

COUNCIL
116th session
Agenda item 5(a)

C 116/5(a)/2
13 June 2016
Original: ENGLISH

RESOURCE MANAGEMENT

(a) Human resources matters, including amendments to the Staff Regulations and Staff Rules

Note by the Secretary-General

SUMMARY

Executive summary: This document reports on senior-level appointments, the recruitment of women, the geographical and age distribution of staff at 31 May 2016 as well as staff development, training and other HR statistics for 2015

Strategic direction: 4

High-level action: 4.0.1

Output: 4.0.1.5

Action to be taken: Paragraph 16

Related documents: C 114/4(a)/1 and C/ES.28/4(a)/1

Senior-level appointments

1 No senior appointments (D.1 and above) have been made since the last session of Council.

Presence of women in IMO staff

2 As shown in the table below, at 31 May 2016, the percentage of women in the Professional and higher categories (including those in language posts) was 42.07% – a decrease of about 2 points from the 44.37% reported on 31 October 2015.

| | Gender | | | Percentage of female staff |
|--------------|-----------|-----------|------------|----------------------------|
| | Female | Male | Total | |
| S-G | 0 | 1 | 1 | 0.00% |
| D.2 | 1 | 7 | 8 | 12.50% |
| D.1 | 4 | 9 | 13 | 30.77% |
| P.5 | 13 | 22 | 35 | 37.14% |
| P.4 | 6 | 24 | 30 | 20.00% |
| P.3 | 18 | 16 | 34 | 52.94% |
| P.2 | 19 | 5 | 24 | 79.17% |
| Total | 61 | 84 | 145 | 42.07% |

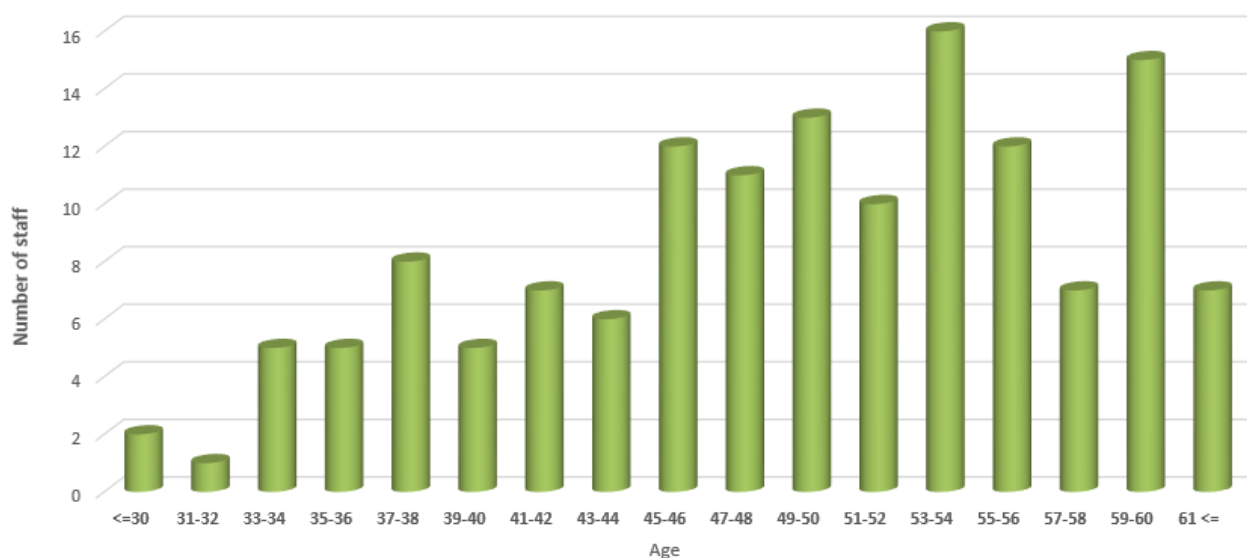
Geographical distribution

3 A breakdown, at 31 May 2016, of Professional and higher category posts by country, grade and gender (language posts are listed in a separate table) is reflected in the annex. Any significant changes to these figures between now and the time the Council meets will be reported orally. The annex also contains information about vacant posts at 31 May 2016.

Age of IMO staff

4 The median age of staff members in the Professional and higher categories on 31 May 2016 was 48 years. More than 49.7% of staff members in the Professional and higher categories are currently 50 years of age or older. More than 28% of staff members had reached early retirement age (55 years of age) on 31 May 2016 and could therefore retire at any time. At present, the average age is 47 years for staff in the Professional and higher categories.

**Age of staff in the Professional and higher categories at 31 May 2016
(including language staff)**



Sick Leave

5 In line with the recommendation of the Joint Inspection Unit (JIU) (JIU/REP/2012/2), statistics concerning the incidence of sick leave are presented below. Five cases of long-term sick leave (i.e. over three months) were identified and their return to work has been facilitated.

6 In 2015, a total of 1,343 days were taken as certified sick leave, 267 days less than the previous year. This represents an average of 4.8 days per staff member, a significant improvement if compared with last year's data (1,610 days, with an average of 5.6 days per staff member). A detailed breakdown of the sick leave by category of staff and gender is shown in the table below. Last year's figures did not take into consideration the 30 days of annual leave granted to each staff member, hence the statistics were based on 252 working days instead of 222 days as applied to this year's data.

Certified sick leave by category and gender in 2015

| | | No. of days | No. of staff | Average No. of days by staff | % per No. of working days (252 days) | % per No. of working days excluding AL (222 days) |
|--------------------------------|----------|-------------|--------------|------------------------------|--------------------------------------|---|
| P and higher categories | F | 454 | 68 | 6.7 | 2.6 | 3.0 |
| | M | 223 | 87 | 2.6 | 1.0 | 1.2 |
| General Services | F | 525 | 78 | 6.7 | 2.7 | 3.0 |
| | M | 141 | 45 | 3.1 | 1.2 | 1.4 |
| Total | | 1,343 | 278 | 4.8 | 1.9 | 2.2 |

7 The measures implemented on 1 January 2015 aimed at reducing the incidence of sick leave have contributed to the improvement of the statistics which are on average 20% lower than the equivalent data for the United Kingdom public sector.

Home Leave

8 As the Council will recall, the Joint Inspection Unit Report (JIU/REP/2012/9) on Lump Sum Payments in Lieu of Entitlements proposed that all UN system organizations should, for a two year period, monitor the actual costs of lump sum options and compare these with an estimate of what the costs would have been had the trip been arranged directly by the Organization. Following the collection of that data, the UN system as a whole could then review the lump sum options in place, to assess whether, in their current form, they achieve their goals, particularly the streamlining of administrative procedures, without incurring undue additional costs in the process. The data has been collected for 2013 and 2014, and is summarized below:

Lump sum comparison table

| | 2013 | 2014 |
|--------------|-------------|-------------|
| 75% Lump sum | £245,615.38 | £194,924.93 |

If ticket purchased by IMO:

| | 2013 | 2014 |
|--|-------------|-------------|
| Cost of tickets | £208,670.57 | £143,843.07 |
| DSA and terminal expenses | £25,659.82 | £25,641.62 |
| Difference between lump sum and if ticket purchased by IMO | £11,284.99 | £25,440.24 |
| | | |

9 In addition, the Organization has continued to monitor this data during 2015, when the gap was more significant. In 2015, 53 staff members used their home leave entitlements and, taking into account all the eligible dependants, this represented 134 trips. All staff members requested the lump sum option and the cost to the Organization was £211,751.58. If the Organization had purchased the tickets the cost could be estimated at £141,300. As may be seen from the data, this results not from a change to the policy in calculating lump sums, the actual costs for 2013-2015 being comparable year on year, but from a change in the UN-wide methodology used for calculation of the baseline, (i.e. the methodology applied if the Organization purchases the tickets). With the introduction of the new Travel Manual in mid-2014, the policy for the Organization purchasing the ticket for home leave travel changed, from a flexible ticket plus the payment of one day's Daily Subsistence Allowance (DSA), to the purchase of a non-reimbursable economy ticket and no payment of the DSA. As a result, the comparative figure has fallen significantly and the gap has increased, although the Council should note that, in practice, no staff members have chosen to take that option since 2013. The Council will be aware that the JIU are presently conducting a review on travel arrangements across the UN system taking this data into account. Following that review we will adapt our travel policies with a view to implementing any recommendations made system-wide and to maintain harmonization of our policies with those of other UN organizations.

10 It may also be recalled that the lump sum option was introduced in order to simplify procedures and save on time and administrative costs. This option has indeed contributed to streamlining the work of the staff members involved in the travel arrangements and related activities, creating the anticipated savings in administrative costs. The Council will be informed of the outcome of the JIU review when it is completed.

Staff learning and development

11 A training tender process to identify suitable training providers was successfully conducted in early 2016. Human Resources Services also conducted a comprehensive learning needs survey across the Secretariat in order to develop a relevant training programme, with a very good response rate. Consequently, a training catalogue that caters to the training needs and requirements of the Secretariat is being prepared. In addition to modules on personal development, management, communication and information technology, the catalogue will also include mandatory courses such as security in the field, prevention of harassment and a new course on ethics.

Junior Professional Officers (JPOs) and Secondees

12 As part of the 2015 JPO programme, three JPOs joined the Organization during the early part of 2016. The countries represented in this round are Japan and Turkey. The JPO programme continues to generate considerable interest from several countries and new positions will be open for recruitment in 2016. The induction of the new cohorts is anticipated to take part in the last quarter of the year.

Use of Temporary Assistance (Non staff)

13 Following the recommendations of the JIU report on "Use of non-staff personnel and related contractual modalities in the United Nations system organizations" (JIU/REP/2014/8) data on the usage of temporary employees in 2015 is reported to the Council.

14 In 2015 a total of 65 temporary employees were engaged by the Organization covering 217 assignments. Although some temporary employees are recruited on an ongoing basis, during that year the average duration of each engagement was 1.6 months. As at 31 December 2015, 14 of the 65 temporary employees had been working for the Organization for over two years and the Senior Management Committee has therefore adopted a policy aimed at reducing total continuous assignments of temporary employees to no more than 12 months and to expedite any recruitment processes against vacant posts.

15 With respect to consultants, in 2015 IMO engaged a total of 120 consultants covering 175 assignments. The average duration of each assignment was six days.

Action requested of the Council

16 The Council is invited to take note of the information contained in this document and comment, as it may deem necessary.

ANNEX

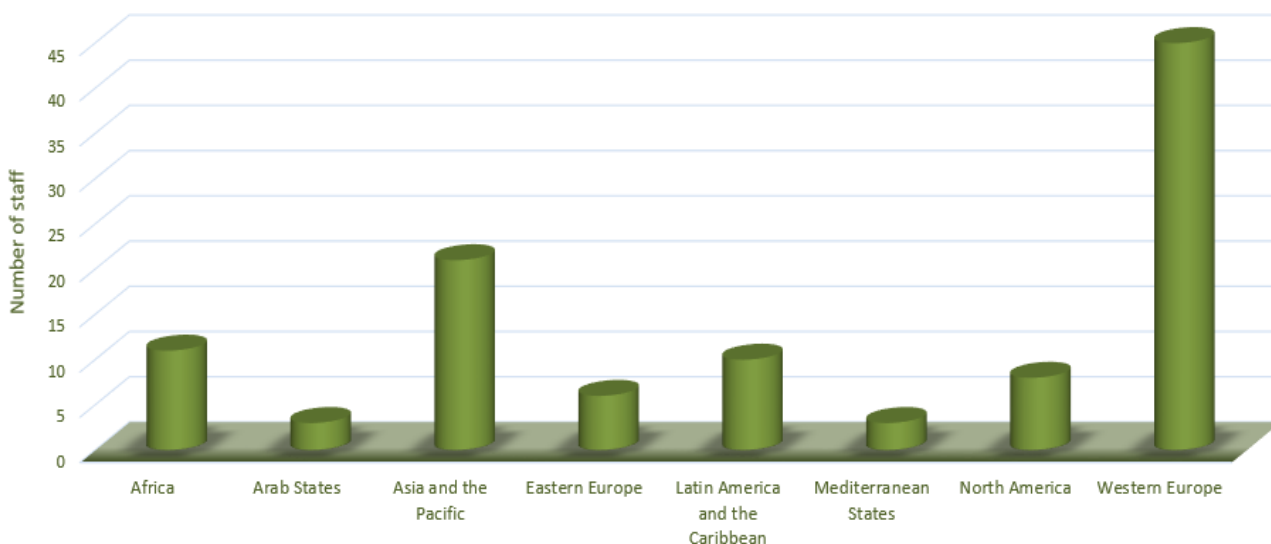
1. Professional and higher category staff by country, grade and gender at Headquarters at 31 May 2016 (excluding language staff)*

| 50 Nationalities | S-G | | D-2 | | D-1 | | P-5 | | P-4 | | P-3 | | P-2 | | Total | | Grand Total |
|------------------|-----|---|-----|---|-----|---|-----|---|-----|---|-----|---|-----|---|-------|---|-------------|
| | M | F | M | F | M | F | M | F | M | F | M | F | M | F | M | F | |
| Argentina | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 1 | 1 | 2 | |
| Brazil | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | |
| Bulgaria | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | |
| Canada | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 2 | 0 | 0 | 0 | 4 | 1 | 5 | |
| China | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 5 | 5 | |
| Colombia | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 1 | 1 | 2 | |
| Croatia | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | |
| Cyprus | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | |
| Czech Republic | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | |
| Denmark | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 | 2 | |
| Egypt | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 1 | |
| Eritrea | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | |
| Ethiopia | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | |
| Finland | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | |
| France | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 1 | 0 | 2 | 0 | 3 | 2 | 5 | |
| Germany | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | 0 | 3 | 1 | 4 | |
| Ghana | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | |
| Greece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 1 | 0 | 1 | 2 | 3 | |
| India | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 2 | 3 | |
| Iraq | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | |
| Ireland | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 2 | 0 | 2 | |
| Italy | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 | 2 | |
| Japan | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 | 2 | |
| Kenya | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 | 2 | |
| Liberia | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | |
| Malaysia | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | |
| Malta | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 | |
| Mauritius | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 1 | 1 | 2 | |
| Mexico | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | |
| Morocco | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | |
| Netherlands | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 3 | |
| New Zealand | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 1 | |
| Nicaragua | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | |
| Nigeria | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 | |
| Pakistan | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | |
| Panama | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | |

* (Regular budget and Trading Fund only).

| 50 Nationalities | S-G | D-2 | | D-1 | | P-5 | | P-4 | | P-3 | | P-2 | | Total | | Grand Total |
|---------------------|----------|----------|----------|----------|----------|----------|-----------|----------|-----------|-----------|-----------|-----------|----------|-----------|-----------|-------------|
| | M | F | M | F | M | F | M | F | M | F | M | F | M | F | M | |
| Peru | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 |
| Philippines | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 2 |
| Poland | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Republic of Korea | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 3 |
| Romania | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Russia | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Spain | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 1 | 1 | 0 | 1 | 1 | 3 | 3 | 6 |
| Sri Lanka | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 | 2 |
| Sweden | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Trinidad and Tobago | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 |
| Turkey | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 2 |
| United Kingdom | 0 | 0 | 1 | 1 | 0 | 0 | 3 | 1 | 2 | 3 | 1 | 4 | 1 | 9 | 8 | 17 |
| United States | 0 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 3 | 4 |
| Uruguay | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Grand Total | 1 | 1 | 7 | 3 | 8 | 9 | 20 | 3 | 17 | 12 | 10 | 15 | 4 | 43 | 67 | 110 |

IMO Professional and higher category staff by region
(excluding language staff)



2. Incumbents in language posts by grade and gender at 31 May 2016*

| 11 Nationalities | D-1 | | P-5 | | P-4 | | P-3 | | P-2 | | Total | | Grand Total |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-------------|
| | F | M | F | M | F | M | F | M | F | M | F | M | |
| Canada | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| China | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 3 | 3 |
| France | 1 | 0 | 1 | 0 | 0 | 3 | 5 | 0 | 1 | 0 | 8 | 3 | 11 |
| Honduras | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Kenya | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 |
| Lebanon | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | 2 |
| Peru | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 |
| Russia | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 2 | 1 | 3 |
| Spain | 0 | 0 | 2 | 0 | 1 | 2 | 1 | 3 | 1 | 0 | 5 | 5 | 10 |
| South Africa | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 1 |
| Uruguay | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Grand Total | 1 | 1 | 4 | 2 | 3 | 7 | 6 | 6 | 4 | 1 | 18 | 17 | 35 |

3. Vacant posts at 31 May 2016

Vacant posts subject to geographical distribution
(excluding language posts)

| Grade | Total |
|--------------|----------|
| P.5 | 3 |
| P.4 | 1 |
| P.3 | 1 |
| P.2 | 2 |
| Total | 7 |

Vacant language posts

| Grade | Total |
|--------------|----------|
| P.4 | 2 |
| Total | 2 |

Total vacant posts in Professional and higher categories

| Grade | Total |
|--------------|----------|
| P.5 | 3 |
| P.4 | 3 |
| P.3 | 1 |
| P.2 | 2 |
| Total | 9 |

* (Regular budget and Trading Fund only).

4. **Project posts – Breakdown of Professional and higher category staff by country, grade and gender at 31 May 2016**

Counter-Piracy Programme (Djibouti Code of Conduct)

| Nationality | Grade | Gender | Duty Station |
|-------------|-------|--------|--------------|
| Kenya | P.3 | Male | Nairobi |

West and Central Africa Maritime Security Project

| Nationality | Grade | Gender | Duty Station |
|-------------|-------|--------|--------------|
| Brazil | P.4 | Female | London |

International Maritime Security Trust Fund

| Nationality | Grade | Gender | Duty Station |
|-------------|-------|--------|--------------|
| Denmark | P.3 | Male | London |

Globallast Programme

| Nationality | Grade | Gender | Duty Station |
|-------------|-------|--------|--------------|
| France | P.3 | Male | London |

GLOMEEP Project Coordination Unit

| Nationality | Grade | Gender | Duty Station |
|-------------|-------|--------|--------------|
| Germany | P.2 | Female | London |

Regional Marine Pollution Emergency Response Centre for the Mediterranean Sea, Malta (REMPEC)

| Nationality | Grade | Gender | Duty Station |
|-------------|-------|--------|--------------|
| Spain | P.4 | Male | Malta |
| France | P.3 | Male | Malta |
| Tunisia | P.3 | Male | Malta |

IMO Regional Presence for Technical Cooperation in the West and Central Sub region of Africa (Anglophone) (Ghana)

| Nationality | Grade | Gender | Duty Station |
|-------------|-------|--------|--------------|
| Ghana | NOD | Male | Accra, Ghana |

IMO Regional Presence for Technical Cooperation in the West and Central Sub region of Africa (Francophone) (Côte d'Ivoire)

| Nationality | Grade | Gender | Duty Station |
|---------------|-------|--------|------------------------|
| Côte d'Ivoire | NOD | Male | Abidjan, Côte d'Ivoire |

IMO Regional Presence for Technical Cooperation in East Asia, Manila, Philippines

| Nationality | Grade | Gender | Duty Station |
|-------------|-------|--------|---------------------|
| Philippines | NOD | Female | Manila, Philippines |

IMO Regional Maritime Adviser for the Caribbean, Port-of-Spain, Trinidad and Tobago

| Nationality | Grade | Gender | Duty Station |
|---------------------|-------|--------|------------------------------------|
| Trinidad and Tobago | NOD | Male | Port-of-Spain, Trinidad and Tobago |

IMO Regional Presence for Technical Cooperation in the Eastern and Southern Sub region of Africa (Anglophone) (Kenya)

| Nationality | Grade | Gender | Duty Station |
|-------------|-------|--------|----------------|
| Vacant | NOD | - | Nairobi, Kenya |

At 31 May 2016, the total number of National Officers and Professional staff in project posts was 12, of whom 9 are male and 3 are female, coming from 11 countries.