

**IHB File No. S1/0410**

<p><b>CIRCULAR LETTER 46/2003</b> <b>30 June 2003</b></p>
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**M-7 - IHB STAFF REGULATIONS - 6<sup>th</sup> Edition - June 2003**

Dear Sir,

The 6<sup>th</sup> edition of the IHO publication M-7 "IHB Staff Regulations" is forwarded herewith to all Member States on the attached CD-ROM, in both English and French versions.

The new edition includes all the amendments agreed during the period 1998-2003, which are shown in the Table in Annex A.

M-7 will also be available from the IHO WEB site, restricted to IHO Member States only.

Printed copies can be supplied upon request.

On behalf of the Directing Committee  
Yours sincerely,

*(original signed)*

Vice Admiral Alexandros MARATOS  
President

Annex A: Table of changes to the 5<sup>th</sup> edition, M-7

**LIST OF AMENDMENTS TO THE 5<sup>th</sup> EDITION (1998)**

<b>Articles</b>	<b>Reference / Approval</b>
<p><b>II.2.1. "Composition of the Staff"</b> - Addition of the following definition below the definition for Category B –</p> <p><i>Category C – Service Staff</i></p> <p>Insert the new Table III of salaries for Category C and change the numbering of Table III and IV to IV and V respectively.</p>	<p>Approved by the IHB D.C. (S.R. I.III) and communicated to M.S. by CL 16/2001</p>
<p><b>XII.1. Joint Staff Consultative Committee (JSCC)</b> – Addition of the following sentence after the 1<sup>st</sup> paragraph*</p> <p><i>The Joint Staff Consultative Committee will meet at least twice per year, or at the request of any representative.</i></p>	<p>Approved by the IHB JSCC at its Meeting 1/01 (19 June 2001)</p>
<p><b>VII.8. Medical Expenses outside Monaco</b> – Deletion of the word "<b>unforeseen</b>" in the first line of Article VII.8 of the Staff Regulations.</p>	<p>Approved by the IHB D.C. (S.R. I.III) and communicated to M.S. by CL 52/2001</p>
<p><b>III.2. Functions of the Directing Committee and Duties of the Directors</b> – Addition of paragraphs d and e to Article III.2</p> <p><i>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.</i></p> <p><i>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.</i></p>	<p>Voting requested to M.S. by CL 59/2001 and approval communicated by C.L. 22/2002</p>
<p><b>VIII.2.1.2. Expenses covered</b> – Change of the paragraph as follows :</p> <p><i>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. <u>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.</u></i></p>	<p>Voting requested to M.S. by CL 59/2001 and approval communicated by C.L. 22/2002</p>

<p><b>VIII.2.3.</b> 1) Change the title of the paragraph as follows :</p> <p><b><u>Subsistence Allowance on first Appointment and on Separation - Directors and Category A</u></b></p> <p>2) Add the following paragraph to the text :</p> <p><i>Additionally, the Directors and Category A Staff Members are entitled, upon separation, to a leaving allowance as follows:</i></p> <ul style="list-style-type: none"> <li>- <i>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.</i></li> </ul>	<p>Voting requested to M.S. by CL 59/2001 and approval communicated by C.L. 22/2002</p>
<p><b>IV.2.1.1. Family Allowance</b> Deletion of the sentence “with the regulations” in the 2<sup>nd</sup> line of the article.</p>	<p>Decided by the IHB D.C. (September 2002) in application of Decision 54 of the XIVth IH Conf.</p>
<p><b>IV.2.1.2. Annual Bonus</b> Insertion after “Civil Servants of Monaco” (3<sup>rd</sup> line) of the following text :</p> <p><i>(35% in July &amp; 65% in December).</i></p>	<p>Decided by the IHB D.C. to clarify the practice followed by the Monegasque Government and applicable to the IHB. (October 2002)</p>