

Council on General Affairs and Policy of the Conference – March 2017

Document	Preliminary Document <input checked="" type="checkbox"/> Procedural Document <input type="checkbox"/> Information Document <input type="checkbox"/>	No 15 of March 2017
Title	Resource allocation at the Permanent Bureau	
Author	Permanent Bureau	
Agenda item	Item VI.5.c.	
Mandate(s)	n.a.	
Objective	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.	
Action to be taken	For Approval <input type="checkbox"/> For Decision <input type="checkbox"/> For Information <input checked="" type="checkbox"/>	
Annexes	Annex I - Visualisations Annex II - Historical data	
Related documents	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. The software was rolled out in October 2014. On 31 December 2015, 30 users entered time into the system.¹ On 1 July 2015, the Permanent Bureau changed the way staff records time by switching to a project-based time recording approach. Central to this new approach is the conceptualisation of the Permanent Bureau's work as a bundle of individual projects, which are opened as they arise, and which are closed when they are completed.

2. The projects are categorised as falling into 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 time spent, using tasks such as "Researching, Drafting and Reviewing"; "Meetings"; "Translations"; and "Travel".

3. The project-based time recording approach is more granular and refined; as anticipated, it produces better information for Members, including the projects' impact on the overall Operating Budget component of the Hague Conference's Budget.² The information will now be further enhanced through the availability of historical data which allows contextualisation and better analysis, aiding the Permanent Bureau prioritising its work to ensure optimum outcomes within limited financial resources.

4. Drawn on 1 March 2017, the annexed PAYMO Report covers the period between 1 January and 31 December 2016. It comprises visualisations in Annex I below, as well as the synthesised data underpinning the visualisations in Annex II (including I. Non-Normative Work; II. Normative Work; III. Organisation and Governance Work; and IV. Post-Convention Assistance Work). In addition, this Preliminary Document also includes the analysis of some historical data which aides with understanding the relationship between prioritisation and workload.

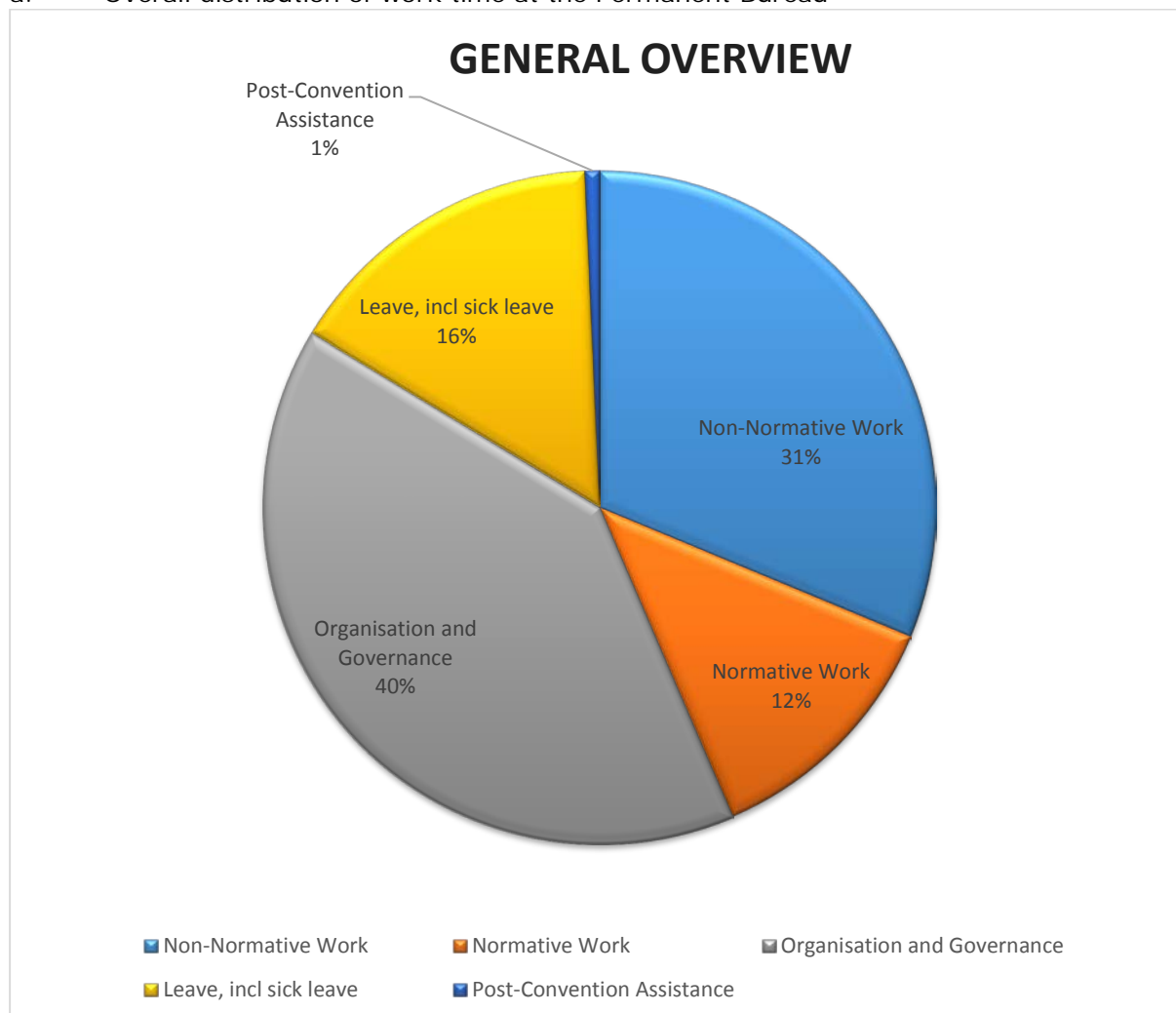
¹ In 2015, only officials and staff members recorded time in PAYMO. Since July 2016, interns are also required to record their time. Not included in the system remain the iSupport staff, consultants and secondees.

² The Budget of the Hague Conference is divided into two parts: the Operating Budget and the Pension component. It is fed by the Members' requisite annual financial contributions that are allocated to support the primary work of the Organisation and its pension obligations.

A N N E X E S

Annex I - Visualisations¹**Data for the Year 2016**

a. Overall distribution of work time at the Permanent Bureau

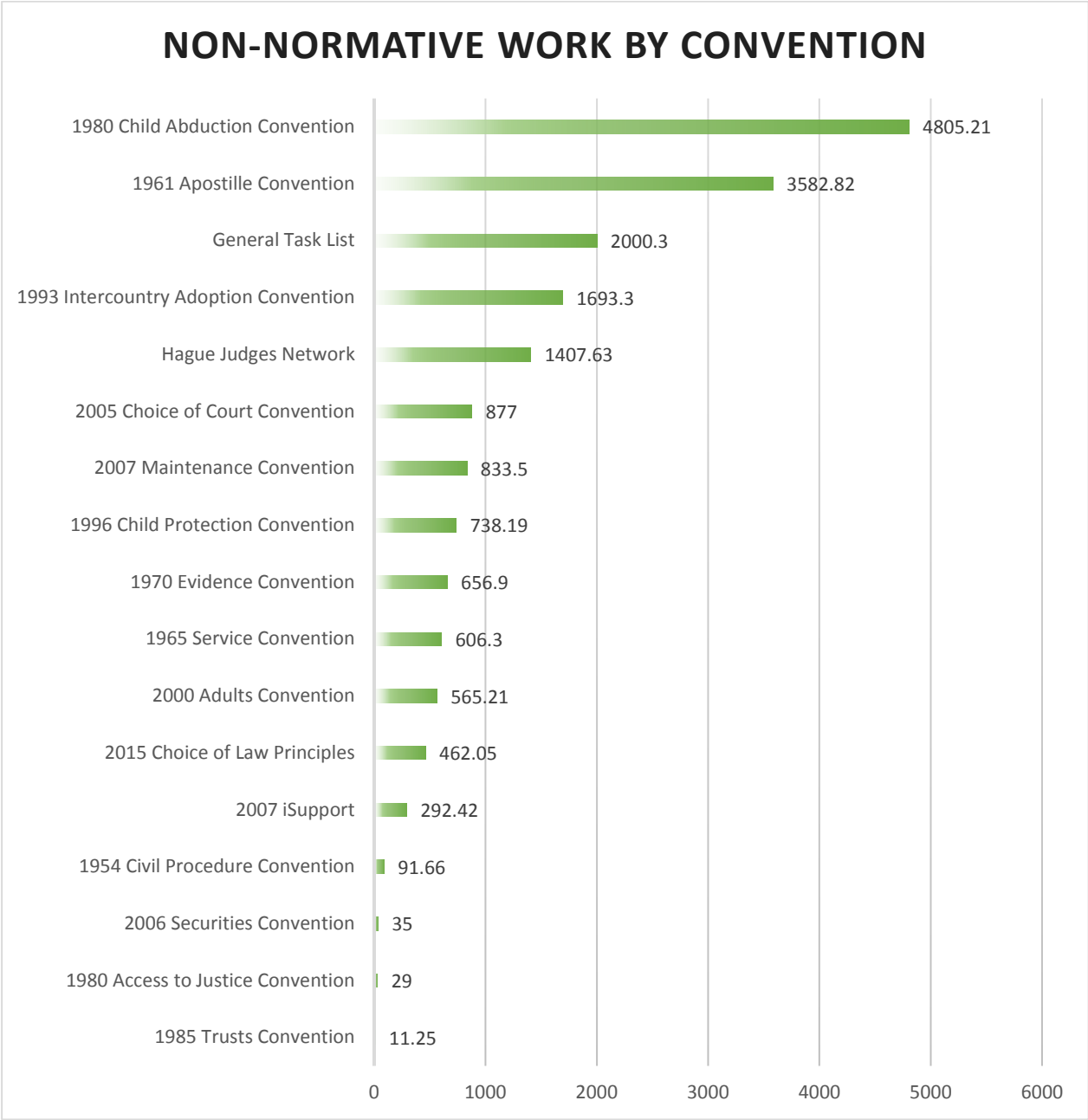


Position	Hours recorded	Per cent
Non-Normative Work	18,687.74	31.28
Normative Work	7,320.13	12.25
Organisation and Governance	23,979.72	40.15
Leave, incl. sick leave	9332	15.63
Post-Convention Assistance	415.25	0.69
Total	59,734.84	100

¹ All figures included in this annex are shown as hours recorded.

b. Non-normative work – by Convention

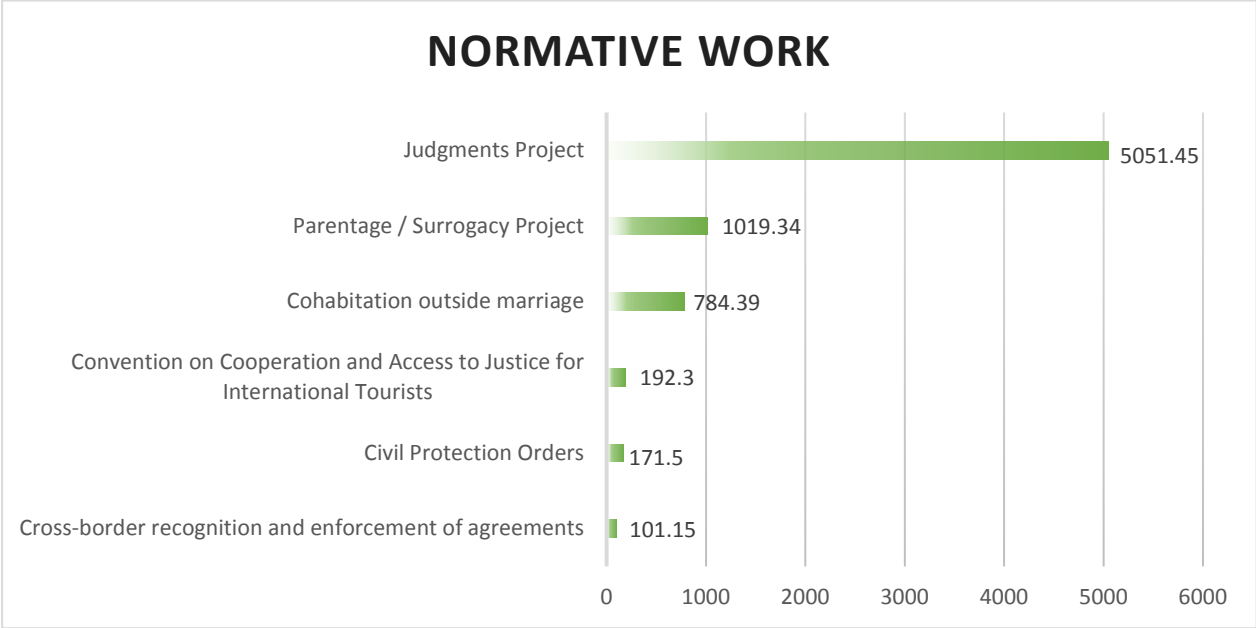
- Total Hours: **18,687.74**



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

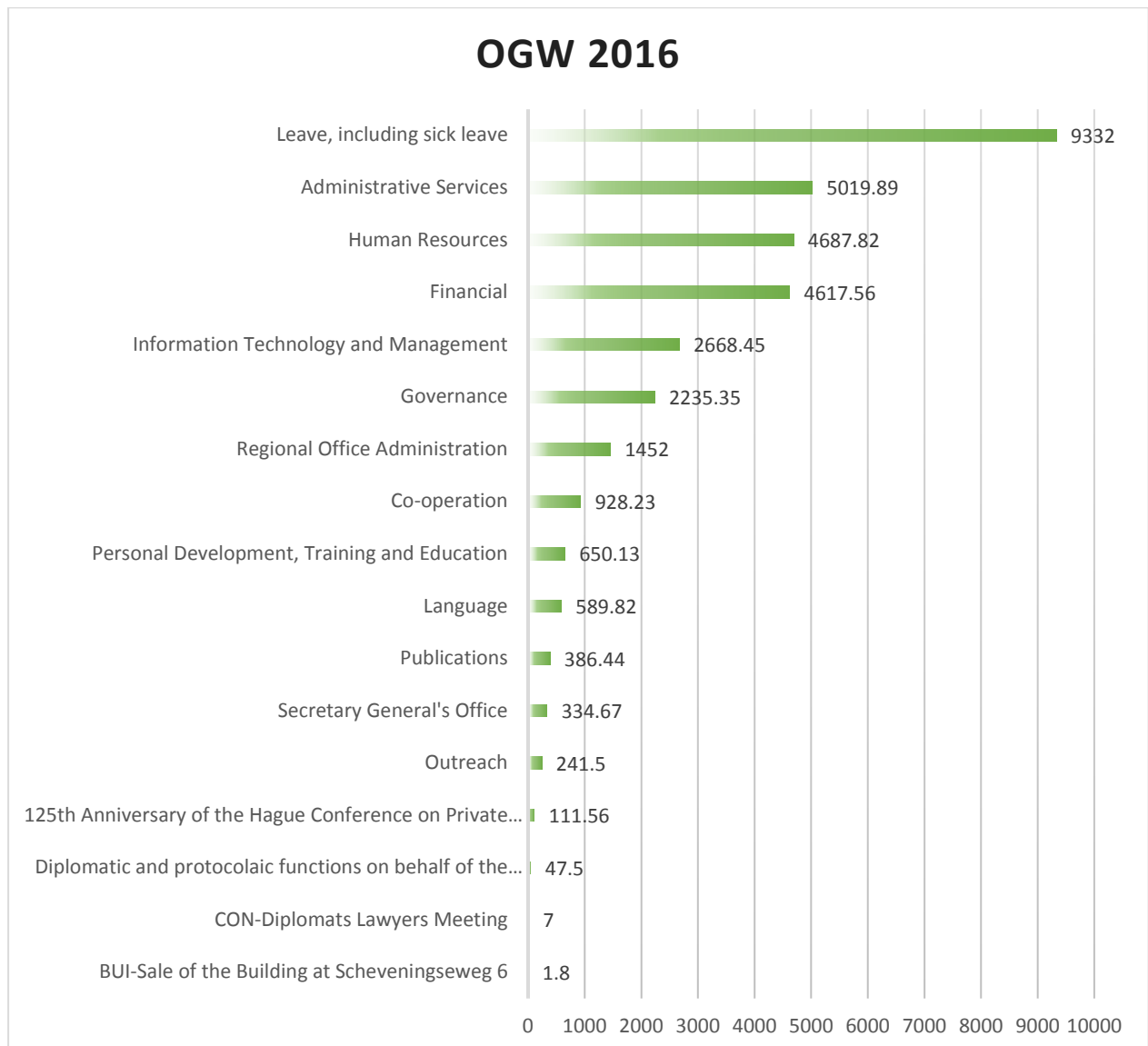
c. Normative work

- Total Hours: **7,320.13**



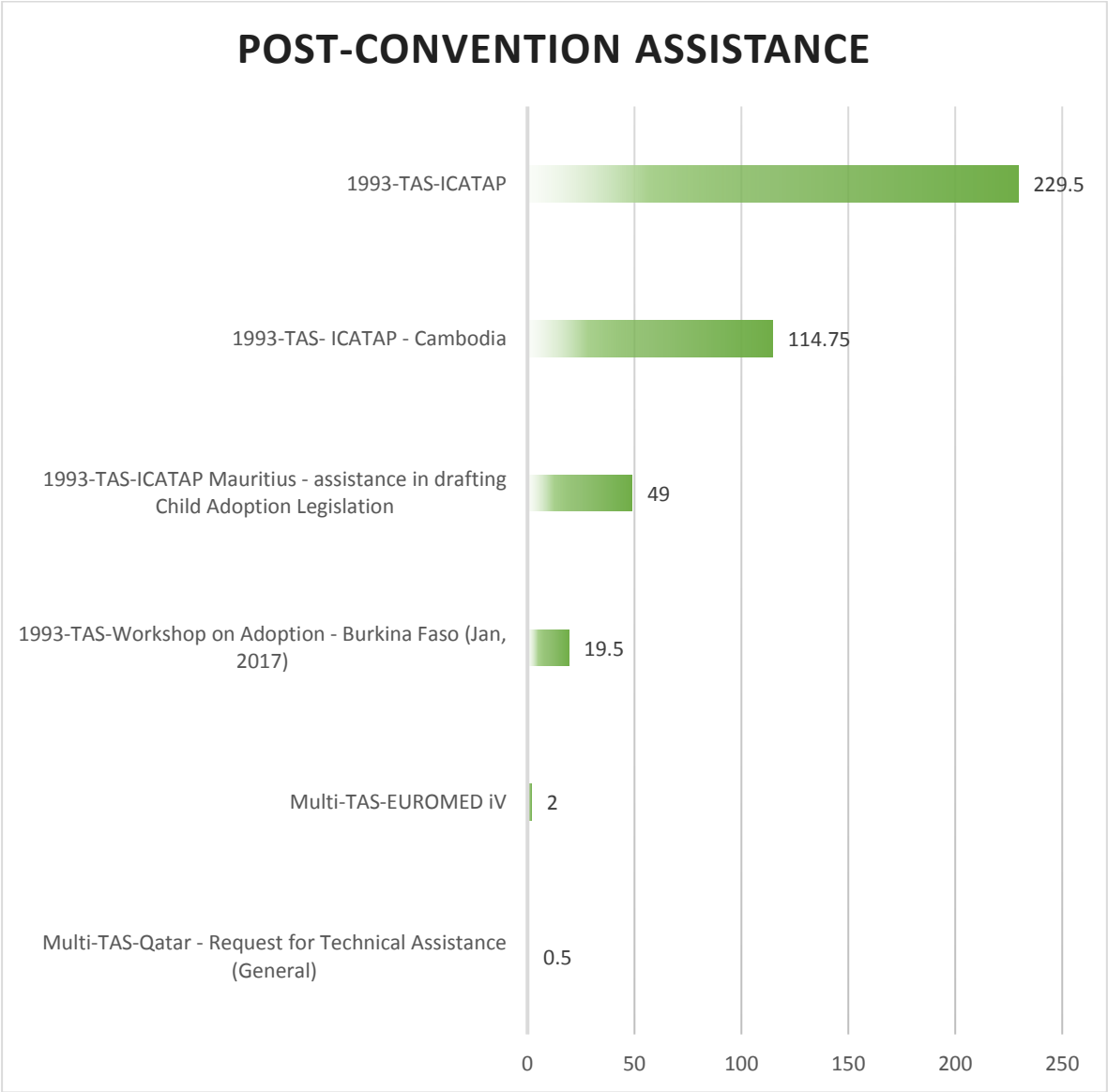
d. Organisation and Governance Work

- Total Hours: **23,979.72** (without leave, including sick leave)



e. Post-Convention Assistance

- Total Hours: **415.25**



Paymo Report for the 2017 Meeting of the Council on General Affairs and Policy



Created by Tom John

Projects All

Users All

Time interval 01/01/2016 — 31/12/2016

Total	59734 hrs 52 min
Non-Normative Work	18687 hrs 45 min
1961-CON-10th e-APP Forum	368 hrs 54 min
1961 Apostille Convention	274 hrs 9 min
1961 Apostille Convention - e-APP	94 hrs 45 min
1961-CON-Post Convention Assistance to Brazil on the Apostille	52 hrs 15 min
1961 Apostille Convention	52 hrs 15 min
1961-MIS-Morocco-Workshop Apostille and e-APP	36 hrs 45 min
1961 Apostille Convention	36 hrs 45 min
1961-PUB-Publication of the Apostille Handbook in Spanish - Layout	41 hrs 15 min
1961 Apostille Convention	41 hrs 15 min
1961-SPC-Special Commission on the Apostille Convention	2450 hrs 39 min
1961 Apostille Convention	2416 hrs 9 min
1961 Apostille Convention - e-APP	34 hrs 30 min
1965-PUB-Service Handbook	193 hrs 30 min
1965 Service Convention	193 hrs 30 min
1970-PUB-Evidence Handbook	199 hrs 15 min
1970 Evidence Convention	199 hrs 15 min
1970-WEG-Experts' Group on the taking of Evidence by Video-links	278 hrs
1970 Evidence Convention	278 hrs
1980-CON-Conference Spanish Association of Lawyers Madrid 2015	18 hrs 30 min
1980 Child Abduction Convention	18 hrs 30 min
1980-CON-Symposium on Child Abduction-Lyon	50 hrs 52 min
1980 Child Abduction Convention	50 hrs 52 min

1980-COP-LEPCA (Lawyers in Europe on Parental Child Abduction) II project	38 hrs 28 min
1980 Child Abduction Convention	38 hrs 28 min
1980-COP-Nicaragua-Child Abduction Training and meeting with officials	2 hrs 45 min
1980 Child Abduction Convention	2 hrs 45 min
1980-COP-OAS Human Rights Commission and Child Abduction	10 hrs 30 min
1980 Child Abduction Convention	10 hrs 30 min
1980-DAT-INCADAT	421 hrs 33 min
1980 Child Abduction Convention	421 hrs 33 min
1980-DAT-INCASTAT	566 hrs 45 min
1980 Child Abduction Convention	566 hrs 45 min
1980-GEN-Implementation of 1980 Convention in Guinea	4 hrs 48 min
1980 Child Abduction Convention	4 hrs 48 min
1980-GEN-Post Convention assistance for Panama on child abduction	2 hrs 15 min
1980 Child Abduction Convention	2 hrs 15 min
1980-GEN-Revision of domestic child abduction law in Armenia	10 hrs 43 min
9100 General Task List	10 hrs 43 min
1980-GEN-TA re implementation and operation of Child Abduction Convention in Panama	1 hrs
9100 General Task List	1 hrs
1980-IMP-Implementation of Child Abduction Convention in Argentina	171 hrs 15 min
9100 General Task List	171 hrs 15 min
1980-IMP-Implementation of the Child Abduction Convention to CA of Costa Rica	45 min
9100 General Task List	45 min
1980-PUB-Foreword to a Commentary on the 1980 Abduction Convention	1 hrs 53 min
1980 Child Abduction Convention	1 hrs 53 min
1980-PUB-Translation of 1980 Conv Guide on Mediation into Tagalog	20 min
1980 Child Abduction Convention	20 min
1980-WEG-GGP Art. 13(1)(b) 1980 Convention	1498 hrs 18 min
1980 Child Abduction Convention	1498 hrs 18 min
1993-CON-Conference on Adoption - Colombia (COL November 2016)	67 hrs

1993 Child Abduction Convention	67 hrs
1993-CON-EurAdopt meeting (Utrech, NL)	24 hrs 45 min
1993 Child Abduction Convention	24 hrs 45 min
1993-CON-European Parliament Policy Hub - Surrogacy	34 hrs 30 min
1993 Child Abduction Convention	34 hrs 30 min
1993-CON-Expert meeting on illigal adoptions - UN Rapporteur (Leiden, NL)	16 hrs
1993 Child Abduction Convention	16 hrs
1993-CON-Leiden University (12 December 2016)	10 hrs 30 min
1993 Child Abduction Convention	10 hrs 30 min
1993-CON-Maastricht University (30 November 2016)	14 hrs 45 min
1993 Child Abduction Convention	14 hrs 45 min
1993-CON-Round Table organised by French adoptees (Paris, Sept. 2016)	8 hrs
1993 Child Abduction Convention	8 hrs
1993-CON-Workshop on private adoptions (Munich)	36 hrs 30 min
1993 Child Abduction Convention	36 hrs 30 min
1993-ENQ- Inquiries under the Child Adoption Convention 1993	93 hrs
1993 Child Abduction Convention	93 hrs
1993-GEN-Habitual residence and the 1993 HC	68 hrs
1993 Child Abduction Convention	68 hrs
1993-GEN-Recognition of domestic adoptions	9 hrs
1993 Child Abduction Convention	9 hrs
1993-IMP-Reviews and reports on Intercountry Adoption laws, country profiles	38 hrs 30 min
1993 Child Adoption Convention	38 hrs 30 min
1993-MIS-Mission to Nepal (UNICEF)	75 hrs 30 min
1980 Child Abduction Convention	75 hrs 30 min
1993-SPC-Implementing the Conclusions and Recommendations of the 2015 Special Commission	366 hrs 19 min
1993 Child Abduction Convention	366 hrs 19 min
1993-WEG-WG on the Financial Aspects of ICA	59 hrs 15 min
1993 Child Abduction Convention	59 hrs 15 min

1993-WEG-WG Preventing Illicit Practices	516 hrs
0000 Normative Tasks	516 hrs
1996-CON-Conference on the 1996 Convention, Geneva, October 2015	10 hrs 2 min
1996 Child Protection Convention	10 hrs 2 min
1996-CON-Louis Chatin 13 June 2016 Conference	110 hrs 45 min
1996 Child Protection Convention	110 hrs 45 min
1996-CON-Presentation at 6-8 July 2016 King's College Conference (London)	74 hrs 30 min
1996 Child Protection Convention	74 hrs 30 min
1996-CON-Workshop on Recasting the Brussels II a Regulation (Brussels, November 2016)	77 hrs 55 min
1996 Child Protection Convention	77 hrs 55 min
1996-PUB-Translation of the 1996 Practical Handbook into Russian	45 hrs 34 min
1996 Child Protection Convention	45 hrs 34 min
2000-CON-BIICL 11 February 2016 Conference (London)	22 hrs 30 min
2000 Adults Convention	22 hrs 30 min
2000-GEN-2000 Convention Implementation & Operation Research	72 hrs 30 min
2000 Adults Convention	72 hrs 30 min
2000-PRO-2016 Promotional Action Plan for the 2000 Convention	163 hrs 15 min
2000 Adults Convention	163 hrs 15 min
2005-CON-IBA Conference The 2005 Hague Convention on Choice of Court Agreements: New Perspectives in International Commercial Dispute Resolution (Milan, November 2016)	60 hrs
2005 Choice of Court Convention	60 hrs
2005-CON-International Arbitration Month - Georgetown University/Jones Day	14 hrs 30 min
0000 Normative Tasks	14 hrs 30 min
2005-CON-International Transactions Conference 2016, Lucerne, Switzerland	207 hrs 36 min
2015 Choice of Law Principles	207 hrs 36 min
2005-COP-PIL input to UNCITRAL ongoing projects	41 hrs
2005 Choice of Court Convention	41 hrs
2005-COP-Reply to the Commonwealth Secretariat Note on 2005 Convention	65 hrs
2005 Choice of Court Convention	65 hrs

2005-LAN-Translation of Explanatory Report 2005 Choice of Court Convention in all EU Languages	82 hrs 30 min
2005 Choice of Court Convention	82 hrs 30 min
2005-PRO-Promote Choice of Court Convention in Latam Countries	26 hrs 15 min
2005 Choice of Court Convention	26 hrs 15 min
2007-CON-Conference on the 2007 Convention Hong Kong	15 min
2007 Maintenance Convention	15 min
2007-CON-TAIEX Training (-7-8 April 2016, Minsk)	34 hrs 45 min
2007 Maintenance Convention	34 hrs 45 min
2007-DAT-iSupport	269 hrs 55 min
2007 iSupport	269 hrs 25 min
9999 - Default (Archived)	30 min
2007-PRO-Promotional Action Plan 2016 for the 2007 Maintenance Convention	60 hrs 45 min
2007 Maintenance Convention	60 hrs 45 min
2015-CON-Presentation on the Hague Principles at Rome University (Rome, 14 October 2014)	39 hrs 10 min
2015 Choice of Law Principles	39 hrs 10 min
2015-COP-Tripartite Cooperation with UNCITRAL and Unidroit to promote the three Organisations' related instruments	105 hrs 15 min
2005 Choice of Court Convention	3 hrs
2015 Choice of Law Principles	36 hrs 30 min
9100 General Task List	65 hrs 45 min
2015-PRO-Promote Hague Principles on Applicable Law in Latin America and the Caribbean	10 hrs
2015 Choice of Law Principles	10 hrs
2015-PUB-Publications on the Choice of Law Principles	42 hrs
2015 Choice of Law Principles	42 hrs
Multi-CON-13th Balkans/Regional Conference, Kragujevac (Serbia)	34 hrs
0000 Normative Tasks	28 hrs
9100 General Task List	6 hrs
Multi-CON-4e Journées Européennes d'Informatique juridique (JEIJ), Paris, 23-24 novembre 2016	25 hrs 15 min

1961 Apostille Convention - e-APP	25 hrs 15 min
Multi-CON-4th Conference on International Child Protection, Bratislava, Slovakia, 6 December 2016	30 hrs
1980 Child Abduction Convention	24 hrs
1996 Child Protection Convention	6 hrs
Multi-CON-Albania Workshop	24 hrs
1980 Access to Justice Convention	16 hrs
2005 Choice of Court Convention	8 hrs
Multi-CON-APEC Senior Officials Meetings - Lima, September 2016	54 hrs 30 min
1965 Service Convention	54 hrs 30 min
Multi-CON-ASEAN Law Forum on Hague Conventions (Viet Nam, November 2016)	104 hrs 30 min
1965 Service Convention	34 hrs 45 min
9100 General Task List	69 hrs 45 min
Multi-CON-Caribbean Academy for Law and Court Administration	54 hrs 30 min
1970 Evidence Convention	54 hrs 30 min
Multi-CON-Central American Judicial Seminar on Hague Conventions - Costa Rica	1 hrs
1961 Apostille Convention	1 hrs
Multi-CON-Child Abduction Training to Judges in Colombia (Colombia, August 2016)	34 hrs 30 min
1980 Child Abduction Convention	2 hrs 45 min
9100 General Task List	31 hrs 45 min
Multi-CON-Child Abduction Training to Judges in Panama (Panama, August 2016)	33 hrs
1980 Child Abduction Convention	33 hrs
Multi-CON-Conference on relocation and abduction of children (London, 29 -30 September 2016)	33 hrs 10 min
1980 Child Abduction Convention	1 hrs 29 min
1996 Child Protection Convention	31 hrs 40 min
Multi-CON-Conférence sur l'autonomie de la volonté en droit des personnes et de la famille dans les règlements de droit international privé européen (enjeux théoriques et conséquences pratiques), 11-12 mai, 2016, Lyon, France	29 hrs 30 min

2000 Adults Convention	29 hrs 30 min
Multi-CON-EJN Meeting (Civ/Comm) - Service & Evidence (Bratislava, CZ)	29 hrs
1965 Service Convention	14 hrs 45 min
1970 Evidence Convention	14 hrs 15 min
Multi-CON-ELI-UNDROIT Project on European Rules of Civil Procedure	39 hrs 45 min
1965 Service Convention	6 hrs
9100 General Task List	33 hrs 45 min
Multi-CON-German-Swiss Symposium on International Family Mediation, Berlin, June 2016	34 hrs 47 min
0000 Normative Tasks	28 hrs 33 min
1996 Child Protection Convention	6 hrs 14 min
Multi-CON-IAFL European Meeting, 26-28 May 2016, Amsterdam	38 hrs 30 min
1980 Child Abduction Convention	35 hrs 30 min
1993 Child Abduction Convention	3 hrs
Multi-CON-IAFL Global Annual Meeting, 12-16 September 2016, New Delhi	106 hrs 30 min
1980 Child Abduction Convention	106 hrs 30 min
Multi-CON-Incheon Trade Law Forum 2016, Incheon, Korea	197 hrs 15 min
2005 Choice of Court Convention	189 hrs 15 min
2015 Choice of Law Principles	8 hrs
Multi-CON-Innovative Justice Seminar (UAE, Abu Dhabi + Dubai 14-16 November 2016)	96 hrs 15 min
1961 Apostille Convention	94 hrs 30 min
1965 Service Convention	15 min
1970 Evidence Convention	45 min
1980 Access to Justice Convention	15 min
1980 Child Abduction Convention	30 min
Multi-CON-Inter-American Meeting Child Abduction	73 hrs 16 min
1980 Child Abduction Convention	73 hrs 16 min
Multi-CON-IRZ Conference - Tunis (Tunisia, Nov 2016)	43 hrs 30 min
1961 Apostille Convention	18 hrs 45 min
1965 Service Convention	14 hrs

1980 Child Abduction Convention	6 hrs 45 min
2005 Choice of Court Convention	4 hrs
Multi-CON-Korea Private International Law Association, Seoul, South Korea, May 2016	51 hrs 45 min
0000 Normative Tasks	51 hrs 45 min
Multi-CON-Lectures at China-AALCO Training Programme Beijing 2016	111 hrs 15 min
1961 Apostille Convention	2 hrs 30 min
1965 Service Convention	1 hrs 15 min
1970 Evidence Convention	1 hrs 15 min
2005 Choice of Court Convention	9 hrs 30 min
2015 Choice of Law Principles	33 hrs
9100 General Task List	63 hrs 45 min
Multi-CON-LEPCA Mini-Course on Parental Child Abduction (28 November 2016 Roma)	15 hrs
1980 Child Abduction Convention	15 hrs
Multi-CON-Malta IV Conference, May 2016, Malta	1099 hrs 35 min
1000 Hague Judges Network	845 hrs 38 min
1980 Child Abduction Convention	3 hrs 46 min
1996 Child Protection Convention	3 hrs 9 min
2007 Maintenance Convention	4 hrs 30 min
9100 General Task List	242 hrs 30 min
Multi-CON-Meeting of the Judicial Network of the Portuguese Speaking Countries 2016, Lisbon, Portugal	54 hrs 15 min
2007 iSupport	14 hrs
2007 Maintenance Convention	38 hrs 15 min
9100 General Task List	2 hrs
Multi-CON-Mission to Chile (23-26 November 2016)	38 hrs 45 min
1961 Apostille Convention	38 hrs 45 min
Multi-CON-PILIM Seminar in Buenos Aires	24 hrs
1965 Service Convention	24 hrs
Multi-CON-Regional Seminar Jordan 2015-01	21 min

0000 General Project Tasks	21 min
Multi-CON-Regional Seminar Kazakhstan 2015	4 hrs
0000 General Project Tasks	4 hrs
Multi-CON-Seminar on Forum Shopping (New York University, New York, 6 October 2016)	16 hrs 15 min
2005 Choice of Court Convention	16 hrs 15 min
Multi-CON-Third Regional Conference for the Caribbean, 2016, Guyana	231 hrs 43 min
9100 General Task List	231 hrs 43 min
Multi-CON-Working Party on Mediation - Regional seminars	304 hrs 10 min
1980 Child Abduction Convention	299 hrs 6 min
1996 Child Protection Convention	5 hrs 4 min
Multi-CON-Workshop on common minimum standards of Civil Procedure in the EU: the way forward 15 June 2016, Brussels, Belgium	39 hrs 45 min
1961 Apostille Convention	29 hrs 45 min
1965 Service Convention	10 hrs
Multi-CON-“Cross Border Litigation” by International Association of Young Lawyers (Lille, France, 14 - 15 October 2016)	55 hrs
1970 Evidence Convention	29 hrs 45 min
2005 Choice of Court Convention	9 hrs 45 min
9100 General Task List	15 hrs 30 min
Multi-COP-2016 Hague Academy Course	107 hrs
2005 Choice of Court Convention	94 hrs 45 min
9100 General Task List	10 hrs 30 min
Old Conventions	1 hrs 45 min
Multi-COP-ASADIP Annual Meeting 2016, Buenos Aires, Argentina	40 hrs
9100 General Task List	40 hrs
Multi-COP-EWELL-PROJECT	19 hrs 58 min
1980 Child Abduction Convention	18 hrs 57 min
1996 Child Protection Convention	1 hrs 1 min
Multi-COP-GEDIP Conference 2016	34 hrs
9100 General Task List	34 hrs

Multi-COP-IberRed meeting on Child Abduction & Maintenance - July 2016	69 hrs
1980 Child Abduction Convention	69 hrs
Multi-COP-WIPO - HCCH Project on developing a resource tool	122 hrs
1965 Service Convention	21 hrs 30 min
1970 Evidence Convention	1 hrs
9100 General Task List	99 hrs 30 min
Multi-ENQ-Enquiries relating to 1980 and 1996 Conventions	100 hrs 48 min
1980 Child Abduction Convention	92 hrs 30 min
1996 Child Protection Convention	8 hrs 18 min
Multi-ENQ-Enquiries relating to Legal Co-operation Conventions	412 hrs 30 min
1954 Civil Procedure Convention	21 hrs 45 min
1961 Apostille Convention	194 hrs
1961 Apostille Convention - e-APP	42 hrs 30 min
1965 Service Convention	124 hrs 15 min
1970 Evidence Convention	28 hrs 30 min
1980 Access to Justice Convention	1 hrs 30 min
Multi-FAB-International Civil Cooperation and Litigation	764 hrs 54 min
1954 Civil Procedure Convention	69 hrs 54 min
1961 Apostille Convention	90 hrs 30 min
1961 Apostille Convention - e-APP	29 hrs 15 min
1965 Service Convention	35 hrs 45 min
1970 Evidence Convention	33 hrs 45 min
1980 Access to Justice Convention	11 hrs 15 min
2005 Choice of Court Convention	146 hrs 45 min
9100 General Task List	347 hrs 45 min
Multi-FAB-International Commercial and Financial Law	116 hrs 31 min
1985 Trusts Convention	11 hrs 15 min
2006 Securities Convention	17 hrs 30 min
2015 Choice of Law Principles	83 hrs 46 min
9100 General Task List	4 hrs

Multi-FAB-International Protection of Children, Family and Property Relations	2420 hrs 14 min
1980 Child Abduction Convention	771 hrs 7 min
1993 Child Adoption Convention	325 hrs 15 min
1996 Child Protection Convention	265 hrs 9 min
2000 Adults Convention	277 hrs 27 min
2007 iSupport	9 hrs
2007 Maintenance Convention	627 hrs 15 min
2007 Maintenance Protocol	65 hrs 45 min
9100 General Task List	79 hrs 15 min
Multi-GEN-Kazakhstan - Possible joining of several Instruments	13 hrs 53 min
1970 Evidence Convention	12 hrs 38 min
9100 General Task List	1 hrs 15 min
Multi-GEN-Working Party on Mediation-General	10 hrs 27 min
1980 Child Abduction Convention	10 hrs 27 min
Multi-MIS-Albania Workshop	20 hrs 46 min
9100 General Task List	20 hrs 46 min
Multi-MIS-Asia-Pacific Week 2016 (Tokyo, Japan, June 2016)	96 hrs 40 min
1965 Service Convention	64 hrs 33 min
1970 Evidence Convention	1 hrs 30 min
1980 Child Abduction Convention	8 hrs 54 min
1996 Child Protection Convention	2 hrs 13 min
2005 Choice of Court Convention	1 hrs
2006 Securities Convention	17 hrs 30 min
2015 Choice of Law Principles	1 hrs
Multi-MIS-Attendance Council of Ministers OHADA (Congo, June 2016)	11 hrs 15 min
1961 Apostille Convention	3 hrs 15 min
1965 Service Convention	1 hrs
1970 Evidence Convention	1 hrs
1980 Child Abduction Convention	1 hrs
1993 Child Abduction Convention	1 hrs

1996 Child Protection Convention	1 hrs
2005 Choice of Court Convention	1 hrs
2007 Maintenance Convention	1 hrs
2015 Choice of Law Principles	1 hrs
Multi-MIS-Family Law Symposium and Conference (Singapore, September 2016)	214 hrs 45 min
1000 Hague Judges Network	188 hrs 30 min
1980 Child Abduction Convention	24 hrs 15 min
1996 Child Protection Convention	1 hrs
2007 Maintenance Convention	1 hrs
Multi-MIS-Mission to Cuba May 2016	63 hrs
1961 Apostille Convention	63 hrs
Multi-MIS-Mission to Dominican Republic, Guyana, Suriname (7-15 July 2016)	107 hrs 45 min
9100 General Task List	107 hrs 45 min
Multi-MIS-Mission to St Petersburg and Moscow (MGIMO), Russia, May 2016	44 hrs 1 min
1980 Child Abduction Convention	39 hrs 1 min
9100 General Task List	5 hrs
Multi-MIS-Mission to Teheran, Iran (May 2016)	27 hrs 15 min
2005 Choice of Court Convention	24 hrs 45 min
9100 General Task List	2 hrs 30 min
Multi-MIS-Thailand/Indonesia/Australia/New Zealand (Sept/Oct 2016)	132 hrs 15 min
9100 General Task List	132 hrs 15 min
Multi-MIS-UIHJ- Africa-Europe Meeting	46 hrs 30 min
0000 Normative Tasks	42 hrs
1965 Service Convention	4 hrs 30 min
Multi-NET-International Hague Network of Judges (IHNJ)	373 hrs 29 min
1000 Hague Judges Network	373 hrs 29 min
Multi-OUT-Meeting with the Committee on Legal Affairs of the European Parliament - 9 February 2016	13 hrs 36 min
9100 General Task List	13 hrs 36 min
Multi-OUT-Visit of a delegation from Georgia (The Hague, 14 Sept 2016)	41 hrs 7 min

1980 Child Abduction Convention	41 hrs 7 min
Multi-OUT-Visit of Tchad delegation	30 min
1965 Service Convention	30 min
Multi-PRO-International Family Mediation	33 hrs 38 min
1980 Child Abduction Convention	28 hrs 1 min
1993 Child Abduction Convention	1 hrs 58 min
1996 Child Protection Convention	38 min
9100 General Task List	3 hrs
Multi-PUB-HCCH Publication in the Japanese Journal for International Law	29 hrs 30 min
9100 General Task List	29 hrs 30 min
Multi-PUB-IFL Briefings	22 hrs 17 min
1980 Child Abduction Convention	22 hrs 17 min
Multi-PUB-Publication of translations of the Hague Service and Evidence Handbooks	1 hrs 30 min
1965 Service Convention	45 min
1970 Evidence Convention	45 min
Multi-PUB-Research and other tasks relating to the publication of future editions of the Hague Service and Evidence Handbooks	30 min
1965 Service Convention	30 min
Multi-PUB-Uniform Law Review Contribution 2016	55 hrs 20 min
9100 General Task List	55 hrs 20 min
Multi-SPC-Special Commission on the practical operation of the 1980 and 1996 Convention	443 hrs 43 min
1980 Child Abduction Convention	355 hrs 49 min
1996 Child Protection Convention	87 hrs 53 min
Multi-WEG-Ibero American Judicial Summit - WG on Judicial co-operation	19 hrs 30 min
9100 General Task List	19 hrs 30 min
Normative Work	7320 hrs 7 min
NEW-Civil Protection Orders	171 hrs 30 min
0000 Normative Tasks	171 hrs 30 min
NEW-Cohabitation outside marriage	784 hrs 23 min

0000 Normative Tasks	784 hrs 23 min
NEW-Convention on Cooperation and Access to Justice for International Tourists	192 hrs 18 min
0000 Normative Tasks	192 hrs 18 min
NEW-Cross-border recognition and enforcement of agreements	101 hrs 9 min
0000 Normative Tasks	101 hrs 9 min
NEW-Judgments Project	5051 hrs 26 min
0000 Normative Tasks	5051 hrs 26 min
NEW-Parentage / Surrogacy Project	1019 hrs 20 min
0000 Normative Tasks	1019 hrs 20 min
Organisation and Governance	33311 hrs 44 min
OGW-ADM-Administrative Services	5019 hrs 53 min
9100 General Task List	5019 hrs 53 min
OGW-BUI-Sale of the Building at Scheveningseweg 6	1 hrs 48 min
9100 General Task List	1 hrs 48 min
OGW-CON-Diplomats Lawyers Meeting	7 hrs
9100 General Task List	7 hrs
OGW-COP-2016 UNCITRAL Annual Meeting (New York, July 2016)	43 hrs
9100 General Task List	43 hrs
OGW-COP-2016 UNIDROIT Governing Council Meeting, Rome, May 2016	1 hrs 15 min
9100 General Task List	1 hrs 15 min
OGW-COP-Consultation concerning Canada's approach to international assistance needs	5 hrs
9100 General Task List	5 hrs
OGW-COP-Cooperation Agreement between HCCH and ASADIP	2 hrs 15 min
9100 General Task List	2 hrs 15 min
OGW-COP-Cooperation Agreement Kyushu University, Japan	9 hrs 30 min
9100 General Task List	9 hrs 30 min
OGW-COP-Cooperation Agreement with Brajiwaya University, Malaysia	12 hrs 25 min
9100 General Task List	12 hrs 25 min
OGW-COP-Cooperation Agreement with CARICOM	8 hrs 18 min

9100 General Task List	8 hrs 18 min
OGW-COP-Cooperation Agreement with the International Islamic University Malaysia	9 hrs 15 min
9100 General Task List	9 hrs 15 min
OGW-COP-Cooperation Agreement with the National Court Administration of the Republic of Korea	30 hrs 50 min
9100 General Task List	30 hrs 50 min
OGW-COP-Cooperation Agreement with University of Judicial Sciences and Administrative Services (Tehran, Iran)	1 hrs 30 min
9100 General Task List	1 hrs 30 min
OGW-COP-Cooperation Agreements with Renmin and Wuhan Universities, China	15 hrs 15 min
9100 General Task List	15 hrs 15 min
OGW-COP-Cooperation with Organisations and Individuals	629 hrs 14 min
9100 General Task List	629 hrs 14 min
OGW-COP-Development of a Memorandum of Understanding with UNICEF	11 hrs 15 min
9100 General Task List	11 hrs 15 min
OGW-COP-Hague Academy - Presentation on the HCCH (10 August 2016)	91 hrs 35 min
9100 General Task List	91 hrs 35 min
OGW-COP-IDLO's current Strategic Plan 2013–2016	30 min
9100 General Task List	30 min
OGW-COP-Post-sanction states and Hague Conventions	5 hrs 15 min
9100 General Task List	5 hrs 15 min
OGW-COP-UB-HCCH Translation internships	12 hrs 7 min
9100 General Task List	12 hrs 7 min
OGW-COP-UNIDROIT Governing Council Meeting (Rome, Italy, May 2016)	39 hrs 45 min
9100 General Task List	39 hrs 45 min
OGW-DIP-Diplomatic and protocolaic functions on behalf of the HCCH	47 hrs 30 min
9100 General Task List	47 hrs 30 min
OGW-FIN-2016 Council of Diplomatic Representatives	238 hrs 42 min
9100 General Task List	238 hrs 42 min
OGW-FIN-Establishment of Foundation	38 hrs 15 min

9100 General Task List	38 hrs 15 min
OGW-FIN-Financial Audit 2015 - 2016	371 hrs 15 min
9100 General Task List	371 hrs 15 min
OGW-FIN-HCCH Voluntary Contributions	404 hrs 29 min
9100 General Task List	404 hrs 29 min
OGW-FIN-Implementation of the Recommendations of the Audit of the Supplementary Budget	72 hrs 30 min
9100 General Task List	72 hrs 30 min
OGW-FIN-Pensions and CAF	122 hrs 18 min
9100 General Task List	122 hrs 18 min
OGW-FIN-Regular Budget	3132 hrs 11 min
9100 General Task List	3132 hrs 11 min
OGW-FIN-Regular Budget Audit 2014 - 2015	14 hrs 19 min
9100 General Task List	14 hrs 19 min
OGW-FIN-Supplementary Budget Audit 2014 - 2015	147 hrs 45 min
9100 General Task List	147 hrs 45 min
OGW-FIN-Voluntary Contributions Audit 2015 - 2016	55 hrs
9100 General Task List	55 hrs
OGW-FIN-WG on Financial Matters and Budgetary Practices	20 hrs 47 min
9100 General Task List	20 hrs 47 min
OGW-GEN-125th Anniversary of the Hague Conference on Private International Law in 2018	111 hrs 33 min
9100 General Task List	111 hrs 33 min
OGW-GOV-2015 Annual Report	164 hrs 5 min
9100 General Task List	164 hrs 5 min
OGW-GOV-2016 Meeting of the Council on General Affairs and Policy	1594 hrs 4 min
9100 General Task List	1594 hrs 4 min
OGW-GOV-2017 Meeting of the Council of Diplomatic Representatives	35 hrs 5 min
9100 General Task List	35 hrs 5 min
OGW-GOV-2017 Meeting of the Council on General Affairs and Policy	303 hrs 21 min
9100 General Task List	303 hrs 21 min

OGW-GOV-Africa Strategy	10 hrs 16 min
9100 General Task List	10 hrs 16 min
OGW-GOV-Matters pertaining to Kosovo's Application to become a signatory to the 1961 Apostille Convention	127 hrs 27 min
9100 General Task List	127 hrs 27 min
OGW-GOV-Post-Convention Assistance Administration	1 hrs
9100 General Task List	1 hrs
OGW-HR-General HR Meetings	272 hrs 42 min
9100 General Task List	272 hrs 42 min
OGW-HR-General Staff Meetings	346 hrs 35 min
9100 General Task List	346 hrs 35 min
OGW-HR-Interns and Secondees	436 hrs 21 min
9100 General Task List	436 hrs 21 min
OGW-HR-Leave-Conge	6529 hrs 10 min
Default	6529 hrs 10 min
OGW-HR-Leave-Sick leave	2802 hrs 50 min
Default	2802 hrs 50 min
OGW-HR-PAYMO	239 hrs 5 min
9100 General Task List	239 hrs 5 min
OGW-HR-Permanent Bureau Functions	518 hrs 21 min
9100 General Task List	518 hrs 21 min
OGW-HR-Staff Performance Appraisals 2016	131 hrs 48 min
9100 General Task List	131 hrs 48 min
OGW-HR-Staff Rules and Regulations - Preparation	1077 hrs 10 min
9100 General Task List	1077 hrs 10 min
OGW-HR-Staff Rules and Regulations-Working Group	462 hrs 59 min
9100 General Task List	462 hrs 59 min
OGW-HR-Staffing and Staff matters	1202 hrs 43 min
9100 General Task List	1202 hrs 43 min
OGW-ITM-Information Technology and Management	2668 hrs 26 min

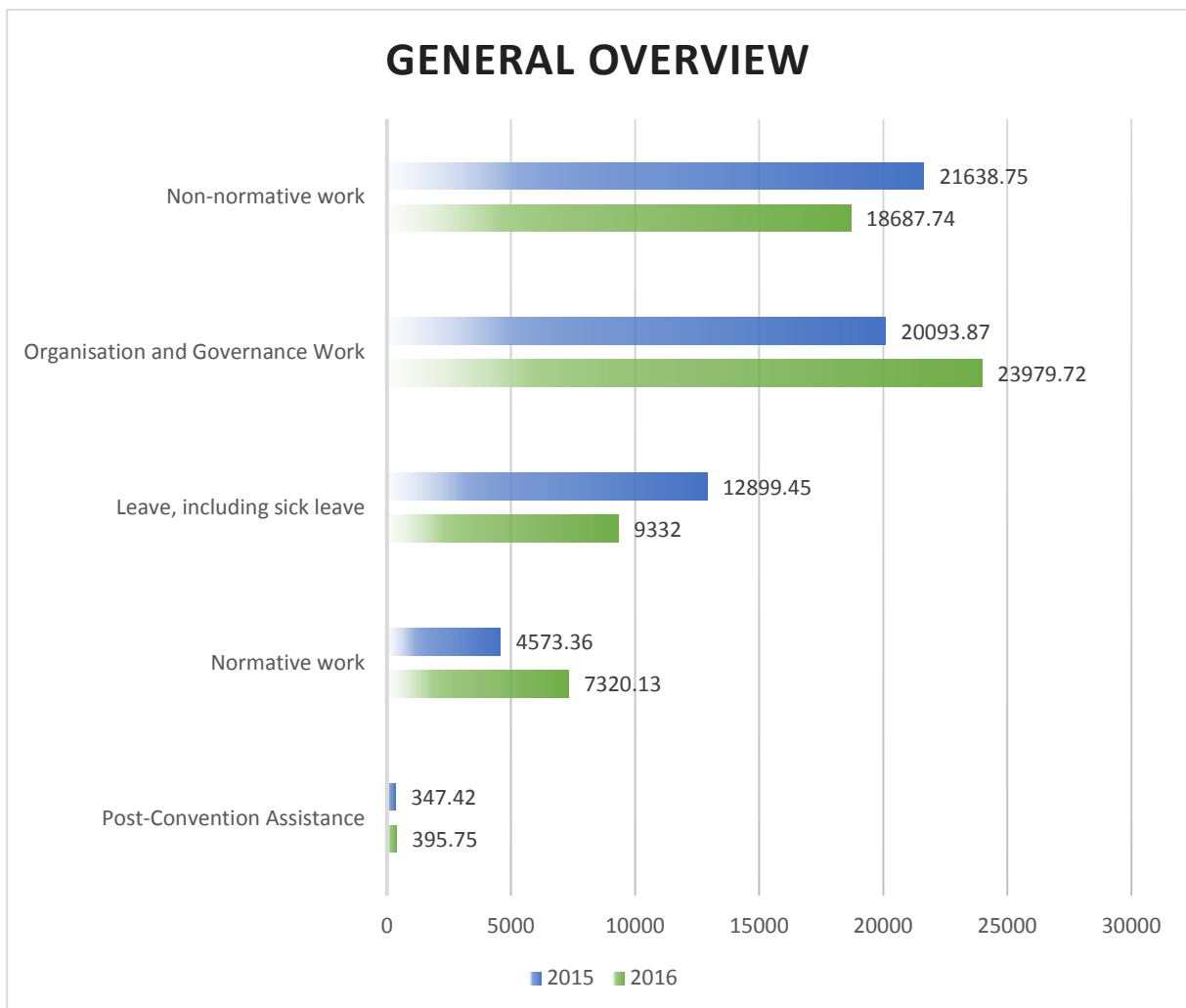
9100 General Task List	2668 hrs 26 min
OGW-LAN-HCCH Style Guide	318 hrs
9100 General Task List	318 hrs
OGW-LAN-Linguistic - Terminology databases	95 hrs 45 min
9100 General Task List	95 hrs 45 min
OGW-LAN-Proceedings of the XXlth Session	20 hrs 58 min
9100 General Task List	20 hrs 58 min
OGW-LAN-Proceedings of the XXth Session (proofs)	64 hrs 36 min
9100 General Task List	64 hrs 36 min
OGW-LAN-Spanish - development and fundraising	90 hrs 30 min
9100 General Task List	90 hrs 30 min
OGW-OUT-Hague International Organisation Day 2016	31 hrs 30 min
9100 General Task List	31 hrs 30 min
OGW-OUT-HCCH Protocol	73 hrs 30 min
9100 General Task List	73 hrs 30 min
OGW-OUT-PB visitors and groups	136 hrs 29 min
9100 General Task List	136 hrs 29 min
OGW-PER-Personal Development, Training and Education	650 hrs 7 min
9100 General Task List	650 hrs 7 min
OGW-PUB-2016 Annual Report	100 hrs 45 min
9100 General Task List	100 hrs 45 min
OGW-PUB-HCCH publication cover	81 hrs 9 min
9100 General Task List	81 hrs 9 min
OGW-PUB-HCCH Publications Catalogue	202 hrs 31 min
9100 General Task List	202 hrs 31 min
OGW-PUB-Publication of the Principles on Choice of Law in International Commercial Contracts in EN and FR	2 hrs
2015 Choice of Law Principles	2 hrs
OGW-ROS-Asia Pacific Regional Office Administration	1337 hrs 30 min
9100 General Task List	1054 hrs 30 min

Default Task List	283 hrs
OGW-ROS-LATAM Regional Office - New office installation	4 hrs 30 min
9100 General Task List	4 hrs 30 min
OGW-ROS-LATAM Regional Office Administration	110 hrs
9100 General Task List	110 hrs
OGW-SGO-Secretary General's Office	334 hrs 40 min
9100 General Task List	334 hrs 40 min
Technical Assistance	415 hrs 15 min
1993-TAS- ICATAP - Cambodia	114 hrs 45 min
1993 Child Abduction Convention	114 hrs 45 min
1993-TAS-ICATAP	229 hrs 30 min
1993 Child Abduction Convention	229 hrs 30 min
1993-TAS-ICATAP Mauritius - assistance in drafting Child Adoption Legislation	49 hrs
1993 Child Abduction Convention	49 hrs
1993-TAS-Workshop on Adoption - Burkina Faso (Jan, 2017)	19 hrs 30 min
1993 Child Abduction Convention	19 hrs 30 min
Multi-TAS-EUROMED IV	2 hrs
9100 General Task List	2 hrs
Multi-TAS-Qatar - Request for Technical Assistance (General)	30 min
9100 General Task List	30 min
Total	59734 hrs 52 min

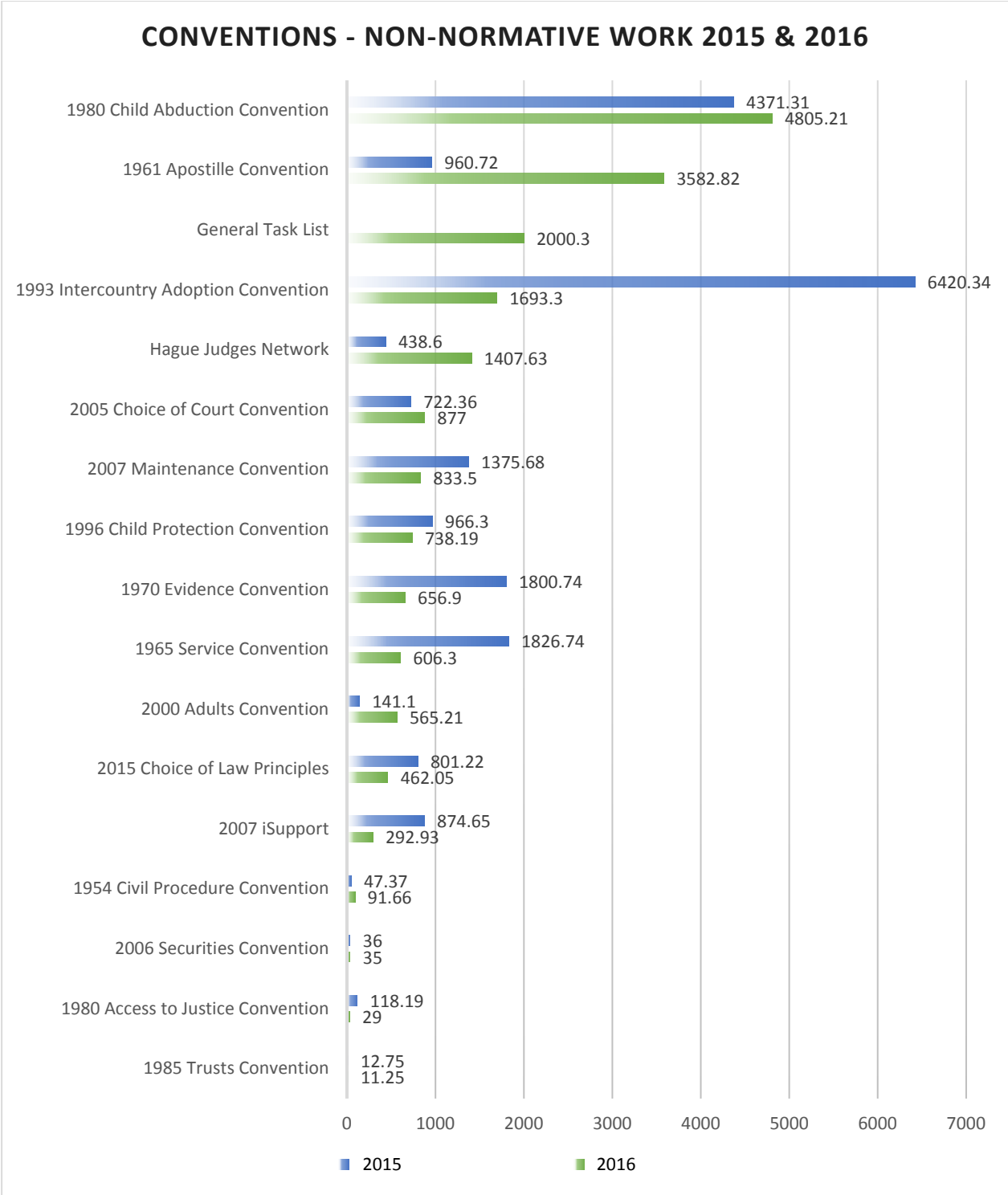
Annex II - Historical data

a. Overall hours recorded

	2016	2015		
Position	Hours recorded	Hours recorded	Variance total	Variance %
Non-normative work	18687.74	21638.75	-2951.01	-13.64
Normative work	7320.13	4573.36	+2746.77	+60.06
Organisation and Governance Work	23979.72	20093.87	+3885.85	+19.34
Leave, including sick leave	9332	12899.45	-3567.45	-27.66
Post-Convention Assistance	415.25	347.42	+67.83	+19.52
Total	59734.84	59552.85	+181.99	+0.31

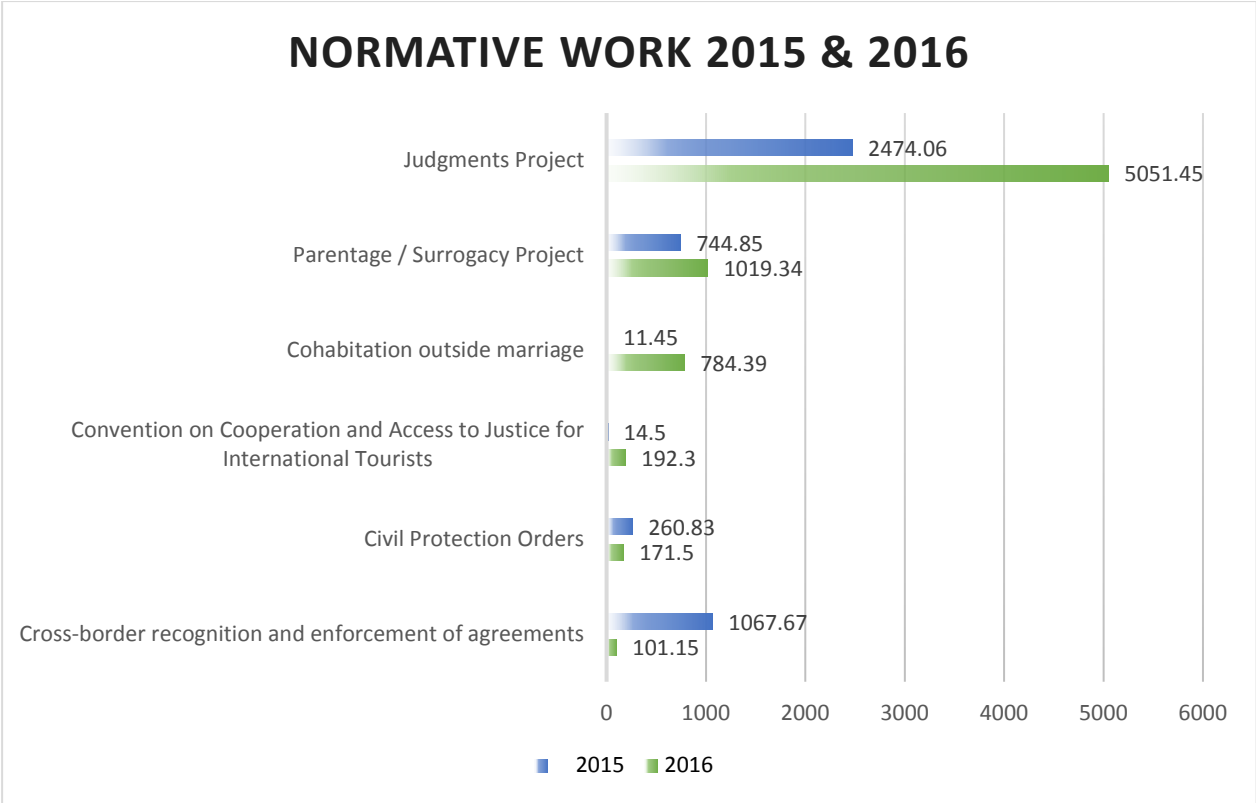


b. Non-normative work by Convention



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

c. Normative work



d. Organisation and Governance Work

