



IHO File No. FO/599/01

**FINANCE COMMITTEE
CIRCULAR LETTER 02/2022
14 October 2022**

REVISION PROCESS OF THE STAFF REGULATIONS

Edition 8.0.0 January 2017

IHO PUBLICATION M-7

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

Dear Finance Committee Member,

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 of maintaining 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 became effective in June 2019.

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 upon retirement of the locally recruited members of staff. In February 2021, NSM/Neuflize 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.

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. After two years of practice this tool has now turned out to be flexible and efficient for most of the 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 remote 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

6. The flexible tools to manage operational adaptations in the daily working arrangements of the Secretariat's staff are Staff Memos which are 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 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 made to maintain medical benefits
 - 9 Changes made to maintain retirement benefits
- Additional changes:
 - 4.2.3.1 Education grant for international staff
- 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

7. It has been common practice in the past to consult the Finance Committee and 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.

8. The consultations with the Joint Staff Consultative Committee resulted in a draft revision of the Staff Regulations which is now submitted as Annex of this FCCL for comments.

9. 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 8.0.0 is annexed for convenience.

10. Comments are requested from Finance Committee Members no later than 4 November 2022 by email (cl-lc@iho.int).

11. The Secretariat plans to review these comments and take due regard before submission of the final draft revision of the Staff Regulations to A-3 for approval.

On behalf of Ms Isabelle Rosabrunetto,
Chair of the Finance Committee

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Mathias Jonas', with a long horizontal flourish extending to the right.

Dr Mathias JONAS
Secretary-General

Annex A: annotated draft Edition 9 of Staff Regulations (M-7)

Annex B: Clean version of Edition 8 of Staff Regulations (M-7)