

**PROPOSED MODIFICATIONS**  
**TO IHB STAFF REGULATIONS, 5<sup>th</sup> Edition, July 1998 (M-7)**

Dear Sir,

The purpose of this Circular Letter is to submit to you some proposed modifications to the Staff Regulations which concern 2 specific points :

1. The covering of costs when taking up Appointment and Separation;
2. The introduction of new arrangements aimed at a better hand-over between Directing Committees.

These points were examined by the Finance Committee Officers at their meeting on 12 November 2001.

1. Covering of costs when taking up Appointment and Separation (Article VIII.2)

In accordance with the provisions voted at the XIIIth I.H. Conference in 1987, staff who are internationally recruited (Cat. A staff members), or elected by the Conference (Directors) are entitled to:

- Payment of removal costs of their furniture and personal effects (Article VIII.2.4)
- Payment of travel costs for the return of their family (Article VIII.2.1.2)
- payment of a subsistence allowance when taking up their appointment (Article VIII.2.3), until permanent accommodation is found in Monaco or surrounding area.

It appears however:

- a) Although the responsibility for rehousing remains entirely with the person concerned, it could be that the staff member has not necessarily kept a permanent residence in his home country and, consequently, may be confronted with difficulties at the time of his removal;
- b) That the time required to repatriate his furniture and personal effects by ship may result in several weeks of transport, which would oblige the Director or Staff Member concerned to find temporary accommodation:
  - either in Monaco, if the removal takes place before separation from service of the person concerned at the IHB,
  - or in the destination country, if the removal takes place upon completion of his service at the IHB.

In order to accommodate these particular situations, it is proposed:

- To also pay an allowance when the person concerned leaves, but on condition that he leaves the Bureau at the end of his mandate (Directors) or at the end of his employment contract (Category A staff members).
- That the amount of this leaving allowance, **which is paid in addition to the reimbursement of the removal costs and travel costs for the return of the family**, be limited to:
  - a month's net salary for 5 years spent at the IHB for a director, and at least 4 years in the case of a Category A staff member (which corresponds to his first two fixed-term contracts);

- and 2 months' net salary for 10 years spent at the IHB for a director, and at least 9 years in the case of a Category A staff member (which corresponds to the completion of the contracts of employment as currently specified in the Staff Regulations).

Taking into account the above proposals, it is suggested that Articles VIII.2.1.2 and VII.2.3 of the Staff Regulations be modified (see Voting Paper).

This measure represents an additional cost, which is estimated to be between 0.3 and 0.4% of the amount of the annual contributions for 5 years; this will necessitate an adjustment to the funds which are allocated for the payment of the change-over and removal costs of directors.

2. Better hand-over between incoming and outgoing Directing Committees (Article III.2)

As a result of Article X of the Convention - which fixes the term of office for a director to 5 years - and Article 45 of the General Regulations - which stipulates that the term of office of a member of the Directing Committee begins on the first day of September, following the election of the Directing Committee – the members of the new Directing Committee - except in the case of re-election - do not have any hand-over period. In practice, members of past Directing Committees have adopted various arrangements, going from a simple half-day with 6 Directors present, to an outgoing Director extending his stay.

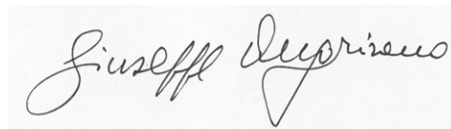
It is suggested that a rule be established which enables each member of a newly elected Directing Committee to be able, by bringing forward his arrival date in Monaco, to begin receiving important hand-over information from his predecessor, but only for a maximum period of 10 working days (the exact arrangements to be settled between the persons concerned).

During this transitional period, the outgoing Directors, whose presence in Monaco will thus be prolonged, as well as the incoming Directors, whose official take-over date (fixed at 1 September of the year of their election) will be brought forward, will be paid a salary. They should also begin or continue to receive a subsistence allowance for the period devoted to the hand-over.

This measure, which will also enable the new Directing Committee to become more rapidly operational, represents an additional cost, which is estimated at approximately 0.1% of the amount of the annual contributions for 5 years, of 45 calendar days' salary (in the case where it would apply to the three directors, and for a period of 10 working days each).

You are requested to vote on the adoption of each of these modifications, preferably before 28 February 2002.

On behalf of the Directing Committee  
Yours sincerely,



Rear Admiral Giuseppe ANGRISANO  
President

Encl : Voting Paper

**VOTING PAPER**

*(to return to the IHB, duly completed, by 28 February 2002)*

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**PROPOSED MODIFICATIONS  
TO IHB STAFF REGULATIONS, 5<sup>th</sup> Edition, July 1998.**

Do you approve the proposed modifications to the IHB Staff Regulations :

1. Modification to Article VIII.2.1.2 - Expenses covered

Modify the third, fourth and fifth lines of this article as follows :

"Directors are entitled to the reimbursement of these expenses when taking up their appointment as well as on separation, **but only on completion of their mandate of 5 years, except in the case of becoming incapacitated as specified in Article 29 of the General Regulations.**"

YES  NO

2. Modification to Article VIII.2.3 - Subsistence Allowance on first Appointment – Directors and Category A

Change the title to read :

" Subsistence Allowance on first appointment and on separation (Directors and Category A)"

Maintain the present text, and add an extra paragraph:

"Additionally, the Directors and Category A staff members are entitled, upon separation, to a leaving allowance as follows:

- a month's net salary for 5 years spent at the IHB for a director, and at least 4 years in the case of a Category A staff member ;
- and 2 months' net salary for 10 years spent at the IHB for a director, and at least 9 years in the case of a Category A staff member.

YES  NO

3. Modification to Article III.2 - Functions of the Directing Committee and Duties of the Directors

Insert the following new paragraphs :

(d) In order to ensure a satisfactory hand-over between the members of the Directing Committee, an overlap of a maximum period of 10 working days between the incoming and outgoing Directing Committees is allowed. This overlap period does not modify the official date on which the new Directing Committee assumes its duties, which remains 1<sup>st</sup> September in accordance with the terms of Article 28 of the General Regulations.

(e) During this overlap period, the practical arrangements of which will be settled by mutual agreement, the Directors concerned will receive all emoluments and allowances provided for in the Staff Regulations.

YES  NO

Signature: \_\_\_\_\_