

IALA COUNCIL 3rd session



8-12 December 2025
Mumbai, India

8 – Strategy and Policy

8.2.4 Revision of the Staff Rules

Note by the Secretariat

1. INTRODUCTION

The Council is tasked with the approval of the Staff Rules in accordance with the Convention, Article 8.8 (m). The Staff Rules for IALA were last revised at the Council meeting in Nice in June 2025. Since then, the exchange with the International Administrative Tribunal of the International Labour Organization (ILOAT) has intensified in order to finalize the recognition of jurisdiction for IALA at the next session of ILOAT's governing body in Geneva from 17-27 November 2025. The recognition of jurisdiction by the ILOAT follows Resolution GA01-I.1.2 of IALA's General Assembly in Singapore empowering the Secretary-General to undertake all necessary steps. In Rule 31 for permanent staff members and Rule 7 for non-permanent staff members the ILOAT takes final decisions on appeals by permanent and non-permanent staff members related to complaints about the respective employment or contract if all other internal procedures have been exhausted.

The ILOAT was recommending several changes to the Staff Rules for permanent staff members and Rules for non-permanent staff members in order to facilitate the appeal's procedure with the procedures of the ILOAT. After careful consideration and in agreement with the recommendations from ILOAT the Secretariat proposes these changes to the Staff Rules.

In addition, the Secretariat proposes small changes to Rule 27 on the housing allowance based on practical experiences with the application of the rule.

In latest developments the ILOAT informed the Secretariat that the governing body of ILOAT approved the recognition of the Tribunal's jurisdiction by the International Organization for Marine Aids to Navigation (IALA) with effect from 26 November 2025.

2. DISCUSSION

Staff Rules for permanent staff members

- Rule 31.1 includes a deadline for the staff member to submit a written request to the Secretary-General within 3 months of the conflicting act or decision.
This proposed change clarifies that complaints by staff members must be addressed within a reasonable timeframe and cannot be delayed indefinitely.
- Rule 31.3 includes the possibility that the Secretary-General has not reacted to the original request of the staff member. In that case the staff member may immediately ask for a meeting of the Joint Appeals Board.
- The composition and tasks of the Joint Appeals Board have been changed in Rule 31.4. The Joint Appeals Board consists of the Deputy Secretary-General, the Finance and Administration Director



and the Technical Director with the Deputy Secretary-General as chair. It advises the Secretary-General on the matter brought up by the staff member and does not take a binding decision. This change is introduced to comply with the Convention, Article 10.5. The staff of the Secretariat is appointed in accordance with the Staff Rules on such terms and to perform such duties as the Secretary-General may determine. As a consequence, the final decision on the matter at hand before involving the ILOAT should be with the Secretary-General and not the Joint Appeals Board. The same applies to the composition of the Joint Appeals Board which now is chaired by the Deputy Secretary-General and includes both the Finance and Administration and the Technical Director instead of the President.

- Changes in Rules 31.5, 31.6 and 31.7 follow the changes proposed above.
- In addition, Rule 4.1 on the election of the staff representative and the alternate is slightly changed. As staff category II with two directors (Finance/Administration and Technical) and the dean of the WWA has only three members for the foreseeable future, the election of a staff representative and an alternate within that category seems less meaningful. It is therefore proposed to elect one staff representative and alternate for both categories II and III combined. In case there will be significant changes to the number of staff in category II, the Staff Rules may be adapted accordingly again.
- Internationally recruited staff members are entitled to housing allowance as reimbursement of costs related to the necessity to live in the region of the Headquarters limited to 12%. The personal situation of internationally recruited staff member is however much more diverse than anticipated in the last version of the staff rules. The proposed text reflects on that and clarifies the wording.

ANNEX D Rules for non-permanent staff member

- The proposed changes in the Rules for non-permanent staff members follow the proposed changes above for permanent staff.
- The Joint Appeals Board is now explicitly responsible for appeals of non-permanent staff members before the matter may be escalated to the ILOAT. This allows for more possibilities to solve the matter within the Secretariat before the involvement of the ILOAT resulting in more expenses.

The Draft Staff Rules are in paper 8.2.4.1.

3. THE COUNCIL IS INVITED TO

Note the information and adopt the changes to the draft Staff Rules.