



## Secretariat

3 August 2018

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### Secretary-General's bulletin

To: Members of the staff  
From: The Secretary-General  
Subject: **Learning Advisory Board**

The Secretary-General, for the purpose of establishing the Learning Advisory Board and its mandate, promulgates the following:

#### Section 1

##### Role and mandate

1.1 The Board is a permanent body within the secretariat of the International Seabed Authority, and its overall aim is to match the present and future institutional needs of the Authority with the individual capacities, experience, aspirations and preferences of staff, thereby maximizing both organizational and individual staff potentials.

1.2 The Board operates within the existing approval and governance framework of the secretariat, including its procurement procedures.

1.3 The Board supports the strategic and programmatic plans of the Authority. Therefore, its activities shall reflect the current priorities and objectives identified in those plans, along with other organizational priorities, as determined by the member States.

1.4 The Board shall promote the tripartite approach reflected in the Authority's learning and development policy (ISBA/ST/SGB/2018/1). Managers and supervisors at all levels need to ensure that adequate, responsive and high-quality learning opportunities are provided to all staff. Staff need to acquire and maintain the knowledge, skills and abilities needed to ensure high-quality performance and optimum contributions to office goals and objectives and, more importantly, to the mandate of the Authority. The policy stipulates that the approach and human resources development shall be built upon the three-partner principle:

- (a) The staff member, who takes the lead in directing his or her career;
- (b) The supervisor, who plays a role in feedback, development and coaching;
- (c) The organization, which provides an enabling environment to ensure a good fit between the staff member's skills and organizational priorities.



## **Section 2 Responsibilities**

2.1 The Board is responsible for providing the Senior Management Group with recommendations for the mandatory learning programme; such recommendations are to be reviewed at least once a year.

2.2 The Board shall:

(a) Be visionary and have the ability to develop a learning strategy for the Authority that is consistent with the learning curricula and organizational priorities as laid out in the strategic and programmatic plans;

(b) Compile an assessment of the learning needs of staff based on a questionnaire distributed to all staff;

(c) Review individual learning plans of staff members on the basis of the office learning plan and recommend those that are consistent with the office plan. The remaining learning plans shall be subject to availability of programme funding;

(d) Be creative in developing the learning curricula for the organization on the basis of strategic office priorities;

(e) Be dynamic and partner with both internal staff and reputable learning institutions to facilitate and structure the Authority's learning agenda, for example, through monthly brown-bag lunches;

(f) Function with a high degree of integrity and remain unbiased and culturally sensitive.

2.3 The Board shall not:

(a) Arbitrate on cases concerning grievances or that fall within the purview of the ombudsperson, or on issues involving disciplinary action or appeals;

(b) Take over the functions of the Staff Association that ensure the well-being of staff;

(c) Focus or direct the work of the Human Resources Section of the Office of Administrative Services.

## **Section 3 Membership**

3.1 The Board consists of four members appointed by the Secretary-General. Members should include a mix of staff from the professional and general categories, as well as men and women, and, to the extent possible, should represent all work areas.

3.2 A representative of the Human Resources Section shall serve as secretary and be responsible in an ex officio capacity for preparing and presenting submissions to the Board.

3.3 A normal quorum for the meeting shall be three members, including the Chair. The Chair shall be designated by members in attendance at the start of each meeting.

3.4 As and when there is a need for additional support, the Board shall call upon colleagues to assist.

*Time commitment*

3.5 Board members normally serve for two years. Vacancies arising from transfers or other reasons shall be filled, and the new member shall serve for two years starting from the first day of his or her term. This shall help to ensure continuity.

3.6 In renewing the membership, due attention should be given to maintaining continuity while at the same time introducing fresh perspectives. No member should serve more than two 2-year terms.

**Section 4  
Meetings**

4.1 The Board meets at least three times per year or more frequently when necessary.

4.2 The Secretary-General may, at any time, request a special meeting of the Board when seeking immediate guidance and recommendations related to the mandate of the Board.

**Section 5  
Communication and reporting requirements**

5.1 The Board monitors and reports regularly on the progress of the learning strategies to the Senior Management Group and other forums, as necessary.

5.2 The Board provides recommendations on decisions to be made by the Senior Management Group, which include, but are not limited to, the promulgation of the annual learning strategy and the allocation of funds to development and learning activities.

5.3 The Board reviews the individual learning reports of staff who have been granted an external learning opportunity and makes recommendations to the Senior Management Group, as necessary.

**Section 6  
Final provisions**

6.1 The present bulletin enters immediately into effect and shall remain so until further notice.

6.2 The Secretary-General shall review every two years the manner in which the provisions of the present bulletin have been put into practice. In the light of that review, the Secretary-General may revise the provisions accordingly.

(Signed) Michael Lodge  
Secretary-General