



## Information Circular – Circulaire d'information

Ref. ICC/INF/2017/009

Date: 24 November 2017

### COMPOSITION OF THE INSURANCE MANAGEMENT COMMITTEE

1. Pursuant to the Coordination Council's approval of the Insurance Management Committee's framework, dated 23 February 2012, the Registrar appoints the following staff members as members and secretary of the Insurance Management Committee:

- Chairperson: Director, Division of Management Services, Registry
- Ad hoc member: Legal Counsel and Chief of the Legal Office, Registry

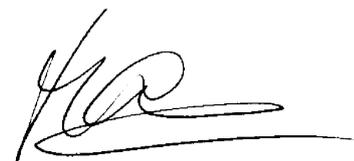
#### Commercial Insurance Group

- Alternate Chairperson: Chief of the General Services Section, Registry
- Member: Logistics and Transport Officer, General Services Section, Registry
- Secretary: Associate Facilities Management Officer, General Services Section, Registry
- Observer/Advisor: Insurance Expert/Broker

#### Social Security and Health Group

- Alternate Chairperson : Chief of the Human Resources Section, Registry
- Member: Head of the Occupational Health Unit, Division of Management Services, Registry
- Member: Head of Human Resources Operations Unit, Human Resources Section, Registry
- Member: Staff Union Council representative
- Secretary: Human Resources Officer – Programme Coordination, Human Resources Section, Registry
- Observer/Advisor: Insurance/Claims Expert

2. An expert may be selected by the members for the purpose of identifying a broker and advising the Court on its insurance needs.
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. The two groups (Commercial Insurance and Social Security and Health) may be merged, upon recommendation of the Chairperson of the Insurance Management Committee to the Registrar.
6. The overall responsibility of the Insurance Management Committee is to advise management on the Court's insurance coverage and training plans and propose appropriate changes. In particular, the Insurance Management Committee shall be responsible for:
  - 6.1 developing the Court's insurance management policy and monitor its implementation;
  - 6.2 monitoring and reviewing the insurance programme, ensuring a strategic approach and alignment with the Court's risk appetite;
  - 6.3 reviewing the risk profile for hazards, identifying emerging risks, and determining how to manage those risks;
  - 6.4 reviewing insurance coverage amounts, deductibles, self-insurance, and reserve funds;
  - 6.5 advising on the selection of the principal broker;
  - 6.6 reviewing reports on incidents involving significant property damage or personal injury;
  - 6.7 ensuring that the premises are regularly inspected for loss control; and
  - 6.8 reviewing the adequacy of preventative programmes.
7. The term of office shall be for 1 (one) year beginning from 24 November 2017.
8. This Information Circular supersedes the Information Circular ICC/INF/2012/016.



Herman von Hebel  
Registrar