



IHB File No. S3/3055 (S1/0506)

CIRCULAR LETTER 35/2008
11 April 2008

THIS CIRCULAR LETTER REQUIRES YOU TO VOTE

SECONDMENT OF PERSONNEL TO THE IHB

- References:
- a) Administrative Resolution T4.2 – *Secondment and exchange of personnel to the IHB from Member States*
 - b) CL 92/2007 dated 19 October - *Secondment of Personnel to the IHB*
 - c) CL 02/2007 - *Secondment of Personnel to the IHB from the Republic of Korea*
 - d) CL 32/2008 - *Secondment of Mr. Joon-Ho JIN to the IHB*

Dear Hydrographer,

1. The Directing Committee is pleased that various Member States have considered nominating skilled Officers to work at the Bureau under the terms of Administrative Resolution T4.2. AR T4.2 encourages Member States to support the activities of the IHB through the temporary secondment of skilled personnel to work on specific tasks at the IHB or through the exchange of IHB officers with those from Member States. In this regard, CL 92/2007 informed Member States on the current priority tasks that would be suitable for seconded officers.

2. With the experience gained from the two most recent secondments provided by the Republic of Korea (references c and d), the Directing Committee has identified that more specific information on the financial, technical and administrative arrangements that are applicable to seconded Officers should be included in AR T4.2. At the same time, the Directing Committee observes that an exchange of Officers between the IHB and Member States has never occurred in the past and it is considered unlikely to happen in the future. For this reason, the existing reference to an exchange of Officers should be removed.

3. Member States are requested to consider the proposed revised Administrative Resolution T4.2, and to complete and return the attached voting form to the Bureau by 30th May 2008.

On behalf of the Directing Committee
Yours sincerely,

Vice Admiral Alexandros MARATOS
President

Annex A: Revised AR T4.2
Annex B: Voting Paper

REVISED ADMINISTRATIVE RESOLUTION AR T4.2

T4.2 SECONDMENT OF PERSONNEL FROM MEMBER STATES TO THE IHB

Principles

1. It is recommended that Member States of the International Hydrographic Organization (IHO) support the activities of the International Hydrographic Bureau (IHB) as far as possible, by the temporary secondment of skilled personnel to work on specific tasks at the IHB.
2. From time to time, the IHB will inform Member States of topics and activities where a seconded Officer could best contribute and improve the rate of progress of IHB work.

Length of secondment

3. A secondment shall be for an initial period of up to one year and may be extended with the agreement of the Directing Committee and the sponsoring Member State.

Nominations

4. Member States may propose Officers for secondment at any time. Proposals should include full details of the expertise and experience of the nominee together with an explanation of how the nominee would contribute to the work of the IHB and in particular in relation to any priority activities that have been previously identified by the IHB.
5. The Directing Committee will determine the suitability of nominees and when a nominee is accepted it will inform Member States accordingly.

Conduct of seconded Officers

6. The Officer seconded to the IHB shall act wholly in the interests of the Organization. In carrying out IHB functions, a seconded Officer shall not request or accept instructions from any government or authority outside the IHB.

Status of seconded Officers

7. Officers seconded to the IHB will be placed under the authority, and technical and administrative supervision of a Director.
8. Seconded Officers will have no rights or entitlement to the social and medical benefits afforded to IHB Staff. Seconded Officers will not be included in the IHB Pension and Medical care schemes.
9. A seconded Officer shall be subject to the same working conditions and hours as IHB staff and shall be entitled to annual leave in accordance with the IHO Staff Regulations.
10. Seconded Officers shall be subject to the same performance appraisal arrangements as IHB staff during the term of their secondment.

Obligations of the sponsoring Member State

11. The funding and financial support of a seconded Officer shall be the responsibility of the sponsoring Member State. This includes:
 - a. providing funds and administering appropriate arrangements for the Officer's salary, allowances and benefits, including annual, sick and home leave entitlements and any other personal entitlements that may be applicable.

- b. providing appropriate social security coverage for the Officer and any dependants, including health, pension and disability arrangements as appropriate.
- c. meeting the cost of travel and relocation of the Officer and dependants to and from Monaco, including the transportation of any personal or other effects and any other incidental expenses related to relocation. The IHB will provide administrative and any other practical support required to assist in the relocation to Monaco.
- d. arrangements for and the provision of an appropriate visa obtained from the French Embassy in the Officer's country of residence. The IHB will prepare and provide any necessary supporting documentation.

Formal Arrangement between the Directing Committee and the Sponsoring Member State

12. A secondment will become effective upon the signing of an Arrangement by the President, IHB on behalf of the Directing Committee and the Head of the national hydrographic authority or equivalent government institution in the sponsoring Member State. The Arrangement shall acknowledge that the secondment is being conducted under the general terms of this Resolution, amplifying, if required, any particular circumstances or additional conditions that are necessary for the secondment.

13. The Arrangement may be modified at any time or renewed with the written agreement of the parties and with the consent of the seconded Officer.

14. The secondment of an Officer may be terminated early by mutual consent of both parties, provided the Officer is given reasonable notice of such termination.

15. In the event that a dispute relating to the Arrangement or to the conduct of the secondment cannot be resolved between the parties, then the matter may be referred to Member States for guidance.

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VOTING FORM

*(to be returned to the IHB by 30th May 2008
e-mail: info@ihb.mc - Fax: +377 93 10 81 40)*

Member State:.....

Contact:..... **E-mail:**

PROPOSED REVISED ADMINISTRATIVE RESOLUTION AR T4.2

1. Do you agree with the new wording of AR T4.2 as indicated in Annex A to IHB CL35/2008?

YES

NO

2. Comments and/or proposed amendments to the text of the Administrative Resolution AR 4.2 :

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Name/Signature: Date:.....