

ILO STAFF HEALTH INSURANCE FUND

Record of Decisions
of the 247th Meeting of the Management Committee

Tuesday, 17 April 2018

at 2.00 p.m., ILO, room VII (R2 South)

Present:

Representing the insured persons of the ILO:

Ms. Catherine Comte-Tiberghien (Titular member)
Ms. Mireille Ecuivillon (Titular member)
Mr. Simon Brimblecombe (Substitute member)
Ms. Elisabeth Fombuena (Substitute member)

Representing the Director-General:

Mr. Jean-Claude Villemonteix (Titular member)
Mr. Tilmann Geckeler (Titular member)
Mr. Fikri Gurzumar (Titular member)

Other attendees:

Mr. Florian Léger, SHIF Executive Secretary
Ms. Heather Harris, SHIF Claims Supervisor
Ms. Corinne Michoud, SHIF Secretary

Apologies for absence were received from:

Representing the Director-General of the ILO:
Mr. Sietse Buijze, Mr. Giuseppe Zefola, Ms. Anne Drouin

Representing the insured persons of the ILO:
Mr. Pierre Sayour, Ms. Azza Taalab

The meeting opens at 2.10 p.m.

Item 1: Approval of meeting agenda
(SHIF/MC/18/247/AG)

MC refers to document ref. SHIF/MC/18/247/AG. As the document referred to under agenda item 3 (Approval of the Record of Decisions of the 246th meeting) could not be prepared in time for the meeting, it is decided to remove that item from the agenda. In addition, at the request of some MC members, an update, under item 4 of the agenda, on the Report on the operations of the Fund for 2015 and 2016 and on the financial situation of the SHIF was added.

Item 2: Approval of the Record of Decisions of the 245th meeting of the Management Committee
(SHIF/MC/17/RD.245)

MC refers to document ref. SHIF/MC/17/RD.245. One MC member requests that the sub-item “Governance of the Fund” under item 5 (“Working priorities for 2018”) of the Record of Decisions be modified to better reflect what had been decided at the 245th meeting, namely:

- To add “including its reporting line” after “Management of the SHIF Secretariat”;
- To move the second and third paragraphs where appropriate under that sub-item.

It is also proposed that, in the penultimate paragraph, “Following a work...” be replaced by “Following the work...” and that “MC wants to analyse...” be replaced by “Some MC members intend to analyse...”.

All of those changes, as reflected below, are accepted by the members present, and **it is further decided that the draft Record of Decisions of the 245th meeting be recirculated to the members for approval.**

“MC holds a general discussion and decides on its working priorities for 2018, as follows:

- Governance of the Fund, including topics such as:
 - . management of fraudulent cases. This implies a review of Article 2.11 (“Forfeiture and suspension of benefits”) of the SHIF Regulations. The Article was written long ago and does not adequately deal with some of the fraudulent cases that the SHIF has faced recently;
 - . management of the SHIF Secretariat, including its reporting line;

The Governance of the Fund has already been on the working priorities of the MC in the past, but for different reasons the work has been delayed. Issues that should be looked at are (but not limited to) confidentiality of MC members who are former ILO officials, nature of the conclusions reached at General meetings of the insured persons, role and duties of the Executive Secretary of the SHIF.

- General meetings of the insured persons;
- High cost medicines and medical treatments, and case management;
- Threshold to access supplementary benefits for officials working part-time.

MC decides to hold a General meeting of the insured persons in 2018, at a date to be decided later, during the second half of the year.

Following the work on cost-containment conducted by the MC in 2016 and 2017, some MC members intend to analyse the possible financial implications for the SHIF of very expensive new medicines. At the same time, MC requests of the SHIF Secretariat to assess the way SHIF should manage such cases.

Some MC members mention that the current threshold to access supplementary benefits for an official working part-time is unfair as it is based on the remuneration that official would receive if he/she was working full time. The SHIF Secretariat will analyse the situation and present its findings to the MC.”

MC also decides to amend item 7.1 (“Financial situation as at 31.12.2017 and technical results for the period 01.01.2017-31.12.2017”) of the Record of Decisions to read (“Draft financial situation as at 31.12.2017 and technical results for the period 01.01.2017-31.12.2017”). It is also decided to rewrite the second sentence to read “The technical results and the draft financial statements for 2017 are presented”.

Item 3: Approval of the Record of Decisions of the 246th meeting of the Management Committee
(SHIF/MC/17/RD.246)

Item 3 is removed from the agenda.

Item 4: Update from the Executive Secretary on the situation of the SHIF Secretariat

ES updates on the situation of the SHIF Secretariat. Two vacancies in the General Service category have been filled. Two staff members remain on temporary contracts. Following a review of the Human Resources Department made by the Business Process Review (BPR) team and their recommendations, affiliation and daily management of retirees (including ASHI deductions) - some tasks that were performed by a colleague from the PENSION unit - have been reallocated to the SHIF unit. Affiliation and daily management of voluntarily insured members have also been reallocated to the SHIF unit (those tasks were previously performed by a colleague in HR/POL). Those reallocations are equivalent to one full-time position.

As regards IT enhancements, the IRIS/HR to HIIS interface is live since October 2017. The new payment process went live in January 2018. The new payment process is more automatic, more secure and includes new controls. The Self-Service access to the SHIF, which will include the possibility for insured members to submit claims on-line, will be available in the second half of 2018.

Regarding claim settlement, ES informs MC that there was no backlog of claims at the end of the year. Unfortunately, the end-of-year break and the high number of claims received since then has created a backlog of approximately one month.

Following the 2015 internal audit on the Review of the Payment Process of the SHIF, the Internal Audit Office (IAO) is conducting a follow-up audit which will review the 2015 recommendations and in addition will review the application controls over the Health Insurance Information System (HIIS). ES expects the audit to positively assess the extent of the implementation of the 2015 recommendations.

As the period has been particularly busy, no progress could be achieved regarding the Report on the operations of the Fund for 2015 and 2016. Regarding the financial situation of the SHIF and the significant increase in benefits in 2017, ES explains that the analysis has not yet been finalized.

Item 5: Discussion on Governance
(SHIF/MC/2017/241/7)

MC holds a discussion on Governance, based on the document prepared in September 2016 by the members representing the insured persons on the Committee. Some members representing the insured persons express the need for the MC to fully exercise its prerogative as defined in article 4.1 (“Management Committee”) and 4.7 (“Responsibilities of the Management Committee”) of the Fund’s regulations to “manage” the Fund. They also raise the issue of the reporting line of the ES, who reports both to the MC and to HRD, which they believe may lead to conflicts of interest. They mention as examples of governance issues the issues of the performance evaluation of the Executive Secretary, of the absence of decision-making authority of the General Assembly and of the external review of the SHIF, pointing out that there is a lack of transparency.

Other MC members, while agreeing on the issue of the performance evaluation of the ES, would favour the status quo, arguing that implementing changes may be risky for the SHIF.

It is agreed that members representing the insured persons on the Committee will present some proposals at the next MC meeting.

**Item 6: Delegations of authority to the Standing Subcommittee under Art. 4.7, paragraph 2,
of the Fund's Regulations**
(SHIF/MC/2018/247/6)

Pursuant to Article 4.7, paragraph 2 and Article 4.11, paragraph 1 (a) of the SHIF Regulations, the Management Committee decides to delegate to the Standing Subcommittee the authority to take decisions under the following provisions:

SHIF Regulations:

- Article 1.6, paragraph 3;
- Article 2.4, paragraph 2;
- Article 2.11;
- Article 2.12;
- Schedule of Benefits Code 4;
- Schedule of Benefits Code 5.3;
- Schedule of Benefits Code 5.4;
- Schedule of Benefits Code 5.5;

SHIF Administrative Rules:

Appendix I (Schedule of Benefits), Code 5.1, paragraph 5.

MC further decides that the delegation be valid during the whole mandate of the outgoing Committee, i.e. until end of December 2020.

Item 7: External Audit of the SHIF for financial year 2016

ES informs MC about the list of recommendations made by the External Auditors for the financial year 2016 regarding Risk Register, crafting of Standard Operating Procedures (SOP), and recovery of advances. Work on those recommendations is currently ongoing.

Item 8: Revision of the Swiss Ordinance on Health Insurance (OAMal) and SHIF membership

MC Chairperson provides information about the revision of the Swiss Ordinance on Health Insurance. The revised text enables, as of 1 January 2018, family members of international civil servants who do not benefit from privileges and immunities, including spouses and children who are of Swiss nationality and who are covered by the ILO SHIF, to be exempted from Swiss health insurance obligations. ES explains that the revision has led to an important number of requests for exemption from the Swiss health insurance LaMal, and that in Geneva the processing time of a request is about 3 months.

Item 9: Any other business

ES informs MC that the circular regarding the amendments to the SHIF Regulations and Administrative Rules, approved by MC at its meetings held on 23 October 2017 and 5 December 2017 will be ready for dispatch to SHIF insured members during the first ten days of May 2018.

MC decides that the implementation date of those amendments should be 1st July 2018.

MC takes the opportunity of the presence of Mr. Jean-Claude Villemonteix at the meeting to thank him for his valuable contribution to the work of the Committee during the last four years, in particular on the issue of prevention, and on the amendments to the SHIF Regulations and Administrative Rules.

The meeting ends at 5.15 p.m.
