

**Secretariat's proposed revision of the Staff Regulations
IHO Publication M-7**

Submitted by:	Secretary-General
Executive Summary:	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 home office is proposed to be introduced into the general working arrangements. The proposed revision contains also some minor editorials.
Related document:	IHO Publication M-7 Staff Regulations

References

- A. IHO Publication M-7 Staff Regulations Edition 8.0.0 January 2017
- B. Part 2 of IHO Annual Report 2019
- C. Part 2 of IHO Annual Report 2021

Introduction/Background

1. 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 took effect in June 2019. Forced by the revised applying European Law and in contrast with the previous arrangements, this contract establishes direct relations between the individual staff members and the insurer. The Secretariat is now fully exempted from the application and re-imbursment of costs procedure.

2. 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/Neuflize, to provide capital to the Secretariat by event of retirement of the locally recruited members of staff. In February 2021, NSM/Neuflize cancelled this contract without pre-warning. The Secretariat has successfully engaged with another insurance company, GAN VIE, to fully externalize the obligations set out by the Staff Regulations. The conclusion of the contract negotiations is currently in its finalization stage.

3. 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

4. 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.

5. 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

6. 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 1, 2 and 3 of this submission are currently managed by this means. All three items however, are of such a principal nature and relevance that they require an adaptation of the IHO Publication M-7 Staff Regulations.

Recommendations

7. It is recommended to take note of the transitional phase in staff management routines which deviate from the Staff Regulations Edition 8 in place for the reasons explained under paragraph 1, 2 and 3 of this submission.

Justification and Impacts

8. It has been common practice in the past to consult the Finance Committee and the Joint Staff Consultative Committee as established in compliance with Chapter 12 of Reference A prior to the submission of a proposed revision of the IHO Staff Regulations. These consultations have started and will be completed after finalization of the contract for the new retirement system. The Secretariat plans to submit a revised version of the Staff Regulations to A-3 for approval.

9. Prior to any submission, the impact of proposed amendments to the Staff Regulations in Reference A needs to be assessed against IHO Resolution 1/2014 as amended – *Guiding Principles for IHO Funds* - (Section 4.9 – Internal Retirement Fund in particular).

Action Required of the Council

The Council is invited to:

- **Take note** of the transitional phase in staff management routines.
- **Take note** of the planned submission, no later than 20 December 2022, of a proposed revised version of the IHO Publication M-7 Staff Regulations for subsequent approval at A-3 that will include the inputs, comments or recommendations of the Finance Committee. This proposal may include proposed amendments to IHO Resolution 1/2014 as well.