



Information Circular – Circulaire d’information

ICC/INF/2012/ 012

Date: 1 June 2012

COMPOSITION OF INSURANCE COMMITTEE

1. Pursuant to recommendation 1 of the Audit of the Commercial Insurance Framework (Audit Project Number OIA.10-06) dated May 2011, in support of the Insurance Management Committee (IMC), and the framework approved by the Co-ordination Council on 23/02/2012, I appoint the following members to the Insurance Committee:

Chairperson Director, Common Administrative Services Division

Ad Hoc Member Chief, Legal Advisory Service Section

Commercial Insurance Group

Vice Chair 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

Vice-Chair for Social Security/Health Staff Administration Officer, Human Resources Section


Member Welfare Officer, Human Resources Section

Member Payroll Officer

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, will be invited to participate upon request of the Chairperson and depending on the insurance needs of the Court.
5. Once the broker has been identified, the two groups (Commercial insurance and Social Security and Health) may be merged in a single IMC group upon recommendation of the chair of the IMC to the Registrar.
6. Overall responsibility of the committee is to advise management by regularly reviewing the Court's insurance coverage and training plans and proposing appropriate changes. In particular, the IMC will be responsible for the following matters and implement agreed measures:
 - Develop the Court's insurance management policy and monitor its implementation.
 - Monitor and review the insurance programme, ensuring a strategic approach and alignment with the Court's risk appetite.
 - Review the risk profile for hazards, identify emerging risks, and determine how to manage those risks.
 - Review insurance coverage amounts, deductibles, self-insurance, and reserve funds.
 - Advise on the selection of the principal broker.
 - Review reports on incidents involving significant property damage or personal injury.
 - Ensure premises are regularly inspected for loss control.
 - Review of the adequacy of preventative programmes.
7. The term of office shall be for three (3) years beginning from 1 June 2012, unless superseded by a revised Information Circular.



Silvana Arbia

Registrar