



SIOFA Staff regulations

REGULATION 1

1.1 These Staff Regulations establish the fundamental principles of employment, regulate the working relationships and establish the rights and responsibilities of formally appointed employees who render their services in and receive remuneration from the Secretariat of the Southern Indian Ocean Fisheries Agreement.

1.2 For the purposes of these Regulations:

- (a) “Agreement” or “SIOFA” means the Southern Indian Ocean Fisheries Agreement;
- (b) “dependant” shall include only:
 - (i) the staff member’s spouse if the spouse is not in paid employment;
 - (ii) any unsalaried child, who is born of, or adopted by, a staff member, his or her spouse, or their children, who is below the age of eighteen years and who is dependent on a staff member or his or her spouse for main and continuing support;
 - (iii) any child fulfilling the conditions laid down in paragraph (1(a) (ii)) above, but who is between eighteen and twenty-five years of age and is receiving school or university education or vocational training;
 - (iv) any child with a disability who is dependent on a staff member or his or her spouse for main and continuing support;
 - (v) any person for whose main and continuing support a staff member or his or her spouse is legally responsible as recognised by the national authorities of his or her home country before the time of the appointment.
- (c) “Executive Secretary” means the Executive Secretary of the Secretariat;
- (d) “host country” means Réunion Island, French Republic
- (e) “Meeting of the Parties” means the Meeting of the Parties to SIOFA, established by Article 5 of SIOFA;
- (f) “SCAF” means Standing Committee of Administration and Finance as provided for in Article 7 of SIOFA;
- (g) “Secretariat” means the Secretariat of SIOFA established by the Meeting of the Parties pursuant to Article 9 of SIOFA.
- (h) “SIOFA Parties” means the Contracting Parties to SIOFA, and Participating Fishing Entities as provided for in Article 15 of SIOFA and Rule 19 of the Rules of Procedure;

- (i) "spouse" means a husband or wife, a civil union partner or a de facto partner as recognized by the national authorities of his or her home country;
- (j) "staff members" means staff members of the Secretariat and the Executive Secretary.

1.3 These Regulations should be applied giving due regard to the geographical distribution of the SIOFA Parties.

REGULATION 2

DUTIES, OBLIGATIONS AND PRIVILEGES

2.1 Staff members are international civil servants. Upon accepting their appointments they pledge themselves to discharge their duties faithfully and to conduct themselves in the best interests of the Secretariat.

2.2 Staff members shall at all times conduct themselves in a manner consistent with the international nature of the Agreement. They shall always exercise the loyalty, discretion and tact imposed on them by their international responsibilities in the performance of their duties. They shall avoid all actions, statements or public activities which might potentially be detrimental to the Secretariat, the Meeting of the Parties and the aims of the Agreement.

2.3 Staff members are not required to renounce either their national feelings or their political or religious convictions. In the application of these Regulations, any discrimination on the basis of sex, age, race, color, ethnic or social origin, religion or belief, political or other opinion, membership of a national minority, property, birth, sexual orientation or disability shall be prohibited.

2.4 In the performance of their duties, staff members shall neither seek nor accept instructions from any government or authority other than the Meeting of the Parties or the Executive Secretary. Staff members shall, however, cooperate fully at all times with the Competent Authorities of the French Republic in order to facilitate the proper administration of justice, secure the observance of police regulations and prevent any abuse of the privileges, immunities and facilities provided for in the headquarters agreement between the Government of the French Republic and the Secretariat.

2.5 Staff members shall observe maximum discretion regarding official matters and shall abstain from making private use of information they possess by reason of their position. Authorization for the release of information for official purposes shall lie with the Meeting of the Parties or the Executive Secretary, as the case may require.

2.6 Staff members shall, in general, have no employment other than with the Secretariat. In special cases, staff members may accept other employment, provided that it does not interfere or represent a conflict of interest with their duties in the Secretariat, and that prior authorization by the Executive Secretary has been obtained. Where the Executive Secretary wishes to accept other employment, prior authorization shall be obtained from the Meeting of the Parties.

2.7 No staff member may be associated in the management of a business, industry or other enterprise, or have a financial interest therein if, as a result of the official position held in the Secretariat, he or she may benefit from such association or interest.

2.8 Ownership of non-controlling stock in a company shall not be considered to constitute a financial interest within the meaning of Regulation 2.7.

2.9 Staff members shall enjoy the privileges and immunities to which they are entitled under the Agreement between the Government of the French Republic and the Secretariat of the Southern Indian Ocean Fisheries Agreement concerning the Headquarters of the Secretariat and its privileges and immunities in French Territory

REGULATION 3

HOURS OF WORK

3.1 The normal working day shall be eight hours, Monday through Friday, for a total of forty hours per week. These hours do not include breaks for meals.

3.2 The Executive Secretary shall establish the specific working hours and may, in consultation with staff members, alter them for the benefit of the Secretariat and the Meeting of the Parties as circumstances may require.

REGULATION 4

CLASSIFICATION OF STAFF

4.1 Staff members shall be classified in either of the two following United Nations (UN) categories:

- (a) Professional Category

Positions of high responsibility of a managerial, professional, or scientific nature. These posts will be filled by appropriately qualified professionals, preferably with University qualifications or the equivalent. Staff members in this category will be recruited and publicised internationally.

(b) General Services Category

Auxiliary administrative and technical positions, including clerical, secretarial and other office personnel. Such staff shall be recruited from among citizens of SIOFA Parties, taking into account potential benefits that may occur from hiring staff locally.

4.2 Persons employed under Regulation 11 shall not be classified as staff members.

REGULATION 5

SALARIES AND OTHER REMUNERATION

5.1 The scale of salaries for staff members in the professional category shall be established by the Meeting of the Parties, taking into account the scales of salaries which would apply to officials of the United Nations Secretariat employed in the host country. Such salaries shall be paid in local currency of the host country.

5.2 Staff members in the general services category shall, in principle, be paid at rates equivalent to those paid in the national administration of the host country for staff of equivalent qualifications and experience, with such rates being established by the Meeting of the Parties. Such salaries shall be paid in the local currency of the host country.

5.3 The salaries of staff members shall be reviewed annually by the Meeting of the Parties taking into account, the performance of each staff member concerned and annual changes in the United Nations for professional category and the national administration for general services category. The promotion of the staff members from one salary scale to another requires the prior approval of the Meeting of the Parties.

5.4 Subject to these Regulations, the type of allowances available to staff members in the professional category shall, in principle, be those allowances in force in the United Nations. The scale of allowances shall be established in US dollars according to the corresponding scales of allowances which would apply to officials of the United Nations Secretariat in the host country and shall be paid in the local currency of the host country. However, education allowances for each dependant child shall not be paid:

- (a) in respect of children of staff members who are nationals of the host country;
- (b) in respect of attendance at a public (State) school of the host country;
- (c) for attendance at a public (State) University in the host country;

- (d) for correspondence courses or private tuition;
- (e) when schooling does not require regular attendance at an education institution;
- (f) in respect of education expenses covered from scholarship grants or subsidies from other sources.

5.5 Except for the maximum figure for education allowance, changes in salaries and allowances applied in the UN Secretariat shall be applied to the salaries and allowances of staff members in the professional category. The Meeting of the Parties shall review the system of applying these changes to salaries and allowances after it has been in operation for three years.

5.6 Subject to paragraph 5.7, the Meeting of the Parties shall levy from each staff member's salary (and such other emoluments of staff members as are computed on the basis of salary) an amount for Staff Assessment. Staff assessment rates shall be those in force in the UN at the time of the relevant levy.

5.7 Staff members of the Secretariat subject to national income tax shall be eligible for reimbursement of the tax paid on his or her salary. Such arrangements shall be made only on the basis that the direct costs of reimbursement are paid by the staff member's home country. The Staff Assessment will not be levied in respect of employees who are subject to national taxes on income that cannot be reimbursed.

5.8 Staff members in the general services category required by the Executive Secretary to work more than 40 hours during one week will be compensated. The method of compensation will be determined by the Executive Secretary in consultation with the staff member and shall include one of the following options:

- (a) with compensatory leave equivalent to hours of overtime performed; or
- (b) by remuneration per overtime hour, to be estimated at the rate of time and a half, or if the additional time is worked on a Sunday, or on holidays listed in Regulation 7.17, at the rate of double time.

5.9 Staff members in the professional category are not entitled to overtime pay or compensatory leave.

5.10 The Secretariat shall pay duly justified and authorized representation expenses incurred by a staff member in the performance of his or her duties within the limits prescribed annually in the Budget.

5.11 Each staff member shall have their performance assessed annually by the Executive Secretary. The annual performance review of the Executive Secretary shall be completed by the Chairperson of the Meeting of the Parties on behalf of the Meeting of the Parties. A summary of the performance review will be provided to the Meeting of the Parties annually.

5.12 Staff members may receive annual increments at the discretion of the Executive Secretary (or, in respect of the Executive Secretary, the Meeting of the Parties) on the basis of satisfactory performance. There is no

guarantee that any staff member's salary or wages will be increased. Increments shall cease once the staff member has reached the highest level in the category in which he or she is serving.

REGULATION 6

RECRUITMENT AND APPOINTMENT

6.1 The Meeting of the Parties shall appoint the Executive Secretary and shall establish his or her remuneration and such other entitlements as it deems appropriate.

6.2 In accordance with Rules 7.1 and 7.2 of the Rules of Procedure of the Meeting of the Parties, the Executive Secretary shall appoint, direct, and supervise staff to positions as designated by the Meeting of the Parties, on the terms and conditions of employment provided for in these Regulations.

6.3 Offers of appointment to the Secretariat may require the persons selected to undergo a medical examination and present a certificate stating that they have no medical condition that might prevent them from performing their duties or which might endanger the health of others. The medical examinations shall be at the expense of the Meeting of the Parties.

6.4 Upon selection, each prospective staff member shall receive an offer of appointment stating:

- (a) that the appointment is subject to the Staff Regulations applicable to the category of appointment in question, and to changes which may be duly made in such Regulations from time to time;
- (b) the nature of the appointment;
- (c) the date on which the staff member is required to commence duty;
- (d) the period of appointment, the notice required to terminate it and the period of probation;
- (e) the category, level, commencing rate of salary and the scale of increments and the maximum salary attainable;
- (f) the allowances attached to the appointment; and
- (g) any special terms and conditions which may be applicable.

6.5 Together with the offer of appointment, staff members shall be provided with a copy of these Regulations. Upon acceptance of the offer staff members shall state in writing that they are familiar with and accept the conditions set out in these Regulations.

REGULATION 7

LEAVE

7.1 Staff members shall be entitled to accrue annual leave at the rate of two and half workdays for each full month of service. Annual leave is cumulative, but at the end of each calendar year, not more than 30 workdays may be carried over to the following year.

7.2 The taking of leave shall not cause undue disruption to normal Secretariat operations. In accordance with this principle, leave dates shall be subject to the needs of the Secretariat and the Meeting of the Parties. Leave dates shall be approved by the Executive Secretary who shall, as far as possible, bear in mind the personal circumstances, needs and preferences of staff members. The Chairperson of the Standing Committee on Administration and Finance (SCAF) shall approve the Executive Secretary's leave.

7.3 Until such time as the Meeting of the Parties appoints a Chairperson of the SCAF, the functions of the Chairperson of the SCAF described in these Regulations shall be carried out by the Chairperson of the Meeting of the Parties.

7.4 Annual leave may be taken in one or more periods. The total amount of annual leave taken in any calendar year shall not be longer than 45 days under any circumstances.

7.5 Any absence not approved within the terms of these Regulations shall be deducted from annual leave.

7.6 Staff members who, upon termination of their appointment, have accumulated annual leave that has not been taken shall receive the cash equivalent estimated on the basis of the last salary received.

7.7 No staff member shall be granted sick leave for a period of more than three consecutive days and more than a total of seven working days in any period of twelve months without producing a medical certificate. Non-certified absence in excess of the number of days specified in this article shall be deducted from the staff member's annual leave or, in the absence of sufficient annual leave, charged as leave without pay.

7.8 Staff members are entitled to sick leave, with an appropriate medical certificate, but such leave will not exceed twelve months in any four consecutive years. The first six months of such leave in this period of four years shall be on full salary, and the second six months shall be on half salary. No more than four months on full salary shall normally be granted in any period of twelve consecutive months.

7.9 Sick leave may also be used to care for a staff member's spouse, child or parent with a serious health condition.

7.10 After one year of employment in the Secretariat, eligible staff members shall be entitled to maternity leave for the birth of a child. The employee will be entitled to twelve weeks paid leave, up to six weeks of which may be taken prior to the expected due date of the child. During this period employees shall receive pay at a rate equal to their average pay for the last twelve months and corresponding allowances.

7.11 After one year of employment in the Secretariat, eligible staff members shall be entitled to up to eight weeks of paternity leave for the birth of a child. During this period employees shall receive pay at a rate equal to their average pay for the last twelve months and corresponding allowances.

7.12 Paid parental leave of eight weeks is available to employees who have assumed the care of a child they intend to adopt or foster to care for the newly placed child

7.13 Staff members shall be entitled to bereavement leave of up to five days upon the death of an immediate family member and up to three days for a relative other than an immediate family member. Reasonable travel time to and from destination will not be counted under these limits.

7.14 After 18 months of service the Secretariat shall pay travel expenses (payment of economy class air fares or equivalent transport costs, but not accommodation expenses, travel allowance or any other travel expenses) to the staff member's home country on annual leave for staff members (other than staff members who were resident in La Reunion at the time of appointment) and their spouse and dependants. Following this, home leave shall be granted at two-year intervals provided that:

- (a) dependants of staff members are only entitled to have their travel expenses paid under this Regulation where they have resided in La Reunion for at least 6 months prior to travel;
- (b) It is expected that staff members will return to the Secretariat to continue rendering their services for a minimum additional period of 6 months after returning from paid home leave. Where a staff member ceases employment within 6 months of returning from paid home leave, he or she shall repay the travel expenses paid by the Secretariat, unless the Meeting of the Parties decides otherwise.

7.15 Where a staff member's dependant child or children reside and are educated outside of La Reunion, then one return economy class flight each year between place of education and La Reunion may be accessed by:

- (a) each dependant child being educated outside La Reunion, or
- (b) the staff member or spouse to visit the child if:
 - i. this visit occurs during a twelve month period in which home leave is not accessed; and
 - ii. providing the journey is not made within the final six months of the contract

For the purpose of this paragraph the "place of education" is taken to be the recognised home.

7.16 The possibility of combining travel to home country on leave with official travel in Secretariat service may also be considered and approved by the Executive Secretary, or by the Chairperson of the SCAF in the case of leave for the Executive Secretary, provided the interests of the Meeting of the Parties are duly borne in mind.

7.17 Staff members shall be entitled to the statutory holidays in the host country and other holidays that may be designated by the host country's government from time to time, such as for national elections and other special circumstances. Applicable statutory holidays are described in Annex A of these Regulations.

7.18 If under special circumstances staff members are required to work on one of the aforementioned days the holiday shall be observed on another day to be set by the Executive Secretary, who shall take into account the needs of the Secretariat.

REGULATION 8

SOCIAL SECURITY

8.1

- (a) It is a condition of employment that internationally recruited employees who are not eligible or choose not to access the social security system applying in the host country shall contribute to:
- i. a recognized retirement fund;
 - ii. medical and hospital insurance cover, including for their spouse and dependants who are not eligible for publicly funded health services, and
 - iii. life and disability insurance cover.
- (b) The Secretariat shall pay two-thirds of the total contribution of the retirement fund up to the maximum percentage applying in the UN Secretariat from time to time of the total of the staff member's salary. The Secretariat shall also pay two-thirds of the insurance premiums listed in the above subparagraph. These contributions shall be calculated separately. The payment of these contributions shall be by way of reimbursement upon the production of receipts, or shall be paid direct together with the employee's contribution. Staff members who are not internationally recruited shall have such terms and conditions to ensure that they are not disadvantaged.

8.2 Staff members in both the professional category and general services category may be required to undergo further medical examinations from time to time as determined by the Executive Secretary or the Meeting of the Parties as the case may require. The medical examinations shall be at the expense of Secretariat.

8.3 In the event of death of a staff member following illness or surgery not resulting from an accident covered by the appropriate insurance, the right to salary and other corresponding benefits shall cease on the day on which death occurs, unless the deceased leaves a spouse and/or dependants, who shall be entitled to mortality allowances and return travel and removal expenses to country of origin, former residence or other agreed location if dependants are going to live with a relative in a different country at the expense of the Secretariat.

8.4 Eligibility of the dependants of a deceased staff member for the payment of return travel and removal expenses shall lapse if the travel is not undertaken within six months of the date of the staff member's death. The Chairperson of the SCAF may extend this period in the case of special circumstances: e.g., to allow a dependent child to finish a school term.

8.5 The above mortality allowance referred to in regulation 8.3 shall be calculated in accordance with the following scale:

Years of Service	Months of Net Base Pay Salary Following Death
Less than 3 years	3 months
3 years and more, but less than 7 years	4 months
7 years and more, but less than 9 years	5 months
9 years and more	6 months

8.6 The Secretariat shall pay for shipment of the staff member's remains and personal effects from the place of death to the place designated by the spouse, next of kin, or other individual(s) designated by the staff member.

REGULATION 9

TRAVEL

9.1 All official travel by staff members shall be authorized by the Executive Secretary, or for travel by the Executive Secretary, by the Chairperson of the SCAF prior to being undertaken within the limits of the budget, and the itinerary shall be selected on the basis that is best suited for maximum effectiveness in the fulfillment of duties assigned. A summary of official travel and associated costs shall be presented to the Meeting of the Parties annually based on the last year of travel.

9.2 With regard to official travel, a travel allowance, generally consistent with UN practice, may be paid in advance for fares and daily living expenses. However, charges for hotel accommodations shall be reimbursed based on charges actually incurred.

9.3 Where possible, official travel should be planned well in advance to avoid incurring higher costs for airfares and other travel related cost. For land travel, first class or lower may be utilized. For air travel, only economy class shall be utilized wherever feasible, unless approved otherwise by the Executive Secretary or in the case of the Executive Secretary, with the approval from the Chairperson of the SCAF.

9.4 Following completion of a duty journey, staff members shall repay any travel allowances to which, in the event, they were not entitled. Where staff members have incurred expenses above and beyond those for which travel allowances have been paid, they shall be reimbursed, against receipts and vouchers, as long as such expenses were necessarily incurred in pursuit of their official duties.

9.5 On taking up an appointment in the Professional Category each staff member shall be eligible for:

- (a) payment of economy class air fares (or equivalent) for him or herself, their spouse and dependants from their place of residence to the host country;
- (b) an Installation Grant calculated on the basis of the prevailing United Nations rate
- (c) payment of removal costs, including the shipment of personal effects and household goods from place of residence to the host country, subject to a maximum volume of 30 cubic meters or one international standard shipping container,
- (d) payment or reimbursement of sundry other expenses related to relocation, including insurance of goods in transit and excess baggage charges subject to the prevailing relevant United Nations rules. Such payments shall be subject to prior approval by the Chairperson of the SCAF.

9.6 Staff members who, in the course of their duty, are required to use private motor vehicles for official travel purposes shall, with the prior authorization of the Executive Secretary (or, in the case of the Executive Secretary, the Chairperson of the SCAF), be entitled to receive a reimbursement of the costs involved in line with that available to members of the Government Service in La Reunion. The costs associated with normal daily travel to and from place of work shall not be reimbursed.

REGULATION 10

SEPARATION FROM SERVICE

10.1 Staff members may resign at any time upon giving at least three months notice or such lesser period as may be approved by the Executive Secretary (or, for resignation by the Executive Secretary, by the Meeting of the Parties).

10.2 In the event of a staff member resigning without giving the required notice, the Chairperson of the SCAF reserves the right to decide whether repatriation expenses or any other allowances shall be paid.

10.3 The Executive Secretary may terminate the appointment of a staff member (or, for termination of the Executive Secretary, by the Meeting of the Parties) by giving 3 months written notice, when that termination is due to restructuring of the Secretariat or of any of its constituent bodies, or if the Meeting of the Parties would decide to cease its functions. If at any time the Executive Secretary considers that a staff member does not give satisfactory service or fails to comply with the duties and obligations set out in these Rules, the staff member will receive a formal written warning. If the performance does not improve or the employee continues to fail to comply with the duties and obligations set out in the rules, the staff member will receive a second formal written warning and if necessary, other disciplinary action e.g. suspension, demotion) may follow. If after the second formal written warning the staff member's performance does not improve to a satisfactory standard, the appointment of the staff member may be terminated upon written notice of one month in advance subject to the prior notification of the Executive Secretary.

10.4 Notwithstanding paragraph 10.3, after consultation with the Chairperson of the Meeting of the Parties and the Chairperson of the SCAF, a staff member may be terminated summarily by the Executive Secretary (or, for termination of the Executive Secretary, by the Meeting of the Parties) if the staff member has committed a gross dereliction of his or her duties. For the purposes of these Regulations, a gross dereliction of duties includes (but is not limited to) theft, bullying, violence in the workplace, harassment, intentional breach of confidentiality or misappropriation of information. In the event of a separation of service due to a gross dereliction of duties, any benefits set out in paragraph 10.6 shall be at the sole discretion of the Chairperson of the Meeting of the Parties.

10.5 In the event of involuntary separation from service with the Secretariat, staff members shall be compensated at a rate of one month base pay for each year of service, beginning the second year, unless the cause of termination has been gross dereliction of duties imposed in Regulation 10.4.

10.6 On separation from service, a staff member shall, subject to Regulation 10.7 below, be entitled to the following:

- (a) payment of economy class air fares (or equivalent) to the staff member's country of origin or former residence for the staff member, their spouse and dependant members of his or her family; or, at the discretion of the Chairperson of the SCAF, payment of economy class airfares to a new country of residence unless payment of these costs is offered by the new employer.
- (b) payment of removal costs, including the shipment of personal effects and household goods from place of residence in the host country to the country of origin or former residence, subject to a maximum volume of 30 cubic meters or one international shipping container; or, at the discretion of the Chairperson of the SCAF, payment of removal costs to a new country of residence unless payment of these costs is offered by the new employer.
- (c) a repatriation allowance generally consistent with UN practice.

10.7 At the discretion of the Chairperson of the SCAF, the right to the repatriation expenses listed below may be cancelled or reduced appropriately if:

- (a) the staff member fails to provide the three months advance notice as specified in Regulation 10.1;
- (b) less than one year has elapsed between the date of taking up the appointment and the date of separation from service;
- (c) the reason for separation from service was termination of employment due to gross dereliction of duty;
- (d) more than six months has elapsed between the staff member's separation from service and his or her return to his or her country of origin or former residence;
- (e) less than six months has elapsed since the staff member last visited his or her country of origin or former residence on home leave at the expense of the Secretariat; or
- (f) the staff member has applied for or received status as a permanent resident of the host country.

10.8 Upon termination of their employment, except as provided for in Regulation 10.4, staff members shall be eligible to receive a termination indemnity calculated as follows:

- (a) the termination indemnity shall be calculated at a rate of one month base pay for each full year of service, beginning the second year;
- (b) length of service shall encompass the entire period of the staff member's continuous full-time employment, without considering interruptions due to special leave.

Termination indemnity shall not be paid to any staff member who, upon termination of their employment, will receive payments from the retirement fund referred to in Staff Regulation 8.1 (a) (i).

REGULATION 11

TEMPORARY PERSONNEL UNDER CONTRACT

11.1 The Executive Secretary may, subject to the approval of the Meeting of the Parties or its Chairperson and within the Secretariat's approved budget, contract temporary personnel necessary to discharge special duties in the service of the Secretariat and the Meeting of the Parties. Such personnel shall be classified as additional help and may be paid on an hourly basis.

11.2 Persons in this category may include translators, interpreters, typists, interns, and other persons contracted for meetings, as well as those whom the Executive Secretary contracts for a specific task. Whenever possible, except in the case of interns, persons resident in La Reunion shall be utilized in such cases.

11.3: Notwithstanding paragraphs 11.1 and 11.2, the Executive Secretary may, within the Secretariat's approved budget, recruit a temporary intern to the SIOFA Secretariat for a period not exceeding 6 months. The Executive Secretary shall select an intern from among candidates from CCPs who, at the end of the internship advertisement period, are enrolled in a postgraduate or equivalent degree program or have completed such a program within the 12 months immediately preceding the end of the advertisement period. The specific details of the internship, including wage, duration, hours of work, confidentiality rules and duties shall be recorded in an internship agreement that shall be signed by the intern and the Executive Secretary. The Meeting of the Parties will be notified of the chosen person as soon as the agreement is signed by both parties. The purpose of the internship shall be:

- (a) to enable the intern to develop their skills and knowledge of the SIOFA in particular and about RFMOs in general.

- (b) (ii) to assist the SIOFA Secretariat in executing specific tasks and activities, as determined by the Executive Secretary.

REGULATION 12

CONFLICT RESOLUTION

12.1 Relations among staff members should be guided by mutual respect.

12.2 Most conflicts within the Secretariat should be resolved internally according to the Conflict Resolution Procedures (Annex C).

12.3 In the rare case that a conflict cannot be solved internally or through mediation between the parties involved in the conflict, or if its resolution causes major concern (e.g., perceived unjust dismissal of a staff member), the Chairperson of the SCAF can be asked to intervene bringing the matter before the SIOFA Parties.

REGULATION 13

APPLICATION AND AMENDMENT OF REGULATIONS

13.1 Any doubts or disputes arising from application or interpretation of these Regulations shall be resolved by the Executive Secretary in consultation with the Meeting of the Parties.

13.2 In making any decisions as to the application or interpretation of these Regulations, the Executive Secretary will take account of the application or interpretation proposed by any relevant employee. However, any decision made by the Executive Secretary in respect of the interpretation of these Regulations, having consulted with the Meeting of the Parties and the relevant employee, will be final.

13.3 Situations involving the Executive Secretary shall be resolved by the Chairperson of the Meeting of the Parties in consultation with the Meeting of the Parties.

13.4. Matters not foreseen in these Staff Regulations that materially affect the operation of the Secretariat or the working conditions of the staff shall be brought to the attention of the Meeting of the Parties by the Executive Secretary.

13.5 Subject to the provisions of the Agreement, these Regulations may be amended by the Meeting of the Parties in accordance with its Rules of Procedure.

Annex A

BANK HOLIDAYS IN REUNION

1st January	New Year`s Day
	Easter Monday
1st May	Labor Day
8th May	1945 Victory Day
	Ascension Day
14th July	National Day
15th August	Assumption Day
1st November	All Saints Day
11th November	Victory 1918
20th December	Abolition of Slavery
25th December	Christmas

Annex B

POLICY FOR INTERNSHIPS

1. Purpose

This document provides administrative guidance for internships in the SIOFA Secretariat. This policy is adopted as a complementary document to the [SIOFA Staff Regulation 11.3](#).

The SIOFA Meeting of the Parties recognizes the mutual benefits of offering internships in the SIOFA Secretariat. Internships:

- 1.1. Expose talented postgraduate students and recent graduates of postgraduate or equivalent degree programmes to SIOFA work and provide them with an opportunity to further develop their skills.
- 1.2. Provide the Secretariat and SIOFA in general with the opportunity to accomplish additional tasks and activities that may not be supported by regular resources, including meeting support.

2. Definition

2.1. An intern is a person from a CCP who is undertaking an internship in the SIOFA Secretariat in accordance with [SIOFA Staff Regulation 11.3](#), the terms of this policy and the tasks and activities set out by the SIOFA Executive Secretary.

3. General rules

3.1. Prior to commencing in the Secretariat, interns will be required to sign a confidentiality agreement to ensure that the Meeting of the Parties and the Secretariat's confidential information remains secure, both for the duration of the internship, as applicable, and beyond.

3.2. Interns are responsible for obtaining their visa and any other legal requirements according to applicable domestic law of France.

3.3. the SIOFA will not be responsible for the coverage of the intern's travel costs to and from their place of residence to the Secretariat head office, nor for their accommodation costs.

3.4. It is expected that interns will have a good working level of spoken and written English, such that they can participate in the work of the Secretariat. Knowledge of French will be considered an asset. Interns will also be expected to have strong IT skills and to show a sense of initiative.

3.5. All rights to any work done by the interns in the performance of their duties in the SIOFA Secretariat are the property of SIOFA.

3.6. If an intern intends to publish, whether alone or with others, any text on a matter relating to the work of SIOFA, he/she will inform the Executive Secretary and the Chairperson of the Meeting of the Parties in advance. The Executive Secretary and Chairperson will have the right to object to the publication if, in their reasonable judgement, the publication is liable seriously to prejudice the legitimate interests of the SIOFA and/or any of its CCPs or CNCs.

4. Placement of interns in the SIOFA Secretariat

4.1. The intern will be employed under SIOFA Staff Regulation 11 for Temporary Personnel under Contract and therefore shall not be classified as staff members as specified in Regulation 4.2.

4.2. Despite this classification, interns will observe the following Staff Regulations:

- a) Regulations 2.1 – 2.8 with respect to duties, discretion and confidentiality.
- b) Regulation 3 with respect to hours of work. Due to the French law, only Paragraph 3.1 will apply to the intern, with a modification as follows: *“The normal working day shall be **seven hours**, Monday through Friday, for a total of **thirty-five** hours per week. These hours do not include breaks for meals”*.
- c) Regulations 7.1, 7.5, 7.6, 7.8, 7.13, 7.17, 7.18 with respect to leave.

4.3. Internships must be foreseen in the budget.

4.4. Internships do not automatically lead to a direct appointment as employee of the Organization.

4.5. Each intern will receive a net internship allowance of a maximum of 10.15€ per hour

4.6. All internships will be advertised on the SIOFA website for at least 45 days together with the duties and responsibilities of the intern, the conditions applicable to the post, including possible deadlines and other procedural requirements. Internships may be advertised either as general internships or for specific subject areas (for example, fisheries science/management, legal, data analysis, etc).

4.7. No more than two internships will be offered per year. In order to facilitate rotation, the maximum duration of the internship will not exceed 6 months. In the case of the early termination of an internship, a replacing intern can be recruited within the same internship period.

4.8. Only persons enrolled in or having completed a postgraduate or equivalent degree program within 12 months of the end of the internship advertisement period shall be eligible for the internship.

4.9. The Executive Secretary will review the applications received within 15 days of the close of the advertisement period.

4.10. In considering the applications, the Executive Secretary will bear in mind the skills and experience of each applicant, the operational needs of the Secretariat and the overall benefits to the Meeting of the Parties. The Executive Secretary may decide not to appoint any intern.

4.11. The Executive Secretary will inform the Meeting of the Parties of the outcome of the application process, including the basis of the decisions.

4.12. The Executive Secretary will set out the specific details of the internship, including wage, duration, hours of work and duties, in writing to the intern in accordance with this policy and any applicable Staff Regulations. The intern will be asked to record, in writing, their acceptance of these terms and commitment to this policy.

4.13. Interns will be included in any Public Liability provisions under the SIOFA Secretariat's insurance policy.

Annex C

CONFLICT RESOLUTION PROCEDURES

1. Introduction

1.1. The purpose of these Conflict Resolution Procedures is to provide for the processes to follow to resolve a potential conflict situation involving (a) staff member(s) that may arise in the workplace.

1.2. Rather than being prescriptive on tailor-made resolutions for each potential conflict situation, these Conflict Resolution Procedures provide for a conflict resolution framework which should be applied in function of specific circumstances of potential conflict situations.

2. General Description

2.1. The Executive Secretary ensures the effective functioning of the Secretariat and supports staff members at all levels in preventing, managing and resolving conflicts in the Secretariat.

2.2. 'Informal resolution' means preventing conflict escalation by managing and resolving conflicts in the workplace quickly and constructively. Staff members who are involved in conflict situations are encouraged first to seek an informal resolution such as, where appropriate, informal discussions with the colleague(s) concerned.

2.3 'Formal resolution' means mediation whereby an independent person helps resolve an employment relationship problem in a semi-formal and confidential environment. In the case mediation is needed, the staff members concerned may by mutual agreement appoint the person who is to act as mediator. If they fail to agree on a mediator, the Chairperson of the SCAF will appoint the person who is to act as mediator.

2.4 If the formal resolution involves a mediation service that is paid, the costs shall be borne by the SIOFA budget subject to approval by the Chairperson of the SCAF.

2.5 In accordance with Regulation 13.3, the Chairperson of the Meeting of the Parties in consultation with the Meeting of the Parties resolves situations involving the Executive Secretary.

2.6 Conflict resolution procedures shall be based on the relationship between the relevant parties and the solution mechanisms to manage and finally resolve a given potential conflict, as set out in section 3 below.

3. Description of different conflict resolution procedures

Conflicts between staff members

3.1 In the case of a conflict between staff members, the staff members concerned are encouraged to first seek informal resolution referred to in point 2.2 above.

3.2 Where informal resolution between the staff members does not deliver a solution, the staff members concerned may seek an informal resolution with the engagement of the Executive Secretary.

3.3 Where informal resolution with the engagement of the Executive Secretary does not deliver a solution, the staff members concerned may refer the issue to the Chairperson of the SCAF.

3.4 Where informal resolution with the engagement of the Chairperson of the SCAF does not deliver a solution, the matter may be resolved by the Chairperson of the Meeting of the Parties in consultation with the Meeting of the Parties.

Conflicts between the Executive Secretary and another staff member

3.5 In the case of a conflict between the Executive Secretary and another staff member, the staff members concerned are encouraged to first seek an informal resolution referred to in point 2.2 above with the engagement of the Chairperson of the SCAF.

3.6 Where an informal resolution does not deliver a solution, the staff members concerned may seek a formal resolution as referred to in point 2.3 above.

3.7 Where formal resolution does not deliver a solution, the matter may be resolved by the Chairperson of the Meeting of the Parties in consultation with the Meeting of the Parties.

Conflicts between the Executive Secretary and the Meeting of the Parties

3.8 In the case of a conflict between the Executive Secretary and the Meeting of the Parties, the parties are encouraged to first seek an informal resolution referred to in point 2.2 above with the engagement of the Chairperson of the SCAF.

3.9 Where informal resolution does not deliver a solution, the parties concerned may seek a formal resolution as referred to in point 2.3 above.

3.10 Where formal resolution does not deliver a solution, the matter may be resolved by the Chairperson of the Meeting of the Parties in consultation with the Meeting of the Parties.

4. Timing in Conflict Resolution

4.1 With the objective of expediting the conflict resolution, a maximum of 15 working days shall be allocated to informal resolution, for the Chairperson of the SCAF and/or the Executive Secretary to resolve a potential conflict.

4.2 Formal resolution shall be limited to 60 calendar days from the date of the mutually agreed appointment of a mediator by the staff members concerned.

5. Conflict prevention and Training

5.1 Proper training can assist all staff members in preventing and solving conflicts in the workplace. The Secretariat is encouraged to develop the ability of staff members to work effectively in a multicultural environment by building essential skills in communication, problem-solving, collaborative negotiation, teamwork, and mediation.