

### Council on General Affairs and Policy of the Conference – March 2018

<b>Document</b>	Preliminary Document <input checked="" type="checkbox"/> Information Document <input type="checkbox"/>	No 16 of February 2018
<b>Title</b>	Resource allocation at the Permanent Bureau – March 2018	
<b>Author</b>	Permanent Bureau	
<b>Agenda item</b>	Item VI.9.a	
<b>Mandate(s)</b>	N/a	
<b>Objective</b>	To report on the overall distribution of work time at the Permanent Bureau, including current and historic breakdowns of non-normative work by Convention; and of normative work, governance and organisation work, as well as post-Convention assistance by project	
<b>Action to be taken</b>	For Approval <input type="checkbox"/> For Decision <input type="checkbox"/> For Information <input checked="" type="checkbox"/>	
<b>Annexes</b>	Annex I - Visualisations Annex II - Historical data	
<b>Related documents</b>	N/a	

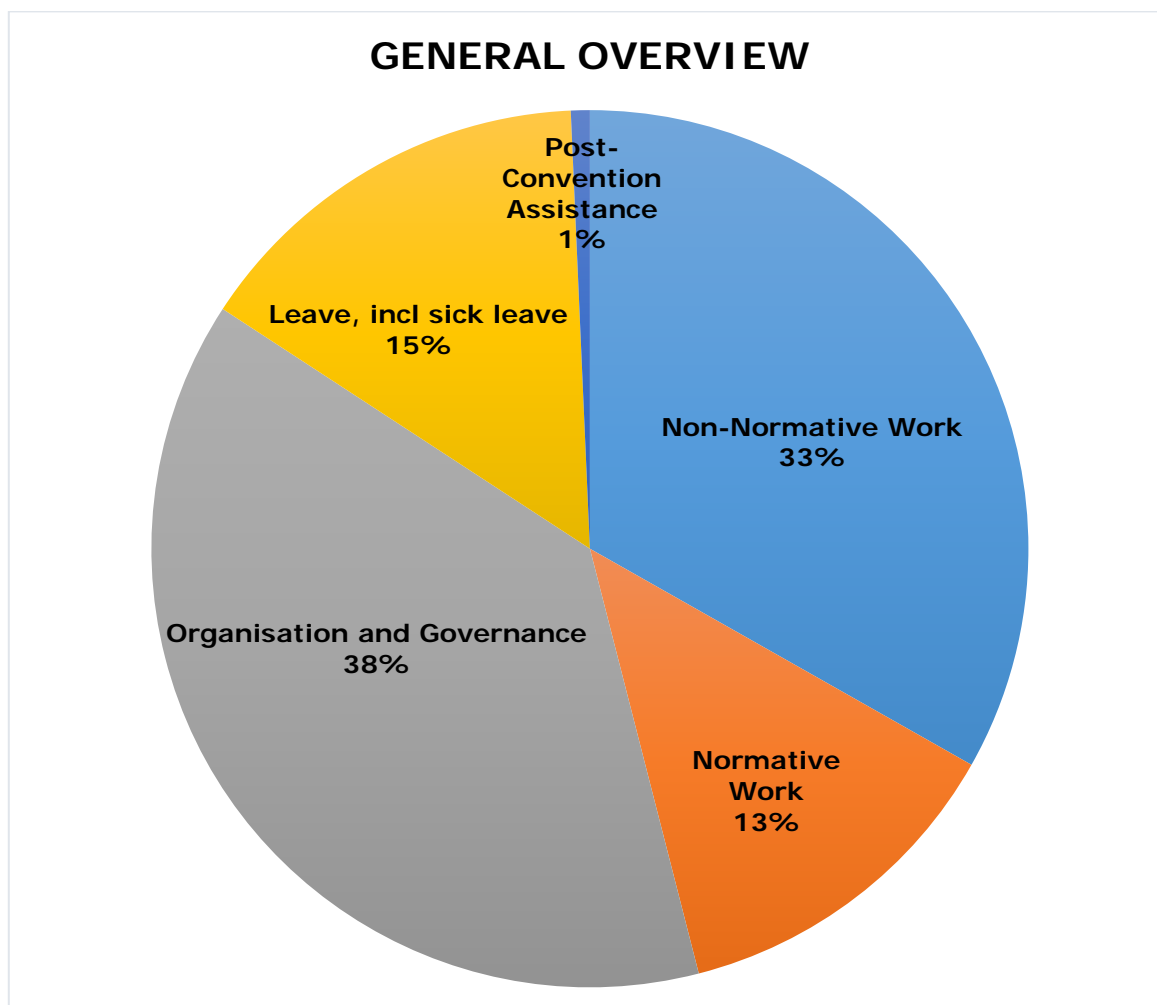
## Resource allocation at the Permanent Bureau

1. At the 2015 meeting of the Council on General Affairs and Policy (Council), the Permanent Bureau reported on the use of the time-keeping software PAYMO as one of its initiatives towards improving management efficiency. Since 1 July 2015, the Permanent Bureau uses a project-based time recording approach. Central to this approach was the conceptualisation of the Permanent Bureau's work as a bundle of individual projects against which staff records its work time. The projects are categorised as non-normative; normative; organisation and governance; and post-Convention assistance work. Within these categories, the projects are allocated to respective instruments, and staff can further differentiate how they spend time by recording against individual tasks such as "Researching, Drafting and Reviewing"; "Meetings"; "Translations"; and "Travel".
2. The overall set up has not changed since. On 1 July 2016, the pool of those required to record their time broadened to include all interns based at the Permanent Bureau's Headquarters in The Hague. This is thought important to produce a more accurate overall picture of the workload of the PB.
3. The project-based time recording approach provides data with good granularity and refinement. It produces meaningful information for Members that exhibits the activities of the PB over one calendar year. Now in its third year, the availability of historical data facilitates contextualisation and enhances the understanding of the priorities of the Permanent Bureau within limited financial resources. It also aids in understanding the relationship between prioritisation and the workload of the PB.
4. The data for the 2018 Meeting of the Council on General Affairs and Policy was drawn on 22 January 2018. It covers the period between 1 January and 31 December 2017. A total of 33 staff and 17 interns recorded time in the reporting period. Annexed to this Preliminary Document are data visualisations in Annex I, together with the respective source data. Annex II provides Members with the Historical Data, now spanning the reporting periods 2015, 2016 and 2017.
5. The data, and especially the historical data, allows to identify several possible trends. One such trend is an increase in the overall time recorded in 2017 (see Annex II, a.). This trend appears to be sourced by two main contributors. First, since July 2016, the PB requires all interns to record time. That meant that in 2016, a total of 10 interns recorded 1866 hrs, covering the period of July to December; while in 2017, a total of 17 interns recorded 7914 hrs, covering the full year. Second, with the time recording system in use for two-and-a-half years, recording practices among the PB staff have improved further.
6. Moreover, it transpires that in years in which the HCCH conducts meetings of Special Commission on the operation of specific Conventions, a significant amount of the Organisation's resources are directed towards conducting these meetings (see the spikes for the 2015 Special Commission Meeting on the Practical Operation of the Hague Adoption Convention; the 2016 Special Commission Meeting on the Practical Operation of the Hague Apostille Convention; and the 2017 Special Commission Meeting on the Practical Operation of the Hague Child Abduction and Protection Conventions). In addition, it appears that the following year potentially requires the allocation of higher than average resources to deal with the outcomes of these events.
7. In addition, there is an increase in time spent on Governance work, especially in the areas of Finance and Human Resources (see Annex II, d.). It appears that these increases can be attributed to the PB's Governance reform agenda, with the figures reflecting the continued work undertaken in relation to the Staff Rules, as well as the effect of the new Financial Regulations on the PB.
8. Finally, because the PB does not require consultants to record their time against the specific project they work on, the data generated for the PB's normative work is not reflective of the work performed by consultants, and, in turn, the time spent on normative work is, in practice, higher than the data suggests.

## **A N N E X E S**

**Annex I – Visualisations<sup>1</sup>****Data for the Year 2017**

a. Overall distribution of work time at the Permanent Bureau

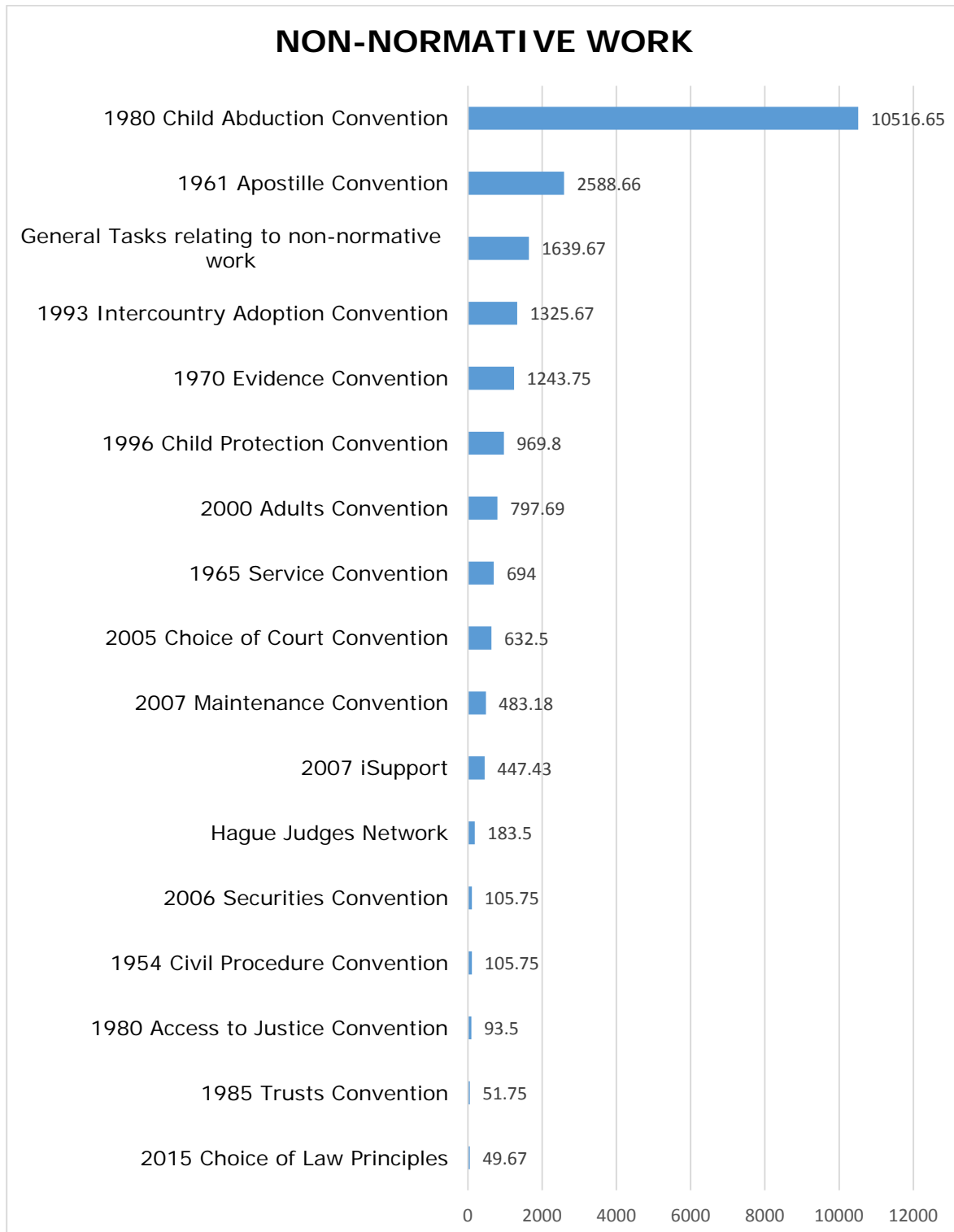


Position	Hours recorded	Per cent
Non-Normative Work	21,928.92	33
Normative Work	8,518.26	13
Organisation and Governance	25,411.6	38
Leave, incl. sick leave	10,044.41	15
Post-Convention Assistance	620.8	1
<b>Total</b>	<b>66,523.99</b>	<b>100</b>

<sup>1</sup> All figures included in this annex are shown as hours recorded.

## b. Non-Normative Work – by Convention

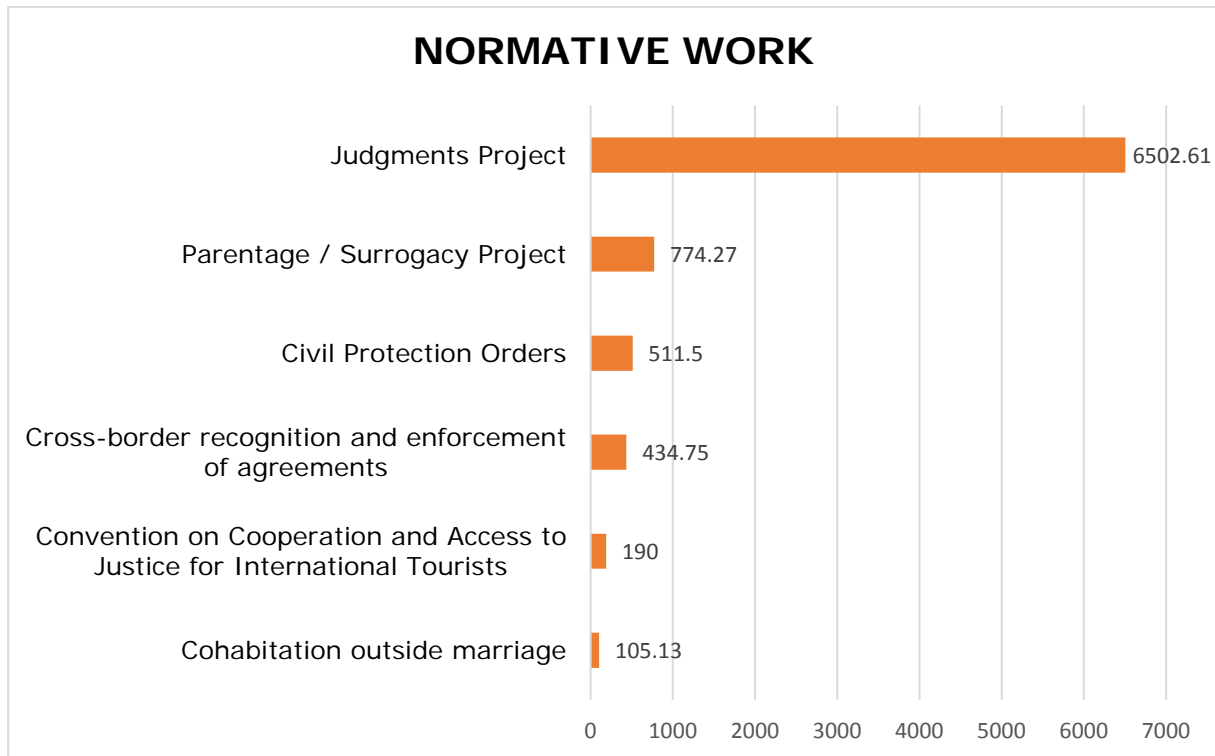
- Total hours: **21,928.92**



*General Task List and Hague Judges Network may relate to multiple Conventions*

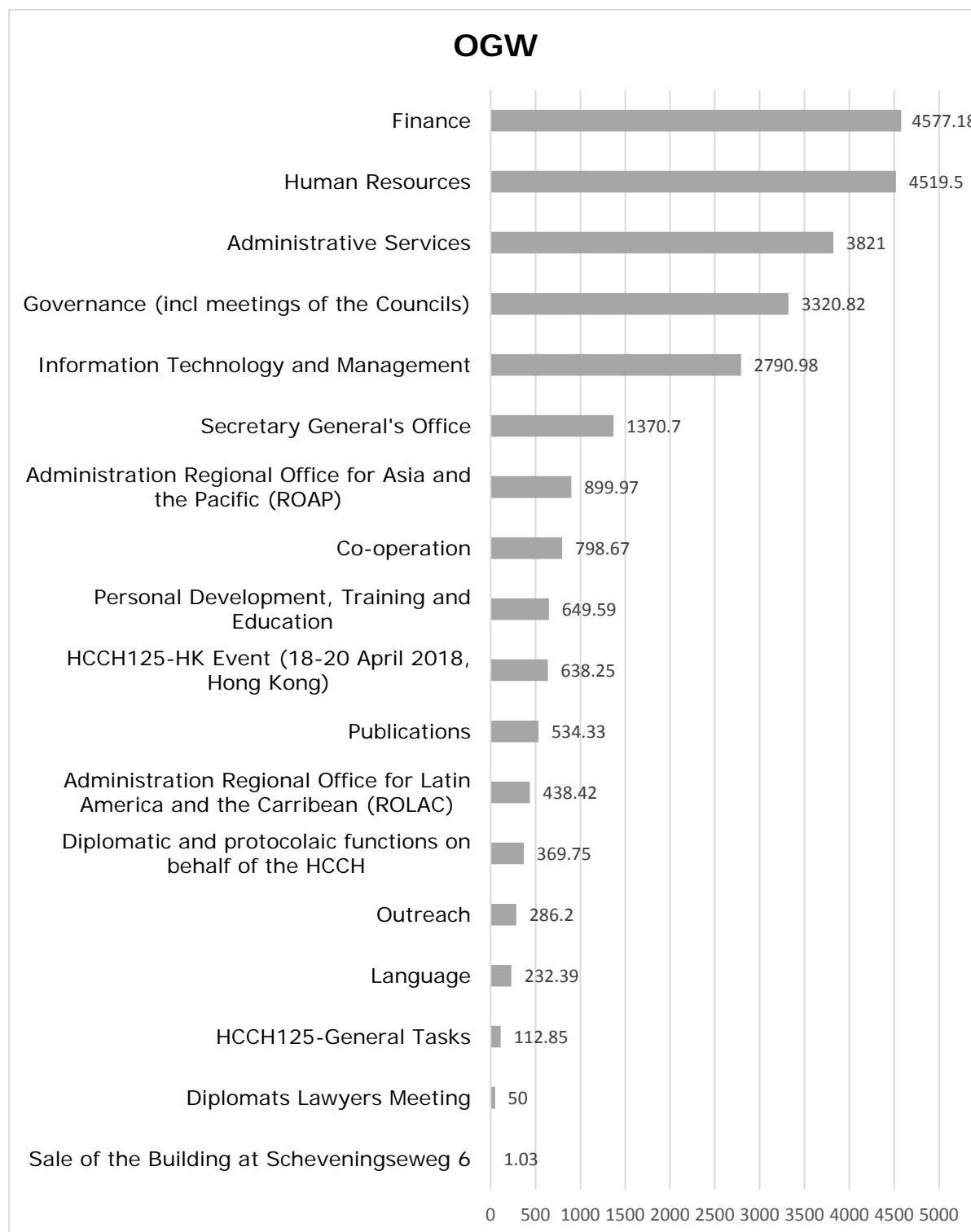
## c. Normative Work

- Total hours: **8,518.26**



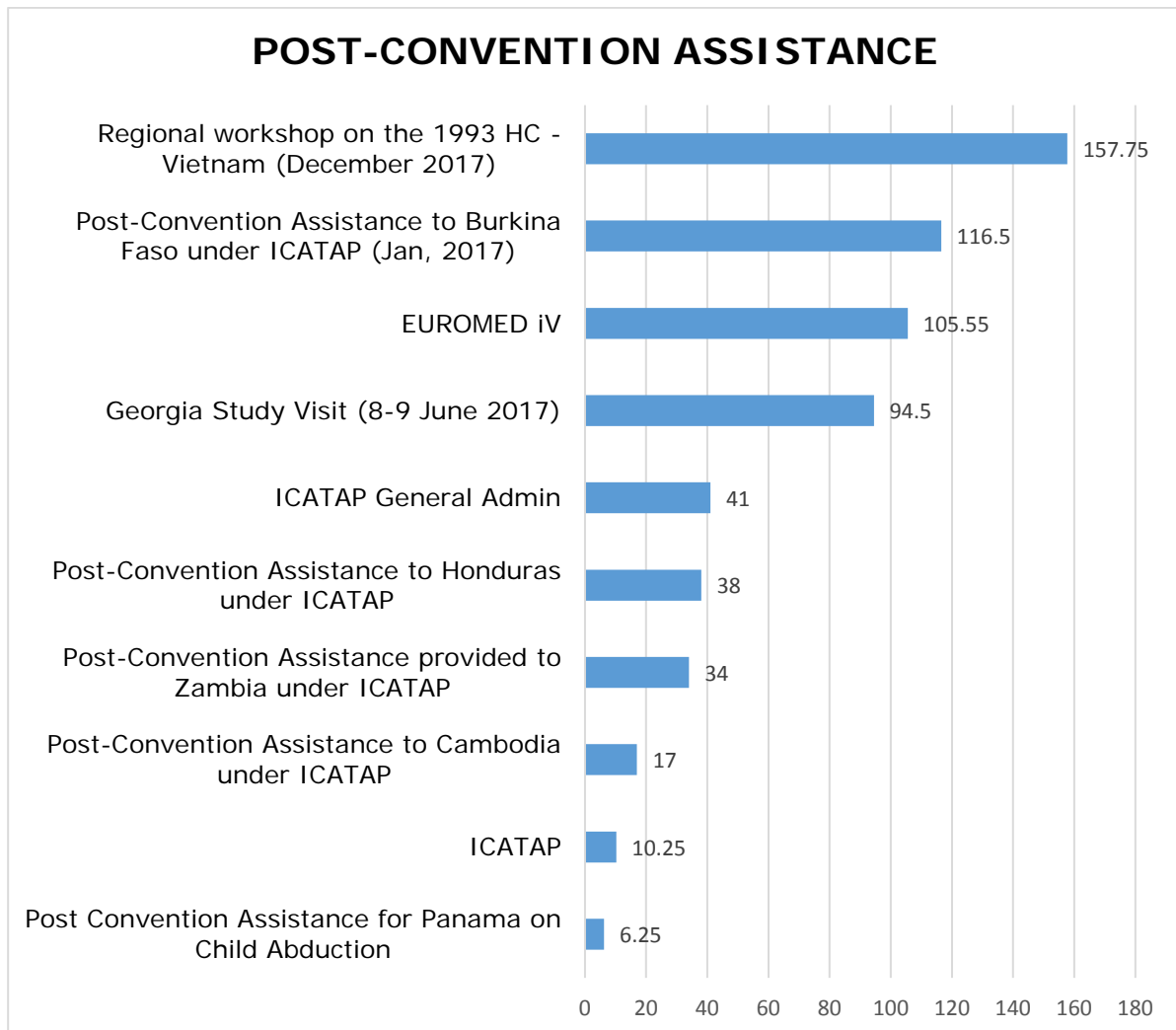
## d. Organisation and Governance Work

- Total hours: **25,411.6** (without “Leave, including Sick Leave”)



## e. Post-Convention Assistance

- Total hours: **620.8**





# PAYMO Report for the 2018 Meeting of the Council on General Affairs



Created by Tom John

Projects All

Users All

Time interval 01/01/2017 — 31/12/2017

<b>Total</b>	<b>66376 hrs 15 min</b>
<b>A. Normative Work</b>	<b>8518 hrs 15 min</b>
NEW-Civil Protection Orders	511 hrs 30 min
0000 Normative Tasks	511 hrs 30 min
NEW-Cohabitation outside marriage	105 hrs 7 min
0000 Normative Tasks	105 hrs 7 min
NEW-Convention on Cooperation and Access to Justice for International Tourists	190 hrs
0000 Normative Tasks	190 hrs
NEW-Cross-border recognition and enforcement of agreements	434 hrs 44 min
0000 Normative Tasks	434 hrs 44 min
NEW-Judgments Project	6502 hrs 36 min
0000 Normative Tasks	6502 hrs 36 min
NEW-Parentage / Surrogacy Project	774 hrs 16 min
0000 Normative Tasks	774 hrs 16 min
<b>B. Non-Normative Work</b>	<b>21820 hrs 24 min</b>
1961-CON-10th e-APP Forum	7 hrs
1961 Apostille Convention	6 hrs 30 min
1961 Apostille Convention - e-APP	30 min
1961-CON-Mission to London - 28 Sept. 2017	15 hrs
1961 Apostille Convention - e-APP	15 hrs
1961-CON-National Apostille Convention Forum (Shanghai, China, 14-15 April 2017) + Wuhan University Seminar (Wuhan, China, 16-17 April 2017)	115 hrs
1961 Apostille Convention	115 hrs
1961-CON-Post Convention Assistance to Brazil on the Apostille	1 hrs

1961 Apostille Convention	1 hrs
1961-CON-UK Notaries' Society Annual Conference (Sep 2017)	11 hrs
1961 Apostille Convention	11 hrs
1961-MIS-Faculty of Notaries Public [3 March 2017, Dublin, Ireland]	28 hrs 30 min
1961 Apostille Convention	28 hrs 30 min
1961-MIS-Mission Turkmenistan [29-31 May 2017]	53 hrs
1961 Apostille Convention	5 hrs
9100 General Task List	48 hrs
1961-PUB-Apostille Handbook (New Edition)	231 hrs 45 min
1961 Apostille Convention	231 hrs 45 min
1961-PUB-Publication of the Apostille Handbook in Spanish - Layout	30 min
1961 Apostille Convention	30 min
1961-SPC-Special Commission on the Apostille Convention	168 hrs 49 min
1961 Apostille Convention	165 hrs 4 min
1961 Apostille Convention - e-APP	3 hrs 45 min
1961-WEG-Working Group on Documents from IOs (Apostille) (2017)	429 hrs 30 min
1961 Apostille Convention	173 hrs 30 min
9100 General Task List	256 hrs
1970-WEG-Experts' Group on the taking of Evidence by Video-links	1118 hrs 45 min
1970 Evidence Convention	1118 hrs 45 min
1980-CON-Bouncing Back: Conference on Well-being Children (Nov 2017, Antwerp, Belgium)	44 hrs 40 min
1980 Child Abduction Convention	44 hrs 40 min
1980-CON-Conference on 13(1)(b), DV and REPO, University of Westminster (London, 12 June 2017)	147 hrs
1980 Child Abduction Convention	147 hrs
1980-CON-Journal of PIL Conference 2017 [3-5 August 2017, Rio, Brazil]	50 hrs
1980 Child Abduction Convention	50 hrs
1980-CON-Reunite Seminar and visit to Reunite Offices- 8-9 Feb, 2017 (1980 Convention promotion)	25 hrs
1980 Child Abduction Convention	25 hrs

1980-CON-Tokyo Seminar on the 1980 Hague Convention in Asia Pacific (7-8 Dec. 2017, Tokyo)	97 hrs 45 min
1980 Child Abduction Convention	97 hrs 45 min
1980-COP-LEPCA (Lawyers in Europe on Parental Child Abduction) II project	96 hrs 11 min
1980 Child Abduction Convention	96 hrs 11 min
1980-COP-Nicaragua-Child Abduction Training and meeting with officials (Managua, Nicaragua, 18 August 2017)	16 hrs 45 min
1980 Child Abduction Convention	16 hrs 45 min
1980-DAT-INCADAT	996 hrs 6 min
1980 Child Abduction Convention	996 hrs 6 min
1980-DAT-INCASTAT	49 hrs
1980 Child Abduction Convention	49 hrs
1980-GEN-Access to Justice Convention - impact assessment in Latam and Caribbean region	1 hrs
1980 Access to Justice Convention	1 hrs
1980-IMP-Implementation of Child Abduction Convention in Argentina	19 hrs 35 min
9100 General Task List	19 hrs 35 min
1980-MIS-Mission to Kuala Lumpur, Malaysia (Oct.2017)	39 hrs
1980 Child Abduction Convention	39 hrs
1980-MIS-Mission to London (18 Oct. 2017)	22 hrs
1980 Child Abduction Convention	22 hrs
1980-OUT-Visit by an Armenian delegation to the PB (The Hague, 6, 7 July 2017)	27 hrs 45 min
1980 Child Abduction Convention	27 hrs 45 min
1980-WEG-GGP Art. 13(1)(b) 1980 Convention	906 hrs 25 min
1980 Child Abduction Convention	906 hrs 25 min
1993-CON-ICAB Conference on adoption (Manila, 6-8 September 2017)	39 hrs 30 min
1993 Intercountry Adoption Convention	39 hrs 30 min
1993-CON-ISS Australia - meeting on adoption (Sydney, 11-12 September 2017)	51 hrs 30 min
1993 Intercountry Adoption Convention	51 hrs 30 min
1993-CON-ISS Conference on adoption and surrogacy (20 years of IRC) - Geneva (Oct. 2017)	22 hrs

1993 Intercountry Adoption Convention	22 hrs
1993-CON-Maastricht University (30 November 2016)	2 hrs
1993 Intercountry Adoption Convention	2 hrs
1993-CON-Regional workshop on the 1993 HC - Vietnam (December 2017)	39 hrs 15 min
1993 Intercountry Adoption Convention	39 hrs 15 min
1993-COP-Parentage / Surrogacy - ISS draft Principles on Surrogacy	46 hrs 30 min
1993 Intercountry Adoption Convention	46 hrs 30 min
1993-ENQ- Inquiries under the Child Adoption Convention 1993	150 hrs 15 min
1993 Intercountry Adoption Convention	150 hrs 15 min
1993-GEN-Habitual residence and the 1993 HC	234 hrs 15 min
1993 Intercountry Adoption Convention	234 hrs 15 min
1993-GEN-Recognition of domestic adoptions	29 hrs
1993 Intercountry Adoption Convention	29 hrs
1993-IMP-Latin American meeting (Lima, May 2017)	51 hrs 45 min
1993 Intercountry Adoption Convention	51 hrs 45 min
1993-IMP-Reviews and reports on Intercountry Adoption laws, country profiles	42 hrs
1993 Intercountry Adoption Convention	42 hrs
1993-MIS-Mission to Cape Verde (Nov 2017)	62 hrs
1993 Intercountry Adoption Convention	62 hrs
1993-MIS-Mission to Paris (13-14 November 2017) - COPES + MAI	38 hrs 45 min
1993 Intercountry Adoption Convention	38 hrs 45 min
1993-SPC-Implementing the Conclusions and Recommendations of the 2015 Special Commission	33 hrs 15 min
1993 Intercountry Adoption Convention	33 hrs 15 min
1993-WEG-WG on the Financial Aspects of ICA	3 hrs 30 min
1993 Intercountry Adoption Convention	3 hrs 30 min
1993-WEG-WG Preventing Illicit Practices	140 hrs 30 min
0000 Normative Tasks	140 hrs 30 min
1996-CON-Conference on Children on the move - Berlin, Germany (12 - 13 June 2017)	40 hrs
1996 Child Protection Convention	40 hrs

1996-CON-Conference on the 1996 Convention, Geneva, October 2015	8 hrs 28 min
1996 Child Protection Convention	8 hrs 28 min
1996-CON-EU Parliament Workshop on PIL issues regarding Unaccompanied and Separated Children (20 June 2017)	11 hrs 45 min
1996 Child Protection Convention	11 hrs 45 min
1996-CON-Global Conference on Unaccompanied and Separated Children (Berlin, 12-13 June 2017 )	31 hrs 15 min
1996 Child Protection Convention	31 hrs 15 min
1996-CON-Workshop on Recasting the Brussels II a Regulation (Brussels, November 2016)	22 min
1996 Child Protection Convention	22 min
1996-PUB-Translation of the 1996 Practical Handbook into Russian	1 hrs 21 min
1996 Child Protection Convention	1 hrs 21 min
2000-CON-EC-HCCH Joint Conference on the 2000 Convention, Brussels, November 2018	13 hrs 45 min
2000 Adults Convention	13 hrs 45 min
2000-CON-IAFL European Chapter Meeting, Lisbon 22-26 March 2017	41 hrs 45 min
2000 Adults Convention	41 hrs 45 min
2000-GEN-2000 Convention Implementation & Operation Research	43 hrs 37 min
2000 Adults Convention	43 hrs 37 min
2000-PRO-2016 Promotional Action Plan for the 2000 Convention	224 hrs 15 min
2000 Adults Convention	224 hrs 15 min
2005-COP-PIL input to UNCITRAL ongoing projects	32 hrs
2005 Choice of Court Convention	32 hrs
2007-CON-2nd International Child Support Symposium, 4-5 Dec. 17	43 hrs 30 min
2007 Maintenance Convention	43 hrs 30 min
2007-DAT-iSupport	444 hrs 40 min
2007 iSupport	444 hrs 40 min
2007-PRO-Promotional Action Plan 2016 for the 2007 Maintenance Convention	156 hrs
2007 Maintenance Convention	156 hrs
2015-COP-Tripartite Cooperation with UNCITRAL and Unidroit to promote the three Organisations' related instruments	86 hrs 45 min

2005 Choice of Court Convention	29 hrs
9100 General Task List	57 hrs 45 min
2015-PRO-Promote Hague Principles on Applicable Law in Latin America and the Caribbean	1 hrs
2015 Choice of Law Principles	1 hrs
2015-PUB-Publications on the Choice of Law Principles	1 hrs 55 min
2015 Choice of Law Principles	1 hrs 55 min
Multi-CON-"One Belt One Road" Summit in Beijing, China on 14-15 May 2017	87 hrs 45 min
1961 Apostille Convention	5 hrs
1965 Service Convention	5 hrs 30 min
1970 Evidence Convention	5 hrs
1980 Access to Justice Convention	5 hrs 30 min
2005 Choice of Court Convention	25 hrs
2015 Choice of Law Principles	4 hrs 30 min
9100 General Task List	37 hrs 15 min
Multi-CON-20th Annual Miller Dutoit Family Law Conference, Cape Town, 9-10 March 2017	60 hrs 10 min
1980 Child Abduction Convention	57 hrs 15 min
2007 Maintenance Convention	2 hrs 55 min
MULTI-CON-4th Workshop on International Legal Co-operation Mexico City	76 hrs 15 min
1970 Evidence Convention	3 hrs 45 min
1980 Access to Justice Convention	72 hrs 30 min
MULTI-CON-AIFL Conference on Brexit in Family Law matters (London, 26 June 2017 )	49 hrs
9100 General Task List	49 hrs
MULTI-CON-AIRE Centre Conference (London, 22-23 June 2017)	23 hrs 15 min
1980 Child Abduction Convention	12 hrs 45 min
9100 General Task List	10 hrs 30 min
Multi-CON-ASEAN Law Forum on Hague Conventions (Viet Nam, November 2016)	1 hrs
1965 Service Convention	1 hrs
Multi-CON-Asia-Pacific Week 2017 (Seoul, Korea, July 2017)	568 hrs 45 min

1961 Apostille Convention	350 hrs 15 min
1965 Service Convention	6 hrs
1970 Evidence Convention	30 min
1993 Child Abduction Convention	62 hrs 30 min
2005 Choice of Court Convention	62 hrs 30 min
9100 General Task List	87 hrs
Multi-CON-Attending WIPO Advisory Committee on Enforcement meeting 2017 in Geneva, Switzerland, on 4-6 September 2017	87 hrs 45 min
1961 Apostille Convention	15 hrs
1965 Service Convention	15 min
1970 Evidence Convention	12 hrs 45 min
2005 Choice of Court Convention	55 hrs 45 min
2015 Choice of Law Principles	4 hrs
Multi-CON-Central American Judicial Seminar on Hague Conventions - Costa Rica	86 hrs 15 min
1961 Apostille Convention	76 hrs 45 min
9100 General Task List	9 hrs 30 min
Multi-CON-Conference to celebrate China's 30 years of HCCH Membership (Wuhan, China, 22-23 September 2017)	440 hrs 50 min
1961 Apostille Convention	389 hrs 35 min
1965 Service Convention	4 hrs
1970 Evidence Convention	8 hrs
2005 Choice of Court Convention	39 hrs 15 min
Multi-CON-Ecole National de la Magistrature-Formation "Common Law" - (16 March 2017, Paris, France)	21 hrs 15 min
1961 Apostille Convention	5 hrs
1965 Service Convention	8 hrs 45 min
1970 Evidence Convention	7 hrs 30 min
Multi-CON-ELI-UNDROIT Project on European Rules of Civil Procedure	38 hrs
9100 General Task List	38 hrs
MULTI-CON-IAFL European Young Lawyers Conference (16-17 November 2017, Warsaw)	23 hrs 30 min

1980 Child Abduction Convention	23 hrs 30 min
Multi-CON-Inter-American Meeting Child Abduction & International Seminar on International Child Abduction"	743 hrs 40 min
1980 Child Abduction Convention	723 hrs 40 min
1996 Child Protection Convention	20 hrs
Multi-CON-International Civil Procedure in Russia (Moscow, MGIMO, 19 Oct 2017)	67 hrs 55 min
1965 Service Convention	4 hrs
2005 Choice of Court Convention	11 hrs 30 min
9100 General Task List	52 hrs 25 min
MULTI-CON-Programme exterieur de l'Academie de droit international, Cameroon (Nov 2017)	59 hrs 45 min
9100 General Task List	59 hrs 45 min
MULTI-CON-St Petersburg International Legal Forum, Russia (15 – 18 May 2017)	53 hrs
9100 General Task List	53 hrs
MULTI-CON-Training of French judges on the 1980 Convention - ENM (27 November 2017, Paris)	37 hrs
1980 Child Abduction Convention	37 hrs
Multi-CON-Working Party on Mediation - Regional seminars	101 hrs 22 min
1980 Child Abduction Convention	101 hrs 22 min
Multi-COP-EWELL-PROJECT	23 hrs 49 min
1980 Child Abduction Convention	23 hrs 49 min
Multi-COP-WIPO - HCCH Project on developing a resource tool	455 hrs 45 min
1965 Service Convention	236 hrs 15 min
1970 Evidence Convention	5 hrs 30 min
2005 Choice of Court Convention	23 hrs
9100 General Task List	191 hrs
Multi-ENQ-Enquiries relating to 1980 and 1996 Conventions	143 hrs 22 min
1980 Child Abduction Convention	128 hrs 22 min
1996 Child Protection Convention	15 hrs
Multi-ENQ-Enquiries relating to Legal Co-operation Conventions	391 hrs 15 min



1954 Civil Procedure Convention	42 hrs
1961 Apostille Convention	161 hrs
1961 Apostille Convention - e-APP	47 hrs 15 min
1965 Service Convention	110 hrs
1970 Evidence Convention	29 hrs 15 min
1980 Access to Justice Convention	1 hrs 45 min
Multi-FAB-International Civil Cooperation and Litigation	911 hrs 30 min
1954 Civil Procedure Convention	63 hrs 45 min
1961 Apostille Convention	151 hrs 15 min
1961 Apostille Convention - e-APP	46 hrs 30 min
1965 Service Convention	77 hrs 45 min
1970 Evidence Convention	47 hrs 15 min
1980 Access to Justice Convention	12 hrs 45 min
2005 Choice of Court Convention	97 hrs 45 min
9100 General Task List	414 hrs 30 min
Multi-FAB-International Commercial and Financial Law	226 hrs 30 min
1985 Trusts Convention	51 hrs 45 min
2006 Securities Convention	105 hrs 45 min
2015 Choice of Law Principles	38 hrs 15 min
9100 General Task List	30 hrs 45 min
Multi-FAB-International Protection of Children, Family and Property Relations	2766 hrs 4 min
1980 Child Abduction Convention	1110 hrs 33 min
1993 Child Adoption Convention	316 hrs 24 min
1996 Child Protection Convention	333 hrs 46 min
2000 Adults Convention	460 hrs 19 min
2007 iSupport	2 hrs 45 min
2007 Maintenance Convention	133 hrs 30 min
2007 Maintenance Protocol	144 hrs 15 min
9100 General Task List	264 hrs 30 min
Multi-GEN-Working Party on Mediation-General	27 hrs 12 min

1980 Child Abduction Convention	27 hrs 12 min
MULTI-MIS-ASADIP annual meeting Bogota, Colombia (9 - 11 Nov 2017)	102 hrs 45 min
9100 General Task List	102 hrs 45 min
MULTI-MIS-Mission to Bahamas-Nicaragua (14 Aug - 19 Aug 2017)	62 hrs 30 min
1965 Service Convention	60 hrs 30 min
1970 Evidence Convention	2 hrs
MULTI-MIS-Mission to Colombia-Honduras-Costa Rica (24 July - 1 Aug 2017)	156 hrs
1961 Apostille Convention	93 hrs
9100 General Task List	63 hrs
MULTI-MIS-Mission to Guyana (28 September 2017)	68 hrs 15 min
1961 Apostille Convention	48 hrs 45 min
1965 Service Convention	19 hrs 30 min
MULTI-MIS-Mission to Hong Kong (18 - 21 Sept 2017)	45 hrs
9100 General Task List	45 hrs
MULTI-MIS-Mission to Jamaica (4-6 July 2017)	56 hrs 45 min
9100 General Task List	56 hrs 45 min
MULTI-MIS-Mission to Singapore (23-24 Oct. 2017)	22 hrs
9100 General Task List	22 hrs
MULTI-MIS-Official visit to Saudi Arabia [22 - 24 January 2017]	31 hrs
9100 General Task List	31 hrs
Multi-NET-International Hague Network of Judges (IHNJ)	183 hrs 30 min
1000 Hague Judges Network	120 hrs 30 min
9100 General Task List	63 hrs
MULTI-OUT-UN SG Oceans and Law of the Sea Report - HCCH Contribution	152 hrs 15 min
1961 Apostille Convention	138 hrs 15 min
2005 Choice of Court Convention	8 hrs
9100 General Task List	6 hrs
Multi-PRO-International Family Mediation	52 hrs 35 min
1980 Child Abduction Convention	42 hrs 5 min
9100 General Task List	10 hrs 30 min

MULTI-PRO-Korea Private International Law Association and Supreme Court (Dec 2017, Korea)	14 hrs
2000 Adults Convention	14 hrs
MULTI-PRO-Meeting with the UN Committee on the Rights of the Child (UNCRC) [Geneva, Switzerland, 1 June 2017]	19 hrs
1980 Child Abduction Convention	3 hrs
9100 General Task List	16 hrs
MULTI-PRO-UNICEF ROSA Webinar series on the Children's Conventions	39 hrs
1980 Child Abduction Convention	36 hrs
2007 Maintenance Convention	3 hrs
MULTI-PUB-Hague Children's Convention Brochure	47 hrs 30 min
1980 Child Abduction Convention	47 hrs 30 min
Multi-PUB-Publication of translations of the Hague Service and Evidence Handbooks	1 hrs 30 min
1965 Service Convention	1 hrs 15 min
1970 Evidence Convention	15 min
Multi-PUB-Research and other tasks relating to the publication of future editions of the Hague Service and Evidence Handbooks	162 hrs 30 min
1965 Service Convention	159 hrs 15 min
1970 Evidence Convention	3 hrs 15 min
Multi-PUB-Uniform Law Review Contribution 2016-2017	69 hrs 45 min
9100 General Task List	69 hrs 45 min
Multi-SPC-Special Commission on the practical operation of the 1980 and 1996 Convention	6076 hrs 8 min
1980 Child Abduction Convention	5568 hrs 20 min
1996 Child Protection Convention	507 hrs 48 min
<b>C. Technical Assistance</b>	<b>581 hrs 32 min</b>
1980-TAS-Post Convention assistance for Panama on child abduction	6 hrs 15 min
1980 Child Abduction Convention	6 hrs 15 min
1993-TAS-ICATAP	10 hrs 15 min
1993 Child Abduction Convention	10 hrs 15 min
1993-TAS-ICATAP General Admin	41 hrs

1993 Intercountry Adoption Convention	41 hrs
1993-TAS-Post-Convention Assistance provided to Zambia under ICATAP	34 hrs
1993 Intercountry Adoption Convention	34 hrs
1993-TAS-Post-Convention Assistance to Burkina Faso under ICATAP (Jan, 2017)	116 hrs 30 min
1993 Intercountry Adoption Convention	116 hrs 30 min
1993-TAS-Post-Convention Assistance to Cambodia under ICATAP	17 hrs
1993 Intercountry Adoption Convention	17 hrs
1993-TAS-Post-Convention Assistance to Honduras under ICATAP	38 hrs
1993 Intercountry Adoption Convention	38 hrs
1993-TAS-Regional workshop on the 1993 HC - Vietnam (December 2017)	118 hrs 30 min
1993 Intercountry Adoption Convention	118 hrs 30 min
Multi-TAS-EUROMED IV	105 hrs 32 min
9100 General Task List	105 hrs 32 min
MULTI-TAS-Georgia Study Visit [8-9 June 2017]	94 hrs 30 min
1965 Service Convention	25 hrs 30 min
1970 Evidence Convention	7 hrs 30 min
1980 Access to Justice Convention	5 hrs
2005 Choice of Court Convention	35 hrs
9100 General Task List	21 hrs 30 min
<b>D. Organisation and Governance</b>	<b>25411 hrs 38 min</b>
OGW-ADM-Administrative Services	3821 hrs
9100 General Task List	3821 hrs
OGW-BUI-Sale of the Building at Scheveningseweg 6	1 hrs 1 min
9100 General Task List	1 hrs 1 min
OGW-CON-Diplomats Lawyers Meeting	50 hrs
9100 General Task List	50 hrs
OGW-CON-HCCH125-HK Event (18-20 April 2018, Hong Kong)	638 hrs 15 min
9100 General Task List	638 hrs 15 min
OGW-COP-Cooperation with Universities and Organisations	738 hrs 50 min

9100 General Task List	738 hrs 50 min
OGW-COP-Tripartite Meeting HCCH-UNCITRAL-Unidroit (The Hague, 20 April 2017)	31 hrs
9100 General Task List	31 hrs
OGW-COP-UB-HCCH Translation internships	28 hrs 50 min
9100 General Task List	28 hrs 50 min
OGW-DIP-Diplomatic and protocolaic functions on behalf of the HCCH	369 hrs 45 min
9100 General Task List	369 hrs 45 min
OGW-FIN-Budget	2321 hrs 43 min
9100 General Task List	2321 hrs 43 min
OGW-FIN-Budget 2017-2018	351 hrs 57 min
Regular Budget	351 hrs 57 min
OGW-FIN-Budget 2018-2019	34 hrs 45 min
Budget	34 hrs 45 min
OGW-FIN-Budget Financial Audit 2016-2017	181 hrs 3 min
Regular Budget	181 hrs 3 min
OGW-FIN-Establishment of Foundation	106 hrs 45 min
9100 General Task List	106 hrs 45 min
OGW-FIN-Financial Audit 2015 - 2016	248 hrs 45 min
9100 General Task List	248 hrs 45 min
OGW-FIN-HCCH Voluntary Contributions	714 hrs 39 min
9100 General Task List	714 hrs 39 min
OGW-FIN-Implementation of the Recommendations of the VC part of the integrated Audit 2015-2016	66 hrs 45 min
9100 General Task List	66 hrs 45 min
OGW-FIN-Pensions and CAF	177 hrs 1 min
9100 General Task List	177 hrs 1 min
OGW-FIN-Voluntary Contributions Financial Audit 2016-2017	357 hrs 30 min
Voluntary Contributions Budget	357 hrs 30 min
OGW-FIN-WG on Financial Matters and Budgetary Practices	16 hrs 15 min
9100 General Task List	16 hrs 15 min

OGW-GEN-HCCH125-General Tasks	112 hrs 51 min
9100 General Task List	112 hrs 51 min
OGW-GOV-2017 Meeting of the Council of Diplomatic Representatives	501 hrs 6 min
9100 General Task List	501 hrs 6 min
OGW-GOV-2017 Meeting of the Council on General Affairs and Policy	2234 hrs 5 min
9100 General Task List	2234 hrs 5 min
OGW-GOV-2018 Meeting of the Council of Diplomatic Representatives	25 hrs 52 min
9100 General Task List	25 hrs 52 min
OGW-GOV-2018 Meeting of the Council on General Affairs and Policy	146 hrs 53 min
9100 General Task List	146 hrs 53 min
OGW-GOV-Development of a new Strategic Plan for the HCCH (Agenda 150)	267 hrs 36 min
9100 General Task List	267 hrs 36 min
OGW-GOV-Guideline to promote uniform application of post-Convention Assistance Framework	33 hrs
9100 General Task List	33 hrs
OGW-GOV-Matters pertaining to Kosovo's Application to become a signatory to the 1961 Apostille Convention	1 hrs
9100 General Task List	1 hrs
OGW-GOV-Mission to CoE Strasbourg (24 Nov 2017)	10 hrs
9100 General Task List	10 hrs
OGW-GOV-Working Group to develop a framework for voting by correspondence, including by e-mail	101 hrs 15 min
9100 General Task List	101 hrs 15 min
OGW-HR-General HR Meetings	52 hrs 56 min
9100 General Task List	52 hrs 56 min
OGW-HR-General Staff Meetings	282 hrs 49 min
9100 General Task List	282 hrs 49 min
OGW-HR-Human Resources Staff Training	176 hrs 57 min
9100 General Task List	176 hrs 57 min
OGW-HR-Interns and Secondees	1241 hrs 36 min
9100 General Task List	1241 hrs 36 min

OGW-HR-PAYMO	194 hrs 19 min
9100 General Task List	194 hrs 19 min
OGW-HR-Permanent Bureau Functions	286 hrs 45 min
9100 General Task List	280 hrs 45 min
Default Task List	6 hrs
OGW-HR-Staff Performance Appraisals 2016	1 hrs
9100 General Task List	1 hrs
OGW-HR-Staff Performance Appraisals 2017	213 hrs 25 min
9100 General Task List	213 hrs 25 min
OGW-HR-Staff Rules and Regulations - Preparation	236 hrs 17 min
9100 General Task List	236 hrs 17 min
OGW-HR-Staff Rules and Regulations-Working Group	37 min
9100 General Task List	37 min
OGW-HR-Staffing and Staff matters	1832 hrs 44 min
9100 General Task List	1832 hrs 44 min
OGW-ITM-Information Technology and Management	2790 hrs 59 min
9100 General Task List	2790 hrs 59 min
OGW-LAN-HCCH Style Guide	151 hrs 15 min
9100 General Task List	151 hrs 15 min
OGW-LAN-Proceedings of the XXlth Session	22 hrs 30 min
9100 General Task List	22 hrs 30 min
OGW-LAN-Proceedings of the XXth Session (proofs)	6 hrs 23 min
9100 General Task List	6 hrs 23 min
OGW-LAN-Spanish - development and fundraising	52 hrs 15 min
9100 General Task List	52 hrs 15 min
OGW-OUT-PB visitors and groups	172 hrs 56 min
9100 General Task List	172 hrs 56 min
OGW-OUT-The Hague International Open Day 2017	111 hrs 15 min
9100 General Task List	111 hrs 15 min
OGW-OUT-The Hague Project-THinC	2 hrs

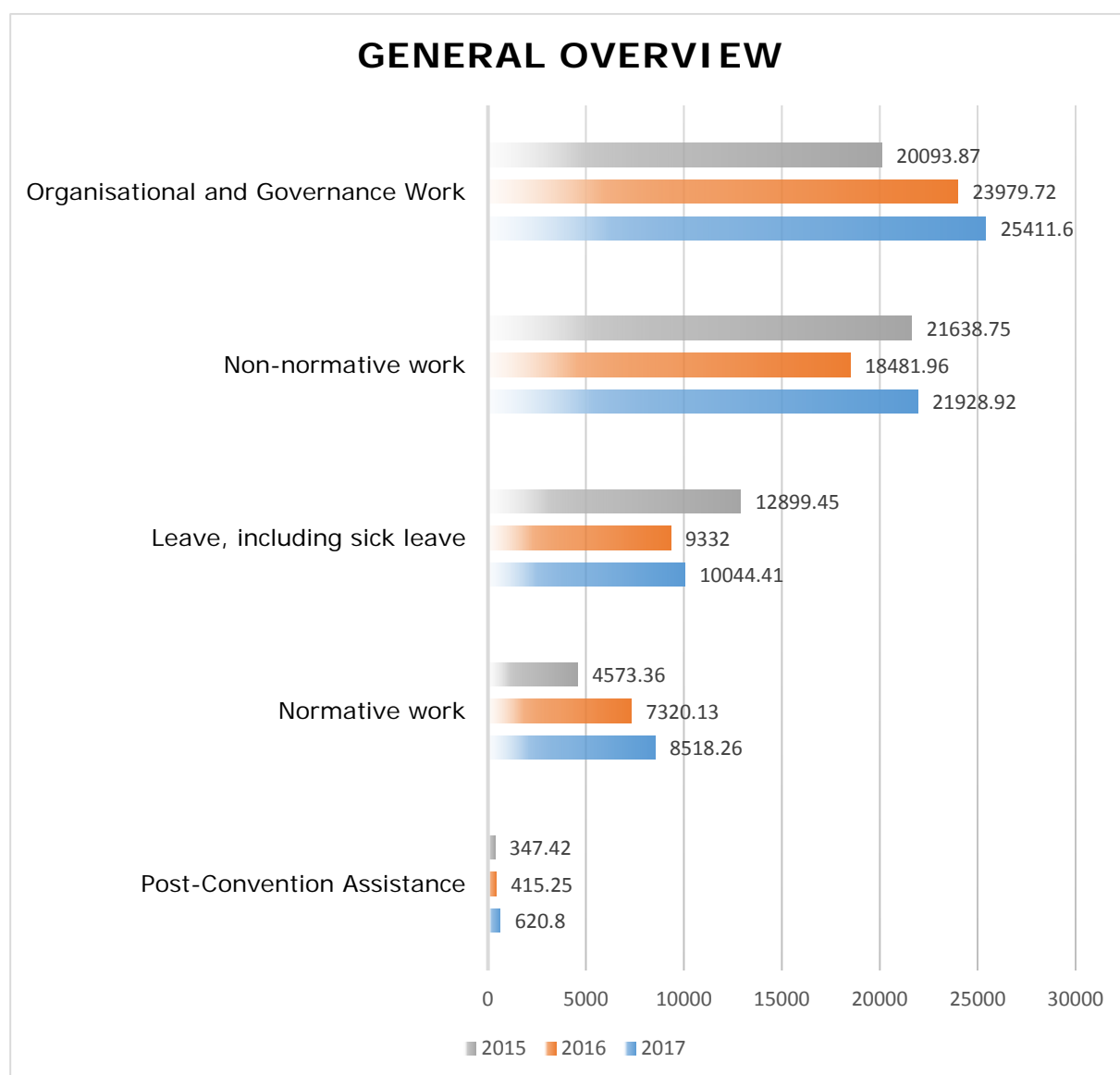
9100 General Task List	2 hrs
OGW-PER-Personal Development, Training and Education	649 hrs 35 min
9100 General Task List	649 hrs 35 min
OGW-PUB- The Judges' Newsletter	89 hrs 15 min
1980 Child Abduction Convention	21 hrs 30 min
9100 General Task List	67 hrs 45 min
OGW-PUB-2016 Annual Report	310 hrs 44 min
9100 General Task List	310 hrs 44 min
OGW-PUB-Annual report 2017	61 hrs 30 min
9100 General Task List	61 hrs 30 min
OGW-PUB-HCCH Publications Catalogue	72 hrs 49 min
9100 General Task List	72 hrs 49 min
OGW-ROS-Administration Regional Office for Asia and the Pacific (ROAP)	899 hrs 57 min
9100 General Task List	659 hrs 57 min
Default Task List	240 hrs
OGW-ROS-Administration Regional Office for Latin America and the Carribean (ROLAC)	438 hrs 25 min
9100 General Task List	438 hrs 25 min
OGW-SGO-Secretary General's Office	1370 hrs 42 min
9100 General Task List	1370 hrs 42 min
<b>E. Leave</b>	<b>10044 hrs 25 min</b>
OGW-HR-Leave (Sick Leave, Art. 37)	2203 hrs 5 min
Default	2203 hrs 5 min
OGW-HR-Leave-Conge	7841 hrs 20 min
Default	7841 hrs 20 min
<b>Total</b>	<b>66376 hrs 15 min</b>



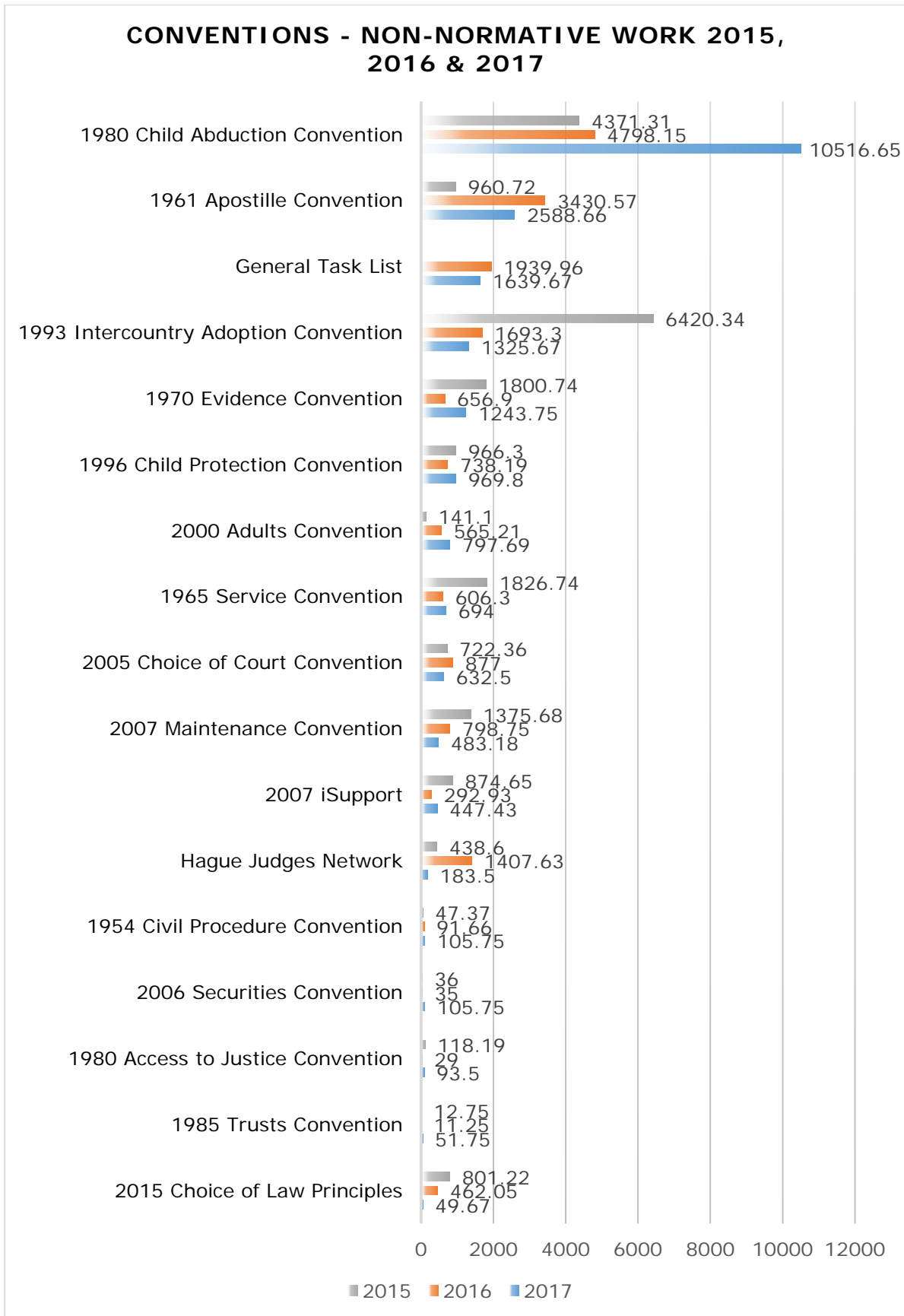
## Annex II – Historical Data

### a. Overall hours recorded

	2017	2016		
Position	Hours recorded	Hours recorded	Variance total	Variance %
Non-Normative Work	21,928.92	18,481.96	3,446.96	18.65
Normative Work	8,518.26	7,320.13	1,198.13	16.37
Organisational and Governance Work	25,411.6	23,979.72	1,431.88	5.97
Leave, including sick leave	10,044.41	9,332	712.41	7.63
Post-Convention Assistance	620.8	415.25	205.55	49.50
<b>Total</b>	<b>66,523.99</b>	<b>59,529.06</b>	<b>6,994.93</b>	<b>11.75</b>

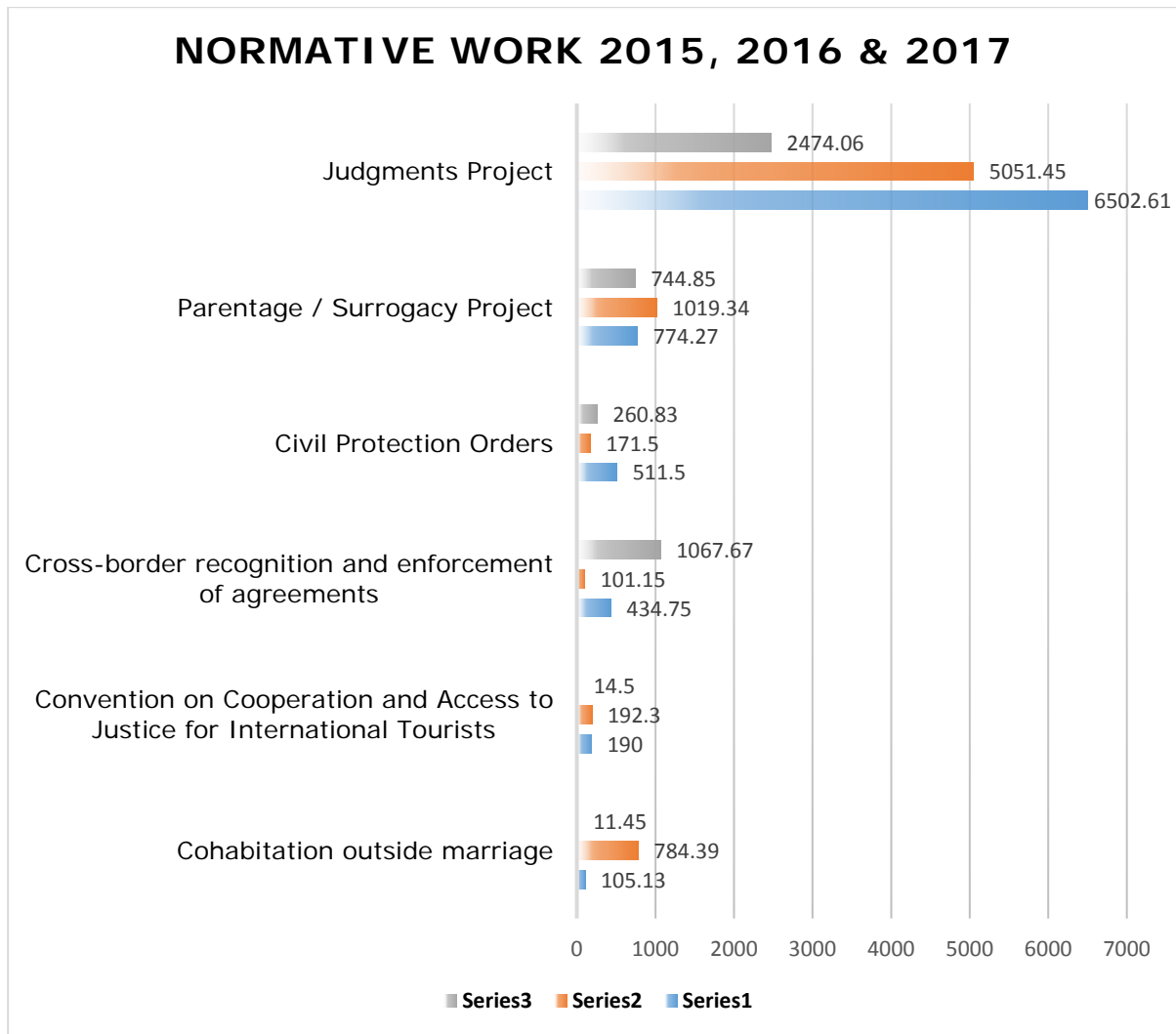


b. Non-Normative Work by Convention



*General Task List and Hague Judges Network may relate to multiple Conventions*

c. Normative Work



## d. Organisation and Governance Work

