

**INTERNATIONAL HYDROGRAPHIC
ORGANIZATION**



**ORGANISATION HYDROGRAPHIQUE
INTERNATIONALE**

IHB File N° S1/0415

**CIRCULAR LETTER 103/2007
09 November 2007**

IHO Working Group to review IHB Staff Regulations (ISRWG)

Dear Hydrographer,

1 The XVII International Hydrographic Conference (IHC) that took place early May 2007, approved the establishment of a Working Group to review the IHB Staff Regulations. The Working Group will provide a Report to Member States by Circular Letter in 2009. The terms of Reference, composition, Chair and Vice-Chair and method of work of the Working Group approved by the XVII IHC are attached for your consideration.

2 The Working Group will work mainly by correspondence (electronic) and face-to-face meetings will be decided by the group based on the needs and progress of the work. Member States are requested to designate representatives to the Working Group preferably with relevant personnel administration experience, and inform the Bureau by 15th December 2007 of the details and e-mails of the representatives.

On behalf of the Directing Committee
Yours sincerely,

Vice Admiral Alexandros MARATOS
President

Annex: Terms of Reference and Composition of the ISRWG.

**ESTABLISHMENT OF A WORKING GROUP TO STUDY AND PROPOSE A NEW EDITION
OF THE IHB STAFF REGULATIONS**

The Conference established the *Staff Regulations Working Group* with the following Terms of Reference:

Terms of Reference

1. Conduct a holistic review of the existing IHB Staff Regulations
2. Propose any changes to the Staff regulations necessary to administer the IHB effectively using consistent and internationally accepted procedures.
3. Propose any additional changes to the Staff regulations that would be necessary upon implementation of the new Secretariat organization.
4. To provide a Report on its work by Circular Letter to Member States in 2009.

Chair and Vice Chair

Chair: Ms. Ingelore HERING (GER)

Vice Chair: Mr. Mike HOLLIS (UK)

Membership

The Working Group is open to all Member States.

Member States wishing to participate should preferably provide representatives with relevant personnel administration experience.

The IHB will be represented in the Working Group.

Working Method

The Working Group shall encourage maximum participation by working mainly by correspondence using information technology, with face-to-face meetings of the full membership no more frequently than necessary.