



Secretariat

16 August 2021

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^a</i>	<i>Subject</i>	<i>Date of issuance</i>	<i>Remarks</i>
Secretary-General's bulletins			
ISBA/ST/SGB/2021/3	Organization of the secretariat of the International Seabed Authority	16 August 2021	Replaces ISBA/ST/SGB/2020/4
ISBA/ST/SGB/2021/2	Information sensitivity, classification and handling	16 August 2021	Replaces ISBA/ST/SGB/2011/3
ISBA/ST/SGB/2021/1	Index to Secretary-General's bulletins, administrative instructions and information circulars in effect	16 August 2021	Replaces ISBA/ST/SGB/2020/5
ISBA/ST/SGB/2020/3	Policy on breastfeeding	12 February 2020	
ISBA/ST/SGB/2020/2	Cost Recovery Fund of the International Seabed Authority	28 January 2020	Entered into effect on 29 January 2020
ISBA/ST/SGB/2020/1	Staff Rules of the International Seabed Authority	29 January 2020	Replaces ISBA/ST/SGB/2017/7
ISBA/ST/SGB/2019/1	Junior Professional Officer programme	31 May 2019	Entered into effect on 1 June 2019
ISBA/ST/SGB/2018/3	Learning Advisory Board	3 August 2018	
ISBA/ST/SGB/2018/1	Learning and development policy	6 February 2018	Entered into effect on 1 January 2018
ISBA/ST/SGB/2017/9	Establishment of the voluntary trust fund to support the participation of members of the	8 August 2017	



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	Council of the International Seabed Authority from developing States in the meetings of the Council		
ISBA/ST/SGB/2017/8	Terms of reference of the Communications and Information Technology Steering Committee	11 October 2017	
ISBA/ST/SGB/2017/6	Secretary-General's Award for Excellence in Deep-Sea Research	7 August 2017	
ISBA/ST/SGB/2017/4	Code of conduct for staff members of the International Seabed Authority	19 April 2017	
ISBA/ST/SGB/2017/3	Acceptable use of communications and information technology resources and data	19 April 2017	
ISBA/ST/SGB/2017/2	Non-smoking policy at the International Seabed Authority	27 January 2017	Entered into effect on 26 January 2017
ISBA/ST/SGB/2009/02	Terms of reference of the Contracts Review Committee	30 May 2009	
ISBA/ST/SGB/2008/02	Financial Rules of the International Seabed Authority	12 February 2014	Entered into effect on 1 December 2008
Administrative instructions			
ISBA/ST/AI/2021/5	Issuance, retention and disposal of communications and information technology assets	16 August 2021	
ISBA/ST/AI/2021/4	Education Assistance Programme for General Service staff members and National Professional Officers	7 May 2021	Replaces ST/IC/2011/02
ISBA/ST/AI/2021/3	Renewal of fixed-term appointments	21 April 2021	Replaces ISBA/ST/AI/2012/04
ISBA/ST/AI/2021/2	Participants in advisory meetings	24 February 2021	
ISBA/ST/AI/2021/1	Consultants and individual contractors	24 February 2021	Replaces ISBA/ST/AI/2003/01
ISBA/ST/AI/2020/9	Excess baggage, unaccompanied shipment, relocation shipment and insurance	8 December 2020	Replaces ISBA/ST/AI/2012/02
ISBA/ST/AI/2020/8	Reporting, retaining and disposing of honours, decorations, favours, gifts or remuneration from governmental and non-governmental sources	22 September 2020	

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ISBA/ST/AI/2020/7	Internship programme of the International Seabed Authority	24 July 2020	Replaces ISBA/ST/AI/2014/01
ISBA/ST/AI/2020/6	Official travel	7 April 2020	Replaces ISBA/ST/AI/2017/1
ISBA/ST/AI/2020/5	Sick leave	14 February 2020	Replaces ISBA/ST/AI/2017/2
ISBA/ST/AI/2020/4/Rev.1	Working hours, overtime, leave and attendance	24 June 2020	Replaces ISBA/ST/AI/2020/4
ISBA/ST/AI/2020/3	Special education grant and related benefit for children with a disability	29 January 2020	
ISBA/ST/AI/2020/2	Education grant and related benefits	29 January 2020	Replaces ISBA/ST/AI/2012/01
ISBA/ST/AI/2020/1	Official documents	6 January 2020	Replaces ISBA/ST/AI/2017/5 . Entered into effect on 1 February 2020
ISBA/ST/AI/2019/1	Communications guidelines and publication policy	4 November 2019	
ISBA/ST/AI/2018/3	Advancement of substantive and technical skills	3 August 2018	Replaces ISBA/ST/IC/2011/02 and ISBA/ST/IC/2013/11
ISBA/ST/AI/2018/2	Rental subsidies and deductions	30 July 2018	
ISBA/ST/AI/2018/1	Implementation of the change in the annual leave and performance appraisal cycles	10 January 2018	
ISBA/ST/AI/2017/4	Home leave	19 April 2017	
ISBA/ST/AI/2017/3	Performance Management and Appraisal System	19 April 2017	Entered into effect on 30 May 2017
Information circulars			
ISBA/ST/IC/2021/5	Designation of certifying and approving officers and bank signatories	30 March 2021	Replaces ISBA/ST/IC/2020/4
ISBA/ST/IC/2021/4	Appointment of members of the Contracts Review Committee and Property Survey Board	30 March 2021	Replaces ISBA/ST/IC/2019/4
ISBA/ST/IC/2021/3	Official travel	17 March 2021	Replaces ISBA/ST/IC/2017/10

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ISBA/ST/IC/2021/2	Reimbursement of the costs of COVID-19 testing	15 February 2021	
ISBA/ST/IC/2021/1	Appointment of members of the Communications and Information Technology Steering Committee	27 January 2021	Replaces ISBA/ST/IC/2020/6 . Entered into effect on 1 February 2021
ISBA/ST/IC/2020/10	Appointments to the Learning Advisory Board	25 November 2020	Replaces ISBA/ST/IC/2019/3
ISBA/ST/IC/2020/9	Payroll schedule for the period for 1 January to 31 December 2021	13 November 2020	In effect until 31 December 2021
ISBA/ST/IC/2020/8	Official holidays for 2021 at the International Seabed Authority	13 November 2020	In effect until 31 December 2021
ISBA/ST/IC/2020/7	Insurance arrangements applicable to staff members and other individuals associated with the Authority	29 July 2020	Replaces ISBA/ST/IC/2013/10
ISBA/ST/IC/2020/5	Education grant and related benefits and special education grant and related benefit for children with a disability	10 March 2020	Replaces ISBA/ST/IC/2013/07
ISBA/ST/IC/2020/3/Rev.1	Membership of the Joint Appeals Board	17 December 2020	In effect from 18 January 2020 to 17 January 2022
ISBA/ST/IC/2019/6	Membership of the Staff Committee	29 November 2019	Replaces ISBA/ST/IC/2017/15 . In effect from 1 January 2020 to 31 December 2021
ISBA/ST/IC/2019/5	Appointment of members of the Appointment and Promotion Board	25 September 2019	Replaces ISBA/ST/IC/2017/8
ISBA/ST/IC/2018/3	Rental subsidies and deductions	3 August 2018	
ISBA/ST/IC/2017/17	Telephone usage and billing	11 December 2017	
ISBA/ST/IC/2017/14	Residential security measures	7 November 2017	Replaces ISBA/ST/IC/2016/04
ISBA/ST/IC/2017/11	Introduction of a new compensation package for staff members in the Professional and higher categories	22 September 2017	

^a Unless otherwise indicated, all documents in effect are in effect until further notice.

(Signed) Michael Lodge
Secretary-General