



**REPUBLIC OF NAURU
GOVERNMENT GAZETTE
PUBLISHED BY AUTHORITY**

No. 66

14th May, 2014

Nauru

G. N. No. 324 / 2014

PUBLIC SERVICE ACT 1998
SECTION 37, SUBSECTION 1(e), 2

PUBLIC HOLIDAY

PURSUANT TO the powers in that behalf vested in me under Section 37, sub-section 1(e) and 2 of the Public Service Act 1998, **I, HON. BARON DIVAVESI WAQA, MP**, President of the Republic of Nauru **DO HEREBY** declare Monday 19th May, 2014 to be observed as a **PUBLIC HOLIDAY** by officers and employees of the Public Service and other instrumentalities of the Republic in celebration of **CONSTITUTION DAY**.

DATE this 14th day of May, 2014

HON. BARON DIVAVESI WAQA, MP
PRESIDENT

G. N. No. 325 / 2014

PUBLIC SERVICE ACT 1998
SECTION 10 (1a, b and d)
RECLASSIFICATION OF CREATION, ABOLITION
AND ALTERATION OF DESIGNATION

PURSUANT TO the powers in that vested in me, under Section 10, subsection 1, Clause a, b and d of the Public Service Act 1998, **I, HON. BARON DIVAVESI WAQA, MP**, President and Minister responsible for the Public Service, DO HEREBY with immediate effect alter the designation of the following position:-

DEPARTMENT OF AUDIT

<u>CURRENT DESIGNATION</u>	<u>NO. OF POSTIONS</u>	<u>RECLASSIFIED DESIGNATION</u>
Executive Secretary \$6,565pa (L3.2)	2	Administrative Assistant \$7,521pa (L4.3)

DATED this 14th day of May, 2014

HON. BARON DIVAVESI WAQA, MP
PRESIDENT AND MINISTER
RESPONSIBLE FOR PUBLIC SERVICE

G. N. No. 326 / 2014

PUBLIC SERVICE ACT 1998
SECTION 10 (1a,b,d)
RECLASSIFICATION OF CREATION, ABOLITION
AND ALTERATION OF DESIGNATION

PURSUANT TO the powers in that behalf vested in me, under Section 10 subsection 1 clause a, b, d of the Public Service Act 1998, **I, HON BARON DIVAVESI WAQA, MP**, President and Minister responsible for the Public Service, DO HEREBY, with effect from 27th September, 2013 alter the designation of the following positions:-

DEPARTMENT OF FINANCE

Director Budget Policy \$9,428pa (L7.1)	Budget & Debt Director \$9,748pa (L7.2)
Senior Accountant \$9,111pa (L6.2)	System & Processing Director \$9,748pa (L7.2)
Receptionist \$8,474pa (L5.3)	Administrative Officer \$9,111pa (L6.2)
Senior Budget Officer \$9,111pa (L6.2)	Senior Budget & Debt Officer \$9,111pa (L6.2)
Project Implementation Manager \$9,111pa (L6.2)	Senior Procurement Officer \$9,111pa (L6.2)
Debt Management Officer \$8,792pa (L6.1)	Budget & Debt Officer \$8,792pa (L6.1)
Reconciliation Officer \$6,884pa (L4.1)	A/R & Reconciliation Officer \$6,884pa (L4.1)
Payment Officer \$5,611pa (L2.1)	Account Officer \$6,884pa (L4.1)
Assistant Reconciliation Officer \$5,292pa (L1.2)	A/P Officer \$6,884pa (L4.1)
Assistant Payment Officer \$5,292pa (L1.2)	Assistant A/P Officer \$6,247pa (L3.1)

G. N. No. 326 / 2014 (cont'd)

Assistant Payment Officer
\$5,292pa (L1.2)

Assistant A/R Officer
\$6,247pa (L3.1)

Payment Officer
\$5,611pa (L2.1)

Assistant A/P Officer
\$6,247pa (L3.1)

Payment Officer
\$5,611pa (L2.1)

Assistant A/P Officer
\$6,247pa (L3.1)

DATED this 14th May, 2014

HON. BARON DIVAVESI WAQA, MP
PRISIDENT AND MINISTER
RESPONSIBLE FOR PUBLIC SERVICE

G. N. No. 327 / 2014

DIRECTOR'S ORDER NO. 14/2014
NAURU POLICE FORCE ACT 1972-1987

BE IT KNOWN that the following progression shall take effect with immediate effect.

ALL Probationary constables listed below shall now be progressed to being a Constable of the Nauru Police Force.

- | | |
|----------------------------|-------------------------|
| 1. Liberty Adeang | 12 12. Marvin Tokaibure |
| 2. Mike Amram | 13 13. Linda Deraudag |
| 3. Eliza-May Appi | 14 14. Francine Kepae |
| 4. Christopher Tsiode | 15 15. Goodman Gioura |
| 5. Jamica Adeang | 16 16. Darryl Namaduk |
| 6. Febana Harris | 17 17. Ladyjane Hilo |
| 7. Dogaiy Alefaio | 18 18. Jandilla Bagaga |
| 8. Whilem Appi | 19 19. Timothy Ribauw |
| 9. Alice Fritz | 20 20. Skyanna Simon |
| 10. Mary Diema | 21 21. Seamer Temeitsi |
| 11. Macpherson Brechtefeld | 22 22. Rojae Laeo |

COREY CALEB
ACTING DIRECTOR OF POLICE

G. N. No. 328 / 2014

PUBLIC SERVICE ACT 1998
RESIGNATION- SECTION 53 (1)

It is notified for general information that the following resignation has been accepted.

DEPARTMENT OF EDUCATION

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Corrine Joram	Director Of Schools \$9,748pa (L7.2)	9 th May, 2014

DATED this 08th day of May, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 329 / 2014

PUBLIC SERVICE ACT 1998
RESIGNATION – SECTION 53 (1)

It is notified for general information that the following resignation has been accepted.

DEPARTMENT OF EDUCATION
(Nauru Secondary School)

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Branessa Tsiode	Teacher Degree \$8,155pa (L5.2)	14 th May, 2014

DATED this 08th day of May, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 330/ 2014

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF JUDICIARY

POSITION : Family Liaison Officer

SALARY : \$58,474pa (L5.3)

DUTIES :

- Initiate volunteer scheme for liaison program between the community and the Family Liaison officer
- Connect with communities and conduct workshops to introduce child protection programs and programs to reduce violence against women
- Receive complaints about family problems and potential child abuse cases and arrange appropriate responses
- Liaise with police and other government departments as appropriate
- Compile reports on family issues
- Develop strategies for communities to resolve family violence and related issues Liaise with the Education Department and schools to promote the Schools Life Program and related programs to address family and child issues
- Initiate and oversight a witness support program offering support for vulnerable victims who are reluctant to give evidence in court.

SKILLS & QUALIFICATIONS:

1. Good verbal communication skills with fluency in Nauruan and English
2. Ability to prepare written reports to a high standard
3. Initiative and ability to work without supervision
4. Ability to plan and arrange workshops and seminars

Applications should be submitted to the Chief Secretary or the Director of Human Resources & Labour through writing or electronically word processed stating name, age, qualifications attached with curriculum vitae and other relevant references no later than **5pm, Friday 23rd May, 2014.**

Dated this 08th day of May, 2014.

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 331/ 2014

PUBLIC SERVICE ACT 1998
VACANCY : SECTION 15

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF JUDICIARY

POSITION : CHIEF PROBATION OFFICER

SALARY LEVEL : \$8,792 pa – L6.1

RESPONSIBLE TO : CHIEF JUSTICE, RESIDENT MAGISTRATE &
DEPUTY REGISTRAR

PRIMARY PURPOSE OF THE POSITION

To ensure appropriate supervision and guidance is given to offenders in the Probation Program namely those convicted and placed under Court Orders including Community Service Orders, Probation Orders, Good Behaviour Bonds, Suspended Sentences and prisoners granted parole.

The Chief Probation Officer is subject to any directions given from time to time by the Chief Justice, the Resident Magistrate and the Deputy Registrar to perform duties and carry out responsibilities of the position.

PRINCIPAL RESPONSIBILITIES

The Chief Probation Officer is responsible for the operation of the Probation Program and is to:

1. Complete pre-sentence reports as required by the Court concerning personal details and background of any person convicted of an offence punishable by imprisonment to enable the court to consider suitable sentencing options.
2. Ensure offenders within the Probation Program are given appropriate supervision and guidance to enable rehabilitation and integration into the community.
3. Maintain reports on all offenders under the program and maintain monthly and annual reports as required for the Probation Program.
4. Initiate action under the Criminal Justice Act for any breaches by offenders concerning orders imposed by the Court or otherwise.
5. Co-ordinate, supervise and review the work of part time probation officers who have been allocated offenders under the Probation Program
6. Arrange for payments to part time probation officers every month.
7. Ensure up to date liaison with the Department of Justice, Parole Board and Correctional Services
8. Develop a liaison with the community, business and non government agencies to enable support and resources for the program
9. Undertake regular public relations exercise through public seminars and media releases.

The Chief Probation Officer is to assist with the Family Court sittings and undertake reports for the Family Court as required concerning family relationships and circumstances.

G. N. No. 331/ 2014 (cont'd)

KNOWLEDGE, SKILLS, & EXPERIENCE

- Qualification in Social Work, Community Services Diploma or related field is desirable. Minimum qualification of a Year 12 certificate.
- Ability to communicate highly effectively both in English and Nauruan language.
- Ability to conduct interviews and produce reports
- Ability to plan, prioritise and co-ordinate workload in order to meet conflicting deadlines.
- Ability to exercise discretion and maintain confidentiality.
- Ability to work within a team environment and under own supervision using initiative

Applications should be submitted to the Chief Secretary or the Director of Human Resources & Labour through writing or electronically word processed stating name, age, qualifications attached with curriculum vitae and other relevant references no later than **5pm, Friday 23rd May, 2014.**

Dated this 08th day of May, 2014.

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 332/ 2014

PUBLIC SERVICE ACT 1998
VACANCY : SECTION 15

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

NAME OF POSITION : **ADMINISTRATIVE OFFICER**
SALARY LEVEL : **\$8,474 pa (5.3)**
RESPONSIBLE TO : **CHIEF JUSTICE & RESIDENT MAGISTRATE**

PRIMARY PURPOSE OF THE POSITION

Under the direction of the Registrar of the Supreme Court, the Administrative Officer is responsible for management of:-

- Non judicial/legal Staff
- Court administration
- Departmental Finance & Budget

PRINCIPAL RESPONSIBILITIES

- Oversee and ensure effective and efficient work performance by non-judicial/legal staff,
- Supervise the Clerical officers of the Courts,
- Responsible for staff attendance time sheet and all related issues including leave, time off, salary recovery, etc.,
- Coordinate and carry out staff training with the assistance of the Registrar on case management, general administration in the Public Service and all other relevant Courts related issues and topics,
- Promote professional customer service to the members of the public by court staff,
- Oversee the effective and efficient running of the Supreme and District courts by ensuring that all the relevant support and equipment necessary to operate the courts is available.
- Supervise, manage and maintain Court facilities,
- Statistical data collection and reporting on various activities of the Courts,
- Responsible for the production of Annual Report of the Judiciary with the assistance of the Registrar,
- To prepare and oversee annual judiciary budget for each financial year,
- To control expenditure and carry out monthly reconciliation of the Judiciary accounts,
- Responsible for all requisitions, payment vouchers and all other financial responsibility under the judiciary budget,
- Keep record and assist with the collection of revenue as required of the clerk of Court,
- Manage, supervise and maintain proper systems of storage of all court documents and file,
- Carry out other duties as may be requested from time to time by the Registrar or the Chief Justice,

G. N. No. 332/ 2014 (cont'd)

KNOWLEDGE, SKILLS AND EXPERIENCE

- ✓ Minimum Year 12 education or other qualification relevant to the job.
- ✓ At least 5 years working experience in Public Administration or relevant fields
- ✓ Good public relations and customer services skills
- ✓ Well versed with the Public Service Act 1998
- ✓ Well versed with the Courts Act 1972
- ✓ Ability to produce documents to a high standard of presentation and output using Microsoft office suite (including Word, Excel,) software applications.
- ✓ Ability to communicate effectively in English and Nauruan, both verbally and in writing.
- ✓ Ability to plan, prioritise and co-ordinate workload in order to meet conflicting deadlines.
- ✓ Ability to exercise discretion and maintain confidentiality.
- ✓ Ability to work within a team environment and under own supervision using initiative
- ✓ Demonstrate numeracy skills to be able to check invoices and computer data carry out reconciliations and make appropriate amendments.
- ✓ Possess a positive attitude towards customer service and the ability to deliver quality outcomes.
- ✓ Must be of sober habits, diligent, pay attention to details, trustworthy and honest.
- ✓ Be a team player and possess the ability to work effectively and contribute positively and innovatively towards Judiciary goals and objectives.
- ✓ Highly effective communication skills

Applications should be submitted to the Chief Secretary or the Director of Human Resources & Labour through writing or electronically word processed stating name, age, qualifications attached with curriculum vitae and other relevant references no later than **5pm, Friday 23rd May, 2014.**

Dated this 08th day of May, 2014.

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 333/ 2014

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF CHIEF SECRETARY
(Administration Section)

POSITION : Director of Administration
SALARY LEVEL : 8.1
RESPONSIBLE TO : Chief Secretary

Responsibilities/Duties:

- Develop and submit to the Chief Secretary the department's Annual Report within deadline
- Assist the Chief Secretary in the development of government policies as and when the Chief Secretary may direct in line with the NPS Act 1998
- Offer advice to other government departments in regards to GON public administration policies
- Conduct regular weekly meetings with all staff in your section. And coordinate monthly meetings with all sections within Chief Secretary department to address deficiencies'
- Preparation of Annual Operational Plan to be submitted in a timely fashion
- Preparation of Chief Secretary's department annual budget for new financial year
- Effective and efficient in the management of expat contracts, logistics and payment schedules
- Assess, monitor and advise officers as they perform their duties to ensure that the rules and regulations governing the Nauru Public Service policies and proper utilisation of facilities is adhered to;
- Effect payments for government billings (House rentals/electricity/water/security etc)
- Regularisation of Chief Secretary's official travel requirements
- Management of office requirements (stationary, office equipment's and cleaning materials etc)
- Work with senior local staff in the development of a strategic plan for the department.
- Other duties as directed by the Chief Secretary.
- Attend professional development programs locally and abroad that is relevant to work

G. N. No. 333/ 2014 (cont'd)

Selection Criteria and Professional Attributes

The following attributes are considered as essential for the role;

- * 5-10 years' experience in Public Administration, Management and Operations Planning
- * 5 years' experience in other senior management roles that include strategic planning, resource management or budgeting;
- * High level of professional experience and expertise and ability in the area(s) of professional specialization
- * Excellent intellectual, strategic and analytical ability
- * Formal qualifications from a reputable institution in the area Public Administration and Management

The following skills are considered as desirable for the role:

- Ability to communicate fluently in English (read, write and speak) and & have superior interpersonal, writing and oral briefing skills
- Possess very strong work ethics and values
- Computer literate (word, excel, power point etc) ability to multi-tasking
- Able to demonstrate high quality of Leadership and lead by example

Expressions of Interest

EOIs are invited from suitably qualified interested candidates for the position of Director Public Administration, department of the Chief Secretary. Terms and Conditions of Employment will be discussed during the interview with shortlisted candidates.

A detailed Curriculum Vitae comprising no more than 3 pages together with the name of 3 professional and character Referees should be sent to; **The Chief Secretary, Department of Chief Secretary, Government offices, Yaren; or the Director Public Administration Vacancy; C/- Ms Peta Gadabu, Director Human Resources & Labour; (Peta.Gadabu@naurugov.nr)**

Applications should be lodged in writing or electronically word processed stating name, age, qualification and Curriculum Vitae provided to the Chief Secretary's Office or the Director of Human Resources & Labour no later than **5.00pm Friday 16th May, 2014.**

DATED this 06th day of May, 2014.

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 334/ 2014

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF CHIEF SECRETARY
(Human Resources & Labour Section)

POSITION : Manager – Employee Relations

SALARY : \$9,428pa (L7.1) - \$362.62

PRIMARY PURPOSE OF THE POSITION

The Manager Employee Relations is responsible for providing leadership and coordination for all employee/labour relations and welfare services activities across NPS, ensuring compliance with Public Services Act 1998 in relation to unsatisfactory performance, absenteeism misconduct, grievances, disciplinary action and termination.

PRINCIPAL RESPONSIBILITIES; The Manager Employee Relations is responsible to the Director Human Resources & Labour. Role and responsibilities of the Manager Employee Relations is to assist the Director HR&L in providing the following HR services for the NPS:

- Interpret and advise on employment legislation such the Public Services Act;
- Listening to employee grievances and implementing disciplinary procedures;
- Developing policies on issues such as working conditions, performance management, disciplinary procedures and absence management.
- Conduct return to work interviews RTWI with employees regarding unsatisfactory performance, absenteeism.
- Ensuring that grievance handling and disciplinary proceedings are carried out in line with Public Services Act and relevant government legislation.
- Assisting in the resolution of specific disciplinary or grievance cases, including acting as an arbiter between the employee and the supervisor;
- Advise supervisors and HODs on the proper procedures for carrying out investigations relating to breach of discipline;
- providing accurate advice on issues arising from employment contracts and legislation;
- formulate Pastoral care programmes for employees and their families

G. N. No. 334/ 2014(cont'd)

KNOWLEDGE, SKILLS AND EXPERIENCE; Formal qualification in an appropriate discipline such as Industrial Relations or Human Resource Management and subsequent relevant experience in the employee/industrial relations field within the public sector, or an equivalent combination of relevant experience and/or education/training..

- Demonstrated ability to provide interpretation, advice and decisions on rules and entitlements by applying policies, procedures and legislation to complex situations and demonstrated skills in effective case management, mediation and conflict resolution are essential.
- Achievement or progress toward relevant human resource qualifications would be highly regarded.
- Possess a high level of computer literacy with experience in MS Office application.
- Possess excellent oral communication and interpersonal skills, including the ability to liaise tactfully and confidentially with people at all levels, negotiate positive outcomes with internal and external customers and the ability to display empathy toward job applicants
- Possess well-developed written communication skills including the ability to draft memos, reports, and other correspondence.

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary's department or the Director of Human Resources & Labour no later than **5:00pm, Friday 16th May, 2014.**

Dated this 06th day of May, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 335/ 2014

PUBLIC SERVICE ACT 1998
VACANCY: SECTION 15

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF CHIEF SECRETARY
(Human Resources & Labour Section)

POSITION : Manager – Training & Development

SALARY : \$9,428pa (L7.1) - \$362.62

PRIMARY PURPOSE OF THE POSITION

The Training & Development Manager is responsible for planning, developing, implementing and coordinating training and professional development activities, for the Nauru Public Service as deemed necessary.

PRINCIPAL RESPONSIBILITIES

- The Training & Development Manager is responsible to Director Human Resources & Labour. Role and responsibilities of the Training & Development Manager include;
- Consultation with the heads of department, ascertain the training needs of the NPS and prioritize needs into a training delivery program.
- Identify, select and manage external training and accreditation bodies, agencies, training institutions and providers necessary to deliver required training to appropriate standards.
- Liaise with departmental heads so as to understand all necessary aspects and needs of staff training and development, and to ensure they are fully informed of staff training and development objectives, purposes and achievements.
- Chair the Nauru Training & Professional Development Committee and provide regular report on the committee's meeting.
- Develop training plan based on the needs of NPS.
- Liaise with various donor agencies such as AusAID, NZAID, and various educational institutional like UPS on scholarships and further education opportunities and work attachment program through Australian Public Service (APS) for NPS and disseminate this information public service wide.
- Assist various government agencies with processes for transparent selection of most appropriate participants for all training opportunities.
- Coordinate training delivery with training providers.
- Develop, maintain and assess evaluation tools for all training programs and activities delivered under the Nauru HR Development Strategy (NHRDS) and Capacity Building Framework.
- Complete training evaluations training outcomes report.
- Ensure the content of all training delivered is in line with the Nauru human resources development strategy and the goal and objectives of the NSDS, and that the quality of training is satisfactory in terms of content and use of adult learning methodologies.
- Manage the training budget, including forecasting of training activities and reporting against the training budget.

G. N. No. 335/ 2014 (cont'd)

- Conduct skills audit and training needs analysis for NPS.
- Conduct training audits for NPS to identify lessons learned and recommendations for future training delivery.
- Develop and maintain a training data base and conduct regular reporting on the training database.
- Facilitate training sessions as required.

KNOWLEDGE, SKILLS AND EXPERIENCE

- Academic qualification in, adult learning /training, human resource management, organisational development, or other relevant discipline.
- At least (5) five years experience working in a training role (Train –the- Trainer) in the public sector with an up-to-date knowledge of training concepts and theories.
- High level presentation, facilitation, communication and capacity building skills including formal and informal training mentoring and professional development with demonstrated ability to transfer knowledge and skills.
- Experience in a variety of developing, delivering and evaluating training packages.
- Conversant in the principles of adult education
- Excellent written and MS skills
- Excellent interpersonal, written and oral communication skills.
- Fluency in English language required both written and spoken.
- Demonstrated ability to produce reports and other written deliverables to a high standard.

Applications should be lodged in writing or electronically word processed stating name, age, qualification and curriculum vitae with supporting references and other relevant attachments provided to the Chief Secretary's department or the Director of Human Resources & Labour no later than **5:00pm, Friday 16th May, 2014.**

Dated this 06th day of May, 2014

BERNARD GRUNDLER
CHIEF SECRETARY

G. N. No. 336/ 2014

ENGAGEMENT TO MARRY

NAME OF PARTIES:

Berrick Dowiyogo of Baitsi District and
Ruth Eoe of Meneng District

Legon Scotty of Meneng District and
Suzette Bernicke also from Meneng District

Keylon Dekarube of Nibok District and
Maria Udire of Yaren District

Lua Vanguna of Fiji and
Priscina Goldgina Gadaraoa of Uaboe District

Michael Angelo Dimapilis of Aiwo District and
Sonsianna Uera of Boe District

Sumo Karl Tatum of Anetan District and
Kerina Marcy Cook of Uaboe District

Tomwell Raidinen of Anabar District and
Julie Grundler of Boe District

Maverick Scotty of Meneng District and
Daniella Pole of Denigomodu District

DATE OF ENGAGEMENT:

30th April, 2012

01st May, 2014

03rd May, 2014

09th May, 2014

10th May, 2014

17th May, 2014

11th June, 2014

14th June, 2014

HON. BARON DIVAVESI WAQA, MP
MINISTER IN CHARGE

G. N. No. 337/ 2014

CORRIGENDUM

In Government Gazette No. 59/2014, G. N. No. 292/2014, Dated 30th April, 2014, Page 5;

DELETE;

Miluv E- Shan Wolfrina	25/03/2014	F			
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INSERT;

Miluv E- Shan Wolfrina	25/03/2014	F	Eamwit	Denigomodu	My-Ruby Scotty
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DATED this 14th May, 2014

KARA HALSTEAD
GAZETTE OFFICER
