

## **INITIATIVES RELATING TO THE OPERATION OF THE PERMANENT BUREAU**

*drawn up by the Permanent Bureau*

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## **INITIATIVES RELATIVES AU FONCTIONNEMENT DU BUREAU PERMANENT**

*établi par le Bureau Permanent*

**(DISPONIBLE EN ANGLAIS UNIQUEMENT)**

*Information Document No 3 of March 2016 for the attention  
of the Council of March 2016 on General Affairs and Policy of the Conference*

*Document d'information No 3 de mars 2016 à l'attention  
du Conseil de mars 2016 sur les affaires générales et la politique de la Conférence*

## **Update on Staff Rules applicable to Officials of the Organisation**

1. During the 2015 meeting of the Council on General Affairs and Policy, the Secretary General presented a Staff Audit, prepared by the International Service for Remunerations and Pensions (ISRP) to evaluate the system of remuneration at the Permanent Bureau in the context of the Co-ordinated Organisations. Following a decision by the Council of Diplomatic Representatives in 2015, the Permanent Bureau began the process of adjusting staff grades for salaries to match the recommendations included in the Staff Remuneration Audit with the aim of ensuring that each staff function targeted by the recommendations is at least within the lower half of the Co-ordinated Organisations' span. The Staff Audit also indicated that the Permanent Bureau had not been consistent in terms of entitlements and recommended that all staff members be granted the allowances to which they are entitled.

2. In order to ensure a level playing field in terms of entitlements, and to bring clarity and transparency to the operation of the Permanent Bureau, the Secretary General prioritised the preparation of draft Staff Rules for the Hague Conference. From June to December 2015, the Permanent Bureau engaged an outside expert to assist with the process of drafting the Staff Rules. Currently, the Permanent Bureau follows the Staff Rules of the Organisation for Economic Cooperation and Development (OECD) with certain exceptions as determined by the Secretary General (of the Hague Conference).

3. The Articles of the draft Staff Rules were sent to Members on 13 November 2015 (via L.c. A No 45(15)) and a meeting was convened on 1 December 2015 for further discussion. Following this meeting, the Instructions under each article were finalised and the updated document was sent to Members on 15 January (via L.c. A No 1 (16)). A second meeting was convened on 4 February to discuss the Instructions and planning of next steps. During the meeting on 4 February the Members asked for further information, including regarding the budgetary implications of certain instructions. Members were also invited to share their feedback on the Articles and Instructions to be incorporated into a track change document to be sent to Members on 18 February. A third meeting to discuss the draft Staff Rules will be held on 23 March at the premises of the Permanent Bureau. The draft Staff Rules will then be submitted to the Council of Diplomatic Representatives on 25 May 2016 for approval.

4. Following the approval of the Staff Rules, they will be submitted to the Committee of the Ministers of the Council of Europe for review in conjunction with the eventual acceptance of the Hague Conference as a party to the Administrative Tribunal of the Council of Europe (which is the appeals body identified in the draft Staff Rules).

5. It is envisaged that the Staff Rules will go into effect on 1 July 2016, to coincide with the next Financial Year of the Organisation.

## **Resource allocation at the Permanent Bureau**

6. At the 2015 meeting of the Council on General Affairs and Policy (Council), the Permanent Bureau reported on the use of the time-keeping software PAYMO as one of its initiatives towards improving management efficiency. The software was rolled out in October 2014. On 31 December 2015, 30 users entered time into the system.<sup>1</sup>

7. On 1 July 2015, the Permanent Bureau changed the way staff records time by switching to a project-based time recording approach. Central to this new approach is the conceptualization of the Permanent Bureau's work as a bundle of individual projects, which are opened as they arise, and which are closed when they are completed. The projects are categorized as falling into non-normative; normative; organisational and governance;<sup>2</sup> and post-Convention assistance work. Within these categories, the projects are allocated to

<sup>1</sup> In 2015, only officials and staff members recorded time in PAYMO. Currently not included in the system are the iSupport staff, and consultants, secondees and interns to the HCCH. Consultants, secondees and interns preponderantly work on normative and non-normative projects of the HCCH; requiring them to record their time is likely to result in an increase in these two positions.

<sup>2</sup> For ease of accessing the data and presentational purposes, this category has been further subdivided to separate out time recorded against "Leave, including Sick Leave".

respective instruments, and staff can further differentiate time spent, using tasks such as "Researching, Drafting and Reviewing"; "Meetings"; "Translations"; and "Travel".

8. The project-based time recording approach is more granular and refined. The Permanent Bureau envisages that it will produce better information for Members, including the projects' impact on the overall Operating Budget component of the HCCH's Regular Budget.<sup>3</sup> This will allow Council to better prioritise the work to be undertaken by the Permanent Bureau and to ensure optimum outcomes within limited financial resources.

9. Drawn on 15 February 2016, the current PAYMO Report covers the period between 1 January and 31 December 2015. It comprises visualisations in Annex I below, as well as the synthesised data underpinning the visualisations in Annex II (including I. Non-Normative Work; II. Normative Work; III. Organisational and Governance Work; and IV. Post-Convention Assistance Work). Due to the re-allocation of time recorded against several of the pre-1 July 2015 projects, and general rounding of time, the times recorded against individual categories (Annex I, Visualisation b. to e.) is slightly lower than the total time recorded (Annex I, Visualisation a.). The variance is approx. 102 hours or 0.17%.

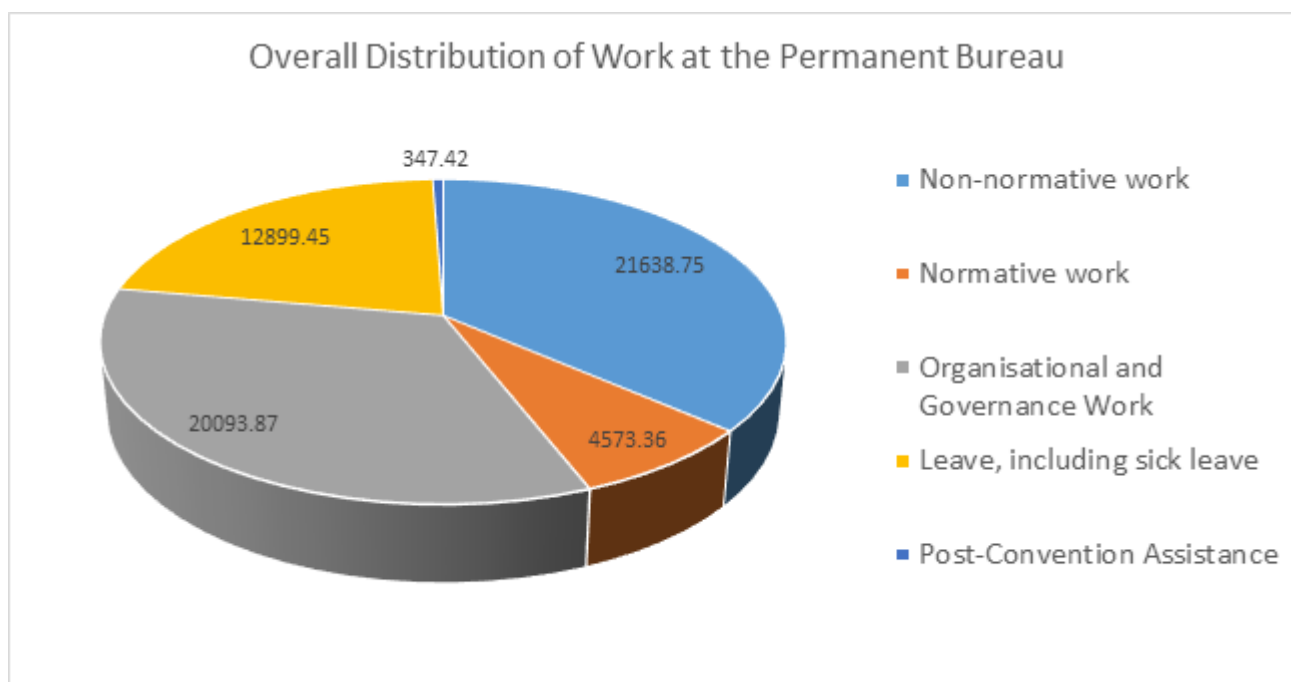
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<sup>3</sup> The Regular Budget of the Hague Conference is divided into two parts: the Operating Budget and the Pension component. It is fed by the Members' requisite annual financial contributions that are allocated to support the primary work of the Organisation and its pension obligations.

## **ANNEXES**

**Annex I - Visualisations<sup>4</sup>**

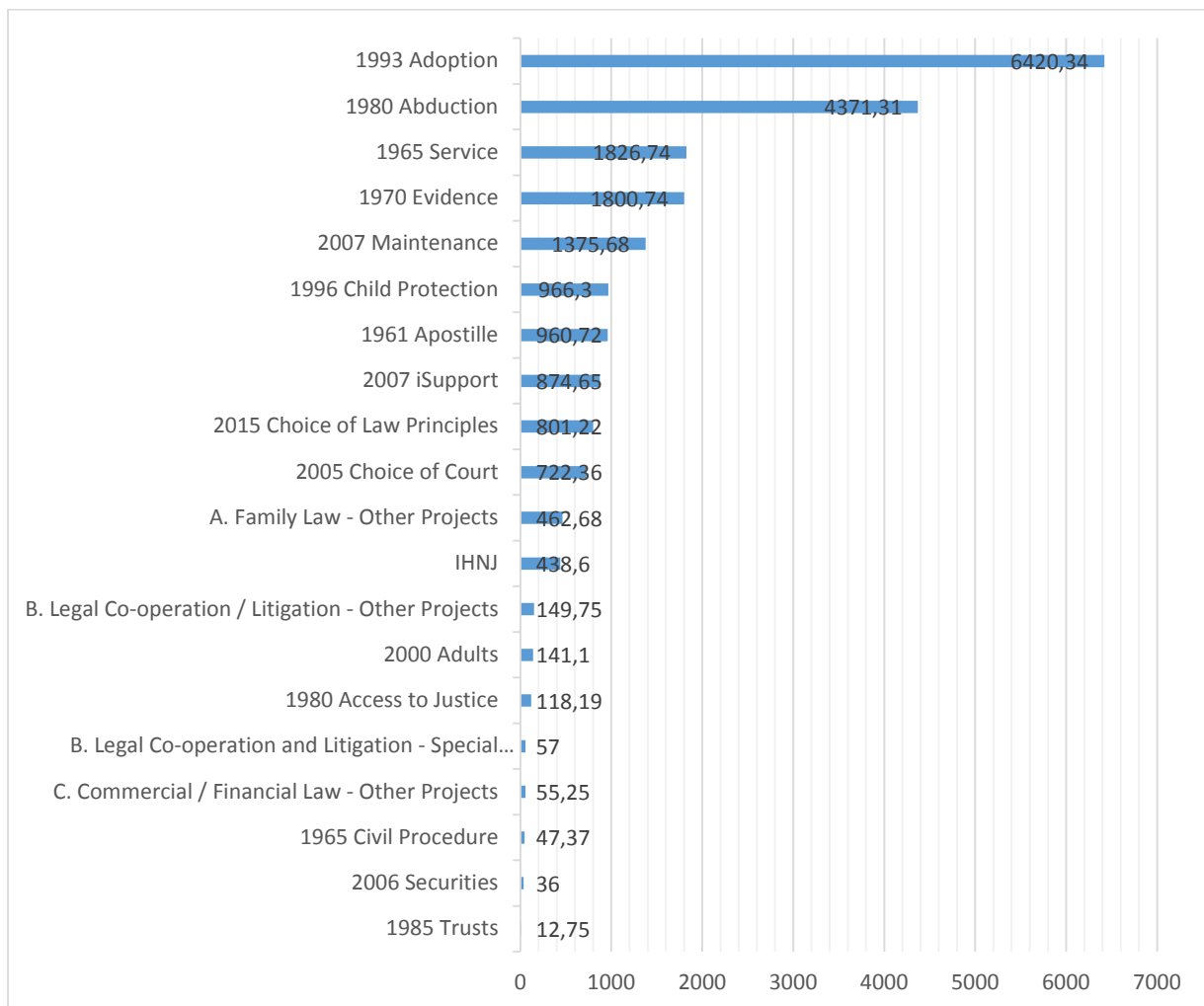
a. Overall distribution of work time at the Permanent Bureau in the year 2015



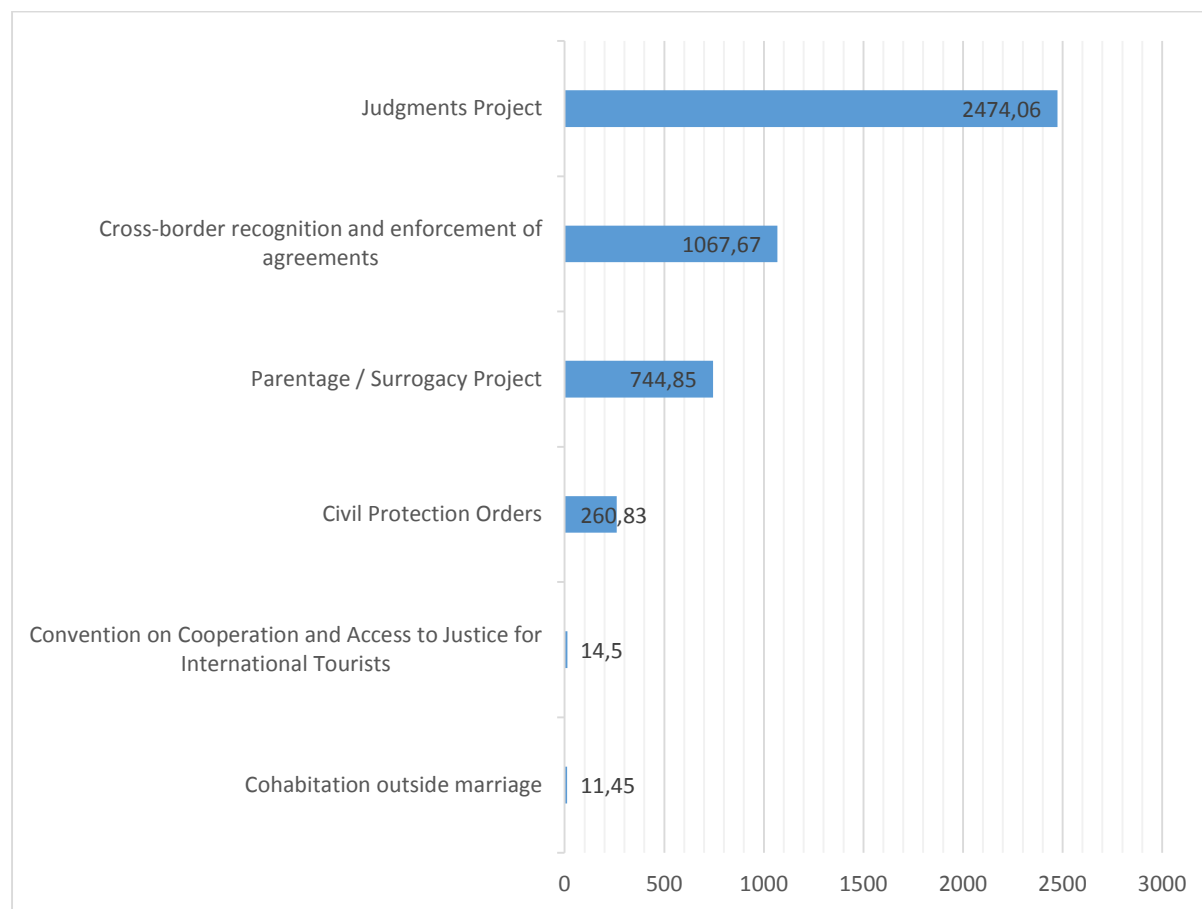
Position	Hours recorded	Percent
Non-normative work	21638.75	36.3%
Normative work	4573.36	7.7%
Organisational and Governance Work	20093.87	33.7%
Leave, including sick leave	12899.45	21.7%
Post-Convention Assistance	347.42	0.6%
<b>Total</b>	<b>59552.85</b>	<b>100%</b>

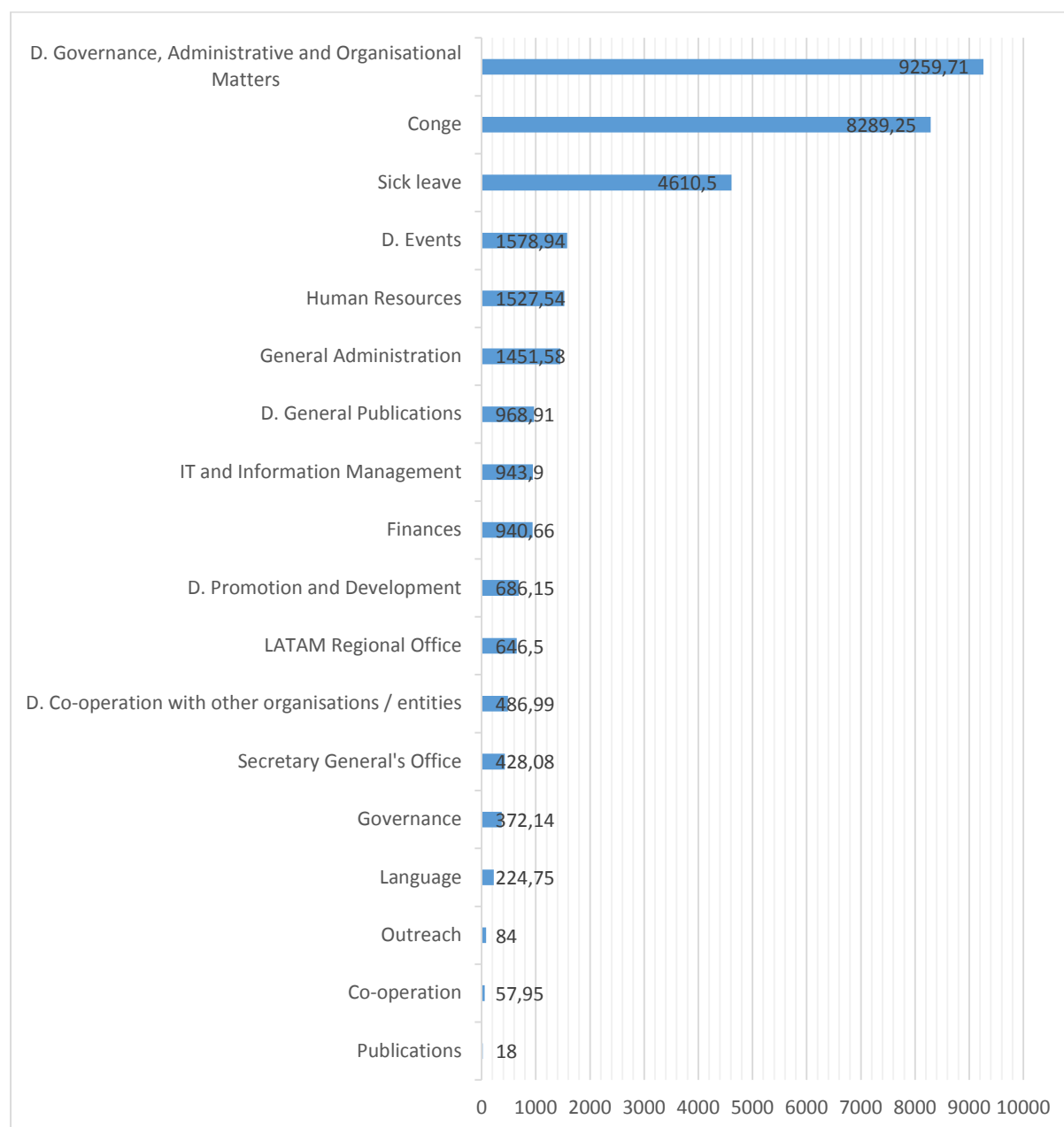
<sup>4</sup> All figures included in this annex are shown as hours recorded. Projects starting with the Prefix A., B., C. and D. are projects that were established under the pre-1 July 2015 regime. Due to the nature of these projects, a reallocation of hours recorded could not be performed. These projects will cease to appear in the next Report concerning the resource allocation at the Permanent Bureau, to be prepared for the 2017 Meeting of the Council on General Affairs and Policies.

## b. Non-normative work



## c. Normative work

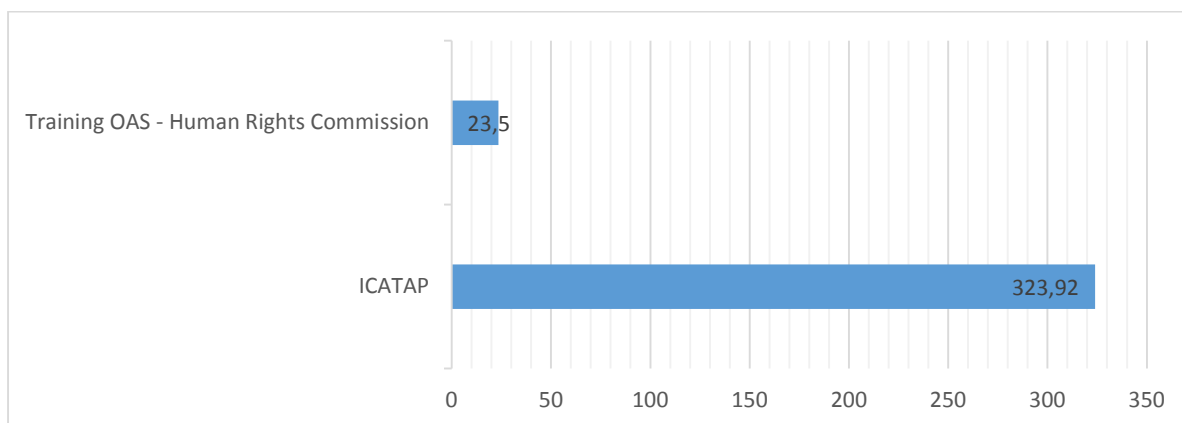


d. Organisational and Governance Work<sup>5</sup>

<sup>5</sup> In the past, Conge and Sick Leave have been part of the position "Organisational and Governance Work". From 1 July 2016, these items will form their own position "Leave, including Sick Leave". To anticipate this step, both items have already been extracted for the purposes of generating the pie chart "Overall distribution of work time at the Permanent Bureau in the year 2015", above at i.



## e. Post-Convention Assistance



# PAYMO Report for the 2016 Meeting of the Council on General Affairs and Policy of the HCCH



Time interval 01/01/2015 — 31/12/2015

<b>Total</b>	<b>59654 hrs 39 min</b>
<b>Hague Conference Operations</b>	<b>12980 hrs 42 min</b>
D. Co-operation with other organisations / entities	486 hrs 59 min
D. Events	1578 hrs 56 min
D. General Publications	968 hrs 55 min
D. Governance, Administrative and Organisational Matters	9259 hrs 42 min
D. Promotion and Development	686 hrs 9 min
<b>Non-Normative Work</b>	<b>10320 hrs 41 min</b>
1961-CON-10th e-APP Forum	30 min
1961-SPC-Special Commission on the Apostille Convention	30 min
1965-CON-Workshop on 50th Anniversary of Service Convention UIHJ	27 hrs 45 min
1965-PUB-Service Handbook	633 hrs 35 min
1970-PUB-Evidence Handbook	491 hrs 30 min
1970-WEG-Experts' Group on the taking of Evidence by Video-links	533 hrs 45 min
1980-CON-Conference Spanish Association of Lawyers Madrid 2015	36 hrs 14 min
1980-CON-Conflicts of EU Courts on Child Abduction, London, Dec 2015	19 hrs 20 min
1980-CON-UAE Abu Dhabi 1980 Seminar	70 hrs 45 min
1980-COP-LEPCA (Lawyers in Europe on Parental Child Abduction) II project	40 min
1980-COP-OAS Human Rights Commission and Child Abduction	1 hrs 15 min
1980-COP-Provision of training to Center for Justice and International Law (CEJIL)	10 hrs 30 min
1980-DAT-INCADAT	527 hrs 44 min
1980-DAT-INCASTAT	36 hrs 45 min

1980-GEN-Implementation of Child Abduction Convention in Argentina	26 hrs
1980-GEN-Implementation of the Child Abduction Convention to CA of Costa Rica	8 hrs 45 min
1980-WEG-GGP Art. 13(1)(b) 1980 Convention	650 hrs 40 min
1993-CON-European Parliament Workshop on Adoption - Cross-border legal issues - Brussels 2015	47 hrs 45 min
1993-CON-Mission to Korea (Oct. 2015)	149 hrs
1993-GEN-Reviews and reports on Intercountry Adoption laws, country profiles	224 hrs 45 min
1993-LAN-Translation of the GGP2 into Ukrainian	34 hrs 30 min
1993-SPC-Implementing the Conclusions and Recommendations of the 2015 Special Commission	350 hrs
1993-WEG-WG on the Financial Aspects of ICA	131 hrs 15 min
1993-WEG-WG Preventing Illicit Practices	10 hrs
1996-CON-Conference on the 1996 Convention, Geneva, October 2015	217 hrs 58 min
1996-CON-Louis Chatin 13 June 2016 Conference	13 hrs
2005-CON-APEC Workshop 2015 Philippines	137 hrs 15 min
2005-CON-England and Wales Law Society Event 2015	19 hrs 30 min
2005-CON-International Transactions Conference 2016, Lucerne, Switzerland	19 hrs 45 min
2005-COP-PIL input to UNCITRAL ongoing projects	5 hrs 45 min
2005-LAN-Translation of Explanatory Report 2005 Choice of Court Convention in all EU Languages	3 hrs 30 min
2005-PRO-Promote Choice of Court Convention in Latam Countries	1 hrs 15 min
2007-CON-Conference on the 2007 Convention Hong Kong	328 hrs
2007-CON-First Meeting on international recovery of Maintenance in IberRed, September 2015, Cartagena de Indias, Colombia	45 hrs 15 min
2007-DAT-iSupport	867 hrs
2007-GEN-Technical assistance to Nicaragua for the analysis of the 2007 Hague Convention	15 min
2015-CON-ICC - CLP Commission Meeting 2015 - Paris	51 hrs 15 min
2015-CON-Rome ICC Conference on 11 September 2015	33 hrs 30 min
2015-CON-Zagreb Conference 2015	40 hrs 30 min
2015-PUB-Publications on the Choice of Law Principles	121 hrs 45 min
B. Legal Co-operation / Litigation -Taking Evidence by Videolink	14 hrs 15 min

Multi - CON - 50th & 45th anniversaries Service and Evidence Conventions - Washington - Nov 2015	90 hrs 30 min
Multi - MIS - Kosovo September 2015	32 hrs
Multi - MIS - Mission to Chile, Brazil Argentina - November 2015	171 hrs
Multi-CON-10th Anniversary Journal on Private International Law	30 hrs
Multi-CON-ASADIP 2015 annual meeting	49 hrs
Multi-CON-CON-ISS Seminar, Munich, Nov 2015	19 hrs 31 min
Multi-CON-Conference on European Rules of Civil Procedure, Trier, November 2015	35 hrs
Multi-CON-CWCL Conference on International Family Law - Sydney 2015	70 hrs 30 min
Multi-CON-GEDIP Annual Conference	25 hrs
Multi-CON-INTA Workshop in Geneva 2015	34 hrs 45 min
Multi-CON-International Law Weekend in New York 2015	63 hrs 15 min
Multi-CON-Japan Conference at Kyoto University 2015	97 hrs
Multi-CON-Johannesburg Faculty Lecture and seminar 2015	47 hrs
Multi-CON-Malta IV Conference, May 2016, Malta	130 hrs 55 min
Multi-CON-New York-UN Law week Legal Advisers program - Panel on Vienna Convention on Consular Affairs	18 hrs 15 min
Multi-CON-Portuguese-African Conference on the Child Abduction Convention	39 hrs
Multi-CON-Regional Seminar Jordan 2015-01	293 hrs 3 min
Multi-CON-Regional Seminar Kazakhstan 2015	251 hrs 50 min
Multi-CON-Regional Seminar Trinidad & Tobago 2015	611 hrs 35 min
Multi-CON-Third Regional Conference for the Caribbean, 2016, Guyana	12 hrs 30 min
Multi-CON-Visit of various Indonesian delegations to the PB	33 hrs 22 min
Multi-CON-Working Party on Mediation - Jordan meeting, Dec 2015	40 hrs 23 min
Multi-CON-Working Party on Mediation - Regional seminars	17 hrs 19 min
Multi-COP-ASADIP Annual Meeting 2016, Buenos Aires, Argentina	45 min
Multi-COP-EWELL-PROJECT	25 min
Multi-ENQ-Enquiries relating to Legal Co-operation Conventions	106 hrs 45 min
Multi-FAB-International Civil Cooperation and Litigation	307 hrs 59 min
Multi-FAB-International Commercial and Financial Law	85 hrs 45 min

Multi-FAB-International Protection of Children, Family and Property Relations	1184 hrs 31 min
Multi-GEN-Working Party on Mediation-General	5 hrs 59 min
Multi-MIS-City of The Hague Peace and Justice Mission-China September 2015	66 hrs 35 min
Multi-NET-International Hague Network of Judges (IHNJ)	294 hrs 15 min
Multi-PRO-International Family Mediation	5 hrs 53 min
Multi-PUB-Hague Yearbook on International Law 2015	1 hrs
Multi-PUB-HCCH ULRev Contribution 2015	37 hrs 31 min
Multi-PUB-Updating Article at International Financial Law Review	7 hrs 30 min
Multi-WEG-Ibero American Judicial Summit - WG on Judicial co-operation	59 hrs 45 min
<b>Normative Work</b>	<b>4149 hrs 17 min</b>
NEW-Civil Protection Orders	260 hrs 50 min
NEW-Cohabitation outside marriage	11 hrs 26 min
NEW-CON-PISA - Hearing - Council of Europe (Paris, 2015)	22 hrs 30 min
NEW-Convention on Cooperation and Access to Justice for International Tourists	14 hrs 30 min
NEW-Cross-border recognition and enforcement of agreements	803 hrs 13 min
NEW-Judgments Project	2337 hrs 32 min
NEW-Parentage / Surrogacy Project	699 hrs 15 min
<b>Organisation and Governance</b>	<b>19903 hrs 48 min</b>
OGW-ADM-Administrative Services	1441 hrs 35 min
OGW-ADM-Overheads	10 hrs
OGW-CON-CAHDI Conference and Annual Meeting 2015	32 hrs 15 min
OGW-COP-Cooperation with Organisations and Individuals	325 hrs 12 min
OGW-COP-Establishment of a cooperation agreement with the International Islamic University Malaysia	45 min
OGW-COP-UB-HCCH Translation internships	8 hrs 40 min
OGW-FIN-General HR Meetings	15 hrs 30 min
OGW-FIN-HCCH Voluntary Contributions	271 hrs 50 min
OGW-FIN-Pensions and CAF	57 hrs 45 min
OGW-FIN-Regular Budget	235 hrs 50 min
OGW-FIN-Regular Budget Audit 2014 - 2015	61 hrs

OGW-FIN-Supplementary Budget Audit 2014 - 2015	298 hrs 45 min
OGW-FIN-WG on Financial Matters and Budgetary Practices	39 hrs 45 min
OGW-GOV-2015 Annual Report	137 hrs 8 min
OGW-GOV-2016 Meeting of the Council on General Affairs and Policy	179 hrs 45 min
OGW-GOV-Africa Strategy	15 hrs 30 min
OGW-HR-Conge	8289 hrs 15 min
OGW-HR-General Staff Meetings	185 hrs 7 min
OGW-HR-Interns and Secondedes	136 hrs 55 min
OGW-HR-PAYMO	180 hrs 50 min
OGW-HR-PCA Appeal Boards	55 hrs 15 min
OGW-HR-Permanent Bureau Functions	150 hrs 20 min
OGW-HR-Preparation of Staff Rules and Regulations	132 hrs 30 min
OGW-HR-Sick leave	4610 hrs 30 min
OGW-HR-Staffing and Staff matters	336 hrs 50 min
OGW-HR-WG on Staff Rules and Regulations	187 hrs 15 min
OGW-ITM-Information Technology and Management	943 hrs 54 min
OGW-LAN-HCCH Style Guide	20 hrs 30 min
OGW-LAN-Linguistic - Terminology databases	135 hrs 45 min
OGW-LAN-Proceedings of the XXth Session (proofs)	59 hrs 15 min
OGW-LAN-Spanish - development and fundraising	9 hrs 15 min
OGW-OUT-Hague International Organisation Day	35 hrs 15 min
OGW-OUT-HCCH at International Day	5 hrs 30 min
OGW-OUT-PB visitors and groups	41 hrs
OGW-OUT-The Hague Project-THinC	2 hrs 15 min
OGW-PER-Personal Development, Training and Education	162 hrs 29 min
OGW-PUB-HCCH publication cover	18 hrs
OGW-ROS-LATAM Regional Office - New office installation	646 hrs 30 min
OGW-SGO-Secretary General's Office	428 hrs 5 min
<b>PB</b>	<b>11952 hrs 44 min</b>
A. Family Law - Child Abduction Convention (1980)	2274 hrs 16 min

A. Family Law - Child Protection Convention (1996)	451 hrs 15 min
A. Family Law - Child Support Convention and Protocol (2007)	696 hrs 50 min
A. Family Law - Cross-Border Recognition and Enforcement of Agreements	264 hrs 26 min
A. Family Law - Intercountry Adoption Convention (1993)	4948 hrs 41 min
A. Family Law - Other Projects	462 hrs 40 min
B. Legal Co-operation / Litigation - Access to Justice (1980)	9 hrs
B. Legal Co-operation / Litigation - Apostille (1961)	465 hrs 15 min
B. Legal Co-operation / Litigation - Choice of Court (2005)	332 hrs 34 min
B. Legal Co-operation / Litigation - Evidence (1970)	571 hrs
B. Legal Co-operation / Litigation - Other Projects	149 hrs 45 min
B. Legal Co-operation / Litigation - Service (1965)	775 hrs 15 min
B. Legal Co-operation and Litigation - Special Commissions for more than one Convention	57 hrs
C. Commercial / Financial Law - Choice of Law Principles	295 hrs 15 min
C. Commercial / Financial Law - Other Projects	55 hrs 15 min
C. Commercial / Financial Law - Securities Convention (2006)	35 hrs
D. Miscellaneous Work Programme Projects	109 hrs 14 min
<b>Technical Assistance</b>	<b>347 hrs 25 min</b>
1993-TAS-ICATAP	323 hrs 55 min
Multi-TAS-Provide training OAS - Human Rights Commission	23 hrs 30 min
<b>Total</b>	<b>59654 hrs 39 min</b>