

## **PRO-1.5      Revision of M-7 IHO Staff Regulations**

**Submitted by:    Secretariat (Secretary-General)**

**References:**

- A.    Staff Regulations Edition 8.0.0 January 2017
- B.    Part 2 of IHO Annual Report 2019
- C.    Part 2 of IHO Annual Report 2021
- D.    FCCL02 – dated 14 October 2022 - revision process of the Staff Regulations Edition 8.0.0 January 2017 IHO Publication M-7

**Annexes:**

- Annex A    A3\_2023\_PRO-1.5\_Annex\_A\_M-7\_EN\_Draft\_v9\_RLV:  
Draft Staff Regulations Edition 9.0.0 May 2023 (red line version)
  
- Annex B    A3\_2023\_PRO-1.5\_Annex\_B\_M-7\_EN\_Draft\_v9\_CV:  
Draft Staff Regulations Edition 9.0.0 May 2023 (clean version)

### **PROPOSAL**

**Noting the proposal of the Secretary-General and the general support of the Finance Committee, the Assembly is invited:**

- a.    **to take note of the demand to revise the Staff Regulation to address the changes of layout of the social shield and other working conditions for Secretariat's Staff Members induced by external factors.**
  
- b.    **to approve the proposed revision of the IHO Publication M-7 Staff Regulations;**
  
- c.    **to endorse to set the new Edition 9.0.0 in force by 1 July 2023.**

### **EXPLANATORY NOTE**

1.    The proposed revision of IHO's Staff Regulations is induced by the rearrangements made for the health insurance and retirement system for the IHO Staff. Based on the experiences made during the COVID pandemic, an element of teleworking is proposed to be introduced into the general working arrangements. The proposed revision contains also some minor editorials.

### **INTRODUCTION**

2.    As reported in Reference B, the IHO Secretariat's collective medical insurance provider, GAN Insurance, cancelled the contract as of 31 December 2018. With the clear intention to maintain a lasting health insurance shield, the Secretariat negotiated with different insurance companies of solid reputation on a follow-up contract which guarantees comparable conditions to the previous arrangements. These negotiations have been successful and a new contract with the international insurer CIGNA, which became effective in June 2019.

3. With reference to retirement obligations, an unexpected change of similar substance was induced unilaterally by another external contracting partner in 2021 (Reference C refers). In order to meet the retirement obligations placed on the Secretariat by means of the Staff Regulations (Reference A, Article 9.6.1), the IHO had life insurance contracts with a local insurer, NSM/Neuflyze, to provide capital to the Secretariat by event of retirement of the locally recruited members of staff. In February 2021, NSM/Neuflyze cancelled this contract without pre-warning. The Secretariat has engaged with another insurance company, GAN VIE, to fully externalize the obligations set out by the Staff Regulations. These negotiations have been successful and a new contract with GAN VIE became effective on 1 January 2022.
4. Another unexpected development for the Secretariat's working regime was triggered by various constraints as a result of the COVID pandemic. In order to comply with the containment measures announced by the Governments of France and the Principality of Monaco to slow the spread of the COVID-19 epidemic, one of the preventive measures to minimize the risk of infection through pragmatic measures was the introduction of teleworking to enable the staff to work from home. After two years of practice this tool has now turned out to be flexible and efficient for most of staff members.

### **Analysis/Discussion**

5. The organizational rearrangements installed for the health insurance shield and the retirement system do not change the obligations of the IHO as far as it concerns the granted rights for the staff members.
6. The introduction of the permanent option for teleworking establishes a new element of the Secretariat's working regime which is in line with common practice in a modern office working environment. The option for the Staff of the IHO Secretariat to work partly from home aims to facilitate temporal and local flexible working arrangements in the best interests of both the individual Staff Member and the Secretariat as a whole, and it is not limited to a pandemic situation. Its objectives, in particular, are to achieve a better balance between family commitments and professional duties whilst taking special regard of individual conditions and personal circumstances.

### **Conclusions & Recommendations**

7. The flexible tool to manage operational adaptations in the daily working arrangements of the Secretariat's staff are the Staff Memos as regularly issued by the Directing Committee for internal use in response to the situation at hand. The new elements described under paragraphs 2, 3 and 4 of this submission are currently managed by this means. All three items require an adaptation of the IHO Publication M-7 Staff Regulations. As a consequence, the Secretariat has drafted a revised version of M-7 which focuses on the following adaptations:
  - Main changes:
    - 3.6 Introduction of remote teleworking as a regular option
    - 7.2 Changes proposed to maintain medical benefits
    - 9 Changes proposed to maintain retirement benefits

- Additional changes:
  - 4.2.3.1 Education grant for international staff
    - Change proposed in support of the management of the annual budget account for education grants.
  - 5.10.4 Exceptional Performance Bonus
    - Change proposed to have greater flexibility for the amount of the bonus
- Editorials, amendments, updates, clarifications and corrections:
  - 4.1.2 Salary calculations and adjustments b, d, e ← updated
  - 4.2.2.1 Calculation of Annual Bonus ← correction
  - 6.6 Maternity leave ← updated
  - 8.1.3, 8.1.4 Travel Management ← clarification
  - 8.1.5 Travel allowance ← Amendment for late arrivals
  - Annex D Table 1A, Table 2A deletion ← editorial
  - Annex D Table 1 & Table 2 (former 1B and 2B) ← updated

## Justification and Impacts

8. It has been common practice in the past the Joint Staff Consultative Committee (JSCC) as established in compliance with Chapter 12 of Reference A prior to the submission of a proposed revision of the IHO Staff Regulations for Assembly approval. The JSCC, on behalf of the Members of Staff, has provided comments which have been incorporated in the document.
  9. The resulting draft revision of the Staff Regulations was put forward to the Members of the Finance Committee for comments (Reference D). Responses were received from Chile, France and United Kingdom. None of those responses offered additional comments.
  10. Two more proposed modifications were applied to the final draft after the communication with the Members of the Finance Committee:
    - 4.2.3.1 Education grant for international staff
      - Change proposed in support of the management of the annual budget account for education grants.
    - 5.10.4 Exceptional Performance Bonus
      - Change proposed to have greater flexibility for the amount of the bonus.
  11. The final draft is now submitted as Annex of this Proposal for Assembly approval.
  12. The annexed annotated draft shows the changes to the existing Staff Regulations Edition 8 that are being proposed and includes justifying or explanatory comments, as appropriate. A clean version of M-7 Edition 9.0.0 is annexed for convenience.
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