

COUNCIL  
118th session  
Agenda item 4(a)

C 118/4(a)/2  
30 June 2017  
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 presence of women in Professional and higher categories posts in the IMO Secretariat and the geographical and age distribution of staff in the Professional and higher categories as of 30 June 2017, as well as staff development and training. It also reports on other human resources statistics for 2016.

*Strategic direction:* 4

*High-level action:* 4.0.1

*Output:* 4.0.1.5

*Action to be taken:* Paragraph 16

*Related documents:* C 117/5(a)/1 and C 117/5(a)/2

#### Senior-level appointments and restructuring

1 Following the retirement of Mr. Dandu Pughuic, Senior Deputy Director, Subdivision for Implementation, Marine Environment Division, in July 2016, Ms. Patricia Charlebois was appointed to that post as Deputy Director (D.1) on 1 March 2017. At the same time, the Secretary-General restructured the Division, establishing a new Subdivision for Major Projects. Mr. Jose Matheickal was appointed Deputy Director (D.1) of that Subdivision on 1 March 2017.

2 Following the appointment of Mr. Youqiang Li to the post of Director, Conference Division, in August 2016 the Secretary-General appointed Mr. Iskandar Khoury as Deputy Director/Head (D.1), Subdivision for Meeting Services, Interpretation and Translation (Arabic, Chinese, Russian), on 1 February 2017. Mr Khoury is also retaining his current duties as Head, Arabic Translation Section.

3 Mr. Arsenio Dominguez (Panama), has been appointed to the post of Chief of Staff (D.1) in the Office of the Secretary-General. He will join the Organization on 17 July 2017.

4 On 1 January 2017, Mr. Aubrey Botsford was designated as Acting Director, Administrative Division, while the post is vacant. During the leave of absence of Mr. Nicolaos Charalambous, Mr. Juvenal Shiundu has been designated as Acting Director, Technical Cooperation Division.

### Presence of women

5 As shown in the table below, the percentage of women in the Professional and higher categories (including those in language posts), as of 30 June 2017, was 43.57% – an increase of 0.91% from the 42.66% reported on 31 October 2016.

	Gender		Total	Percentage of female staff
	Female	Male		
<b>D.2</b>	0	7	7	0.00%
<b>D.1</b>	4	8	12	33.33%
<b>P.5</b>	12	20	32	37.50%
<b>P.4</b>	6	25	31	19.35%
<b>P.3</b>	19	13	32	59.38%
<b>P.2</b>	19	6	25	76.00%
<b>P.1</b>	1	0	1	100.00%
<b>Total</b>	61	79	140	43.57%

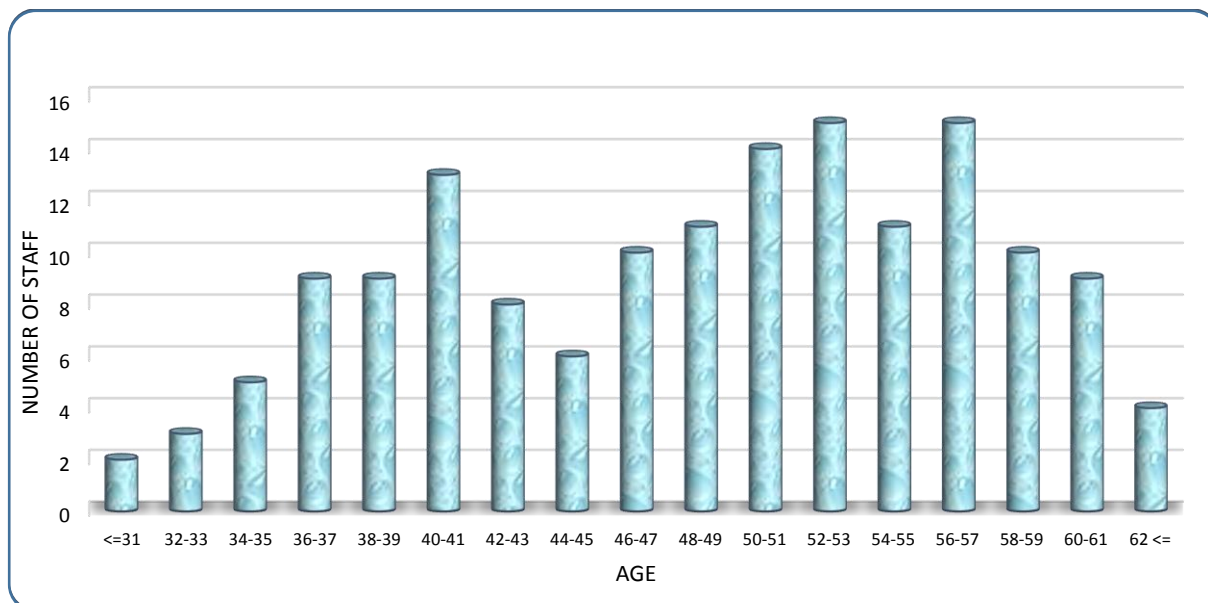
### Geographical distribution

6 A breakdown of Professional and higher category posts by country, grade and gender (language posts are listed separately) as of 30 June 2017 is given 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.

### Age

7 On 30 June 2017, the average age of staff in the Professional and higher categories is 48 years and the median age is 50 years; more than 50% of staff are 50 years of age or older. Around 30% of staff members will have reached early retirement age by 30 June 2017 and could therefore retire at any time. In this respect, the Council may wish to recall that as from 1 January 2018 the mandatory age of separation for all staff will increase from the current age of 60 or 62 to 65.

**Age of staff in the Professional and higher categories at 30 June 2017  
(including language staff)**



**Sick leave**

8 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.

9 In 2016, a total of 1,281.5 days were taken as certified sick leave, 61.5 fewer than the previous year (1,343 days). This represents an average of 4.6 days per staff member, an improvement over the previous year (4.8 days per staff member). On average, 2.08% of working days were lost to certified sick leave, compared with 2.2% in the previous year. A detailed breakdown of sick leave by category of staff and gender is shown in the table below. The percentages are based on 222 working days (excluding annual leave).

**Certified sick leave by category and gender in 2016**

		No. of days	No. of staff	Average no. of days per staff member	% working days lost to sick leave
P and higher categories	F	389.5	65	6.0	2.70
	M	193.5	92	2.1	0.95
General Services	F	497.5	78	6.4	2.87
	M	201	42	4.8	2.16
Total		1,281.5	277	4.6	2.08

10 The measures implemented on 1 January 2015 aimed at reducing the incidence of sick leave have contributed to the yearly improvement of the statistics, which are in line with equivalent data for the public sector in the United Kingdom.

**Staff learning and development**

11 Staff development training activities continue to be well attended and received. Nineteen courses were conducted over 38 training days in 2016 and covered all the key aspects identified through the learning needs analysis that took place in 2016. This included

core IMO competencies, IT skills and personal development. The rest of 2017 and 2018 will focus on rolling out the Management Development Programme, a mandatory modular approach to training for staff with supervisory responsibilities. Individual requests for external studies and other specialized training are catered for on a need assessment basis.

### **Junior Professional Officers (JPOs) and secondees**

12 Following the 2016 JPO programme, one JPO from the Republic of the Philippines has been selected to work in the Marine Environment Division. The 2017 recruitment of JPOs will commence by August 2017; from then on, JPO vacancies will be advertised as they arise.

### **Use of temporary assistance ("non-staff personnel")**

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 use of temporary employees in 2016 is reported to the Council.

14 In 2016 a total of 71 temporary employees were engaged by the Organization on a number of contracts, ranging from one day to three months. Although some temporary employees are recruited on an ongoing basis, during that year the average duration of each contract was 1.2 months. This is a decrease compared with the 1.6 months reported to the Council at its 116th session. It comes after the adoption by the Senior Management Committee of a policy aimed at reducing total continuous assignments of temporary employees to no more than 12 months in most cases and to expedite any recruitment processes against vacant posts.

15 The Organization engaged a total of 92 consultants in 2016, covering 127 assignments. The average duration of each assignment was 5 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

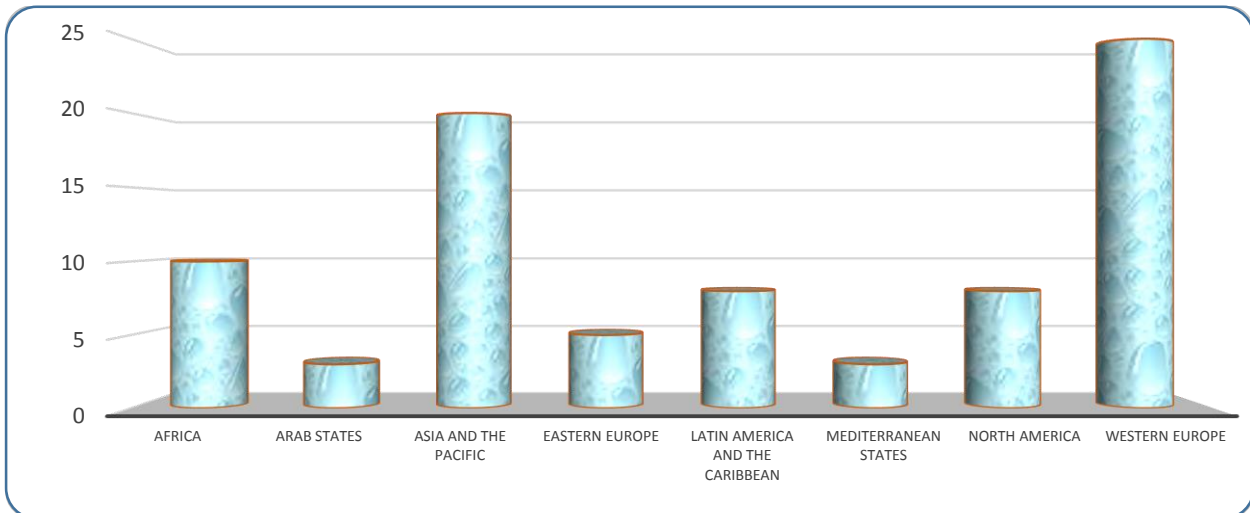
## 1. Professional and higher category staff by country, grade and gender at Headquarters, excluding language staff and elected officials (Secretary-General)\*

49 nationalities	D.2		D.1		P.5		P.4		P.3		P.2		P.1		Total		Total
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	
Argentina	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1
Brazil	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	1
Bulgaria	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	1
Canada	0	0	2	0	0	0	0	1	2	0	0	0	0	0	4	1	5
Chile	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1
China	0	1	0	0	0	2	0	0	0	2	0	1	0	0	0	6	6
Colombia	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	1
Croatia	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	1
Cyprus	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Czechia	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	1
Denmark	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	1
Egypt	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	1
Eritrea	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	1
Ethiopia	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	1
Finland	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1
France	0	0	0	0	0	2	0	0	1	0	2	0	0	0	3	2	5
Germany	0	0	1	0	0	0	1	0	0	1	2	0	0	0	4	1	5
Ghana	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	1
Greece	0	0	0	0	0	0	0	1	0	1	1	0	1	0	2	2	4
India	0	1	0	1	0	0	1	0	0	0	0	0	0	0	1	2	3
Iraq	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	1
Ireland	0	0	0	0	0	0	0	0	1	0	1	0	0	0	2	0	2
Italy	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	2	2
Japan	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	2	2
Kenya	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1
Liberia	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Malaysia	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1
Malta	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	2	2
Mauritius	0	0	0	0	0	0	0	1	0	0	1	0	0	0	1	1	2
Mexico	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	1
Morocco	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1
Netherlands	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	3	3
New Zealand	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	1
Nigeria	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	2	2
Pakistan	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	1
Peru	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	1
Philippines	0	0	0	0	1	0	0	1	0	0	0	0	0	0	1	1	2

\* Regular Budget and Trading Fund only. All figures are as of 30 June 2017.

49 nationalities	D.2		D.1		P.5		P.4		P.3		P.2		P.1		Total		Total
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	
Poland	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	1
Republic of Korea	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	2	2
Russian Federation	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1
Spain	0	0	0	0	1	1	0	1	1	0	1	2	0	0	3	4	7
Sri Lanka	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	2	2
Sweden	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1
Trinidad and Tobago	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	1
Turkey	0	0	0	0	1	1	0	0	0	0	0	0	0	0	1	1	2
United Kingdom	0	1	0	0	0	3	1	2	3	1	5	1	0	0	9	8	17
United States	0	1	0	2	0	0	0	0	0	0	0	0	0	0	0	3	3
Uruguay	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1
Zambia	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	1
<b>Grand Total</b>	<b>0</b>	<b>7</b>	<b>3</b>	<b>7</b>	<b>8</b>	<b>19</b>	<b>3</b>	<b>18</b>	<b>12</b>	<b>8</b>	<b>16</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>43</b>	<b>64</b>	<b>107</b>

**Professional and higher category staff by region  
(excluding language staff)\***



\* Regular Budget and Trading Fund only. All figures are as of 30 June 2017.

**2. Professional and higher category staff in language posts by grade and gender\***

12 nationalities	D.1		P.5		P.4		P.3		P.2		Total		Total
	F	M	F	M	F	M	F	M	F	M	F	M	
Canada	0	1	0	0	0	0	0	0	0	0	0	1	1
China	0	0	1	0	1	0	0	0	0	1	2	1	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	0	0	0	1	0	0	0	1	1
Peru	0	0	0	0	0	0	0	0	1	0	1	0	1
Russian Federation	0	0	1	0	1	0	0	0	0	0	2	0	2
South Africa	0	0	0	0	0	0	0	1	0	0	0	1	1
Spain	0	0	1	0	1	2	2	3	0	0	4	5	9
United Kingdom	0	0	0	0	0	1	0	0	0	0	0	1	1
Uruguay	0	0	0	0	0	1	0	0	0	0	0	1	1
<b>Grand Total</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>7</b>	<b>7</b>	<b>5</b>	<b>3</b>	<b>1</b>	<b>18</b>	<b>15</b>	<b>33</b>

**3. Vacant posts (Professional and higher categories)\***

Vacant posts (excluding language posts)

Grade	Total
D.2	1
D.1	1
P.5	3
P.4	1
P.3	3
P.2	3
<b>Total</b>	<b>12</b>
<b>Vacant language posts</b>	
P.4	2
P.3	1
<b>Total</b>	<b>3</b>

**Total vacant posts**

D.2	1
D.1	1
P.5	3
P.4	3
P.3	4
P.2	3
<b>Total</b>	<b>15</b>

\* Regular Budget and Trading Fund only. All figures are as of 30 June 2017.

The appointment process has been completed for four of these posts and the selected candidates are to join the Organization very shortly. A further three posts have been advertised and will be filled soon. Two posts have been earmarked for redeployment elsewhere in the Organization.

**4. Project posts: Professional and higher category staff by country, grade and gender (as of 30 June 2017)**

Nationality	Grade	Gender	Duty Station
<b>Counter-Piracy Programme (Djibouti Code of Conduct)</b>			
Kenya	P.3	Male	Nairobi
<b>West and Central Africa Maritime Security Project</b>			
Brazil	P.4	Female	London
<b>International Maritime Security Trust Fund</b>			
Colombia	P.3	Male	London
<b>Globallast Programme</b>			
France	P.3	Male	London
<b>GLOMEEP Project Coordination Unit</b>			
Germany	P.2	Female	London
<b>Regional Marine Pollution Emergency Response Centre for the Mediterranean Sea, Malta (REMPEC)</b>			
Spain	P.4	Male	Malta
France	P.3	Male	Malta
Tunisia	P.3	Male	Malta
<b>Capacity Building for Climate Mitigation in the Maritime Shipping Industry (IMO-EU)</b>			
Georgia	P.4	Female	London
United Kingdom	P.2	Male	London
<b>IMO Regional Presence for Technical Cooperation in the West and Central Subregion of Africa (Anglophone) (Ghana)</b>			
Ghana	NOD	Male	Accra, Ghana
<b>IMO Regional Presence for Technical Cooperation in the West and Central Subregion of Africa (Francophone) (Côte d'Ivoire)</b>			
Côte d'Ivoire	NOD	Male	Abidjan, Côte d'Ivoire
<b>IMO Regional Presence for Technical Cooperation in East Asia, Manila, Philippines</b>			
Philippines	NOD	Female	Manila, Philippines
<b>IMO Regional Maritime Adviser for the Caribbean, Port-of-Spain, Trinidad and Tobago</b>			
Trinidad and Tobago	NOD	Male	Port-of-Spain, Trinidad and Tobago
<b>IMO Regional Presence for Technical Cooperation in the Eastern and Southern Subregion of Africa (Anglophone) (Kenya)</b>			
Vacant	NOD	–	Nairobi, Kenya

As of 30 June 2017, the total number of National Officers and Professional staff in project posts is 14, of whom 10 are male and 4 are female, coming from 13 countries.