



THIS CIRCULAR LETTER REQUIRES YOU TO VOTE

IHB File No. FO/599/01

**FINANCE COMMITTEE
CIRCULAR LETTER 04/2009
30 November 2009**

**FINANCE COMMITTEE OFFICERS' MEETING
16th November 2009, IHB**

Dear Hydrographer,

1 On 16th November 2009 and in accordance with Article 14 of the General Regulations, the six-monthly meeting between the Directing Committee, the Chairman of the Finance Committee, Mr. Claude Cottalorda (Monaco) and the Vice-Chairman Mr. Alain Laisne-Woll (France) was held at the IHB. The auditor, Ms Pascale Taramazzo, of Frank Morel Chartered Accounts was also present. The following topics were presented and discussed:

.1 Progress with regard to the execution of the budget for 2009 was examined, based on the "Monthly Finance Reporting Statement". The Directing Committee provided to the participants some explanations on the various items of the Budget. It was noted that this is progressing smoothly and without any problems;

.2 The status of Member States' contribution payments was examined. The Directing Committee informed the meeting that the amount received as at the end of October was 85% of the total amount of the contributions for the year. This is marginally lower than the amount received at the same period last year, which was 86%. The Directing Committee has sent a reminder letter to those Member States who have not yet paid their contribution for 2009;

.3 The Directing Committee informed the participants on the progress of Member States voting for the 2010 Work Program and Budget, in accordance with CL 64/2009 and the approval of the 2008 Finance Report in accordance with CL 28/2009;

.4 The status of the Internal (IHO) Retirement Fund (IRF) and the Personalized Pension Plans (PPP) were examined and it was noted that they are progressing smoothly, giving no particular cause for concern;

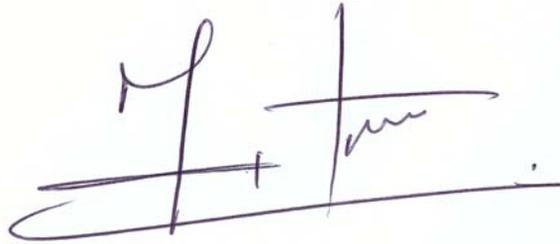
2 The Directing Committee informed the participants that, in accordance with Article VIII.1.2 of the Staff Regulations, the per diem allowance paid for the participation of Directors and Category A Staff in various meetings, includes a part to cover the cost of hotel

accommodation and a part to cover meals and is calculated in accordance with the scheduled UN rates for the places visited. It was indicated that, in some exceptional cases, the actual cost of suitable local hotel accommodation exceeds the corresponding UN allowance. The FCO meeting decided to bring this to the attention of Member States, proposing to insert a sentence at the end of paragraph VIII.1.2, to read: "In exceptional cases the Directing Committee may authorize up to a 50% increase in that part of the UN per diem allowance paid for the cost of suitable hotel accommodation".

3 Member States are requested to indicate their position for the proposed amendment by using the attached form and to return it to the Bureau **by 10 January 2010**.

4 It was agreed that the next meeting of the Finance Committee Officers will take place on Friday 16th April 2010.

On behalf of the Directing Committee
Yours sincerely,

A handwritten signature in dark ink, appearing to be 'A. Maratos', written over a light blue horizontal line. The signature is stylized with a large initial 'A' and a long horizontal stroke.

Vice Admiral Alexandros MARATOS
President

VOTING FORM

*(to be returned to the IHB by 10 January 2010
E-mail: info@ihb.mc - Fax: +377 93 10 81 40)*

Member State:.....

Contact:.....**E-mail:**

Proposal:

Do you agree to insert an additional sentence in paragraph VIII.1.2 of the Staff Regulations as follows:

“In exceptional cases the Directing Committee may authorize up to a 50% increase in that part of the UN per diem allowance paid for the cost of suitable hotel accommodation”

YES

NO

Comments and/or proposed amendments to text:

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Name/Signature:Date: