



IHB Files S1/0410-S1/0415

**CIRCULAR LETTER 19/2009  
20 March 2009**

**AMENDMENT TO IHO PUBLICATION M-7 -  
IHB STAFF REGULATIONS, 7<sup>th</sup> Edition, June 2004**

Reference: FCCL 2/2008 of 25 November 2008, paragraph 3.

Dear Hydrographer,

1 As explained in the above-referenced Finance Committee Circular Letter, the possible payment of a crèche (day nursery) allowance and/or playschool allowance was examined by the Finance Committee Officers at their meeting in November 2008, following a request for such an allowance submitted by an IHB Staff Member.

2 As no adverse comments or any objections have been received from Member States, a new paragraph concerning the existence of these allowances has now been inserted into the IHB Staff Regulations, 7<sup>th</sup> Edition, June 2004. Please find attached the corresponding amendment (marked in red for easy reference) to the Staff Regulations (M-7). The amended Staff Regulations (Publication M-7) may be downloaded from the IHO web site.

3 Member States will recall that a Working Group was established by the XVIIth I.H. Conference (Decision No. 18) to make a thorough review of the IHB Staff Regulations. This work is currently being progressed by the WG and, upon completion of the task, a full Report and proposed amendments to M-7 will be submitted to Member States for their consideration.

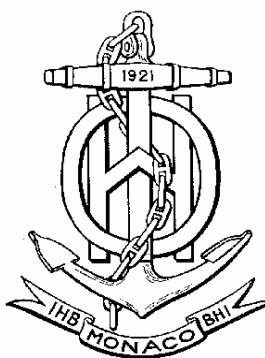
On behalf of the Directing Committee

Yours sincerely,

Vice Admiral Alexandros MARATOS  
President

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

INTERNATIONAL HYDROGRAPHIC ORGANIZATION



# Staff Regulations

7th edition

June 2004

[Revised March 2009]

**Publication M-7**

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(extract from p. 9 of M-7)

## **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 Crèche (Day Nursery) and Playschool Allowances**

The payment of a Crèche (Day Nursery) Allowance and/or a Playschool Allowance shall be made to Staff Members who satisfy the general requirements laid down by the C.C.S.S. The rules and conditions governing the payment of these allowances are published in a Staff Memo.

#### **IV.2.1.3 Bonus**

A bonus, equal to one month's Gross Salary, shall be paid annually to the Category B and C staff, except Translators, in conformity with the bonus paid to Civil Servants in Monaco (35% in July & 65% in December). In the case of personnel 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.