



Secretariat

12 March 2020

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/2017/2	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/2017/8	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	8 August 2017	In effect until further notice



<i>Symbol</i>	<i>Subject</i>	<i>Date of issuance</i>	<i>Remarks^a</i>
	Council of the International Seabed Authority from developing States in the meetings of the Council		
ISBA/ST/SGB/2018/1	Learning and development policy	6 February 2018	In effect until further notice
ISBA/ST/SGB/2018/3	Learning Advisory Board	3 August 2018	In effect until further notice
ISBA/ST/SGB/2019/1	Junior Professional Officer programme	31 May 2019	In effect until further notice
ISBA/ST/SGB/2020/1	Staff Rules of the International Seabed Authority	29 January 2020	In effect until further notice
ISBA/ST/SGB/2020/2	Cost Recovery Fund of the International Seabed Authority	28 January 2020	In effect until further notice
ISBA/ST/SGB/2020/3	Policy on breastfeeding	12 February 2020	In effect until further notice
ISBA/ST/SGB/2020/4	Organization of the secretariat of the International Seabed Authority	12 March 2020	Replaces ISBA/ST/SGB/2017/1 . In effect until further notice
ISBA/ST/SGB/2020/5	Index to Secretary-General's bulletins, administrative instructions and information circulars in effect	12 March 2020	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/2012/02	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/2018/1	Implementation of the change in the annual leave and performance appraisal cycles	10 January 2018	In effect until further notice
ISBA/ST/AI/2018/2	Rental subsidies and deductions	30 July 2018	In effect until further notice

<i>Symbol</i>	<i>Subject</i>	<i>Date of issuance</i>	<i>Remarks^a</i>
ISBA/ST/AI/2018/3	Advancement of substantive and technical skills	3 August 2018	In effect until further notice
ISBA/ST/AI/2019/1	Communications guidelines and publication policy	4 November 2019	In effect until further notice
ISBA/ST/AI/2020/1	Official documents	6 January 2020	In effect until further notice
ISBA/ST/AI/2020/2	Education grant and related benefits	29 January 2020	In effect until further notice
ISBA/ST/AI/2020/3	Special education grant and related benefit for children with a disability	29 January 2020	In effect until further notice
ISBA/ST/AI/2020/4	Working hours, overtime, leave and attendance	17 February 2020	In effect until further notice
ISBA/ST/AI/2020/5	Sick leave	14 February 2020	In effect until further notice
Information circulars			
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
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/2017/14	Residential security measures	7 November 2017	Replaces ISBA/ST/IC/2016/04 . In effect until further notice
ISBA/ST/IC/2017/17	Telephone usage and billing	11 December 2017	In effect until further notice
ISBA/ST/IC/2018/3	Rental subsidies and deductions	3 August 2018	In effect until further notice
ISBA/ST/IC/2018/5	Appointment of members of the Communications and Information Technology Steering Committee	1 October 2018	Replaces ISBA/ST/IC/2017/12 . In effect until further notice
ISBA/ST/IC/2019/3	Appointments to the Learning Advisory Board	25 September 2019	Replaces ISBA/ST/IC/2018/9 . In effect until further notice
ISBA/ST/IC/2019/4	Appointment of members of the Contracts Review Committee and Property Survey Board	25 September 2019	Replaces ISBA/ST/IC/2018/6 . In effect until further notice

<i>Symbol</i>	<i>Subject</i>	<i>Date of issuance</i>	<i>Remarks^a</i>
ISBA/ST/IC/2019/5	Appointment of members of the Appointment and Promotion Board	25 September 2019	Replaces ISBA/ST/IC/2017/7 . In effect until further notice
ISBA/ST/IC/2019/6	Membership of the Staff Committee	29 November 2019	In effect until 31 December 2021
ISBA/ST/IC/2020/1	Official holidays for 2020 at the International Seabed Authority	15 January 2020	In effect until 31 December 2020
ISBA/ST/IC/2020/2	Payroll schedule for the period from 1 January to 31 December 2020	15 January 2020	In effect until 31 December 2020
ISBA/ST/IC/2020/3	Membership of the Joint Appeals Board	27 January 2020	In effect until 17 January 2022
ISBA/ST/IC/2020/4	Designation of certifying and approving officers and bank signatories	22 January 2020	In effect until further notice
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	In effect until further notice

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

(Signed) Michael Lodge
Secretary-General