that there are no longer any officials and temporary staff of the Union employed in that place”.

Article 12

“It shall be the task of Eurostat to monitor the quality of basic data and statistical methods used to work out the factors taken into account for the adjustment of remuneration. In particular, it shall make any assessments or carry out any studies required for such monitoring.”

Article 13

“In March each year Eurostat shall convene a meeting of a working group composed of experts from the national statistical institutes or other appropriate authorities in the Member States, to be known as the ‘Working Group on Article 64 and 65 of the Staff Regulations’.

At that meeting, the statistical methodology and its implementation concerning specific and control indicators, the joint index and economic parities shall be examined.

The information required to produce a forecast of changes in purchasing power for the purposes of the intermediate update of remuneration shall also be provided, together with the data on working hours in central government departments.”

1.1.4 Annex VII – Remuneration and reimbursement of expenses

Article 17

“1. Payment shall be made to each official and the place and in the currency of the country where he carries out his duties or, at the request of the official, in euros in a bank within the European Union.

2. Under the conditions laid down in rules fixed by the appointing authorities of each institution by common consent after consulting the Staff Regulations Committee, officials may apply for special regular transfer of part of their remuneration. [...]”

- NB. For Extra-EU staff this is modified by Annex X Article 12.

1.2 Administrative background

The European Commission "HR key figures card" for 2020 shows that the total number of Commission staff working in Extra-EU locations is currently 4,188. This includes officials, temporary agents, contract agents and local staff. Local staff are recruited under separate terms and conditions.

A strict mobility policy is applied by the European External Action Service, with staff rotation after a specified number of years work in a given location. Approximately one-third of EEAS staff are based in Brussels. Under the Lisbon Treaty the seconded diplomatic staff of the Member States who are appointed as Temporary Agents represent approximately one-third of the total EEAS staff. Local staff represent around 50% of the total Extra-EU staff working in Delegations.

There are currently 147 Extra-EU duty stations for which correction coefficients are calculated. This comprises Delegations (typically in capital cities) plus Offices to international organisations, which are sometimes located in the same place. Some duty stations are actually situated Intra-EU, e.g. diplomatic missions to OECD and UNESCO in Paris; COE in Strasbourg; IAEA and OSCE in Vienna; FAO and Holy See (Vatican) in Rome. In a small number of countries there can be an additional duty station outside the capital city (e.g. Switzerland-Bern & Switzerland-Geneva; USA-Washington DC & USA-New York; China-Beijing & China-Hong Kong).

In accordance with Annex X Article 12, Extra-EU correction coefficients are applied only at the request of **officials, temporary staff and contract staff** of the European Union serving in third countries. If no request is made (normally because the correction coefficient is below 100⁵) the salary is paid in euro without application of the correction coefficient fixed for the duty-station.

Local staff engaged in places outside the European Union, according to local practice for manual or service duties, in the interests of the service, assigned to a post not included in the list of posts appended to the section of the budget relating to each institution, are paid from the total appropriations for the purpose and are not eligible for the application of Extra-EU Correction Coefficient.

Thus duty stations can be classified into two groups:

- (1) high-cost countries (correction coefficient >100);
- (2) low-cost countries (correction coefficient <100).

⁵ A correction coefficient of 100 for a given duty station means that the general cost-of-living for an European civil servant in that duty station is at the same level as in Brussels.

Given that, as explained above, correction coefficients are generally applied only in high-cost countries, Eurostat concentrates its effort especially in these latter countries, so the precision of the results can vary depending on the actual level of the correction coefficient.

In **Annex 1** is given a list of **current duty stations outside the European Union for which a CC is calculated**

In **Annex 2** is given a list of **UN-ICSC current duty stations**.

In **Annex 3** are given lists of **ECP participating countries coordinated by Eurostat and by OECD**.

The system for the calculation of correction coefficients in Extra-EU duty stations

1.3 Introduction

The objective of the correction coefficients is to compare the relative costs of living of European officials in Brussels (reference city) and in each duty station outside the EU.

The method used is to compare the price of a "basket" of goods and services purchased by the average official in Brussels with the price of the same basket in each of the other places of employment. The average of all the price ratios is called the "global parity". Parities are always calculated as bilateral parities between Brussels and a specific Extra-EU duty station (not multilateral parities).

The relation between the global parity and the exchange rate used to pay the remuneration is called a correction coefficient, which operates as a percentage adjustment to salaries to take account of the price differences between Brussels and a specific duty station.

The gathering of statistical data is organized by Eurostat in close cooperation with other international organisations (UN-ICSC and CO-ISR), and consists of three separate operations:

- (1) Price level surveys ("place-to-place" (P2P)), which allow price comparison between Brussels and any other duty station for a range of consumer goods and services (purchasing power parities at basic heading level: see next page for a definition of basic parities).
- (2) Family budget surveys, which enable the establishment of consumption structures of international officials. These are used as weighting factors to aggregate basic parities (see next page for a definition of basic parities).
- (3) Monthly consumer price indices (CPI) for the updating of the parities.

The following table schematizes the different kind of surveys.

Periodic price surveys in Brussels	Price level
Periodic price surveys in duty stations	
Periodic family budget surveys in Brussels	Expenditure weights
Periodic family budget surveys in duty stations	
Continuous monitoring of prices in Brussels (Joint Index)	Price trend
Continuous monitoring of CPI in duty stations (CPI)	

1.4 From price surveys to correction coefficients

CHART 1

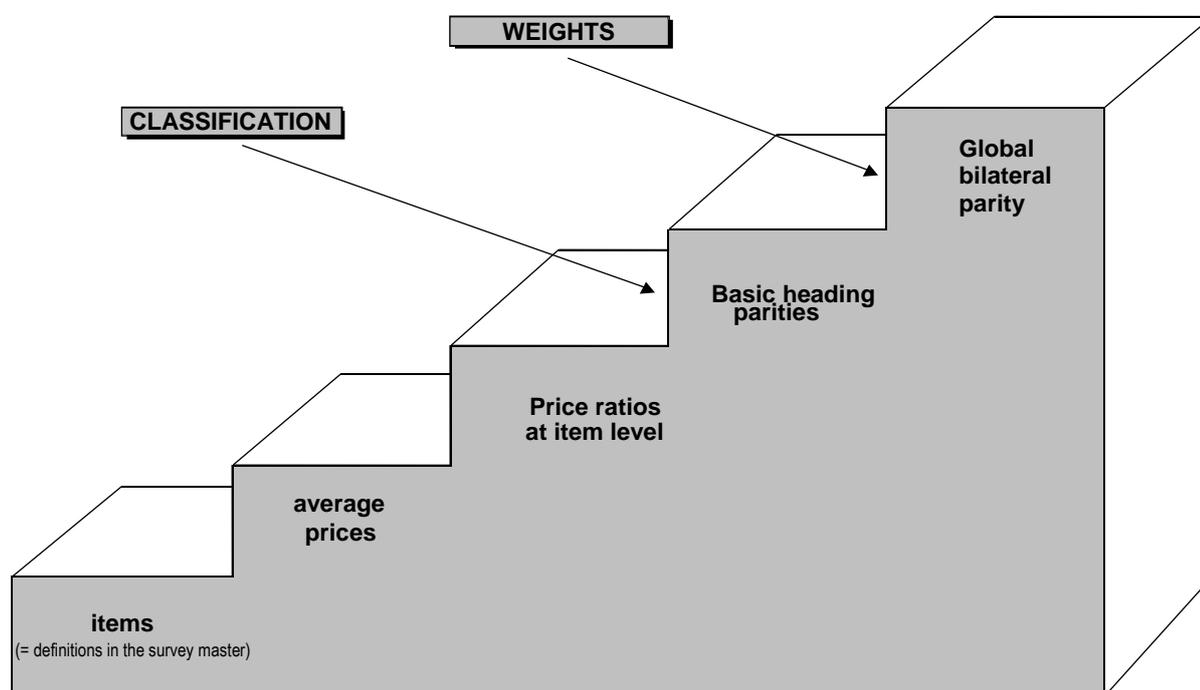


Chart 1 just shows the static (spatial) aspect of the correction coefficients methodology and schematises the different steps to follow in order to build up a global parity starting from the results of price level surveys, i.e. the price comparison at a fixed time between two places. In reality there is also a dynamic (in time) aspect of price changes in each place. Both aspects are illustrated in flowcharts in [Annex 12](#).

Although for each duty station just a single overall correction coefficient is estimated, its calculation uses procedures which imply the manipulation of a large amount of data.

Basically the overall correction coefficient calculation has the following features:

The total range of goods and services constituting the consumption of the average EU official is divided into 80 basic headings and 12 Groups (see list attached, [Annex 4](#) and [Annex 5](#)).

From 2010, price data is obtained primarily through collaboration with other international organisations. For some locations price data is available from the European Comparison Programme (ECP) coordinated by Eurostat, or the Joint Eurostat-OECD comparison programme. For most locations, price data is obtained from P2P surveys coordinated by the United Nations International Civil Service Commission, which use a methodology that is increasingly harmonised with the work of the ECP. For a small number of locations, direct surveys are organised.

Survey item definitions are grouped to represent each basic heading. Average prices, obtained from the surveys, are established for each item.

For each item i the average price in duty station X is then divided by the corresponding average price in Brussels. The result is the price ratio for item i .

Each basic heading j is covered by at least 1 item. The geometric (unweighted) mean of the price ratios for all the items in the basic heading j gives the basic heading parity j .

The Fisher index formula is used to calculate a type of weighted average of all the basic heading parities into a single global parity.

The global parity, when divided by the exchange rate, gives the correction coefficient.

In the flowchart ([Annex 12](#)) are also mentioned two "tools" needed for these calculations:

- (1) The **classification** determines the number of basic headings for which parities are calculated. This number was 173 until 1999, was reduced to 84 from the year 2000, was further reduced to 57 from the year 2005, and has now been increased to 80 from the year 2016 (harmonised with Intra-EU).
- (2) The **expenditure weights** derived from Family Budget Surveys (see [chapter 7](#)) are conducted roughly every 5 to 7 years among European and international civil servants. The resulting structures reflect the consumption expenditures of the average EU official in Brussels and in each Extra-EU duty station. These structures are used in aggregating the basic parities into a single overall parity or PPP.

1.5 Correction coefficients calculation: the Fisher index

Using the 80 basic parities and the specific weights the overall parity is calculated in two ways:

- (1) The first uses the consumption pattern for the reference city (Brussels) (this is a type of Laspeyres index);
- (2) The second uses the consumption pattern for the duty station (this is a type of Paasche index).

In accordance with standard practice for international comparisons both types of index are calculated and the geometric mean of the results (a Fisher index) is the one actually used.

First step is the calculation of the basic parities, which are obtained as the geometric mean of the price ratios (in national currency) for all the common items between place X and Brussels (B):

$${}_X PPP_B^j = \sqrt[k]{\prod_{i=1}^k \frac{P_{iX}}{P_{iB}}}$$

where:

- j = Basic heading 1 to 80
- k = Number of items priced both in Brussels and in place X ($0 < k \leq i$)⁶
- P_{iX} = Price of item i in place X
- P_{iB} = Price of item i in Brussels

A first possible aggregation of these basic parities can be obtained using the Brussels pattern of consumption in the following formula:

$${}_X PPP_B^L = \frac{\sum_{j=1}^{80} PPP_j \times W_{Bj}}{\sum_{j=1}^{80} W_{Bj}}$$

where:

- PPP_j = Parity for basic heading j for place X (relative to Brussels)
- W_{Bj} = Weight of heading j in the consumption structure for Brussels
- L = Laspeyres-type index

Another aggregation can be obtained using place X consumption structure:

$${}_X PPP_B^P = \frac{\sum_{j=1}^{80} W_{Xj}}{\sum_{j=1}^{80} \left(\frac{1}{PPP_j} W_{Xj} \right)}$$

where:

- PPP_j = Parity for basic heading j for place X (relative to Brussels)
- W_{Xj} = Weight of heading j in the consumption structure for place X
- P = Paasche-type index

⁶ $0 < k \leq i$ because it can happen that not all the existing items corresponding to a given basic heading can be priced both in Brussels and in place X, but to calculate parity a minimum of 1 item for which prices are available in both Brussels and place X.

The geometric mean of the two aggregated indices gives a Fisher type overall parity

$${}_X PPP_B^F = \sqrt{({}_X PPP_B^L \times {}_X PPP_B^P)}$$

where:

F = Fisher-type index

Finally, the ratio between the Fisher overall parity and the exchange rate between Brussels and place X gives the Correction Coefficient.

$${}_X CC_B = \frac{{}_X PPP_B^F}{T_{X/B}}$$

where:

$T_{X/B}$ = exchange rate: 1 euro = xx local currency

The COICOP classification in 80 basic headings

1.6 Definition

The classification used is the international Classification of Individual Consumption by Purpose (COICOP), which is a standard adopted for national accounts, price statistics and household expenditure statistics. It is established by successive breakdowns of the aggregates.

Total household final consumption is first broken down into twelve groups, such as: Food, Drink, Clothing, Transport, etc. (see [Annex 5](#)).

Within each major group, a more detailed sub-group, or "basic heading" is defined. For example, within the Food group (group 1) there are 11 sub-groups for meat, fish, fruit, etc.

Lastly, within each basic heading corresponding to the COICOP classification, in collaboration with the UN, Eurostat specifies particular items, chosen for representativity of the basic heading to which they relate.

The basic headings have a dual role:

- (1) First of all, they constitute the most detailed level for which realistic expenditure data can be obtained by the Family Budget Surveys (see [chapter 7](#)) regularly conducted among the staff serving in the different EU duty stations.
- (2) Secondly, they match homogeneous groups of products from which a number of products are selected for price surveys.

The exhaustive classification for the correction coefficients calculation comprises 80 basic headings. A complete list is attached in [Annex 4](#).

The classification is designed for correction coefficients in general, but for Extra-EU comparisons it excludes some of the COICOP basic headings, i.e. rents for these items direct compensation is given to staff.

Differences between the Allowance for living conditions and the Correction Coefficient

1.7 Definition

Allowances for Living Conditions (LCA)⁷ are fixed, according to the official's place of employment, as a percentage of a reference amount. This reference amount shall comprise the total basic salary, plus the expatriation allowance, household allowance and dependent child allowance, less the compulsory deductions.

The calculation of the Allowance for Living Conditions is done by EEAS. Eurostat is not involved in the determination of the Allowance for Living Conditions. The Extra-EU methodology and the Correction Coefficients that are established by Eurostat are not linked to the estimations or calculation of the Allowances for Living Conditions.

1.8 Estimation and application

Where an official is employed in a country in which living conditions can be deemed equivalent to those normally obtaining in the European Union, no such allowance shall be payable.

In the case of other places of employment the parameters taken into account for fixing the Allowance for living conditions shall be the following:

- (1) Health and hospital environment,
- (2) Security,
- (3) Climate,

To which three parameters shall be applied a weighting of 1:

- (1) Degree of isolation,
- (2) Other local conditions,

To which two parameters shall be applied a weighting of 0.5.

Each parameter shall have the following value:

- (1) 0: where conditions are normal but not equivalent to those normally obtaining in the European Union,
- (2) 2: where conditions are difficult compared with those normally obtaining in the European Union,
- (3) 4: where conditions are very difficult compared with those normally obtaining in the European Union.

⁷ The LCA is commonly known by its French acronym ICV (*indemnité de conditions de vie*).

The allowance is fixed as a percentage of the reference amount referred to in the first subparagraph, in accordance with the following scale:

- (1) 10% where the value equals 0,
- (2) 15% where the value is greater than 0 but not greater than 2,
- (3) 20% where the value is greater than 2 but not greater than 5,
- (4) 25% where the value is greater than 5 but not greater than 7,
- (5) 30% where the value is greater than 7 but not greater than 9,
- (6) 35% where the value is greater than 9, but not greater than 11,
- (7) 40% where the value is greater than 11.

The Allowance for living conditions fixed for each place of employment is reviewed and, where appropriate, adjusted each year by the appointing authority after the opinion of the Staff Committee has been obtained.

Differences between Extra-EU and Intra-EU work.

Whilst the basic concept is the same, and there is increasing degree of harmonisation, there are still some important differences between the work done to establish correction coefficients for Extra-EU purposes and the work which is done to establish correction coefficients for Intra-EU purposes.

1.9 Administrative responsibility:

Administrative responsibility for both Intra-EU and Extra-EU work lies with European Commission Directorate-General (DG HR), who ensure appropriate liaison for Extra-EU purposes with the European External Action Service (EEAS).

There are currently 147 Extra-EU duty stations for which correction coefficients are calculated (see [Chapter 1](#) and [Annex 1](#)). This is approximately 5 times the number of Intra-EU locations.

There are currently around 4,000 staff working in Extra-EU duty stations (see [Chapter 1](#)) of which around 50% are local employees.

Whilst the number of staff in individual Extra-EU Delegations may be similar to the numbers working in individual Intra-EU Representations, the number is generally larger in other Intra-EU duty stations (e.g. staff concentrations in Research Centres and in EU Agencies).

1.10 Legal framework:

Extra-EU work is based on the same legal framework as Intra-EU work (i.e. Article 64 and Annex XI) but some specific rules apply in replacement or in addition (Annex X). Please see [Chapter 1](#) for legal texts.

Extra-EU staff may choose whether to receive some or all of their **remuneration in local currency** (in which case the CC is applied) or to have it paid in Euros in Brussels (i.e. CC=100). There is less flexibility for Intra-EU staff: payment is automatically made in local currency with application of the CC except where it can be shown that Intra-EU staff can justify special regular transfer of part of their remuneration in another country.

Both Extra-EU CCs and Intra-EU CCs are produced for July. However there is different treatment of **interim fluctuations**. Extra-EU, where in the case of a given country the monthly variation in the cost of living measured on the basis of the weighting and the corresponding exchange rate is found to have exceeded + or -5% since the last adjustment, in accordance with Art 13 of Annex X to the Staff Regulations, there is an automatic intermediate update of the CC values : the Commission shall publish the updated values within two weeks after the update in the C series of the Official Journal of the European Union for information purposes.

1.11 Survey data to calculate initial parities:

Since 2010, following the signature of a Memorandum of Understanding with UN-ICSC and CO-ISR in July 2009, the price data in the Extra-EU duty stations are obtained directly from surveys

conducted by UN-ICSC (see [Annex 2](#) for list) and from CO-ISRP or from ESTAT-ECP (see [Annex 3](#) for list).

The UN-ICSC survey list contains 320 products and was developed in collaboration between UN-ICSC and Eurostat. The UN-ICSC price data for certain items is not taken into account because they are separately reimbursed by the Commission (this notably concerns housing and related costs). For practical reasons it is impossible for UN-ICSC to cover all duty stations simultaneously, instead surveys are organised to ensure each location is visited at least once during a five year period. Please see [Chapter 8](#) for more details.

By contrast Intra-EU survey price data are collected in collaboration with Member State NSIs, and then Eurostat does final calculations. The Intra-EU surveys are conducted simultaneously in all locations. They are based on a list with approximately 3000 products. The list is divided into six (i.e. two surveys each year). More than 12000 price observations are typically collected in each location (average 10 per item definition unless a monopoly supplier).

1.12 Temporal updating:

Intra-EU parities are updated using fresh survey data, and in between times with detailed official HICPs established by Member State NSIs using common methodology.

Extra-EU, the survey-based parities are subsequently updated using temporal indices from various sources (generally official national consumer price indices, which do not all follow a harmonised methodology). Please see [Chapter 9](#) for more details. The economic cycle is typically following a different rhythm in Extra-EU countries to that which applies Intra-EU. The inflation level in several Extra-EU countries can be very high in comparison to Intra-EU levels.

The exchange rate for certain Extra-EU countries can also be extremely volatile in comparison to Intra-EU movements.

1.13 Other differences:

There is a mandatory mobility policy for Extra-EU staff, so opportunities to become familiar with retail conditions may be reduced by comparison with Intra-EU. Whilst similar mobility requirement may apply for staff in Intra-EU Representations, jobs in JRC and Agencies may be more specialised and mobility may be less common.

Extra-EU staff may receive additional allowances, such as the ICV (see [Chapter 4](#)). There is a higher maximum education allowance for Extra-EU staff (6x the standard amount). Accommodation is provided for Extra-EU staff.

A summary comparison is included in [Annex 13](#).

Comparison of UN and Extra-EU methodologies:

Whilst the basic concept is the same, and there is an increasing degree of harmonisation especially with effect from 2016, there are also still some important differences between the work done to establish correction coefficients for Extra-EU purposes and the work which is done by the UN-ICSC. These can be summarised as follows:

1.14 Approach Extra-EU methodology to establishing CC:

1-From 2010 the list of items is harmonised with UN-ICSC and includes 320 definitions.

2-Item prices are collected in the city of reference, Brussels (=100), in Euro €. These come from the Intra-EU European Comparison Programme plus a top-up survey.

3-Item prices in the duty stations are collected in local currency. These come from the UN-ICSC (except for locations coordinated by OECD and duty stations coordinated by ESTAT-ECP) – see *Chapter 5* and *Chapter 8*.

4-Price ratios are computed by dividing [3] by [2].

5-Specific Eurostat weights are established, using ESTAT FBS, in both places (Brussels and duty stations) – see *Chapter 7*. Where response sample is low, data may be aggregated to allow robust results. With effect from 2018, data was combined with UN-ICSC.

6-Specific Eurostat weights [5] are used to aggregate price ratios [4] using Fisher formula, which is the Geometric average of the Laspeyres Index (for Brussels used as reference) and Paasche index (for the duty station), to produce "baseline" PPP at global level which is then divided by the exchange rate to Euro to establish "baseline" CC at global level.

7-"Baseline" PPP are then updated over time using temporal indices from various sources – see *Chapter 9*.

1.15 Approach UN-ICSC methodology to establishing PAI (Post Adjustment Index):

1-The list of product is increasingly harmonised with ECP (intra-EU) and includes 320 definitions. UN-ICSC surveys also collect data for rents, pension scheme contributions and certain other items in addition, but these are not used for Art.64 purposes.

2-Item prices are collected in the city of reference, New York (=100), in US Dollar \$.

3-Item prices in the duty stations are collected in local currency and then converted in US dollar \$.

4-Price ratios are computed by dividing [3] by [2].

5-Specific UN-ICSC weights are established, using FBS, in both places (New-York and duty stations).

6-Specific UN-ICSC weights [5] are used to aggregate price ratios [4] using Walsh formula, which is a multilateral index of comparison of prices among duty stations, to produce "baseline" PAI at global level.

7-"baseline" PPP are then updated over time using temporal indices from various sources.

NB. Whilst A64 methodology focuses purely on the bilateral comparison between the duty station and Brussels, UN-ICSC methodology includes an additional component to reflect "out-of-area" consumption in other locations.

A summary comparison is included in *Annex 14* .

Consumption structures

1.16 Introduction

The calculation of the correction coefficients requires the aggregation of the 80 basic parities using consumption weights. With the methodology in use, each global parity (or PPP) is calculated as Fisher parity (geometric mean of Laspeyres and Paasche parities), thus consumption weights are needed not only for Brussels but for all the duty stations outside the EU.

For each place, the weights are estimated for each of the 80 basic and are expressed as percentages of total expenditure, according to its relative importance in the consumption basket. The weights should reflect the expenditure pattern of the average official of the European Communities. To use, say, the weighting pattern of the average national household, could give a different and quite inappropriate result in the calculation of the correction coefficients, although the information required to calculate such weights would often be simpler to obtain.

To estimate expenditure patterns for the officials of the European Communities, Eurostat carries out regularly (roughly each 5 to 7 years) family budget surveys (FBS) in the different duty stations among the staff serving at that time. The purpose of these FBS is to determine the relative amounts of expenditure on different items of consumption. To obtain the data, respondents are asked to state their actual expenditure on the various items. The overall relative amounts are then calculated on the basis of replies received.

Although the principles above are applicable to all the FBS conducted among international officials, two different situations are distinguished:

1.17 Family budget surveys in Brussels

For being the centre of the bilateral comparisons and due to the large number of staff on duty, family budget surveys in Brussels are special in the sense that the questionnaire is designed on the assumption of large samples which permits to have highly reliable weights. Consumption expenditure structures for Brussels derived from recent FBS have been as follows:

FBS conducted	Used with effect from
1995	1996
2000	2001
2005	2006
2009	2010
2017	2020

1.18 Family budget surveys in duty stations outside the EU

Extra-EU duty stations typically have a very limited number of staff. Information from persons in broadly similar situation (e.g. expatriate staff of other international organisations, Member State diplomatic missions, multinational companies) may be collected in parallel; however the number of responses is still likely to be small. Therefore, since 2001 it was decided to pool together all the

questionnaires from these places. In 2008, a potential methodology for the calculation of regional consumption expenditure weights was approved (e.g. by continent), however low response rates mean that calculations have so far only been done at a global level.

Until 1999, specific FBS for each duty station were conducted at the same time as the place-to-place survey, meaning that in principle the survey will be repeated after 5 to 7 years. More recently, surveys were launched online, independently of price survey timings. 2013 FBSs were launched in all the duty stations simultaneously, however response rates were low. Consumption expenditure structures for Extra-EU duty stations derived from recent FBS have been as follows:

FBS conducted	Used with effect from
1989-1998	1990
1999	2001
2004/2005	2006
2009/2010	2010
2021	-

The latest version of the Extra-EU FBS questionnaire reflects agreement between the signatories of the Memorandum of Understanding (Eurostat, UN-ICSC and CO-ISRP) to harmonise data collection about consumption expenditure of international officials. The questionnaire for surveys from 2016 is included in [Annex 10](#).

1.19 Replacement of common global weights with UN regional weights

In the light of the ever-closer collaboration between UNICSC and Eurostat, notably including harmonisation of family budget survey questionnaires, and due to low EU staff numbers in individual locations and low EU participation rate in previous surveys, it was agreed to integrate data available from the UNICSC in place of the common Extra-EU weights.

Consumption structures resulting from the UNICSC 2010-2016 cycle were converted from their 83BH classification into the ESTAT 80BH classification, and used to establish regional average expenditure patterns, calculated as a weighted arithmetic average using the number of UN staff in each location as weights.

These new derived UN regionalised expenditure structures are used for all the duty stations, except for locations coordinated by Eurostat and by OECD in the ECP, with effect from July 2018.

The UN regional weights are presented in [Annex 11](#).

Price level surveys (place-to-place)

1.20 Introduction

Within each basic heading corresponding to the COICOP classification, particular products are specified, chosen for representativity of the basic heading to which they relate (see section 3).

It is important that the list of item definitions used as the basis for price collection is regularly reviewed.

Since August 2009, closer collaboration with UN-ICSC and CO-ISRП has been pursued. For duty stations in countries coordinated by ESTAT/OECD within the Joint Comparison Programme⁸, price data will be drawn from those surveys. For remaining duty stations, price data will be obtained from UN-ICSC surveys. The UN-ICSC works on a five year cycle but if in a given duty station, because market prices, exchange rates or political stability are quite volatile, the UN-ICSC reserves the right to increase the frequency at which surveys can be performed. The current UN list comprises about 320 definitions. Several price quotations are expected for each definition (around 5). The UN-ICSC works on a five year cycle, thus the current list applies for surveys 2010-15. An updated list of item definitions applies with effect from 2016.

For Eurostat purposes, ideally the surveyors conducting price level surveys should be familiar with both the Brussels market situation and the local markets in the duty station, and will visit the retail outlets typically frequented by EU officials and their families, or other similar persons (e.g. expatriate staff of international organisations and multinational companies; local professionals (accountants, lawyers, bankers, doctors, engineers, university lecturers, etc.) in order to collect prices. In some cases the assistance of the national statistical office may be sought.

In practice, the surveys are conducted by UN consultants. It usually happens that some articles are not available, or cannot be found by the surveyors and, consequently, no comparisons are possible (there are many reasons for variations in the availability of goods and services around the world). However it is almost always possible to find sufficient articles to make a valid overall comparison of price levels, and clearly the non-inclusion of prices for a handful of definitions is unlikely to have a significant impact on the overall correction coefficient.

1.21 Surveys

With effect from 2010, the collection and validation of price data is the responsibility either of UN-ICSC or CO-ISRП or ESTAT-ECP, depending on the duty station concerned⁹.

Annex 6 reproduces the UN-ICSC instructions to price surveyors.

⁸ See **Chapter 5** and **Annex 1** (list of duty stations), **Annex 2** (UN-ICSC country coverage) and **Annex 3** (ISRП/OECD and ESTAT-ECP country coverage). Coordinator for UK following 2020 Brexit remains to be decided.

⁹ See **Chapter 5** and **Annex 1**, **Annex 2** and **Annex 3**.

1.22 Product list

The full range of goods and services which comprise the total expenditure of an average EU official is divided into 80 specific parts called “basic headings” (such as meat, footwear, water supply, train fares), corresponding to the three digit level of the COICOP classification. Within each of these basic headings, particular items are selected and specified in enough detail to allow prices in a reasonably narrow range to be collected.

The number of items per basic heading varies according to the relative importance of the basic heading. Moreover this number has to take into account the level of **homogeneity** of items. A small number of items may be sufficient for certain basic headings which include homogenous goods with similar retail conditions. But for others which include items of differing natures and with differing price levels, a larger number of definitions will be needed in order to ensure a good **representativity** and consequently a well-balanced purchasing power parity.

The item list contains around 320 definitions for the surveys conducted by the UN-ICSC. It is revised periodically by UN-ICSC in cooperation with Eurostat. Significant harmonisation efforts have been made for 2016. For all P2P surveys, the master list to use will be the latest one approved by Eurostat/UN.

1.23 Integration of Healthcare in the methodology

Prior to 2016, healthcare was only included in a limited way as it was assumed that specific arrangements in Annex X would result in reimbursement of all costs for Extra-EU staff. There is increasing evidence that this is not the case, notably in certain high-cost locations where the "level coefficients" set by the Joint Sickness Insurance Scheme restrict the amount reimbursed, even if the cost of supplementary health insurance is borne by the employer.

The differences for the healthcare are noticeable in the number of items, 17 in 2010 to be compared with 23 in 2015. The main changes are with the introduction of new definitions such as: Digital thermometer, disposable contact lens, blood pressure monitor, paediatrician's fee, cardiologist, dental filling composite, dental prophylaxis, x-ray and laboratory test, and the suppression of lip balm and non-waterproof adhesive strip elastic stretch.

The new version of the healthcare section of the item list is reproduced below.

Healthcare 23 products as in 2015 items list
TETRACYCLINE, PROPRIETARY - tablets->Base
PROPRANOLOL, PROPRIETARY - tablets->Base
CHOLESTEROL LOWERING MEDICATION - tablets->Base
ALENDRONIC ACID/ ALENDRONATE - tablets->Base
CELECOXIB - tablets->Base
FUROSEMIDE - tablets->Base
FEXOFENADINE - tablets->Base
ASPIRIN - tablets->Base
ACETAMINOPHEN - tablets->Base
LOPERAMIDE HYDROCHLORIDE - tablets->Base
CIMETIDINE, NON-PRESCRIPTION - tablets->Base
MULTIPLE VITAMINS, FOR ADULTS - tablets->Base
CONTACT LENS SOAKING SOLUTION - L->Base
DIGITAL THERMOMETER - piece->Base
DISPOSABLE CONTACT LENSES - piece->Base
BLOOD PRESSURE MONITOR - piece->Base
DOCTORS'S FEE - piece->Base
PEDIATRICIAN'S FEE - piece->Base
CARDIOLOGIST - piece->Base
DENTAL FILLING, COMPOSITE - piece->Base
DENTAL PROPHYLAXIS - piece->Base
X-RAY - piece->Base
LABORATORY TEST - piece->Base

1.24 Integration of Education in the methodology

Prior to 2016, education was only included in a limited way as it was assumed that specific arrangements in Annex X would result in reimbursement of all costs for Extra-EU staff. There is increasing evidence that this is not the case, notably in certain high-cost locations where the education allowance multiplying factor does not cover the tuition cost at schools suitable for expatriate children.

The differences for the education are also noticeable in the number of items, only 1 in 2010 to be compared with 3 in 2015. The new approach better reflects the expenses borne by the staff as the tuition fee items now cover grades 1 to 12 and not only childcare expenses for children between age 2 to 4.

The new version of the product list is reproduced below.

Education 3 items as in 2015 items list
TUITION FEES, GRADES 1 TO 6 - each
TUITION FEES, GRADES 7 TO 9 - each
TUITION FEES, GRADES 10 TO 12 - each

1.25 Comparability and representativity

In general, each item selected in the master list needs to satisfy three main criterias:

- (1) Be representative of, and significant within, its basic heading;
- (2) Be characteristic of the international staff consumption in Brussels and in the duty stations;
- (3) Be as similar as possible: an item should have the same characteristics in each place; this feature is also called "comparability".

Basically there are two types of definitions:

- (1) Those in which brand and model are specified;
- (2) Generic ones in which a number of technical characteristics are specified, but not the brand.

In the first case it is easy to obtain an excellent comparability if the product selected for pricing in the shop is the same as the one described in the master list. For many basic headings this kind of definition is quite rare, because it tends to conflict with the representativity criteria. However for certain item definitions like cars, clothes, computers and other electronic goods, examples are more frequent where some brand or model specifications are provided in the definition. In a sense this is a compromise between the two types of definitions, which in principle gives a quite good comparability.

In the case of a generic definition, it is more difficult to ensure a fair comparison. Great emphasis is placed on quality, which includes intrinsic features of the products (e.g. freshness of fruit, characteristics of electrical appliances) and extrinsic factors (e.g. shop features, packaging, service and conditions of sale). If none of the products for sale coincides perfectly with the definition, the collector should price the nearest equivalent (the most similar product) provided that the differences are insignificant or can be related to the price, e.g. as small weight differences can. The price collector must always report all such deviations. A different model number, or weight, or compositions of a textile fabric, or types of packaging are examples.

With effect from 2010 the UN-ICSC implemented a new approach to cost-of-living measurement for products with rapidly changing specifications, such as electronics and high-technology products. Among the various alternative approaches proposed the "Real-Time Price Comparisons" (RTPC) approach is considered to be the most cost-effective solution to this problem. The main features of the approach include more frequent data collections in New York, only for a selected subset of items, and the use of multiple rebasing factors to calculate component-level Post Adjustment Indexes, which are then aggregated to obtain the overall PAI using the appropriate expenditure weights. This new approach required broader specifications for the affected items, the use of the Internet for price data collection for these items, and modifications of the usual survey procedures and guidelines.

The list of items considered suitable for the new "RTPC" approach, includes cars, bicycles and motorized scooters, cellular phones, color televisions, DVD and music players, digital cameras, digital video cameras including memory cards, laptop computers and colour printers. These items were selected on the basis of the rapidity of change in their specifications and the degree of difficulty in matching them across duty stations

1.26 Selection of outlets

For each of the duty stations outside the EU for which a correction coefficient exists, a list of outlets from previous surveys exists as well. In choosing the list of retail outlets to visit, the purchasing habits of international expatriate must be borne in mind. For this reason, the staff of the EU and UN delegations are occasionally contacted for their opinions on the proposed shops list (although suggestions are not considered prescriptive). The target range is medium quality standard for the items on sale suitable for consumption by expatriates (i.e. shop quality is only one of the factors taken into account). As a rule of thumb, attention should be focused on medium quality outlets, to try to ensure that the resulting price level is representative (i.e. gives a good average price).

The list of retail outlets should be carefully planned in order to ensure a representative sample. Even rough estimates are valuable. This has two aspects:

- (1) Geographical location (i.e. reflecting the areas frequented by expatriates)
- (2) Consumption habits (e.g. if expatriates buy 2/3 of clothing items in department stores rather than small boutiques, then department stores are where the surveying effort should be concentrated).

If surveys have previously been conducted in the duty station, there will already be a lot of lessons which can be learned studying reports on previous surveys. This may make the survey more efficient and more effective.

- (1) For example, the order of visiting retail outlets could be planned in order to ensure maximum coverage of the products.
- (2) If some retailers adopted a uniform pricing policy in all their branches, there is no need to visit more than one this time (simply record the different addresses). In other cases there is centrally regulated pricing (e.g. tobacco, petrol).
- (3) Alternatively, certain outlets could be planned to be surveyed by telephone this time. Likewise, catalogue prices could be sought for certain products. Trade magazines might also be an efficient survey method (e.g. for car prices). In such cases, the standard pricing rules must nevertheless be followed.

1.27 Quality

In order to obtain a good quality of the price level surveys, efforts are concentrated on the following points:

- (1) Comparability;
- (2) Representativity;
- (3) Coverage.

Comparability – Has already been discussed (see paragraph 8.4). However it has to be stressed again that the strict interpretation of definitions is essential to ensure a fair comparison, although it is recognised that outside the EU flexible interpretation may be necessary during surveys. This

means that the role of data processing decisions is extremely important. Consequently it means also that price collectors must provide adequate explanatory comments.

Representativity - A central tenet of PPP theory is the pricing of an equi-representative basket of products (i.e. one which reflects purchasing habits in both locations). In practice, this is difficult to achieve because knowledge of the item basket available in the duty station could not be taken into account when designing the survey questionnaire in Brussels. It is therefore important to try and counter this bias by retaining prices for those products satisfying the definition which are locally representative (i.e. commonly available / most frequently sold). Note however, that an attempt should always be made to find and retain prices for items priced in Brussels, whether they are representative in the duty station or not (this is the essence of a Laspeyres-type index).

Coverage - Prices should be obtained for enough definitions to cover each basic heading, particularly those with high expenditure weights (whether in Brussels or in the duty station or in both). UN / Eurostat ask for at least 5 prices from at least 3 outlets (and more where there is wide price dispersion). Consistency is also important (e.g. if prices can be collected for cars, they can probably be collected for petrol too). Within basic headings, a broad enough sample is necessary to ensure good coverage for each definition.

1.28 Processing the data received from UN-ICSC for A64 purposes

As described above, item definitions are increasingly harmonised between Eurostat and UN-ICSC. A detailed study has been done to ensure broad consistency in outlet selection between New York and Brussels. Nevertheless, as the information compiled by UN-ICSC is established with primary reference to New York, it has to be re-processed for use in the calculation of Extra-EU price parities by reference to Brussels.

Annex 7 describes some special cases in the treatment of P2P surveys.

Annex 8 includes a standardised set of quality indicators to help in reviewing P2P surveys.

Annex 9 describes standard automatic filters and checks used in the processing of P2P surveys.

1.29 Description of automatic rules for estimating Basic Heading ratios for P2P surveys

The aggregation from BH PPP to an overall PPP is done using FBS weights. This process requires the matrix of BH PPPs to be complete.

Despite every effort being made, it can happen that surveyors will be unable to collect price data for one or more product definitions, or that for one reason or another the data which has been collected will be deleted during the post-fieldwork validation process. If for a given country, there are no average prices for any of the product definitions within a BH which were priced in Brussels, then the PPP for that BH will have to be imputed.

A theoretically neat solution is to require such imputation to be done using the PPP from the next COICOP level of aggregation (e.g. BH 'Wine' from Group 'Alcohol'). In practice, this means to estimate the PPP using the set of PPPs from comparable BH within the Group (e.g. Group 'Alcohol')

contains the other BH 'Spirits' and BH 'Beer' as well as the BH 'Wine'). Strictly, this should be done by computing separate Laspeyres and Paasche weighted average PPPs, and taking the Fisher (geometric mean) of these aggregates. In practice, a simple geometric mean of the relevant PPPs may be a sufficiently close approximation.

In all cases where an imputation is required, the solution adopted should be documented.

Price trend surveys

1.30 Introduction :

Once calculated at the date of the price level survey, parities are updated using temporal indices which measure the trend of the cost of living for officials expatriated in the various duty stations, relative to Brussels.

Different solutions are possible to establish these monthly updating indices, including existing indices produced by national statistical offices; indices produced by other international organisations..

1.31 Current and future data sources

Most countries in which there is an EU Delegation have their own consumer price indices, whose quality is generally considered to have continued to improve over time. Whilst these indices are primarily produced to meet national needs, and may not directly reflect the specific trends in prices of the goods and services consumed by expatriates, they are nevertheless considered to offer a sufficiently reliable basis for temporal updating, also at levels below the overall index – particularly when there is a relatively short delay between updating "Place-to-Place" surveys. Such national indices are already being used for the United Nations system for some years.

Consequently, with effect from 2010, the following sources are used (percentages show situation at 2020):

- (1) 62% - National CPIs compiled by UN-ICSC, with extrapolation/interpolation as necessary according to publication availability.
- (2) 7% - National CPIs compiled by Eurostat or by OECD for duty stations in countries participating in the Joint Comparison Programme for PPPs (coordinated either by Eurostat or by OECD).
- (3) 22% - National CPIs compiled directly by Eurostat from national CPI website (where not available from UN-ICSC).
- (4) 3% - In a very limited number of duty stations where UN, ECP, NSI, CB CPIs are not available, then other sources are used and inflation data are crosschecked (IMF, Mundi, trading economics, CIA world fact book...).
- (5) 6% - no data is compiled for places where decision is taken not to publish CC (e.g. warzones).

From 2010, where UN-ICSC is the source, the indices are compiled at the level of the 12 main COICOP groups. The group index is then applied to each basic heading within that group. Where ESTAT/OECD is the source, more detailed national CPI sub-indices are typically available (including HICP in some cases).

1.32 Organisation of the data collection

With effect from August 2009 correction coefficients, updating is to be done using consumer price indices compiled by the UN-ICSC for its own work to establish UN Post Adjustment Indices. These are compiled primarily from national websites.

ICSC does not make any adjustments to the data published by the national statistical sources. If CPIs are reported with a structure that does not coincide with COICOP, only the highest levels of the available CPI series are taken by the ICSC and mapped onto the appropriate basic headings in the UN classification (this could mean applying the same index to more than one heading, and at the extreme, applying the same index to all basic headings if only the total CPI is available).

Eurostat uses the same source data and takes a similar approach: the first task is to produce a harmonised format at the level of the 12 main COICOP groups. The index at 12-group level is then applied to all underlying basic heading. If the national index is only available at a level more aggregated than the 12 groups, the same index is applied to more than one group.

A time lag of 4 months is built into the UN system, to allow for delays in national index availability. Where there is a gap of more than 4 months, the data is extrapolated (i.e. projected forwards). Where there are gaps inside the time series, these are interpolated using the available starting and ending data points.

Only in duty stations where CPI information is not available does the UN-ICSC use projection factors based on successive place-to-place surveys.

Every four months, the UN-ICSC reviews the availability of CPI data for all duty stations. If a country has improved the level of detail of the reporting of its CPI, then the UN may switch to the more detailed structure. However, certain factors may prevent this from happening, including:

- (1) When more detailed CPI series are not published regularly enough to be useable for the monthly updating of UN PAIs. In this case, UN will continue to use only the general CPI, which is mapped to all the UN basic headings;
- (2) When more detailed series are made available with a longer time lag than the general CPI, where again the general CPI will continue to be preferred; and
- (3) When the country begins producing detailed CPI series between one UN place-to-place survey and another. In this case, the detailed series will only start to be used after the new place-to-place survey is conducted at the duty station, so as to keep consistent over time the updating process for that duty station.

In effect, an explicit decision is made to trade off timeliness for precision.

1.33 Interpolation and Extrapolation

In order to produce the necessary time series of updated parities for dissemination, a complete time series of temporal indices is required. Consequently, interpolation and extrapolation may be required (see [*Chapter 10*](#)).

Disseminating results

1.34 Producing the results package

At six monthly intervals, Eurostat finalises the so called “Results Package”, comprising the overall PPP, exchange rates and correction coefficients. Transmission is typically in April (CC for the 6 months August to January) and September (CC for the 5 months February to June). Figures for July are published separately, in the Eurostat Annual Report.

These data are updated by temporal indices (see *Chapter 9*).

1.35 Interpolation

In the case of interpolation, temporal price data are missing for 1 or several observation points (months) between an initial and a final data point. In this case the interpolation is the arithmetic mean between the value of the month before and the month after the missing value.

In case of missing values for several months within an observation period, this means the difference between the initial and the end point is equally distributed over the intermediate months (i.e. linear).

1.36 Extrapolation

The extrapolation method to be used will depend on the duty stations and the results. Typically, either the inflation rate of the previous period (6 month) or the arithmetic average inflation of the whole observation period (up to 12 months) serves as the base of extrapolating data into the future. On one hand the extrapolation based on the latest inflation data seems to be the most appropriate method, on the other hand, there might be special reasons (example: devaluation) for finding extreme values for a specific month. In that case, it is better to consider the inflation over the longer period.

From the "a posteriori" observation of prices (i.e. next available CPIs) it will be realised how close or far extrapolated inflation was from reality. In such cases the new price data is taken into the database to have the correct base for future calculations, even if it isn't possible to correct the past (as the correction coefficients are already transmitted for publication).

1.37 Introduction of new spatial price survey results

Validated results from the latest place-to-place surveys are introduced by Eurostat as they become available.

1.38 Volatility of Extra-EU correction coefficients

There can be various reasons for a change in the PPP snapshot at two separate points in time. Indeed, the point of the EU methodology is to adjust salaries in local currency to maintain purchasing power relative to Brussels.

However, it is recognised that excessive volatility can be problematic, depending on the frequency, magnitude and direction of change.

1. For staff it can be more risky to enter into long-term commitments such as the purchase of larger items, which means recourse has to be made to alternative but often more expensive shorter term solutions such as leasing arrangements. Short-term financial planning is generally made more difficult and additional costs can be incurred such as bank and credit card charges.
2. For employers it can be more difficult to attract and retain staff potentially leading to lower quality of service and generating additional costs in terms of higher salaries, higher (more frequent) recruitment costs, higher training costs.

A number of technical solutions have been researched by Eurostat over time, including price data improvement (survey sources, frequency, content, etc.); weights data improvement (electronic surveys, regional structures, international collaboration); methodological review (test calculations regarding representativity asterisks, multilateral transitivity, combining price survey samples). The UN-ICSC take “out-of-area expenditure” and prices into account for their system, but this is not possible under current Article 64 methodology.

Administrative solutions could also be envisaged. For example, the CO-ISRP apply upper/lower boundaries to restrict the magnitude of any change, but this is not possible under current Article 64 methodology. Separate compensation can also be considered (e.g. reimbursement of representation costs under Annex VII, living conditions allowance under Annex X).

In order to capture rapid price inflation/deflation relative to Brussels or significant currency movement relative to the Euro, the Staff Regulations already foresee the application of new Extra-EU correction coefficients between the annual July updating, where there is a variation of more than 5% from the previous figure.

1.39 Smoothing the impact of new survey results

The 2009 meeting of the Article 64 Working Group approved the principle of smoothing PPPs. The following rule is now applied in producing the results package: if the global PPP from a new place-to-place survey is different from the global PPP of the old survey updated to the same date, then the impact is smoothed (i.e. delayed); the balance is spread over the available period (e.g. between 1 to 2% per month). The normal available period is adjusted as followed:

When global PPP from New P2P is different from global PPP of old survey updated	
AbsRatio PPPNew/PPPOld	Smoothing period
X <=5%	Calculated ratio take effect immediately
5% < X <= 12%	Calculated ratio is smoothed effect over 6 months
12% < X <= 24%	Calculated ratio is smoothed effect over 12 months
24% < X <= 36%	Calculated ratio is smoothed effect over 18 months
X > 36%	Calculated ratio is smoothed effect over 24 months

The smoothing factor is calculated as follows:

$$i = \left(\frac{FV}{PV} \right)^{\frac{1}{n}}$$

where:

FV = future value (i.e. index value at end time t_n)

PV = present value (i.e. index value at start time t_0)

n = number of intervening time periods

1.40 The process to adopt Extra-EU correction coefficients

Prior to 2013, Extra-EU CC for January and July each year were adopted by means of a Commission decision and Council Regulation respectively.

In accordance with the Staff Regulation as amended by 2013/1023:

1. Extra-EU CCs for January and July each year are subject to a regular and automatic update.
2. Those bi-annual updates are published by the Commission in the Official Journal of the European Union for information purposes.

Intermediate modification of CCs between August and June, which vary by more than 5% from the July value are still applicable. This information will be communicated to staff by an inter-institutional administrative notice and is typically accompanied by publication in the Official Journal.

1.41 Publication of results

Results are published on the Eurostat website as follows:

Eurostat website < <http://ec.europa.eu/eurostat> >.

Please click on "**data**" and then follow the path :

- .. "**Economy and finance**"
- "**Prices**"
- "**Correction coefficients**"
- "**Correction coefficients outside the European Union (duty stations) - Brussels - 100 (data refer to 1st July) (prc_colc_ext)**"

The latest approved methodology is described in the online manual (click on the "**M**" symbol).

The current publication policy was agreed by the Article 64 Working Group in 1998. It applies to both Intra-EU and Extra-EU results:

- (a) Eurostat will use all the significant digits available in all intermediate calculations.
- (b) Parities used for the calculation of correction coefficients will be presented with 4 significant digits.
- (c) exchange rates used for the calculation of the correction coefficient will be presented with 6 significant digits;
- (d) Correction coefficients will be presented in reports or web site with one decimal place.

1.42 Interpreting the movement

Due to the complex interaction of calculation components it can sometimes be difficult to interpret the 'evolution' of the CC between two moments in time. Some possible reasons for differences in the apparent 'evolution' and the movement of local consumer price indices are set out in [Annex 15](#).

1.43 Further information about Extra-EU correction coefficients

Full information about correction coefficients is published on the Eurostat website as follows:

Eurostat website < <http://ec.europa.eu/eurostat> >.

- Please select "**About Eurostat**" and then click "**Policies**"
- Bottom left side of the screen, select "**Civil Servants Remunerations**"
- Top left side of the screen, select "**Correction coefficients**"

Alternatively, the following link can be directly typed in the address bar of an Internet browser.
<http://ec.europa.eu/eurostat/web/civil-servants-remuneration/correction-coefficients>



CIVIL SERVANTS REMUNERATIONS

- Overview
- CORRECTION COEFFICIENTS** >
- Data
 - Database
- Specific indicators
 - Data
 - Database
 - Country manuals
- Publications

CORRECTION COEFFICIENTS

Correction coefficients are percentages applied to remuneration of expatriate officials to adjust for differences in price level of consumer goods and services in the duty station (Intra-EU or Extra-EU) by reference to base city (Brussels).

$$\text{Salary in Brussels (in euros)} \times \left(\frac{\text{Economic parity}}{\text{Exchange rate}} \right) \times (\text{Exchange rate} = 1 \text{ for euro-countries}) = \text{Salary in duty station (in euros for euro-countries)}$$

Methodology

For Intra-EU duty stations, average prices are taken from the annual surveys conducted under the European Comparison Programme to establish multilateral purchasing power parities for national accounts purposes under the 2007 PPP Regulation. These prices are used to establish bilateral parities with Brussels for Article 64 purposes. The rolling cycle of surveys covers the full basket of consumer goods and services in three years and then repeats. In between surveys of the same type, prices are updated using detailed indices. Specific additional annual price data collections are done for estate agency rents, education (school fees) and hospital care. Periodic surveys of household consumption expenditure are coordinated amongst expatriate international officials.

For Extra-EU duty stations, average prices are taken from the non-EU countries participating in the European Comparison Programme (9 coordinated by Eurostat and 7 coordinated by OECD), and from the annual surveys conducted by the United Nations International Civil Service Commission (these cover 200 duty stations at least once during a cycle of five years). This work is done in accordance with an International Memorandum of Understanding signed in 2009. Over time, the Extra-EU item definitions have been increasingly harmonised with the Intra-EU ones.

SEE ALSO

Statistics Explained - Your guide to EU statistics

PDF Intra-EU correction coefficients for Article 64 purposes DOC A6465/14/59rev

Further information about estate agency rent surveys is available here

PDF Extra-EU correction coefficients for Article 64 purposes DOC A6465/14/60rev

PDF Consumer price inflation in Brussels and Luxembourg DOC A6465/14/58rev

Compendium of HICP reference documents - 2013 edition

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Annex 1 : Current duty stations outside the European Union

(Situation at 2020)

Code Estat	P2P Sources	CODE ISO3166-2	Weights Source	DS	City	Inflation covered by			
						UN	IMF	INS	ICPH
127		AF	UN-Asia	Afghanistan	Kabul	ND		ND	
128	ECP/Balk-PPP	AL	UN-Europe	Albania	Tirana	Y			
49	UN-P2P	DZ	UN-Africa	Algeria	Algiers	Y			
97	UN-P2P	AO	UN-Africa	Angola	Luanda	Y			
70	UN-P2P	AR	UN-South America	Argentina	Buenos Aires	Y			
133	UN-P2P	AM	UN-Asia	Armenia	Yerevan	Y			
85	ISRP-PPP	AU	ISRP	Australia	Canberra	Y			
135	UN-P2P	AZ	UN-Asia	Azerbaijan	Baku	Y			
71	UN-P2P	BD	UN-Asia	Bangladesh	Dhaka	Y			
68	UN-P2P	BB	UN-North America	Barbados	Bridgetown	Y		N	
142	UN-P2P	BY	UN-Europe	Belarus	Minsk	Y			
87	UN-P2P	BZ	UN-North America	Belize	Belize (Belmopan)	N		Y	
37	UN-P2P	BJ	UN-Africa	Benin	Cotonou	N		Y	
72	UN-P2P	BO	UN-South America	Bolivia	La Paz	Y			
303	No source	BA-BL	UN-Europe	Bosnia and Herzegovina	Banja Luka	ND			
228	ECP/Balk-PPP	BA-SA	UN-Europe	Bosnia and Herzegovina	Sarajevo	Y			
36	UN-P2P	BW	UN-Africa	Botswana	Gaborone	Y			
4	UN-P2P	BR	UN-South America	Brazil	Brasilia	Y			
79	UN-P2P	BF	UN-Africa	Burkina Faso	Ouagadougou	N		Y	
35	UN-P2P	BI	UN-Africa	Burundi	Bujumbura	N		Y	
143	UN-P2P	KH	UN-Asia	Cambodia	Phnom Penh	N		Y	
69	UN-P2P	CM	UN-Africa	Cameroon	Yaounde	N		Y	
9	ISRP-PPP	CA	ISRP	Canada	Ottawa	Y			
81	UN-P2P	CV	UN-Africa	Cape Verde	Praia	Y			
34	UN-P2P	CF	UN-Africa	Central African Republic	Bangui	Y		ND	
65	UN-P2P	TD	UN-Africa	Chad	Njamena	N		Y	
44	ISRP-PPP	CL	UN-South America	Chile	Santiago	Y			
74	UN-P2P	CN	UN-Asia	China	Beijing	Y			
118	UN-P2P	CO	UN-South America	Colombia	Bogota	Y			
57	UN-P2P	KM	UN-Africa	Comoros	Moroni	ND	Y	ND	
33	UN-P2P	CG	UN-Africa	Congo	Brazzaville	Y		ND	
88	UN-P2P	CR	UN-North America	Costa Rica	San Jose	Y			
149	UN-P2P	CU	UN-North America	Cuba	Havana	ND	Y		
43	UN-P2P	CD	UN-Africa	Democratic Republic of the Congo	Kinshasa	ND		Y	
32	UN-P2P	DJ	UN-Africa	Djibouti	Djibouti	Y			
54	UN-P2P	DO	UN-North America	Dominican Republic	Santo Domingo	Y			
117	UN-P2P	EC	UN-South America	Ecuador	Quito	N		Y	
13	UN-P2P	EG	UN-Africa	Egypt	Cairo	Y			
152	UN-P2P	SV	UN-North America	El Salvador	San Salvador	N		Y	
236	UN-P2P	ER	UN-Africa	Eritrea	Asmara	ND	Y		
17	UN-P2P	SZ	UN-Africa	eSwatini	Mbabane	Y			
31	UN-P2P	ET	UN-Africa	Ethiopia	Addis Ababa	N		Y	
23	UN-P2P	FJ	Australia	Fiji	Suva	Y			
76	UN-P2P	GA	UN-Africa	Gabon	Libreville	N	N	Y	
51	UN-P2P	GM	UN-Africa	Gambia	Banjul	N		Y	
157	UN-P2P	GE	UN-Asia	Georgia	Tbilisi	Y			
39	UN-P2P	GH	UN-Africa	Ghana	Accra	N		Y	
119	UN-P2P	GT	UN-North America	Guatemala	Guatemala City	Y			
98	UN-P2P	GN	UN-Africa	Guinea	Conakry	N		Y	
45	UN-P2P	GW	UN-Africa	Guinea-Bissau	Bissau	N		Y	
30	UN-P2P	GY	UN-South America	Guyana	Georgetown	N		Y	
77	UN-P2P	HT	UN-North America	Haiti	Port-au-Prince	Y		N	
99	UN-P2P	HN	UN-North America	Honduras	Tegucigalpa	Y			
105	No source	HK	UN-Asia	Hong Kong	Hong Kong	N		Y	
307	ECP-PPP	IS	ECP	Iceland	Reykjavik	ND			Y
80	UN-P2P	IN	UN-Asia	India	New Delhi	Y			
300	No source	ID-AC	UN-Asia	Indonesia	Banda Aceh	ND			
40	UN-P2P	ID-JK	UN-Asia	Indonesia	Jakarta	Y			
313		IR	UN-Asia	Iran	Teheran	ND			
163		IQ	UN-Asia	Iraq	Baghdad	ND			

Code Estat	P2P Sources	CODE ISO3166-2	Weights Source	DS	City	Inflation covered by			
						UN	IMF	INS	ICPH
38	ISRP-PPP	IL	UN-Asia	Israel	Tel-Aviv	Y			
29	UN-P2P	CI	UN-Africa	Ivory Coast	Abidjan	N		Y	
100	UN-P2P	JM	UN-North America	Jamaica	Kingston	Y			
8	ISRP-PPP	JP	ISRP	Japan	Tokyo	Y			
50	UN-P2P	JO	UN-Asia	Jordan	Amman	Y			
301	UN-P2P	KZ	UN-Asia	Kazakhstan	Nur-Sultan	Y			
28	UN-P2P	KE	UN-Africa	Kenya	Nairobi	Y			
304	No source	XK	UN-Europe	Kosovo	Pristina	Y			
316	UN-P2P	KW	UN-Asia	Kuwait	Kuwait City	Y			
168	UN-P2P	KG	UN-Asia	Kyrgyzstan	Bichkek	Y			
171	UN-P2P	LA	UN-Asia	Laos	Vientiane	N		Y	
2	UN-P2P	LB	UN-Asia	Lebanon	Beirut	Y			
27	UN-P2P	LS	UN-Africa	Lesotho	Maseru	N		Y	
46	UN-P2P	LR	UN-Africa	Liberia	Monrovia	ND		Y	
308		LY	UN-Africa	Libya	Tripoli	ND		ND	
47	UN-P2P	MG	UN-Africa	Madagascar	Antananarivo	Y			
26	UN-P2P	MW	UN-Africa	Malawi	Lilongwe	Y			
121	UN-P2P	MY	UN-Asia	Malaysia	Kuala Lumpur	Y			
104	UN-P2P	ML	UN-Africa	Mali	Bamako	N		Y	
91	UN-P2P	MR	UN-Africa	Mauritania	Nouakchott	N		Y	
90	UN-P2P	MU	UN-Africa	Mauritius	Port Louis	Y			
78	ISRP-PPP	MX	ISRP	Mexico	Mexico City	Y			
185	UN-P2P	MD	UN-Europe	Moldova	Chisinau	Y			
314	UN-P2P	MN	UN-Asia	Mongolia	Ulan Bator	Y			
187	ECP/Balk-PPP	ME	UN-Europe	Montenegro	Podgorica	Y			
1	UN-P2P	MA	UN-Africa	Morocco	Rabat	Y			
25	UN-P2P	MZ	UN-Africa	Mozambique	Maputo	Y			
311	UN-P2P	MM	UN-Asia	Myanmar	Yangon	ND		Y	
113	UN-P2P	NA	UN-Africa	Namibia	Windhoek	Y			
60	UN-P2P	NP	UN-Asia	Nepal	Kathmandu	Y			
106	No Source	NC	Australia	New Caledonia	NouMea	N		Y	
190	ISRP-PPP	NZ	ISRP	New Zealand	Wellington	ND		Y	
59	UN-P2P	NI	UN-North America	Nicaragua	Managua	Y			
62	UN-P2P	NE	UN-Africa	Niger	Niamey	N		Y	
126	UN-P2P	NG	UN-Africa	Nigeria	Abuja	Y			
229	ECP/Balk-PPP	MK	UN-Europe	North Macedonia	Skopje	Y			
103	ECP-PPP	NO	ECP	Norway	Oslo	N			Y
41	UN-P2P	PK	UN-Asia	Pakistan	Islamabad	Y			
194	UN-P2P	PA	UN-North America	Panama	Panama City	Y			
22	UN-P2P	PG	Australia	Papua New Guinea	Port Moresby	N		Y	
195	UN-P2P	PY	UN-South America	Paraguay	Asuncion	Y			
61	UN-P2P	PE	UN-South America	Peru	Lima	Y			
108	UN-P2P	PH	UN-Asia	Philippines	Manilla	Y			
114	UN-P2P	RU	UN-Europe	Russia	Moscow	Y			
21	UN-P2P	RW	UN-Africa	Rwanda	Kigali	Y			
42	UN-P2P	WS	Australia	Samoa	Apia	Y			
48	UN-P2P	SA	UN-Asia	Saudi Arabia	Riyadh	Y			
20	UN-P2P	SN	UN-Africa	Senegal	Dakar	N		Y	
231	ECP/Balk-PPP	RS	UN-Europe	Serbia	Belgrade	Y			
19	UN-P2P	SL	UN-Africa	Sierra Leone	Freetown	N		Y	
207	UN-P2P	SG	UN-Asia	Singapore	Singapore	Y			
101	UN-P2P	SB	Australia	Solomon Islands	Honiara	ND		Y	
18		SO	UN-Africa	Somalia	Mogadishu	ND			
124	UN-P2P	ZA	UN-Africa	South Africa	Pretoria	Y			
73	ISRP-PPP	KR	ISRP	South Korea	Seoul	Y			
224	UN-P2P	SS	UN-Africa	South-Sudan	Juba	ND		Y	
64	UN-P2P	LK	UN-Asia	Sri Lanka	Colombo	Y			
63	UN-P2P	SD	UN-Africa	Sudan	Khartoum	Y		N	
94	UN-P2P	SR	UN-South America	Suriname	Paramaribo	N		Y	
235	ECP-PPP	CH-BE	ECP	Switzerland	Bern	N			Y
82	ECP-PPP	CH-GE	ECP	Switzerland	Geneva	N			Y

Code Estat	P2P Sources	CODE ISO3166-2	Weights Source	DS	City	Inflation covered by					
						UN	IMF	INS	ICPH		
7		SY	UN-Asia	Syria	Damascus	ND		N			
216	Survey	TW	UN-Asia	Taiwan	Taipei	ND		Y			
215	UN-P2P	TJ	UN-Asia	Tajikistan	Duschanbe	Y					
15	UN-P2P	TZ	UN-Africa	Tanzania	Dar es Salaam	Y					
6	UN-P2P	TH	UN-Asia	Thailand	Bangkok	Y					
302	UN-P2P	TP	UN-Asia	Timor Leste	Dili	Y					
66	UN-P2P	TG	UN-Africa	Togo	Lome	N		Y			
58	UN-P2P	TT	UN-South America	Trinidad and Tobago	Port-of-Spain	Y					
56	UN-P2P	TN	UN-Africa	Tunisia	Tunis	Y					
67	ECP-PPP	TR	ECP	Turkey	Ankara	N			Y		
309	UN-P2P	TM	UN-Asia	Turkmenistan	Ashkhabad	ND	Y				
16	UN-P2P	UG	UN-Africa	Uganda	Kampala	Y					
220	UN-P2P	UA	UN-Europe	Ukraine	Kiev	Y					
310	UN-P2P	AE	UN-Asia	United Arab Emirates	Abu Dhabi	N		Y			
315	ECP-PPP	UK	ECP-80	United Kingdom	London				Y		
112	UN-P2P	US-NY	UN-North America	United States	New York	N		Y			
10	ISRP-PPP	US-WA	ISRP	United States	Washington	Y					
5	UN-P2P	UY	UN-South America	Uruguay	Montevideo	Y					
192	UN-P2P	UZ	UN-Asia	Uzbekistan	Tachkent	ND	Y				
53	UN-P2P	VU	Australia	Vanuatu	Port Vila	N		Y			
3	UN-P2P	VE	UN-South America	Venezuela	Caracas	ND					
125	UN-P2P	VN	UN-Asia	Vietnam	Hanoi	Y					
234	No source	PS-GZA	UN-Asia	West Bank - Gaza Strip	East Jerusalem	Y		N			
55	UN-P2P	YE	UN-Asia	Yemen	Sana a	ND					
96	UN-P2P	ZM	UN-Africa	Zambia	Lusaka	Y					
14	UN-P2P	ZW	UN-Africa	Zimbabwe	Harare	ND		Y			
						2 €	Total	122	6	50	6
						13 CFA franc	Total "N"	36	1	5	0
						9 US\$	Total "Y"	86	5	40	6
						4 CMA					

P2P survey source	
114	UN-ICSC
9	CO-ISRP
11	ESTAT-ECP *
1	Specific survey (TW)
6	No data
6	No source
147	Total

Index source	
86	UN-ICSC
40	NSI direct
6	HICP
5	IMF
10	Not being published
147	Total

* 10 countries (see **Annex 3**): data for CH-Bern also used for CH-Geneva

Annex 2 : UN-ICSC current duty stations

(a)

UN Duty Stations common with Extra-EU system			
Code Estat	CODE ISO3166-2	Country	City
	BE	Belgium	Brussels
127	AF	Afghanistan	Kabul
128	AL	Albania	Tirana
49	DZ	Algeria	Algiers
97	AO	Angola	Luanda
70	AR	Argentina	Buenos Aires
133	AM	Armenia	Yerevan
85	AU	Australia	Canberra
135	AZ	Azerbaijan	Baku
71	BD	Bangladesh	Dhaka
68	BB	Barbados	Bridgetown
142	BY	Belarus	Minsk
87	BZ	Belize	Belize (Belmopan)
37	BJ	Benin	Cotonou
72	BO	Bolivia	La Paz
228 / 303	BA	Bosnia and Herzegovina	Sarajevo / Banja Luka
36	BW	Botswana	Gaberone
4	BR	Brazil	Brasilia
79	BF	Burkina Faso	Ouagadougou
35	BI	Burundi	Bujumbura
143	KH	Cambodia	Phnom Penh
69	CM	Cameroon	Yaounde
9	CA	Canada	Ottawa
81	CV	Cape Verde	Praia
34	CF	Central African Republic	Bangui
65	TD	Chad	Ndjamena
44	CL	Chile	Santiago
74	CN	China	Beijing
118	CO	Colombia	Bogota
57	KM	Comoros	Moroni
33	CG	Congo	Brazzaville
88	CR	Costa Rica	San Jose
149	CU	Cuba	Havana
43	CD	Democratic Republic of the Congo	Kinshasa
32	DJ	Djibouti	Djibouti
54	DO	Dominican Republic	Santo Domingo
117	EC	Ecuador	Quito
13	EG	Egypt	Cairo
152	SV	El Salvador	San Salvador
236	ER	Eritrea	Asmara
31	ET	Ethiopia	Addis Ababa
23	FJ	Fiji	Suva
76	GA	Gabon	Libreville
51	GM	Gambia	Banjul
157	GE	Georgia	Tbilisi
39	GH	Ghana	Accra
119	GT	Guatemala	Guatemala City
98	GN	Guinea	Conakry
45	GW	Guinea-Bissau	Bissau
30	GY	Guyana	Georgetown
77	HT	Haiti	Port-au-Prince
99	HN	Honduras	Tegucigalpa
105	HK	Hong Kong	Hong Kong
80	IN	India	New Delhi
40 / 300	ID	Indonesia	Jakarta / Banda Aceh
313	IR	Iran	Teheran
163	IQ	Iraq	Baghdad

UN Duty Stations common with Extra-EU system			
Code Estat	CODE ISO3166-2	Country	City
38 / 234	IL	Israel	Jerusalem (for Tel Aviv & West bank - Gaza-Strip)
29	CI	Ivory Coast	Abidjan
100	JM	Jamaica	Kingston
8	JP	Japan	Tokyo
50	JO	Jordan	Amman
301	KZ	Kazakhstan	Nur-Sultan
28	KE	Kenya	Nairobi
316	KW	Kuwait	Kuwait
168	KG	Kyrgyzstan	Bichkek
171	LA	Laos	Vientiane
2	LB	Lebanon	Beirut
27	LS	Lesotho	Maseru
46	LR	Liberia	Monrovia
308	LY	Libya	Tripoli
47	MG	Madagascar	Antananarivo
26	MW	Malawi	Lilongwe
121	MY	Malaysia	Kuala Lumpur
104	ML	Mali	Bamako
91	MR	Mauritania	Nouakchott
90	MU	Mauritius	Port Louis
78	MX	Mexico	Mexico City
185	MD	Moldova	Chisinau
314	MN	Mongolia	Ulan Bator
187	ME	Montenegro	Podgorica
1	MA	Morocco	Rabat
25	MZ	Mozambique	Maputo
311	MM	Myanmar	Yangon
113	NA	Namibia	Windhoek
60	NP	Nepal	Kathmandu
106	NC	New Caledonia	NouMea
59	NI	Nicaragua	Managua
62	NE	Niger	Niamey
126	NG	Nigeria	Abuja
229	MK	North Macedonia	Skopje
103	NO	Norway	Oslo
41	PK	Pakistan	Islamabad
194	PA	Panama	Panama City
22	PG	Papua New Guinea	Port Moresby
195	PY	Paraguay	Asuncion
61	PE	Peru	Lima
108	PH	Philippines	Manilla
114	RU	Russia	Moscow
21	RW	Rwanda	Kigali
42	WS	Samoa	Apia
48	SA	Saudi Arabia	Riyadh
20	SN	Senegal	Dakar
231	RS	Serbia	Belgrade
19	SL	Sierra Leone	Freetown
207	SG	Singapore	Singapore
101	SB	Solomon Islands	Honiara
18	SO	Somalia	Mogadishu
124	ZA	South Africa	Pretoria
73	KR	South Korea	Seoul
224	SS	South-Sudan	Juba
64	LK	Sri Lanka	Colombo
63	SD	Sudan	Khartoum
94	SR	Suriname	Paramaribo
17	SZ	eSwatini	Mbabane
82 / 235	CH	Switzerland	Geneva / Bern

UN Duty Stations common with Extra-EU system			
Code Estat	CODE ISO3166-2	Country	City
7	SY	Syria	Damascus
216	TW	Taiwan	Taipei
215	TJ	Tajikistan	Duschanbe
15	TZ	Tanzania	Dar es Salaam
302	TP	Timor Leste	Dili
66	TG	Togo	Lome
58	TT	Trinidad and Tobago	Port-of-Spain
56	TN	Tunisia	Tunis
67	TR	Turkey	Ankara
309	TM	Turkmenistan	Ashkhabad
16	UG	Uganda	Kampala
220	UA	Ukraine	Kiev
310	AE	United Arab Emirates	Abu Dhabi
10 / 112	US	United States	Washington / New York
5	UY	Uruguay	Montevideo
192	UZ	Uzbekistan	Tachkent
53	VU	Vanuatu	Port Vila
3	VE	Venezuela	Caracas
125	VN	Vietnam	Hanoi
55	YE	Yemen	Sana a
96	ZM	Zambia	Lusaka
14	ZW	Zimbabwe	Harare

Total: 137

(b)

UN Duty Stations with no connection with Extra-EU system			
Code Estat	CODE ISO3166-2	Country	City
N/A	N/A	Austria	Vienna
N/A	N/A	Bahamas	Bahama
N/A	N/A	Bahrain	Bahrain
N/A	N/A	Bhutan	Thimphu
N/A	N/A	Bulgaria	Sofia
N/A	N/A	China, Macau	Macao (SAR)
N/A	N/A	Cyprus	Nicosia
N/A	N/A	Czech Republic	Prague
N/A	N/A	Denmark	Copenhagen
N/A	N/A	Equatorial Guinea	Malabo
N/A	N/A	Finland	Helsinki
N/A	N/A	France	Paris
N/A	N/A	Germany	Bonn
N/A	N/A	Greece	Athens
N/A	N/A	Hungary	Budapest
N/A	N/A	Ireland	Ireland
N/A	N/A	Italy	Rome
N/A	N/A	Kiribati	Tarawa
N/A	N/A	Korea, Dem. Peo. Of	Pyongyang
N/A	N/A	Latvia	Riga
N/A	N/A	Lithuania	Vilnius
N/A	N/A	Maldives	Male
N/A	N/A	Malta	Malta
N/A	N/A	Oman	Muscat
N/A	N/A	Poland	Warsaw
N/A	N/A	Portugal >> Lisbon	Lisbon
N/A	N/A	Qatar	Doha
N/A	N/A	Romania	Bucharest
N/A	N/A	Sao Tome and Principe	Sao Tome
N/A	N/A	Seychelles	Victoira
N/A	N/A	Slovak Republic	Bratislava
N/A	N/A	Slovenia, Republic of	Ljubljana
N/A	N/A	Spain	Madrid
N/A	N/A	St. Lucia	Castries
N/A	N/A	Sweden	Stockholm

Subtotal : 35

(c)

Extra-EU Duty Stations with no connection with UN system			
Code Estat	CODE ISO3166-2	Country	City
307	IS	Iceland	Reykjavik
304	XK	Kosovo	Pristina
190	NZ	New Zealand	Wellington
6	TH	Thailand	Bangkok

Subtotal : 4

Annex 3 : ECP participating countries coordinated by Eurostat and by OECD

(a) Countries coordinated by Eurostat within European Comparison Programme.

Northern	Western	Eastern	Southern
Denmark	Belgium	Austria	[Albania]
Estonia	Czech Republic	[Bosnia-Herzegovina]	Cyprus
Finland	France	Bulgaria	[North Macedonia]
[Iceland]	Germany	Croatia	Greece
Latvia	Ireland	Hungary	Italy
Lithuania	Luxembourg	[Montenegro]	Malta
[Norway]	Netherlands	Romania	Portugal
Sweden	[Switzerland]	[Serbia]	spain
Poland	[United Kingdom]	slovakia	[Turkey]
		Slovenia	

Total: 37

In bold 10 ESTAT ECP countries common with Extra-EU system.

NB. This represents 12 Extra-EU duty station locations altogether because 2 in Switzerland (Geneva and Bern) and 2 in Bosnia Herzegovina (Banja Luka and Sarajevo), although ECP data is only compiled for the capital city.

(b) Countries coordinated by OECD within the Joint Comparison Programme.

OECD	
Country	City
Japan	Tokyo
Rep Of Korea	Seoul
Mexico	Mexico City
U.S.A	Washington DC
Australia	Canberra
New Zealand	Wellington
Canada	Ottawa
Chile	Santiago
Israel	Tel-Aviv

Total: 9

Annex 4 : The COICOP classification in 80 Basic Headings

Group No	BH No	80 Basic Headings Extra-EU
1	1	BREAD AND CEREALS
1	2	MEAT
1	3	FISH
1	4	MILK, CHEESE AND EGGS
1	5	OILS AND FATS
1	6	FRUIT
1	7	VEGETABLES INCLUDING POTATOES AND OTHER TUBERS
1	8	SUGAR, JAM, HONEY, CHOCOLATE, AND CONFECTIONERY
1	9	FOOD PRODUCTS N.E.C.
1	10	COFFEE, TEA AND COCOA
1	11	MINERAL WATERS, SOFT DRINKS, FRUIT AND VEG. JUICES
2	12	SPIRITS
2	13	WINE
2	14	BEER
2	15	TOBACCO
3	16	GARMENTS
3	17	OTHER ARTICLES OF CLOTHING, CLOTHING ACCESSORIES AND MATERIALS
3	18	DRY CLEANING, REPAIR AND HIRE OF CLOTHING
3	19	FOOTWEAR INCLUDING REPAIRS AND HIRE
4	20	ACTUAL RENTALS PAID BY TENANTS
4	21	IMPUTED RENTS (not in HICP)
4	22	PRODUCTS FOR THE REGULAR MAINTENANCE AND REPAIR OF THE DWELLING
4	23	SERVICES FOR THE REGULAR MAINTENANCE AND REPAIR OF THE DWELLING
4	24	WATER SUPPLY
4	25	REFUSE AND SEWERAGE COLLECTION, OTHER SERVICES RELATED TO THE DWELLING
4	26	ELECTRICITY
4	27	GAS
4	28	LIQUID AND SOLID FUELS, HEAT ENERGY
5	29	FURNITURE AND FURNISHINGS
5	30	CARPETS AND OTHER FLOOR COVERINGS
5	31	REPAIR OF FURNITURE, FURNISHINGS AND FLOOR COVERINGS
5	32	HOUSEHOLD TEXTILES
5	33	MAJOR HOUSEHOLD APPLIANCES AND SMALL ELECTRIC HOUSEHOLD APPLIANCES
5	34	REPAIR OF HOUSEHOLD APPLIANCES
5	35	GLASSWARE, TABLEWARE, AND HOUSEHOLD UTENSILS
5	36	TOOLS AND EQUIPMENT FOR HOUSE AND GARDEN
5	37	NON-DURABLE HOUSEHOLD GOODS
5	38	DOMESTIC SERVICES AND HOME CARE SERVICES
6	39	HEALTH

Group No	BH No	80 Basic Headings Extra-EU
7	40	MOTOR CARS
7	41	MOTOR CYCLES AND BICYCLES
7	42	SPARE PARTS AND ACCESSORIES FOR PERSONAL TRANSPORT EQUIPMENT
7	43	FUELS AND LUBRICANTS FOR PERSONAL TRANSPORT EQUIPMENT
7	44	MAINTENANCE AND REPAIR OF PERSONAL TRANSPORT EQUIPMENT
7	45	OTHER SERVICES IN RESPECT OF PERSONAL TRANSPORT EQUIPMENT
7	46	PASSENGER TRANSPORT BY RAILWAY
7	47	PASSENGER TP BY ROAD
7	48	PASSENGER TP BY AIR
7	49	PASSENGER TP BY SEA AND INLAND WATERWAY
7	50	COMBINED PASSENGER TP
7	51	OTHER PURCHASED TP SERVICES
8	52	POSTAL SERVICES
8	53	TELEPHONE AND TELEFAX EQUIPMENT
9	54	EQUIP. FOR RECEPTION, RECORDING AND REPRODUCTION OF SOUND/PICTURES
9	55	PHOTOGRAPHIC AND CINEMATOGRAPHIC EQUIP. AND OPTICAL INSTRUMENTS
9	56	INFORMATION PROCESSING EQUIPMENT
9	57	RECORDING MEDIA
9	58	REPAIR OF AUDIO-VISUAL, PHOTOGRAPHIC AND INF. EQUIPMENT
9	59	MAJOR DURABLES FOR INDOOR/OUTDOOR RECREATION, INCL. MUSICAL INSTR.
9	60	MAINTENANCE/ REPAIR OF MAJOR DURABLES FOR RECREATION AND CULTURE
9	61	GAMES, TOYS AND HOBBIES
9	62	EQUIPMENT FOR SPORT, CAMPING AND OPEN-AIR RECREATION
9	63	GARDENS, PLANTS AND FLOWERS
9	64	PETS AND RELATED PRODUCTS
9	65	RECREATIONAL AND SPORTING SERVICES
9	66	CULTURAL SERVICES
9	67	BOOKS
9	68	NEWSPAPERS AND PERIODICALS
9	69	MISCELLANEOUS
9	70	PACKAGE HOLIDAYS
10	71	EDUCATION - PAID BY CONSUMERS
11	72	RESTAURANTS, CAFES AND THE LIKE
11	73	CANTEENS
11	74	ACCOMMODATION SERVICES
12	75	HAIRDRESSING SALONS AND PERSONAL GROOMING ESTABLISHMENTS
12	76	APPLIANCES, ARTICLES AND PRODUCTS FOR PERSONAL CARE
12	77	JEWELRY, CLOCKS AND WATCHES
12	78	OTHER PERSONAL EFFECTS N.E.C.
12	79	INSURANCE
12	80	OTHER SERVICES, INCLUDING FINANCIAL SERVICES N.E.C.

Annex 5 : The COICOP classification in 12 GROUPS

Group No	BH No	80 Basic Headings Extra-EU
1	1-11	FOOD AT HOME
2	12-15	ALCOHOL & TOBACCO
3	16-19	CLOTHING
4	20-28	UTILITIES
5	29-38	FURNITURE / FURNISHINGS
6	39	HEALTH & MEDECINE
7	40-51	TRANSPORTATION
8	52-53	COMMUNICATIONS
9	54-70	REC & ENTERTAINMENT
10	71	EDUCATION
11	72-74	FOOD AWAY FROM HOME
12	75-80	PERSONAL CARE & MISC

Annex 6 : UN-ICSC Instruction to Price surveyors

Introduction

- (1) The price survey covers items of food, clothing and footwear, transportation and miscellaneous goods and services. You are required to strictly adhere to the guidelines and procedures outlined below.
- (2) Two identical forms are provided for the entry of the prices collected for each of the items specified in the above groups. You may use one form as a working copy. However, the identical information must be transferred to the other copy. When the task is completed, return both copies to the Survey Coordinator. One copy will be retained at the local office and the other sent to New York.

List of Outlets

- (3) The names and addresses for the outlets to be visited will be provided to you by the Survey Coordinator.
- (4) The names and addresses of all outlets used should be entered and numbered sequentially on the sheet entitled "List of Stores" provided in each form. Thereafter, the NUMBER of the outlet in which a price was collected, NOT its name, should be entered under the "Store" column on the pricing sheet.
- (5) An outlet on the approved list is not used for price data collection if it:
 - is no longer in business;
 - could not be found at the location address provided; contains no items with the desired specifications;
 - does not correspond to the type of outlet it was supposed to represent (for instance, an outlet that was supposed to be a supermarket but turns out to be a gourmet shop for selected items cannot be used as originally classified); and
 - is a small designer boutique or bargain basement or budget store (these types of outlets are not used for price data collection).
- (6) Do not collect prices in any open market unless that is where expatriates shop or, if that is the only market available. Also, do not price substandard or luxury items.

Letter of introduction

- (7) It is strongly recommended that you receive from the survey coordinator a letter of introduction to present to the management of each outlet you visit. In addition to identifying you, the letter should also state the purpose of the exercise and request management's permission for you to collect the required data in the outlet. You should bear in mind that the sole purpose of the data collection is to compare current living costs at the duty station with those in New York and not for comparing one outlet's prices with those of other outlets at the duty station.

Pricing guideline and procedures

Number of price quotations

- (8) It is desirable to obtain five quotations for each price item, at least one from each of five different stores. In some situations, where the stores patronized by the international officials are limited in number, three quotations may be sufficient. In some cases, however, as explained in paragraph 18 below, more than 5 price quotations could be collected.

Review of items to be priced

- (9) The items included in these pricing forms are standard and used worldwide for the UN common system. It is assumed that some items may not be available due to local conditions. If some items cannot be priced due to conditions specific to the duty station (e.g., woolen clothing might not be available in a country with a warm climate), please give an explanation.

Use of specifications

- (10) Each item for which prices are to be collected is shown on a separate pricing sheet and described in the specification printed on the sheet. Please study the specifications thoroughly.
- (11) Prices should be collected in accordance with the specifications and any deviation should be noted. The column "Comments" should be utilized for any explanation or observations.
- (12) Prices should be collected for brands suggested in the specifications. If none are available, price well known good quality comparable brands.
- (13) All prices should refer to items which are in good condition and which are sold in sufficient quantity in the outlets. If the available item meeting the specification is not in good condition, or is the only piece (either because the management plans to stop selling it or because it will no longer be manufactured), then do not price the item.

Recording of the price data

- (14) Use one line (of the five lines per sheet) for each outlet. If more than one line is needed, write "see over" at the bottom of the page and use the reverse side of the pricing form, to record the information. Leave no blank spaces in any of the columns; the store, brand, weight, capacity, price, etc. must be filled in. Unless all the information is properly entered, your work cannot be considered as completed. Special attention should be given to the recording of the NET WEIGHT, CAPACITY OR SIZE. For instance, if the price for French bread is given as "50 cents per loaf", the average weight of a loaf must be indicated; otherwise the price without the weight is meaningless for the purpose of comparison. This rule also applies to the "bottle", "tube", "can", "box", or "piece"; these units must be further described as to weight or capacity.

- (15) Since data for five separate outlets will be recorded on a single page, do not allow any merchant to see the data collected in any other outlet. If it is necessary to show the item specification to any person who is assisting you, cover up any data already entered.

Domestic or imported

- (16) If domestic goods are purchased by the international officials, prices of domestic products are preferable. When imported goods are widely used, prices for imported goods should be obtained and the country of origin specified.

Sales tax

- (17) Prices should include retail sales tax and/or other taxes paid. If the tax is not included in the price of the item, indicate the tax rate to be used for the item.

Sale prices

- (18) Whether or not a sale price should be used may be determined by the type of sale involved. If the sale lasts for a week or more, and if the price collection is done during this period, then enter the sale price in the "Price" column, and in the "Comments" column, record the regular price. If, however, the sale is due to the complete liquidation of the outlet, a close-out of an entire line of merchandise, fire-damaged goods being cleared from the outlet, a one-day event or similar special circumstances, then enter the regular price of the item in the "Price" column. No additional notation is required.

Price ranges

- (19) In the case where there are several brands/models/varieties of an item, all of which meet the same specification, and there does not seem to be any part of the specification, that helps you decide which one to price, and then choose the one that is the best seller (usually the one occupying the largest shelf space). If there is no substantial difference among them in quantities sold, then give prices for three of the types which meet the specification and which show the lowest, highest and medium prices for the item in that outlet.

Specific commodity groups

- (20) For seasonal food items, it is especially important that you indicate the seasonality of the item priced.
- (21) If items sold in bulk (e.g., flour, rice) are usually sold by some special local measure, you may give the price for that measure, as long as you provide the equivalent standard.

Weight or capacity.

- (22) In all descriptions of food items, when we use the word "fresh", we do not mean "good-looking", "recently delivered to the market", or "newly-harvested". We mean,

"not further processed". Therefore, "Fresh pasteurized milk" is milk that has had nothing done to it except pasteurization. Thus, "fresh milk" is differentiated from "long life" and "tinned milk".

Annex 7 : Treatment of "Place-To-Place" surveys

Introduction

This annex describes specific treatment steps to integrate the data received from UN-ICSC and from CO-ISR under the Memorandum of Understanding.

Special cases

- UN-ICSC collect price data for 'Domestic Services' via the family budget survey, rather than the P2P price survey. It is recognised that consumption habits regarding domestic servants in Extra-EU locations can be very different from what is typical in Brussels or New York. Normally this would be reflected in the aggregation weights (see **chapter 7**).
- UN-ICSC does not collect prices for cars in "Group 2" duty stations, therefore Eurostat may compile internet prices from major retailers, or set the parity for this basic heading equal to 1.
- UN-ICSC compile prices for 'Passenger transport by air' for flights to and from New York, therefore Eurostat complements this information with internet prices by reference to Brussels using websites of main airline companies.
- For "RTPC" items priced by UN-ICSC in New York (and the duty station) Eurostat may compile internet prices in Brussels.
- It is accepted that clothing items available in the duty station may sometimes not exactly match the specifications. For example, according to seasonal, climatic and cultural differences, 100% wool or 100% cotton garments may not exist, whereas mixed fibres may be available.
- Similarly, the availability of other goods and services in Africa or Asia or Latin America or Pacific Islands may not exactly match the items which were priced in Brussels.
- Water, electricity, gas or other household-related services are sometimes included in a total accommodation 'package', and it is then difficult to split out these costs from the charge for rents. In such cases, the parity for the basic heading is set equal to 1. Normally this would be reflected in the aggregation weights (see **chapter 7**).
- In some locations, restaurant quality may be poor, requiring increased home cooking. Significantly different climate conditions may require greater expenditure on heating/cooling. Fuel oil may primarily be used for heating in one location, but not in another. Where power outages are common, generators may be required. Such differences are normally taken into account via the aggregation weights (see **chapter 7**).

Annex 8 : Quality indicators to help review surveys with effect from 2013

Quality sheet									
Item prices for Duty Station 00-Duty station Year Month									
Evolution PPA and CC, for the 12 Groups, between surveys (Old updated and new)									Date
Groups	Old Cycle up dated with CPI			New Cycle			% Diff New/Old	% Diff New/Old	
	PPP	X-rates	CC	PPP	X-rates	CC	PPP / CC	X-rates	
1-Food and non-alcoholic beverages									
2-Alcoholic beverages and tobacco									
3-Clothing and footwear									
4-Housing, water, electricity, gas and other fuels									
5-Furnishings, household equipment and routine maintenance of the house									
6-Health									
7-Transport									
8-Communications									
9-Recreation and culture									
10-Education									
11-Hotels, cafes and restaurants									
12-Miscellaneous goods and services									
All items									

Detailed results per Groups of the latest P2P								
Groups	Weight, Brussels	Weight, DS	PPP	CC	Collected items	Collected prices	Selected prices	Estimated DS weight
1-Food and non-alcoholic beverages	17.52	18.99			77	444		100.00%
2-Alcoholic beverages and tobacco	2.77	3.69			13	39		100.00%
3-Clothing and footwear	7.42	5.50			37	111		100.00%
4-Housing, water, electricity, gas and other fuels	6.57	5.37			4	12		100.00%
5-Furnishings, household equipment and routine maintenance of the house	10.22	13.85			54	126		100.00%
6-Health	2.63	0.56			23	69		100.00%
7-Transport	17.39	23.96			39	117		100.00%
8-Communications	2.94	3.77			10	30		100.00%
9-Recreation and culture	9.96	8.29			39	117		100.00%
10-Education	2.01	2.11			3	9		100.00%
11-Hotels, cafes and restaurants	13.75	7.94			13	39		100.00%
12-Miscellaneous goods and services	6.83	5.96			18	54		100.00%
All items	100.00	100.00			330	1167		100.00%

CC applicable before P2P	0.0
CC applicable after P2P	0.0
% change PPPs New / Old up dated survey	0.00%
% change X-rates New / Old up dated survey	0.00%
% change CCs New / Old up dated survey	0.00%
Last survey date	Date
Current survey date	Date
New delegation ?	Y / N
Nber BH cover 100% / 57	0 / 57
Number BH estimated	56 / 57
% weight estimated overall the 57 BHs	100.00%
Nber Items collected / 330	/ 330
Nber Items not selected	330
% Items covered	0.0%
Nber Dom Serv cover / 12	0 / 12
CC dom Serv	0.0
PPP Lasp	
PPP Pash	
PPP fisher	
P2P accepted / rejected	Y / N
Comments:	

Annex 9 : Automatic filters and checks in the electronic database

As part of the process of analysing P2P survey results received from UN-ICSC, Eurostat has established a series of automatic checks, which re-screen the data for potential errors and anomalies applying the criteria traditionally applied in Art.64 context. These checks are designed to make review of the survey results a fast and easy process, and to establish uniform standards for data behaviour and quality. As the types of data collected vary significantly both within and between locations, these automatic checks cannot hope to and are not meant to replace the detailed manual review of the data which has already been conducted by UN-ICSC. However, these checks are valuable tools for the analysis process.

The checks are limited to an examination of the average prices for items, as received from UN-ICSC, and do not consider individual price observations within that average. They deal with the consistency and dispersion of the data. Comparison is made from the relatively homogenous individual items up to the more heterogeneous Basic Heading to which that item relates (i.e. the result for a combined set of items), up to the overall aggregate which groups Basic Headings together.

It should be recalled that the UN-ICSC calculate the average price for an item as the unweighted simple arithmetic mean of the validated price observations. This average price is compared with the corresponding average price in Brussels to obtain a Price Ratio for the item. The Basic Heading parity is then calculated as the unweighted geometric mean of the Price Ratios for all the items in that BH. The overall aggregate Purchasing Power Parity is calculated as a Fisher index. Please see Chapter 2 for details.

Each **item** is evaluated for its consistency on two levels:

- (1) Price Ratio for item relative to parity for the Basic Heading (range 0.33x – 3x)
- (2) Price Ratio for item relative to the Overall PPP (range 0.33x – 3x)

The target for these two checks is that values should generally fall within a range of one-third (33%) to three times (300%). Items whose values fall outside that range would then be excluded from the Eurostat calculation. However this is only a guide: there can be legitimate reasons to retain the item in the calculation even if it has an apparently low or apparently high average price. Basic Headings generally contain a number of individual items, so excluding the average price for an item will generally not prevent calculation of a Basic Heading parity (i.e. using the average prices for the remaining items).

Each **Basic Heading** is evaluated for its consistency as follows:

- (1) Parity for the Basic Heading relative to the Overall PPP (range 0.33x – 3x)

The target for this check is that values should generally fall within a range of one-third (33%) to three times (300%). Basic Headings whose values fall outside that range would then be excluded from the Eurostat calculation. However this is only a guide: there can be legitimate reasons to retain the BH in the calculation even if it has an apparently low or apparently high parity. If the decision is taken to exclude a BH, the parity will instead be estimated applying the standard automatic rules for imputation (see Chapter 8).

Annex 10 : Family Budget Survey, online questionnaire

The Extra-EU questionnaire, version 2016.



FAMILY BUDGET SURVEY 2016

INTRODUCTION

Harmonized surveys are conducted jointly by Eurostat (the Statistical Office of the European Communities) and the ISRP (International Service for Remunerations and Pensions). The purpose is to collect specific information on spending, in order to estimate an average expenditure pattern for international staff and their families in each duty station.

The resulting pattern is an essential element in the calculation of post adjustments, purchasing power parities (PPP) and the correction coefficients (CC) applicable to the salaries of European Union officials, Co-ordinated Organisations staff, as well as other International Organisations, such as the European Patent Office.

The results of this survey will affect your salaries, and you therefore have a direct interest in completing the survey. Only you have the necessary information to evaluate your household expenditure, which is the object of the survey.

Please note that the aim of the survey is not to know what you spend, but how you spend. This means that the pattern of your expenditure will allow us to give adequate importance to different items in a basket of goods and services at the time of calculating the PPP.

The information you provide will remain completely anonymous. Its origin cannot be traced, since there is no name or number on the questionnaire. No basic data from the questionnaire will be communicated to unauthorised persons.

The information provided will be combined with that of other officials in order to calculate the average consumption structure of international officials in your place of employment. Therefore, in order to obtain statistically viable results, a large number of replies is vital.

Before you begin to fill in the questionnaire, please read the detailed instructions carefully at the start of each section.

If you have any questions, please first refer to the Frequently Asked Questions and then contact ISRP at sirp.fbs@oecd.org or Eurostat at estat-c3-fbs@ec.europa.eu.

[Click here to print all the questions and guidelines](#)

Important General Guidelines

- Please take the necessary time to complete all sections of the questionnaire. Remember that an incomplete questionnaire is not likely to be usable, and your efforts will be wasted. If you forget to record the purchase of a bus ticket or a newspaper, this will have little impact on the overall quality of the results; however, your best estimate for an expense is better than leaving a blank.
- If you cannot find an expense item in one of the boxes provided: Consult the glossary at the end of the survey, which indicates where certain items are classified.
- Use the section 5 "OTHER EXPENSES", specifying as much as possible the nature and the amount of your expenditure.

SECTION 1 : PERSONAL INFORMATION

[Print this section](#)

Specific Guidelines

An * denotes a mandatory field.

The information provided in this section is essential to validate the survey results and to aggregate them to the total population of international officials in your place of employment.

Dwelling information relates solely to your main dwelling in your country of residence.

As the accommodation cost is a very important element in the calculation of correction coefficients, it is essential that all related questions are answered and that the total area of living space be filled in accurately.

- If you are a **tenant**, please record your current monthly rent, excluding charges for utilities and other services such as common lighting, elevator, etc. (includes long term hotel, boarding house, shared rentals);
- Exclude any payments for garages, unless this is an integral part of your rent. Service and utility charges are shown in Section 2 (Dwelling related regular bills) of the questionnaire;
- If you are the **owner** of your accommodation and if you bought it on a mortgage or any other loan, please state your current monthly loan payment (capital plus interest), but excluding any life insurance.

Basic Information

Country of residence *

City of employment *

Institution/Agency/Organisation *

Please select an Institution

Expatriate, according to Staff Regulations *

- Yes
 No

Status *

- Official/Permanent employee
 Temporary agent
 Contractual agent
 Other

Function group and grade *

Please select a Grade

Number of days on holidays *

Number of days on mission *

Number of persons in your household - If you have no household members in these categories, please enter 0

Adults (including yourself) AT the duty station

Dependent children AT the duty station

Adults staying elsewhere

Dependent children staying elsewhere

Total

Is any member of your family besides yourself working? *

- Yes
 No

Is your salary 40% or more of the total family income? *

- Yes
 No

Dwelling Information

Housing *

- Tenant
 Owner

Type of dwelling *

Please select a dwelling type

Number of bedrooms *

Please select a number of bedrooms

Estimated total area or living space

Square Meters

SECTION 2 : DWELLING RELATED REGULAR BILLS

[Print this section](#)

Specific Guidelines

This section concerns your main regular bills such as telephone, electricity, etc. Please record the amount which you currently pay on an average monthly basis, or over the last 12 months. Please also indicate "yes" if these bills are included in your rent, (previously listed in Section 1).

Regular bills should relate to your primary dwelling in your country of residence only.

If you own a dwelling for investment purposes in your country of residence (i.e. if usually rented out), related costs should not be recorded in this survey.

If you own or rent a second home outside your country of residence, please record related expenditure in section 5.

If there is no expenditure for one group, please enter '0'.

Dwelling related regular bills (in your country of residence)

	Expenditure in an average month OR...	Expenditures in the last 12 months	Included in rent
1 - Charges for dwelling(s) ▾ *	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes
2 - Water supply ▾ *	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes
3 - Electricity *	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes
4 - Gas ▾ *	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes
5 - Solid and liquid fuel for domestic heating and other types of heating energy *	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes
4 - Gas ▾ *	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes
5 - Solid and liquid fuel for domestic heating and other types of heating energy *	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes
6 - Garage ▾ *	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes
7 - Telephone fixed/mobile, and Internet bills ▾ *	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes
8 - Cable/satellite TV subscription fees *	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes
9 - Local, TV and housing taxes *	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes

SECTION 3 : AVERAGE MONTHLY OR YEARLY HOUSEHOLD EXPENSES

[Print this section](#)

Specific Guidelines

In this section you are asked to record, for a typical 1 month period (including weekends), your own expenditure as well as the expenditure of the other members of your household on food and food-related items, non-alcoholic beverages, alcoholic and tobacco products, restaurants and canteens.

Question 14 "Restaurants, cafes, bars, take-away" refers to purchases of food, beverages, ice creams, etc. in any of these places, or when delivered to your home/office.

The main purpose of the survey is to estimate average annual expenditure of households in your country of residence. Each question allows you to include your purchases either over an average month, or in the last year, inside the country of your duty station. Any private expenditure in another country should be recorded under "Purchases OUTSIDE the country duty station", including the amount and currency.

For questions 10 and 11 (Food and non-alcoholic beverage), **if there is no expenditure for one group, please enter '0'.**

The consumption pattern will be calculated on the basis of annual expenditure. Therefore, if you enter a monthly amount, the questionnaire will automatically calculate your expenses over the 12 month period on this basis.

Purchases via Internet: All purchases made via Internet are considered as expenses made in your country of residence, provided the purchased goods are delivered to your country of residence.

If you cannot find an expenditure item in one of the boxes provided, you can search the glossary, or record this in section 5 "Other expenses".

Food and non-alcoholic Beverages

	Purchases INSIDE the country of duty station		Purchases OUTSIDE the country of duty station	
	Expenditure in an average month OR...	Expenditures in the last 12 months	Amount	Currency
10 - Food *	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="checkbox"/>
11 - Non-alcoholic beverages ▾ *	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="checkbox"/>

Tobacco and Alcoholic beverages

	Purchases INSIDE the country of duty station		Purchases OUTSIDE the country of duty station	
	Expenditure in an average month OR...	Expenditures in the last 12 months	Amount	Currency
12 - Alcoholic beverages ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="checkbox"/>
13 - Tobacco, e-cigarettes ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="checkbox"/>

Meals purchased outside of household

	Purchases INSIDE the country of duty station		Purchases OUTSIDE the country of duty station	
	Expenditure in an average month OR...	Expenditures in the last 12 months	Amount	Currency
14 - Restaurants, cafes, bars, take-away	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="checkbox"/>
15 - Canteens ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="checkbox"/>

Plane Tickets & Holidays Specific Guidelines

Air tickets purchased in your country of residence should be recorded in Question 20 (planes), while a package holiday purchased at travel agencies or online within your country of residence should be recorded in Question 71 (package holidays). A hotel bill paid in a foreign country should be recorded under "Purchases OUTSIDE the country duty station", including the amount and currency.

Public transport

	Purchases INSIDE the country of duty station		Purchases OUTSIDE the country of duty station	
	Expenditure in an average month OR...	Expenditures in the last 12 months	Amount	Currency
16 - Local public transport ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="checkbox"/>
17 - Taxi	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="checkbox"/>
18 - Trains ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="checkbox"/>
19 - Coaches	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="checkbox"/>

20 - Planes	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>
21 - Ferries	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>
22 - Combined Passenger transport <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>
23 - Other purchased transport services <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>

Cars Specific Guidelines

We are looking for the **net expenditure** on vehicles. Therefore, if you have purchased car(s), new or second-hand, over the **last 5 years**:

- record in box 24a the **actual price you paid for all cars** over that period (exclude loan interest if you purchased any vehicle on credit), and
- record in box 24b the sale price of the car(s) you sold over the same period.

Private transport

	Total amount over the last 5 years
24a - Price paid for all cars purchased	<input type="text"/>
24b - Sale price for cars sold over the same period	<input type="text"/>
25 - Motorcycles, scooters and bicycles	<input type="text"/>

Other expenses on private transport

	Purchases INSIDE the country of duty station		Purchases OUTSIDE the country of duty station	
	Expenditure in an average month OR...	Expenditures in the last 12 months	Amount	Currency
26 - Tyres, spare parts, accessories and articles for cleaning	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>
27 - Fuel	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>
28 - Maintenance and repair of personal transport equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>
29 - Hire of vehicles, driving school, tolls and public parking	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>

Individual Expenditure for main (and other) dwelling(s) in your country of residence

	Purchases INSIDE the country of duty station		Purchases OUTSIDE the country of duty station	
	Expenditure in an average month OR...	Expenditures in the last 12 months	Amount	Currency
30 - Major repairs and refurbishments	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>
31 - Products and services for minor repairs and maintenance	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>
32 - Home alarm <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>

Furniture and other household products

	Purchases INSIDE the country of duty station		Purchases OUTSIDE the country of duty station	
	Expenditure in an average month OR...	Expenditures in the last 12 months	Amount	Currency
33 - Furniture and furnishings ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▼
34 - Carpets and other floor covering	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▼
35 - Household textiles ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▼
36 - Glassware, tableware, household utensils	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▼
37 - Non-durable household products ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▼

Electrical appliances and electronic equipment

	Purchases INSIDE the country of duty station		Purchases OUTSIDE the country of duty station	
	Expenditure in an average month OR...	Expenditures in the last 12 months	Amount	Currency
38 - Major household appliances including heating/cooling appliances ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▼
39 - Small electric household appliances ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▼
40 - Audiovisual equipment ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▼
41 - Photographic and cinematographic equipment ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▼
42 - Information processing equipment ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▼
43 - Telephones, answering and fax machines	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▼

Leisure, sports, recreation, culture

	Purchases INSIDE the country of duty station		Purchases OUTSIDE the country of duty station	
	Expenditure in an average month OR...	Expenditures in the last 12 months	Amount	Currency
44 - Cinema, theatre, concerts, dancing, museum, zoo	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▼
45 - Recreation and sporting activities ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▼
46 - Recording media ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▼

47 - Photographic services ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▾
48 - Musical instruments	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▾
49 - Durable goods for indoor and outdoor recreation ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▾
50 - Equipment for sport, camping and open-air recreation ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▾
51 - Tools and equipment for house and garden ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▾
52 - Toys, games	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▾
53 - Gardens, flowers, plants	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▾
54 - Pets, pet food and related products and services	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▾

Clothing and footwear

	Purchases INSIDE the country of duty station		Purchases OUTSIDE the country of duty station	
	Expenditure in an average month OR...	Expenditures in the last 12 months	Amount	Currency
55 - Men's coats & jackets	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▾
56 - Other men's clothing ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▾
57 - Women's coats & jackets	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▾
58 - Other women's clothing ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▾
59 - Boy's and girl's clothing ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▾
60 - Clothing accessories ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▾
61 - Footwear for men, women and children	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▾

Personal care and miscellaneous goods

	Purchases INSIDE the country of duty station		Purchases OUTSIDE the country of duty station	
	Expenditure in an average month OR...	Expenditures in the last 12 months	Amount	Currency
62 - Hairdressing, beauty care for men and women ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▾
63 - Electric appliances ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▾
64 - Cosmetics ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▾
65 - Other goods for personal care ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▾
66 - Jewellery, clocks and watches	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▾
67 - Travel goods ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR ▾

Books, Newspapers, Magazines

	Purchases INSIDE the country of duty station		Purchases OUTSIDE the country of duty station	
	Expenditure in an average month OR...	Expenditures in the last 12 months	Amount	Currency
68 - Books	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>
69 - Newspapers, magazines	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>
70 - Miscellaneous printed materials and stationery	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>

Holiday services

	Purchases INSIDE the country of duty station		Purchases OUTSIDE the country of duty station	
	Expenditure in an average month OR...	Expenditures in the last 12 months	Amount	Currency
71 - Package holidays	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>
72 - Hotels, motels, camping, holiday rental	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>

Domestic services, dry cleaning

	Purchases INSIDE the country of duty station		Purchases OUTSIDE the country of duty station	
	Expenditure in an average month OR...	Expenditures in the last 12 months	Amount	Currency
73 - Domestic services ☞	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>
74 - Dry cleaning and laundry	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>

Repairs

	Purchases INSIDE the country of duty station		Purchases OUTSIDE the country of duty station	
	Expenditure in an average month OR...	Expenditures in the last 12 months	Amount	Currency
75 - Repair of furniture, furnishings and carpets	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>
76 - Repair of household appliances and electronic equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>
77 - Maintenance or repair of musical instruments and recreation durables	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>
78 - Shoe repairs	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>
79 - Clothing repairs	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>

Insurance and other services

	Purchases INSIDE the country of duty station		Purchases OUTSIDE the country of duty station	
	Expenditure in an average month OR...	Expenditures in the last 12 months	Amount	Currency
80 - Vehicle insurance	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="checkbox"/>
81 - House/flat insurance	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="checkbox"/>
82 - Health and accident insurance (complementary basic medical insurance)	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="checkbox"/>
83 - Postal services, stamps, parcels	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="checkbox"/>
84 - Financial & other services 	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="checkbox"/>

Education

	Purchases INSIDE the country of duty station		Purchases OUTSIDE the country of duty station	
	Expenditure in an average month OR...	Expenditures in the last 12 months	Amount	Currency
85 - Educational fees (in your country of residence, before reimbursements)				
a. Tuition and enrolment fees	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="checkbox"/>
b. Board, lodging and school meals	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="checkbox"/>
c. Books and supplies	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="checkbox"/>
d. Group transportation	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="checkbox"/>
e. Total of above if breakdown not known	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="checkbox"/>
86 - Crèche, playschool, kindergarten, day care	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="checkbox"/>
87 - Music and language courses	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="checkbox"/>
		Education Reimbursement INSIDE the country of duty station	Education Reimbursement OUTSIDE the country of duty station	
		Reimbursement over the last 12 months	Amount	Currency
88 - Total amount of reimbursement you received during the past 12 months		<input type="text"/>	<input type="text"/>	EUR <input type="checkbox"/>

Health Expenses

	Purchases INSIDE the country of duty station		Purchases OUTSIDE the country of duty station	
	Expenditure in an average month OR...	Expenditures in the last 12 months	Amount	Currency
89 - Medical, dental, paramedical services, hospital and out-patient				
Expenditure	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>
Reimbursement	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>
90 - Prescription and non-prescription drugs and vitamins				
Expenditure	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>
Reimbursement	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>
91 - Therapeutic appliances and equipment, other medical supplies				
Expenditure	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>
Reimbursement	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>

SECTION 5 : OTHER EXPENSES

 Print this section

Specific Guidelines

This section concerns expenses in your country of residence for which you have not found an appropriate box in the questionnaire or the annexed glossary, or expenses outside your duty station country. In that case, you may note these expenses in the boxes below with a short description of the related expenditure.

Other Expenses

	Description	Purchases INSIDE the country of duty station		Purchases OUTSIDE the country of duty station	
		Expenditure in an average month OR...	Expenditures in the last 12 months	Amount	Currency
92 - Expense 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>
93 - Expense 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>
94 - Expense 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>
95 - Expense 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>
96 - Expense 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>
97 - Expense 6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>
98 - Expense 7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>
99 - Expense 8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>
100 - Expense 9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EUR <input type="button" value="v"/>

COMMENTS

[Print this section](#)

Specific Guidelines

Please use this space to record your own comments. Any additional information or comments on the questionnaire or its contents, as well as your comments on general availability of products and other aspects of shopping at the duty station, will be helpful.

Comments

Comments

SUMMARY - SAVE OR SUBMIT

Specific Guidelines

You can save the questionnaire at any time and return to it. But please **be sure you have responded to all of the questions and have provided all of your expenses before submitting your questionnaire.**

This provides a complete view of your answers

[Print](#)

Section 1		Expenditure in an average month OR...	Expenditures in the last 12 months	Included in rent
Section 2	Section 2 : Dwelling Related Regular Bills			
Section 3	1 - Charges for dwelling(s)	EMPTY	EMPTY	EMPTY
Section 4	2 - Water supply	EMPTY	EMPTY	EMPTY
Section 5	3 - Electricity	EMPTY	EMPTY	EMPTY
Comments	4 - Gas	EMPTY	EMPTY	EMPTY
	5 - Solid and liquid fuel for domestic heating and other types of heating energy	EMPTY	EMPTY	EMPTY
	6 - Garage	EMPTY	EMPTY	EMPTY
	7 - Telephone fixed/mobile, and Internet bills	EMPTY	EMPTY	EMPTY
	8 - Cable/satellite TV subscription fees	EMPTY	EMPTY	EMPTY
	9 - Local, TV and housing taxes	EMPTY	EMPTY	EMPTY

Save your answers and complete the survey later

Email

The email address you provide to save your data will be used to send you a unique link allowing you to

The email address you provide to save your data will be used to send you a unique link allowing you to access and modify your answers until you submit the survey.

Your email address will be encrypted in a way it cannot be decrypted.

This means that so the data you provided can never be linked to you. Your anonymity is guaranteed!

We recommend that you always open the survey using the link you will receive in the by email.

If you lose the email containing the link to your survey, you will still be able to access your data using the form on the homepage of the survey.

Save

Save your answers and complete the survey later

Submit your answers

Email

After you submit your answers, you will see a summary of your expenditures statistics splitted in category. If you wish to access this summary later, you can provide your email address to receive a unique link which will allow you to.

Please note that this email address will not be saved and used only once to send you the access link to your expenses statistics.

Submit

Please note that you will not be able to change the data afterwards.

GLOSSARY

Using the glossary

Use the search field to find an element in the glossary.

You can then click on the results provided below, which will take you directly to the corresponding question in the survey so that you may input your expense.

Please note : Record any gifts in the corresponding expenditure area for the gift. For example, a gift of jewellery under "jewellery" in question 66. A gift of a toy under "toy" in question 52.

10 records per page

Search:

Entry	Question number
accessories for pc	42
accidental death insurance	92
acupuncturists	89
air transport	20
air-conditioner	38
airplanes - tickets	20
airplanes -purchase of	49
alarm clocks	66
alimony payments	92
all-inclusive holidays	71
Entry	Question number

Showing 1 to 10 of 470 entries

	1	2	3	4	5	
--	---	---	---	---	---	--

FREQUENTLY ASKED QUESTIONS

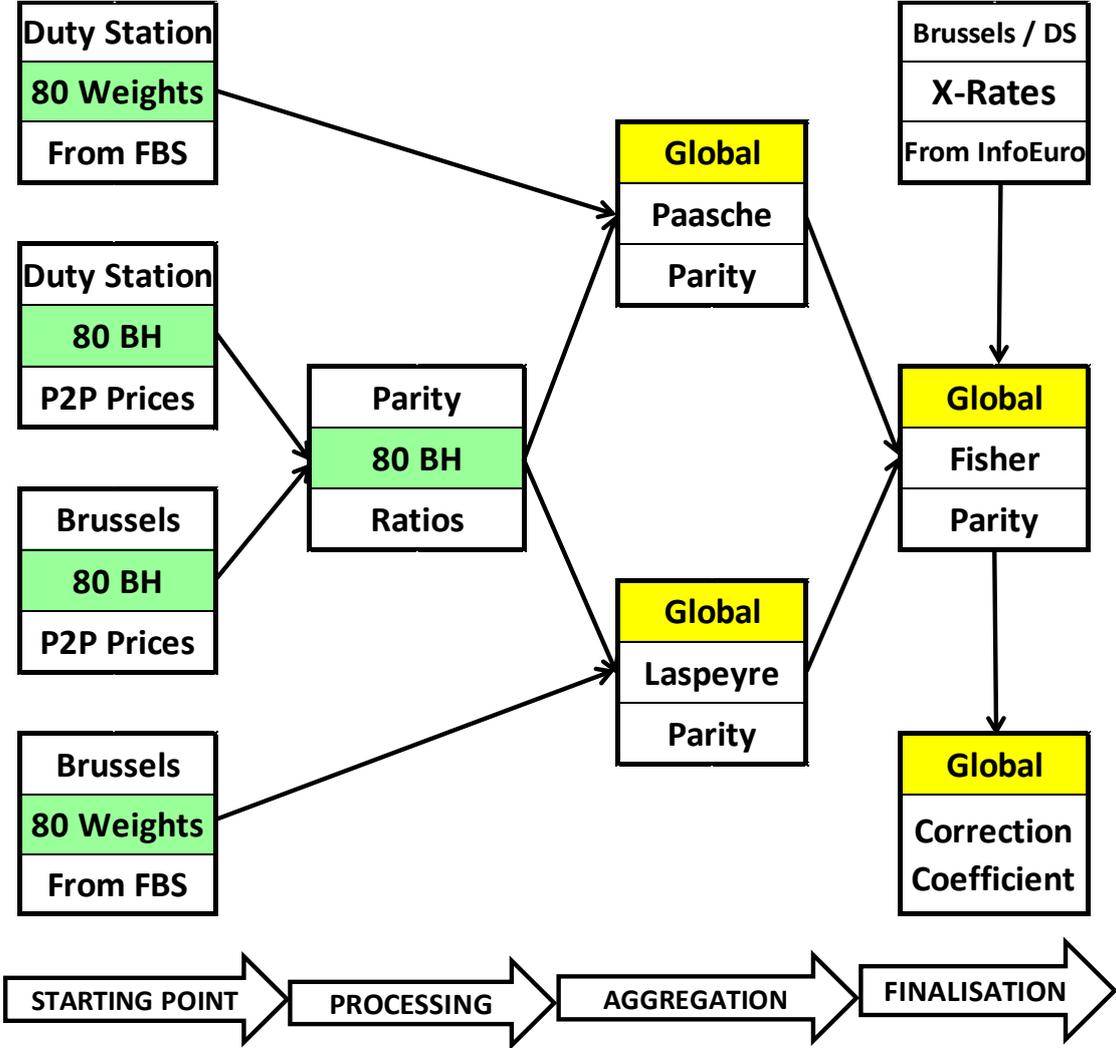
The PDF file is available here: [FAQ_SHE_2014_ISRP_EN](#)

Annex 11 : Places with UN regional and ISRP Extra-EU weights

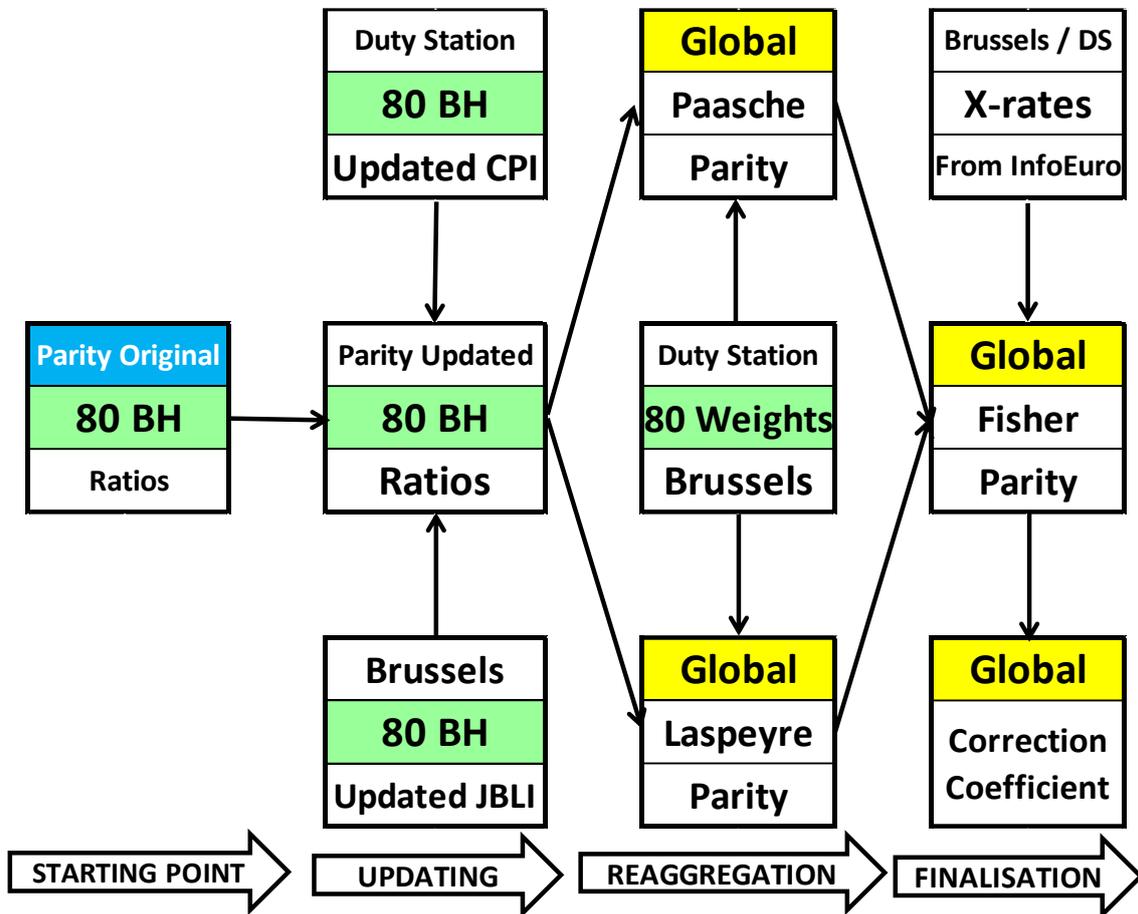
Average Africa Weights	Average Asia Weights	Average Australia Weights	Average Europe Weights	Average North America Weights	Average South America Weights	ECP ISRP Weights
Code Estat Duty Stations						
1	2	22	114	54	3	8
13	6	23	128	59	4	9
14	7	42	142	68	5	10
15	38	53	185	77	30	67
16	41	101	187	87	44	73
17	48	106	220	88	58	78
18	50	Total: 6	228	99	61	82
19	55		229	100	70	85
20	60		231	112	72	103
21	64		303	119	94	190
25	71		304	149	117	235
26	74		Total: 11	152	118	307
27	80		194	195	Total: 12	
28	105		Total: 13	Total: 13		
29	108					
31	121					
32	125					
33	127		In yellow DS not covered; CC=0			
34	133					
35	135					
36	143					
37	157					
39	163					
43	168					
45	171					
46	192					
47	207					
49	215					
51	216					
56	234					
57	40					
62	300					
63	301					
65	302					
66	309					
69	310					
76	311					
79	313					
81	314					
90	Total: 39					
91						
96						
97						
98						
104						
113						
124						
126						
224						
236						
308						
Total: 51						

Annex 12 : Diagram of calculation steps establishing and updating a correction coefficient for a duty station

(1) A flowchart of the process for **calculating original** salary correction coefficients for officials stationed in delegations outside the European Union.



(2) A flowchart of the process for **updating** salary correction coefficients for officials stationed in delegations outside the European Union.



Annex 13 : Summary comparison Intra-EU and Extra-EU methodology

1)	Extra-EU	Intra-EU
Legal Framework	EU staff regulation, Article 64, Annex XI + Annex X	EU staff regulations, Article 64, Annex XI
Application of CC	On request (eg; > 100)	Automatic
Adopt 1. July values	Automatic	Automatic
Adopt intermediate values	Automatic when variation >5% Art 13 Annex 10)	Automatic 1. January when variation > 3% (Art6 Annex II)
Personnel affected	< 5000	>50000
Duty stations	c.145	c.30
Living costs excluded	Housing (because reimbursed separately)	N/A

2)	Extra-EU	Intra-EU
Price data collection	UN ICSC	National Statistical Offices
Price indexation	UN ICSC (NSIs) At COICOP 12 Groups level	National Statistical Offices at detailed level
Rents data	N/A	Direct surveys
Domestic services	Special calculation	Standard survey approach
P2P frequency	5 year cycle. Rotation (Priority). Full basket	Two surveys per year. Simultaneous. 1/3 Basket each year.
Product definitions	c.329	c.3000
Price quotations	Average 5	Average 10 - c.30000
Basic Headings	80 (from 2015 / 2016)	80

3)	Extra-EU	Intra-EU
Basic heading PPP	Geometric average	Geometric average
Aggregate PPP	fisher, bilateral Brussels	Fisher, bilateral Brussels
Expenditure weights	FBS, 5-7 years. Common pool	FBS, 5-7 years. Unique / regional structure
Dwelling type weights	N/A	SHS, 5-7 years
Hardship allowance	Yes (ICV)	No
volatility (Inflation and exchange rates)	Generally higher	Generally lower

Annex 14 : Summary comparison Extra-EU and UN-ICSC methodology

Methodology summary for UN.ICSC and ESTAT.C6 extra-EU

UN.ICSC approach to establishing Post Adjustment Indices	ESTAT.C6 approach to establishing Extra-EU Correction Coefficients
0. establish list of product definitions	0. establish list of product definitions
1. collect prices in New York in US\$	1. collect prices in Brussels in EURO
2. collect prices in duty station in local currency	2. collect prices in duty station in local currency
3. convert local prices [2.] to US\$ using exchange rate	
4. divide [3.] by [1.] to establish price ratios	3. divide [2.] by [1.] to establish price ratios
5. establish weights for both places	4. establish weights for both places
6. use weights [5.] to aggregate price ratios [4.] using <i>Wash</i> formula, to produce "baseline" PAI at global level	5. use weights [4.] to aggregate price ratios [3.] using <i>Fisher</i> formula to produce "baseline" PPP at global level
	6. divide "baseline" PPP [5.] by exchange rate to EURO, to establish "baseline" CC at global level
7. establish temporal index in New York in US\$, at global level - <u>or best level of detail?</u>	7. establish temporal index in Brussels in EURO, at global level - <u>or best level of detail</u>
8. establish temporal index in duty station in local currency, at global level - <u>or best level of detail?</u>	8. establish temporal index in duty station in local currency, at global level - <u>or best level of detail</u>
9. divide [8.] by evolution of exchange rate to US\$	
10. multiply "baseline" PAI at global level by ratio between [9.] and [7.], to establish new PAI at global level - <u>or best level of detail?</u>	9. multiply "baseline" PPP at global level [5.] by ratio between [8.] and [7.], to establish new PPP at global level - <u>or best level of detail</u>
	10. divide new PPP at global level [9.] by exchange rate to EURO, to establish new CC at global level

Annex 15 : Some possible reasons for apparent differences in evolution of PPP over time and local consumer price index movement

1. The aim of the Extra-EU CC exercise is to maintain equivalence with Brussels purchasing power, which is a different objective from maintaining local purchasing power in the duty station.
2. Both PPP and CPI are averages, and may not reflect the specific situation of any given person.
3. The interest is in relative price movement: local CPI movement needs to be divided by Brussels CPI movement, before comparing to PPP movement.
4. National CPI methodology may not be harmonised with the way inflation is measured in Brussels.
5. Items priced for PPP purposes are not the same as those priced for CPI purposes. For CPI, the items priced should be identical at different points in time in the same place, whereas for PPP the basic need is to price similar products at the same time in different places. Two separate PPP snapshots can be based on different sets of items, each being the best possible comparison at that moment.
6. Rents are excluded for Extra-EU PPP purposes, as specific accommodation arrangements are made for expatriate officials. By contrast, rents are typically included for CPI.
7. Family budget surveys are used to identify consumption expenditure patterns (weights). They are different for PPP and CPI. For PPP the focus is on EU officials: their spending habits typically differ significantly from the national patterns which are used for CPI weighting purposes.
8. PPP focus on a particular duty station city (e.g. New Delhi) whilst CPI are generally country-based indices (e.g. India).