

IHB File No. S1/0410/A

CIRCULAR LETTER 22/2002
5 June 2002

**APPROVAL OF PROPOSED MODIFICATIONS
TO IHB STAFF REGULATIONS, 5th Edition, July 1998 (M-7)**

Reference: IHB CL 59/2001 dated 11 December 2001.

Dear Sir,

The Directing Committee is pleased to inform Member States that all of the proposed modifications, except one¹, to the IHB Staff Regulations (M-7) as contained in the above-referenced Circular Letter have now been approved by the required two-thirds of Member States (voting details are provided in Annex A).

Therefore the present edition of the IHB Staff Regulations (M-7) will be modified and the new arrangements will enter into force with effect from 1 June 2002. The modifications which are to be applied to M-7 are given in Annex A to this Circular Letter and a new edition of the Staff Regulations (6th Edition), incorporating these changes, will be published in due course.

On behalf of the Directing Committee
Yours sincerely,



Rear Admiral Giuseppe ANGRISANO
President

Annex A – Modifications to M-7

¹ Concerns Article VIII.2.3 – see Annex A overleaf

Adopted Modifications to M-7 (modifications underlined)
(following IHB CL 59/2001)

III.2 - Functions of the Directing Committee and Duties of the Directors

- (a) The functions of the Directing Committee are indicated in the Convention and its annexed Regulations. Under the terms of Article 23 (a) of the General Regulations, the Directing Committee shall administer the Bureau in accordance with the provisions of the Convention and the Regulations and with directives given by the Conference.
- (b) The Directing Committee may, by special resolution, nominate one of its members or any other member of the Staff of the Bureau to represent it in law or in ordinary transactions.
- (c) The distribution of work among Directors, as well as the means by which the decisions of the Directing Committee are reached, are indicated in Article 30 of the General Regulations. The individual responsibilities of the Directors will be listed and published in the Annual Report.
- (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 1st 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.

[Modified Article III.2 – APPROVED – 50 Votes in favour]

VIII.2.1.2 Expenses covered

Travel for himself and his dependent family, by any one of the methods and in the class specified in VIII. 1.3. Subsistence as specified in VIII.2.3. Removal expenses as specified in VIII.2.4. Directors are entitled to 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. However, in the latter case, the entitlement must be claimed by the last day of the year in which they complete their term of directorship. Category A Staff are entitled to reimbursement upon confirmation in the post.

[Modified Article VIII.2.1.2 – APPROVED – 49 Votes in favour]

VIII.2.3 Subsistence Allowance on first Appointment and on Separation - Directors and Category A

Directors and Category A Staff, when taking up their appointment at the Bureau and who are obliged to take hotel accommodation whilst making more permanent arrangements, will be entitled to receive, in addition to the cost of their temporary accommodation, a subsistence allowance, the amount of which is fixed by the Directing Committee in agreement with the Chairman of the Finance Committee, for themselves and accompanying dependent family members, the latter being provided with subsistence at half the rate for the Directors or Category A Staff Member. The rate of such subsistence allowance shall be reviewed and fixed from time to time and promulgated by Staff Memorandum.

In no case should the combined cost of their accommodation and subsistence exceed the UN per diem rate for Monaco.

The hotel accommodation and subsistence allowance shall be available for a period of 30 days. However, if the Directing Committee is satisfied that reasonable alternative accommodation could not be found within the first 30 days, the accommodation and allowance costs will be extended up to a maximum of another 30 days. In no case should the combined cost of the accommodation and subsistence exceed the U.N. per diem rate for Monaco.

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.

[Modified Article VIII.2.3 – APPROVED – 49 Votes in favour]

- ~~— 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 staff member.~~

[NOT APPROVED – 41 Votes in favour]
