



THIS CIRCULAR LETTER REQUIRES YOU TO VOTE

IHB File No S1/0415

CIRCULAR LETTER 26/2016
03 June 2016

**CALL FOR APPROVAL OF A NEW EDITION OF THE
STAFF REGULATIONS OF THE IHO**

References:

- A. XVIIth International Hydrographic Conference Decision 18 – *Establishment of a Working Group to study and propose a new edition of the IHB Staff Regulations*
- B. XVIIIth International Hydrographic Conference Decision 2 – *Staff Regulations Working Group*
- C. 5th Extraordinary International Hydrographic Conference Decision 1 – *Staff Regulations*
- D. IHO FCCL01/2016 dated 18 April 2016 – *Finance Committee Officers' Meeting*

Dear Hydrographer,

1. In April 2007 the XVIIth International Hydrographic Conference (IHC) established a Staff Regulations Working Group (SRWG) to conduct a holistic review of the existing Staff Regulations (see Reference A).
2. In 2012 it was reported to the XVIIIth IHC that, for various reasons, the SRWG had been unable to complete its task. The Conference extended the mandate of the SRWG and invited it to report to the 5th Extraordinary International Hydrographic Conference (EIHC-5) in October 2014 (see Reference B).
3. In 2014, at EIHC-5, the Conference noted that limited progress had been made after seven years, and instructed the Directing Committee to progress the work of reviewing the Staff Regulations by developing a revised text of the Staff Regulations, taking into account the relevant regulations and conditions of service of the designated comparator organizations, the work done by the SRWG up to that time and the directions provided by the EIHC-5 (see Reference C). The SRWG was tasked to provide an independent review of the revised text developed by the Directing Committee.
4. The Directing Committee completed an annotated draft of a new edition of the Staff Regulations in 2015. This was submitted to the SRWG. The SRWG made several observations and enquiries; all of which were resolved to the satisfaction of the SRWG through revisions to the submitted texts.
5. The final annotated draft, endorsed by the SRWG, shows the changes to the existing Staff Regulations that are being proposed and includes justifying or explanatory comments, as appropriate. The fully annotated proposed text is available in English. A version is available in French, but does not include the “tracked change” version. The annotated draft is accompanied by a Summary Report in English and French that explains the methodology used in the revision process, and provides explanations and justifications for all the significant changes that are being proposed. The executive summary of the Summary Report is provided in Annex A.

6. The annotated draft Staff Regulations and the accompanying summary report are available for download from the documents download web page on the IHO website: www.iho.int > standards&publications > click here to download IHO publications > Draft Publications Awaiting Approval by Member States. See: http://www.iho.int/iho_pubs/draft_pubs/M-7/ANNOTATED_STAFFREGULATION_DRAFT_ENG.pdf

A printed copy will be provided by the IHB upon request.

Review and Endorsements

7. **Finance Committee Officers.** The final annotated draft of the new edition of the Staff Regulations and the Summary Report have been studied by the Finance Committee Officers' on behalf of the Finance Committee. The Finance Committee Officers at their meeting on 7 April 2016 (see Reference D) were satisfied that the proposed amendments to the Staff Regulations do not introduce any matters of significant concern with respect to the finances of the Organization.

8. **Staff Regulations Working Group.** The final annotated draft of the new edition of the Staff Regulations and the Summary Report have been studied by the SRWG. The SRWG are satisfied with the draft new edition of the Staff Regulations and the accompanying Summary Report and recommended that the proposed new edition now be presented to the Member States for adoption.

9. **Joint Staff Consultative Committee.** The proposals have been studied by the Members of the IHB Staff through the Joint Staff Consultative Committee (JSCC). The JSCC, on behalf of the Members of Staff, has provided comments and some of them have been incorporated in the document. The JSCC has been informed of the proposed new edition of the Staff Regulations and has no additional comments to make.

Adoption by Member States

10. As indicated in Article V(g) of the Convention on the IHO and in Article IX(d) of the revised Convention on the IHO (not yet in force), a two-thirds majority of IHO Member States is required to approve a new edition of the Staff Regulations. Member States are therefore requested to take note of the endorsements reported in paragraphs 7, 8 and 9 above, and to consider the proposal to adopt a new edition of the Staff regulations of the IHO and to submit their responses no later than **02 September 2016** using the Voting Form provided in Annex B.

On behalf of the Directing Committee

Yours sincerely,



Robert WARD
President

Annexes:

- A. Executive Summary of the Summary Report on the Annotated Draft Revision of the IHO Staff Regulations
- B. Voting Form

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**Executive Summary of the Summary Report on the
Annotated Draft Revision of the IHO Staff Regulations**

1. The review of the Staff Regulations (IHO Publication M-7, 7th edition, June 2004, Revised March 2009) has now been underway for more than eight years.
2. In October 2014 at the 5th Extraordinary International Hydrographic Conference (EIHC-5), the Member States instructed the Directing Committee to continue the review by redrafting the Staff Regulations in such a way as to show separately and clearly the differences between internationally recruited staff and locally recruited staff thereby making it clear that internationally recruited staff are aligned with the UN Common System and locally recruited staff are aligned with the Monaco Civil Service.
3. The Directing Committee has now completed its comprehensive review of the text of the Staff Regulations, taking into account the work done previously by the Staff Regulations Working Group (SRWG) and the directions provided by the EIHC-5.
4. A number of substantive amendments to the Staff Regulations are being proposed together with numerous editorial adjustments.
5. In accordance with the instructions given by EIHC-5, the Staff Regulations have been adjusted and aligned, wherever possible, with the regulations set by the United Nations Organization for the internationally recruited IHO personnel and the corresponding regulations set by the Monaco Civil Service for the locally recruited IHO personnel.
6. Substantive adjustments being proposed include:
 - aligning the minimum retirement pension benefits for Locally Recruited Members of Staff with the conditions applicable in Monaco;
 - increasing the rate of the staff contribution to the personalized retirement schemes to levels similar to those applicable under the UN Common System and the Monaco Civil Service;
 - establishing promotion scales and ceilings, similar to those applicable in the UN Common System and the Monaco Civil Service; and
 - reducing the rate of several allowances including education allowance, rental subsidy and travelling allowance.
7. Most of the changes to the Staff Regulations that are being proposed will have little or no impact on the budget of the IHO.
8. There are several changes being proposed to the Staff Regulations that will incur some additional expense to either the IHO, or the existing Members of Staff, or both. This additional expense is an unavoidable consequence of the unique situation of staff employed by inter-governmental organizations such as the IHO not being recognized for many or all social benefits by either the host country or the country of origin of the employees.
9. The additional expense incurred through the proposed revisions to the Staff Regulations can be partly offset by the proposed increases in pension contributions from the Members of Staff and changes to several existing conditions including family allowances, education allowance, rental subsidy, travelling conditions and allowances, language allowance, and the establishment of promotion ceilings.

10. The Directing Committee considers that the changes being proposed are affordable and realistic.

11. The changes being proposed can be accommodated without an overall increase in the IHO budget. A provision has already been made in the 2016 budget to supplement the IRF to meet the potential increase in liability for the provision of a guaranteed minimum pension for Locally Recruited Members of Staff.

12. The Joint Staff Consultative Committee (JSCC) has reported to the Directing Committee that it is satisfied that the input that has been provided by the existing Staff as part of the review has been taken into consideration during the review process. Accordingly, the JSCC has no further comments to make on the proposed revised text being submitted by the Directing Committee for review by the Member States.

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VOTING FORM

(to be returned to the IHB by **02 September 2016**

E-mail: *info@iho.int* - Fax: +377 93 10 81 40)

Member State:	
Point of Contact:	
Contact e-mail:	

APPROVAL OF A NEW EDITION OF STAFF REGULATIONS OF THE IHO

1. Do you approve, in general, the draft new edition of the Staff Regulations of the IHO?

YES	NO
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2. Do you have any comments or reservations concerning any specific proposed Regulation?

YES	NO
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If YES, please provide your comments separately for each Regulation:

Regulation number in proposed revised text	Comment by Member State

Name/Signature:

Date: