

CIRCULAR LETTER 43/2004
30 June 2004

AMENDMENTS TO THE IHO PUBLICATION M-7 “IHB STAFF REGULATIONS”

Ref: (a) FCCL 05/2003 dated 17 October 2003
(b) FCCL 02/2004 dated 17 May 2004-06-29

Dear Hydrographer,

Please find attached the amendments to the Staff Regulations (Publication M-7), as a result of the proposals of the Finance Committee Working Group, which was established by Decision 21(a) of the XVI International Hydrographic Conference to study the alignment of the salaries of the IHB Directors and Staff with the UN system and approved by Member States as reported in reference (b).

The Directing Committee and the Finance Committee Officers agreed, at their Meeting on 28 April 2004, to move paragraph IX.4 of the Staff Regulations to the Annex A, because it refers to the Staff under the Internal Retirement Fund (IRF) and not to the Staff covered by Personalized Retirement Plans (PRP). This paragraph was approved by the International Hydrographic Conference in 1987, but had been misplaced in Chapter IX during the subsequent revisions to the Staff Regulations.

The amended Staff Regulations (Publication M-7) can be downloaded from the IHO web site. Digital or paper copies can be made available from the IHB on request.

On behalf of the Directing Committee
Yours sincerely,

(original signed)

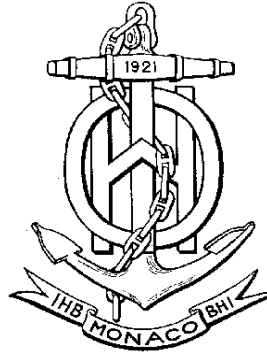
Vice Admiral Alexandros MARATOS
President

Annex A: Amendments to the Staff Regulations (M-7)

**AMENDMENTS TO THE IHB STAFF REGULATIONS
(IHO PUBLICATION M-7)**

(New text is shown in bold. Deletions are shown in strikethrough character)

INTERNATIONAL HYDROGRAPHIC ORGANIZATION



Staff Regulations

6th 7th edition
2003-2004

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INTRODUCTION

The first edition of the Staff Regulations (which combined the former "Personnel Statutes and Staff Regulations" adopted by the Xth International Hydrographic Conference) was drawn up in accordance with the decisions of that Conference and came into force in January 1974, following approval by IHO Member States.

The second edition (January 1980) incorporated the decisions of the XIth I.H. Conference, together with supplementary provisions and rules of an administrative nature.

The third edition (January 1988) incorporated the decisions taken by the XIIIth I.H. Conference following recommendations by a Sub-Committee of the Finance Committee, as well as amendments for the purpose of clarifying the texts and improving their application.

The fourth edition (April 1993) incorporated the decisions taken by the XIVth I.H. Conference following the recommendations by a Finance Committee Working Group on the Terms and Conditions of Service of the Directors and Staff of the IHB. This edition also took into consideration amendments to the third edition produced in 1989, 1990 and 1991 as well as those agreed at a Joint Staff Consultative Meeting of 31 August 1992.

The fifth edition (1998) included the amendments resulting from decisions of the XVth IH Conference, as well as other amendments approved by the IHB Joint Staff Consultative Committee.

The 6th edition (2003) includes amendments resulting from decisions of the IHB Directing Committee, amendments approved by the IHO M.S. and decisions of previous Conferences.

The 7th edition (June 2004) incorporates the decisions taken by Member States following the recommendations by a *"Finance Committee Working Group on the Alignment of IHB Salaries with the UN System"*, formed by Decision 21 (a) of the XVI International Hydrographic Conference.

The provisions contained in these Regulations as regards social benefits are normally in conformity with the social laws in the Principality of Monaco, particularly as stated in those Regulations, e.g. "Caisse de compensation et des Services Sociaux (CCSS)".

A Table indicating the sources of the various articles of the Staff Regulations is kept at the IHB Secretariat for the record.

I. PREAMBLE

I.1 Scope and Purpose

In accordance with Article X of the Convention and Article 31 of the General Regulations, these Staff Regulations set out the duties and obligations, the conditions of service and the basic rights of the Directors, Professional Assistants and other Staff Members of the Bureau.

I.2 The Directing Committee is responsible for ensuring that all personnel employed in the Bureau comply with these Regulations, which are designed to facilitate the work of the Bureau whilst at the same time safeguarding the welfare of the Staff.

I.3 These Regulations may be amended by the Conference or by a decision by Member States voting by Circular Letter (Convention Article V (g)). They may also be amended by the Directing Committee subject to maintenance of the acquired rights of Staff Members and as long as no financial costs to the Bureau beyond those approved in the 5 year budget are introduced. All amendments will be serially numbered and promulgated by Staff Memorandum. A notification shall be made inside the front cover of each copy of the Staff Regulations when each correction has been made to that copy.

~~The tables annexed to these Regulations are subject to periodical changes by the Directing Committee to keep them updated with respect to the other systems on which they are based. Such changes will be notified to all Member States by Finance Committee (FC) letters.~~

NOTE: This paragraph is moved to IV.1.1. (e).

IV. SALARIES AND ALLOWANCES

IV.1 Salaries

IV.1.1 Principles

General principles governing salaries are as follows :

- (a) **That in the case of Directors, Category A staff and Translators they be assimilated to the appropriate UN pay scales on initial appointment (or on re-appointment following external competition, in which case they will start on the first step of the relevant pay scale), inclusive of the relevant Post Adjustment factor.**
 - **The alignment of Directors will be with the D1 UN scale**
 - **The alignment of Category A will be with the P4 or other UN scale as appropriate.**
 - **The alignment of Translators will be with the P1 UN scale**
- (b) That in the case of Category B and C staff (**except Translators**) they be established ~~and maintained~~ to be comparable with civil servants in the Monaco Civil Service.
- (c) All salaries (**except those of Directors**) will be adjusted in accordance with the evolution of salaries of Civil Servants in Monaco,
- (d) **The salaries of Directors will be adjusted in accordance with an increase after three years in office, calculated on the average awards made to the Monaco Civil Service during the past three years.**
- (e) **The Salary Tables annexed to these Regulations are subject to periodical changes by the Directing Committee to keep them updated with respect to the other systems on which they are based. Such changes will be notified to all Member States by Finance Committee (FC) letters.**
- (f) All salaries will be reviewed at the midpoint between the Conferences and the results reported to the Conference 6 months before.
- (g) Other aspects of Staff salaries are to be fixed by the Directing Committee and submitted to the Finance Committee.

IV.1.2 Salary calculations and adjustments

- (a) Basic salaries of all Staff Members are calculated by multiplying a fixed index i , assigned to each Staff Member, by a factor c . Factor c is based on the evolution of salaries of civil servants in Monaco, a factor which is subject to periodic revision.
- (b) The Gross salary for Category B and C except Translators is composed of the Basic salary including Monaco Allowance (5% of Basic Salary), and other allowances permissible under these Regulations, including Bonus (IV.2.1.2).
- (c) Internal tax is levied, under the provisions of IV.3 at the rate of 10% of Gross salary.

- (d) The Net salary is the sum actually received by the Staff Member on a monthly basis.
- (e) There shall be no differentiation on account of marital status.

IV.1.3 Directors

~~The salaries of Directors will be paid under the same conditions as those laid down for other members of the staff. Adjustments may be decided upon by the Conference (see IV.1.1 (c)). Nevertheless, if or when there is a budgetary deficit, the payment to Directors of any further increase arising from a variation in the evolution of salaries of civil servants in Monaco shall be deferred until a decision is reached by the Finance Committee on this matter.~~

IV.2 Allowances

IV.2.1. Directors and all Staff

IV.2.1.1 Family Allowance and School Grant

All Personnel, including Directors, with dependent children receive family benefits, in conformity with the current rates in force at the C.C.S.S. (Caisse de Compensation et des Services Sociaux). These payments are made subject to the Staff Member producing either a certificate of deletion from any other scheme offering benefits of the same nature or any other justifying document certifying that neither the Staff Member nor his spouse receive any similar benefits. Personnel not receiving an Education Grant for children in full-time education shall receive, where eligible, a "School Grant" payable once yearly.

IV.2.1.2 Bonus

A bonus, equal to one month's Gross Salary shall be paid annually to the Category B and C staff **except Translators** ~~all Personnel, including Directors~~, in conformity with the bonus paid to Civil Servants in Monaco (*35% in July & 65% in December*). In the case of personnel, ~~including Directors~~, who have entered, or who have left the service during the course of the year, the payment of this bonus will be on a pro-rata basis, based on the actual length of service during the whole year. Staff Members whose service is terminated under the provisions of X.1 (b), (d) or (e) will not be eligible for this pro-rata payment.

Bonuses are not to be considered in the calculations for pensions.

IX. RETIREMENT

IX.1 Preamble

Prior to 1.09.1987 all Directors and Staff contributed to an IHB Retirement Fund, details of which are given in Annex A. After that date, Directors and all newly recruited Staff Members contribute to Personalized Retirement Plans, as specified in paragraph IX.5.

IX.2 Retirement Age and Term

"Retiring Age" means the age of 65 years apart from the exceptions given in IX.3. The minimum qualifying service for a pension from the IHB Retirement Fund is fixed at ten years.

IX.3 Retirement Age - exceptions

Four exceptions shall be allowed:

- (i) The retiring age does not apply to the Directors, who are governed by the provisions of Article 27(c) of the General Regulations.
- (ii) At the request of a Staff Member, the Directing Committee may authorize the lowering of retiring age to a lower limit of 62 years of age, or as described in (iii) or (iv) below.
- (iii) A Staff Member who, after the age of 60 years, has completed 40 years' service, may retire at his own request.
- (iv) If, after the age of 60 years, and having completed 10 years' service, the health of an employee is recognized upon medical examination to be such that he is no longer able to carry out his duties satisfactorily, the employee may retire, either at his own request or by decision of the Directing Committee.

~~**IX.4 Choice between Bureau Benefits and those offered under the provisions in force in Monaco**~~

~~Recipients of retirement benefits may receive, if they so request, instead of the benefits provided under these Regulations, the benefits provided under the laws of Monaco. Any such request must be made within 30 days following the date at which they become entitled to benefit.~~

~~If the person concerned chooses to receive the latter benefits, under no circumstances shall he be entitled to claim simultaneously application of certain provisions from both sets of regulations as he considers most favourable to his own interests. It is specified, notably, that the actuarial equivalent of a pension shall always be calculated as provided for under these Regulations.~~

This paragraph is moved to Annex A, as new A.9.

IX.4 Personalized Retirement Plans

- (a) The IHB staff and Directors will be covered by personalized retirement plans, based upon "money purchased" principles under the control of an independent Trustee arranged through a well established insurance company. Staff Members who were recruited before 1.09.1987 contribute to the IHB Retirement Fund, under the conditions established in Annex A of these Staff Regulations unless they have exercised the option IX.6 below.

- (b) The IHB will contribute 15% of pensionable salary (*basic salary minus internal tax*) to such plans and the Director or Staff Member concerned a minimum of 5% of their pensionable salary. The benefits and the circumstances in which each personalized pension is payable will be individually negotiated with the insurance company to suit the circumstances and wishes of each Director and Staff Member.

~~IX.6 Conversion to Personalized Retirement Plans~~

~~Staff Members contributing to the IHB Retirement Fund will be given the opportunity to convert to personalized pensions subject to the approval of the Chairman of the Finance Committee.~~

IX.5 Supplementary Retirement Benefits

Category A and B Staff are affiliated to a supplementary pension scheme operated by the "Association Monégasque de Retraites par Répartition (AMRR)". This scheme requires payments of contributions amounting to a percentage fixed by the AMRR and calculated on the gross salaries of the Staff Members concerned, 60% of these contributions being payable by the Bureau, and 40% by the Staff Member in accordance with the ceilings set by this scheme. The rights to supplementary pension benefits will be maintained for all contributing Staff Members when they reach pensionable age, irrespective of the country in which they are residing.

IX.6 Alternative Pension Plans

Directors and Staff Members who are required by their national laws, or may find it beneficial to maintain a former national pension plan instead of, or in addition to, the Bureau or Personal Pension Plans, may do so provided that in no case do the contributions of the IHB exceed the 15% of basic salary, specified in IX.4 (b)

TABLE I
CATEGORY A PERSONNEL
(effective 1st July 2004 – SM7/2004)

Step	Duration *	Index (i)
15		1559
14	4	1529
13	3	1499
12	3	1469
11	3	1439
10	3	1409
9	3	1379
8	3	1349
7	3	1324
6	3	1299
5	3	1274
4	3	1249
3	3	1224
2	2	1199
1	2	1174

* *Number of years normally spent in the step.*

TABLE II
CATEGORY B PERSONNEL - TRANSLATORS
 (effective 1st July 2004 – SM7/2004)

Step	Duration *	Index (i)
10	3	816
9	3	796
8	3	775
7	3	754
6	3	734
5	3	713
4	3	692
3	3	672
2	2	651
1	2	630

* *Number of years normally spent in the step.*

ANNEX A

A.8 Benefits for secondary dependents or designated recipients

Upon the death of a Staff Member who does not leave a widow or a widower or a child entitled to benefit, but who leaves a secondary dependent or a designated recipient, that person shall be entitled to receive either the lump sum payment as under A.4 or in certain circumstances pension benefits as under A.3, provided he/she has been designated by the Staff Member on IHB Form 21.

The pension benefits shall be paid under the following conditions:

- (i) The secondary dependent shall prove to the satisfaction of the Directing Committee that the deceased Staff Member was contributing materially to his support.
- (ii) In the case of a mother or father the amount of the dependent's pension shall be equivalent to a widow's or disabled widower's pension respectively, under A.6.
- (iii) In the case of a brother or sister the amount of the dependent's pension shall be equivalent to a child's pension, under A.6.

The benefits under subpara. (ii) above shall be payable under the same conditions as the benefits to a widow and shall cease in the event of remarriage of the dependent parent. The benefit under subpara. (iii) above shall be payable under the same conditions as a child's benefit under A.6(d) and provided that the brother or sister is unmarried.

Not more than one secondary dependent of a deceased Staff Member shall be eligible for benefit.

A.9 Choice between Bureau Benefits and those offered under the provisions in force in Monaco

Recipients of retirement benefits may receive, if they so request, instead of the benefits provided under these Regulations, the benefits provided under the laws of Monaco. Any such request must be made within 30 days following the date at which they become entitled to benefit.

If the person concerned chooses to receive the latter benefits, under no circumstances shall he be entitled to claim simultaneously application of certain provisions from both sets of regulations as he considers most favourable to his own interests. It is specified, notably, that the actuarial equivalent of a pension shall always be calculated as provided for under these Regulations.