



**Information Circular – Circulaire d’information**

**ICC/INF/2012/ 014**

Date: 27 August 2012

**COMPOSITION OF INSURANCE MANAGEMENT COMMITTEE**

1. Pursuant to recommendation 1 of the Audit of the Commercial Insurance Framework (Audit project number - OIA.10-06) dated 27 May 2011, in support of the Insurance Management Committee (IMC), and the framework approved by the Co-ordination Council on 23 February 2012, the following are appointed as members of the IMC:

Chairperson	Director, Common Administrative Services Division
Ad hoc Member	Chief, Legal Advisory Services Section

**Commercial Insurance Group**

Alternate Chairperson	Chief, General Services Section
Secretary	Logistics Supervisor, General Services Section
Member	Logistics and Transport Officer, General Services Section
Observer/Advisor	Insurance Expert/Broker

**Social Security and Health Group**

Alternate Chairperson	Staff Administration Officer, Human Resources Section
Member	Welfare Officer, Human Resources Section
Member	Payroll Officer
Member	Staff Union Council Representative
Observer/Advisor	Insurance Expert/Broker

2. An expert shall be selected by the members for the purpose of identifying a broker and advising the Court on its insurance needs. This expert’s mandate shall be limited to the time it takes to draft policy design of insurance coverage, perform a gap analysis (including Permanent Premises and review of the Terms of Reference of the IMC) and procure an insurance broker.
3. The broker may participate in the meetings in an advisory capacity, as required.

4. Ad hoc members from the Court comprising, but not limited to, representatives of the Judiciary and the Office of the Prosecutor may be invited to participate upon the request of the Chairperson, depending on the insurance needs of the Court.
5. Once a broker has been identified, the two groups (Commercial Insurance and Social Security and Health) may be merged, upon the recommendation of the chairperson of the IMC to the Registrar, to form a single IMC group.
6. The overall responsibility of the IMC shall be to advise management on the Court's insurance coverage and training plans and propose appropriate changes. In particular, the IMC shall be responsible for:
  - Developing the Court's insurance management policy and monitor its implementation.
  - Monitoring and reviewing the insurance programme, ensuring a strategic approach and alignment with the Court's risk appetite.
  - Reviewing the risk profile for hazards, identifying emerging risks and determining how to manage those risks.
  - Reviewing insurance coverage amounts, deductibles, self-insurance and reserve funds.
  - Advising on the selection of the principal broker.
  - Reviewing reports on incidents involving significant property damage or personal injury.
  - Ensuring that the premises are regularly inspected for loss control.
  - Reviewing the adequacy of preventative programmes.
7. The term of office shall be for three (3) years beginning from 27 August 2012.
8. This Information Circular supercedes all previous Information Circulars on the subject.



Silvana Arbia  
Registrar