



Secretariat

21 April 2021

Administrative instruction

Renewal of fixed-term appointments

The Secretary-General, for the purpose of implementing staff rule 4.10 (b) on fixed-term appointments of the Staff Rules of the International Seabed Authority, hereby promulgates the following:

1. A fixed-term appointment may be granted for a period of one year or more, up to five years at a time, to persons recruited for service of a specific duration, including persons temporarily seconded by national Governments or institutions for service with the Authority and persons temporarily seconded from another international organization within the framework of the Inter-Organization Agreement concerning Transfer, Secondment or Loan of Staff among the Organizations Applying the United Nations Common System of Salaries and Allowances.
2. A fixed-term appointment does not carry any expectancy of renewal or of conversion to any other type of appointment, irrespective of the length of service.
3. A fixed-term appointment may be renewed for any period up to five years at a time.
4. On recruitment to an established post within the Secretariat, staff members shall normally be granted a fixed-term appointment for a period of two years, subject to the projected needs of the Authority and the available budgetary resources.
5. Subject to satisfactory service and on the basis of the continuing needs of the Authority, a fixed-term appointment shall normally be renewed as follows:
 - (a) After satisfactory service for two years, the staff member should normally be granted a fixed-term contract for a period of three years;
 - (b) Thereafter, for periods of five years at a time, subject to satisfactory service.
6. For persons temporarily seconded by national Governments or institutions or seconded from another international organization within the framework of the Inter-Organization Agreement, the duration of the fixed-term appointment shall not exceed the duration of the period of secondment, as agreed in writing by the staff member on secondment, the national Government or institution or the releasing international organization, as the case may be, and the Authority, as the receiving organization. Such fixed-term appointment shall expire at the end of the secondment period but may be extended in line with the extension of the secondment agreement. Paragraphs 4 and 5 above shall not apply to staff members on secondment.



7. The Secretary-General retains the discretion not to renew a fixed-term contract or to renew a fixed-term contract for a period shorter than that specified in paragraph 5 (a) of the present instruction for any of the reasons specified in staff regulation 9.1, including without the consent of the staff member, if, in the opinion of the Secretary-General, such action would be in the interest of the good administration of the Authority, to be interpreted principally as a change or termination of a mandate, and in accordance with the standards of part XI of the United Nations Convention on the Law of the Sea and the Charter of the United Nations.

8. The present administrative instruction shall take effect on the date of its issuance. The administrative instruction [ISBA/ST/AI/2012/04](#) is hereby replaced.

(Signed) Michael **Lodge**
Secretary-General
