



Secretariat

31 December 2017

Secretary-General's bulletin

To: Members of the staff

From: The Secretary-General

Subject: **Index to Secretary-General's bulletins, administrative instructions and information circulars in effect**

<i>Symbol</i>	<i>Subject</i>	<i>Date of issuance</i>	<i>Remarks^a</i>
Secretary-General's bulletins			
ISBA/ST/SGB/2008/02	Financial Rules of the International Seabed Authority	12 February 2014	In effect until further notice
ISBA/ST/SGB/2009/02	Terms of reference of the Contracts Review Committee	30 May 2009	In effect until further notice
ISBA/ST/SGB/2011/03	Information sensitivity, classification and handling	28 January 2011	In effect until further notice
ISBA/ST/SGB/2017/1	Organization of the Secretariat of the International Seabed Authority	16 January 2017	Replaces ST/SGB/2011/02. In effect until further notice
ISBA/ST/SGB/2017/2	Non-smoking policy at the International Seabed Authority	27 January 2017	In effect until further notice
ISBA/ST/SGB/2017/3	Acceptable use of communications and information technology resources and data	19 April 2017	In effect until further notice
ISBA/ST/SGB/2017/4	Code of conduct for staff members of the International Seabed Authority	19 April 2017	In effect until further notice
ISBA/ST/SGB/2017/6	Secretary-General's Award for Excellence in Deep-Sea Research	7 August 2017	In effect until further notice
ISBA/ST/SGB/2017/7	Staff Rules of the International Seabed Authority	1 September 2017	Replaces ISBA/ST/SGB/2011/1. In effect until further notice



<i>Symbol</i>	<i>Subject</i>	<i>Date of issuance</i>	<i>Remarks^a</i>
ISBA/ST/SGB/2017/8	Terms of reference of the Communications and Information Technology Steering Committee	11 October 2017	In effect until further notice
ISBA/ST/SGB/2017/9	Establishment of the voluntary trust fund to support the participation of members of the Council of the International Seabed Authority from developing States in the meetings of the Council	8 August 2017	In effect until further notice
ISBA/ST/SGB/2017/10	Index to Secretary-General's bulletins, administrative instructions and information circulars in effect	31 December 2017	Replaces ISBA/ST/SGB/2017/5. In effect until further notice
Administrative instructions			
ISBA/ST/AI/2003/01	Consultants and participants in advisory meetings	10 February 2003	In effect until further notice
ISBA/ST/AI/2012/01	Education grant and special education grant for disabled children	1 February 2012	Replaces ST/AI/2007/02 and ST/AI/2007/02/Amend.1. In effect until further notice
ISBA/ST/AI/2012/02	Excess baggage, unaccompanied shipment and insurance	1 February 2012	In effect until further notice
ISBA/ST/AI/2012/04	Renewal of fixed-term appointments	10 October 2012	In effect until further notice
ISBA/ST/AI/2014/01	ISA internship programme	1 October 2014	In effect until further notice
ISBA/ST/AI/2017/1	Official travel	19 April 2017	Replaces ST/AI/2012/03. In effect until further notice
ISBA/ST/AI/2017/2	Sick leave	19 April 2017	In effect until further notice
ISBA/ST/AI/2017/3	Performance Management and Appraisal System	19 April 2017	In effect until further notice
ISBA/ST/AI/2017/4	Home leave	19 April 2017	In effect until further notice
ISBA/ST/AI/2017/5	Official documents and publications	1 July 2017	Replaces ISBA/ST/AI/2013/01. In effect until further notice
Information circulars			
ISBA/ST/IC/2011/02	Education assistance programme for General Service staff members	10 January 2011	Replaces ST/IC/2005/2. In effect until further notice
ISBA/ST/IC/2013/07	Education grant and special education grant for disabled children	22 May 2013	Replaces ST/IC/2007/02. In effect until further notice
ISBA/ST/IC/2013/10	Insurance arrangements applicable to staff members and other personnel associated with the Authority	18 September 2013	In effect until further notice

<i>Symbol</i>	<i>Subject</i>	<i>Date of issuance</i>	<i>Remarks^a</i>
ISBA/ST/IC/2013/11	Language training, proficiency and incentives	29 October 2013	Replaces ST/IC/2012/03. In effect until further notice
ISBA/ST/IC/2016/03	Membership of the Joint Appeals Board	18 January 2016	Replaces ST/IC/2013/09. In effect until 18 January 2018
ISBA/ST/IC/2017/5	Revised salary scale for General Service and related categories	21 February 2017	In effect until further notice
ISBA/ST/IC/2017/6	Working hours, leave and attendance	5 July 2017	Replaces ST/IC/2011/10. In effect until further notice
ISBA/ST/IC/2017/7	Appointment of members of the Contracts Review Committee and Property Survey Board	4 July 2017	Replaces ISBA/ST/IC/2017/3. In effect until further notice
ISBA/ST/IC/2017/8	Appointment of members of the Appointment and Promotion Board	4 July 2017	Replaces ISBA/ST/IC/2017/2. In effect until further notice
ISBA/ST/IC/2017/9	Designation of certifying and approving officers and bank signatories	4 July 2017	Replaces ISBA/ST/IC/2017/4. In effect until further notice
ISBA/ST/IC/2017/10	Official travel	11 July 2017	Replaces ST/IC/2013/06. In effect until further notice
ISBA/ST/IC/2017/11	Introduction of a new compensation package for staff members in the Professional and higher categories	22 September 2017	In effect until further notice
ISBA/ST/IC/2017/12	Appointment of members of the Communications and Information Technology Steering Committee	11 October 2017	In effect until 10 October 2019
ISBA/ST/IC/2017/13	Payroll schedule for the period from 1 October 2017 to 31 December 2018	10 October 2017	In effect until 31 December 2018
ISBA/ST/IC/2017/14	Residential security measures	7 November 2017	Replaces ISBA/ST/IC/2016/04. In effect until further notice
ISBA/ST/IC/2017/15	Membership of the Staff Committee	11 December 2017	Replaces ISBA/ST/IC/2015/07. In effect until 20 November 2019
ISBA/ST/IC/2017/16	Official holidays for 2018 at the International Seabed Authority	11 December 2017	In effect until 31 December 2018
ISBA/ST/IC/2017/17	Telephone usage and billing	11 December 2017	In effect until further notice

^a All document symbols in this column refer to documents of the International Seabed Authority.