MOBILITY STARTER KIT
As the leader in global mobility data and consulting services, Mercer understands that companies with a newer or smaller expatriate program often need additional help. **Mercer Mobility Starter Kit** was created to assist companies new to global mobility get their programs up and running.

Our **Mercer Mobility Starter Kit** includes everything that companies need when beginning their international expansion:

**GLOBAL MOBILITY HANDBOOK (VOLUMES 1 AND 2)**
- A compilation of articles and guidelines for successful expatriation for those new to global mobility
- Areas covered include all phases of the expatriation process:
  - Administration
  - Pre-assignment preparation
  - Pay packages & compensation design
  - Budgeting and cost containment
  - Tax
  - Repatriation

  [imercer.com/mobilityperspectives](imercer.com/mobilityperspectives)

**TOTAL ASSIGNMENT COST PROJECTIONS**
The cost projections provided with the service include:
- Customized assumptions resulting in the most accurate projections
- Calculations of host location tax liabilities payable by the company
- Projected costs in total, as well as year-by-year

A Mercer consultant will aid you through the completion of the Cost Projection Considerations Worksheet, providing definitions and guidance.

Cost projection components include:
- All compensation-related elements
- Relocation costs
- Estimated worldwide tax and social security liability
- Annual and total incremental assignment costs
- Detailed breakdown of compensation
- Relocation expenses and taxes

[imercer.com/iacp](imercer.com/iacp)

**ASSIGNMENT BALANCE SHEET AND HOST HOUSING REPORT**
Mercer will deliver individual remuneration statements that will report package compensation, including:
- Base salary
- Goods & Services Differential
- Hardship allowance, if any
- Housing allowance
- Other kinds of assignment allowance(s)
- Employee housing contribution
- Hypothetical tax deduction/contribution
- Social security deduction/contribution

Where applicable, the statement will also include an equalization illustration, split-pay diagram and assignment location budget in host currency

[imercer.com/balance](imercer.com/balance)

**MERCERPASSPORT® AND LOCATION GUIDES**
MercerPassport® is a valuable reference guide for working and living abroad. The location-specific guides give you and your expatriates practical information needed for any of the 109 countries and more than 200 cities around the globe. Whether you are trying to find out how the medical care system works in a country or trying to locate a doctor in your neighborhood, this is one resource you want to have at hand.

[imercer.com/mercerpassport](imercer.com/mercerpassport)

**EXPATRIATE CHECKLISTS**
The Mobility Starter Kit will include a series of checklists available to assist in the expatriation process:
- HR checklist
- Assignee checklist
- Vendor checklist
One of the following three Flex Products is included:

SHORT-TERM PER DIEMS
Location-specific daily allocations for short-term assignments, which last 3-12 months. A location-specific per diem calculator that can be shared among HR, line management and anyone else involved with short-term assignments is provided. imercer.com/short-term

HARDSHIP: LOCATION EVALUATION REPORTS
International employees are often assigned to locations where the living conditions differ dramatically from those at home. Compensating expatriates fairly for this change not only keeps your company competitive but also avoids assignee dissatisfaction – which can be costly. Mercer’s Location Evaluation Reports, prepared in partnership with Control Risks Group, assess more than 14 factors that make up daily life for expatriates and their families. Using this data, Mercer establishes recommended premiums for your expatriates. imercer.com/lер

INTERNATIONAL CAR POLICIES
Our International Car Policies reports can help you understand corporate car policies in 75 countries. They examine car costs, expatriate car benefit policies across markets, and help identify cost-saving measures. imercer.com/carpolicies

Clients can access information available in the starter kit through three tiers of servicing packages:

TIER I PACKAGE
The Tier I option is a bundled service offering that will provide you with all the information necessary to consider before, during and after deploying staff globally, as well as a set of individualized costing and communication tools:
• Global Mobility Handbook
• Total Assignment Cost Projections and Set-up
• An Assignment Balance Sheet and corresponding Host Housing Report
• MercerPassport® Report
• Expatriate Checklists
• Letter of Assignment (LOA) – List of items to include only

Besides the above core elements, you will be able to choose an additional report best suited for your policy needs from the following:
• Short-Term Per Diems for a specific location
• Location Evaluation Report (Hardship report)
• International Car Policies Report

TIER II PACKAGE
The Tier II service offering is designed for those organizations who are seeking Mercer’s expertise in streamlining their global mobility policy intent. We will guide you through the development of your expatriate management program, focusing on developing concrete plans for all policy elements, from setting the scope and philosophy of your policies to planning specific benefits and allowances.

Following collaborations with your team, Mercer will provide a completed Policy Development workbook to help jump-start your mobility program. We will also prepare a Letter of Assignment template based on your policy decisions that can be easily personalized for each assignee.

TIER III PACKAGE
Includes all elements of Tier I and Tier II packages, with a USD 2,000 discount.

For more information, go to imercer.com/mobilitystarterkit
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Mexico
Netherlands
New Zealand
Norway
Peru
Philippines
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Thailand
Turkey
United Arab Emirates
United Kingdom
United States
Venezuela

For further information, please contact your local Mercer office or visit our website at: www.imercer.com/mobilitystarterkit