



International Oil Pollution  
Compensation Funds

|                                      |                |   |
|--------------------------------------|----------------|---|
| <b>Agenda item 7</b>                 | IOPC/MAY26/7/1 |   |
| <b>Date</b>                          | 17 April 2026  |   |
| <b>Original</b>                      | English        |   |
| <b>1992 Fund Assembly</b>            | 92AES30        | ● |
| <b>1992 Fund Executive Committee</b> | 92EC86         |   |
| <b>Supplementary Fund Assembly</b>   | SAES14         | ● |

## SECRETARIAT MATTERS

### Note by the Secretariat

|                            |   |
|----------------------------|---|
| <b>Summary:</b>            | <p>Taking into account the recent progress towards the entry into force of the 2010 HNS Convention (see document <a href="#">IOPC/MAY26/8/1</a>) and the preference expressed by the contracting States of the 2010 HNS Protocol that the 1992 Fund Secretariat should administer the HNS Fund (see document <a href="#">IOPC/MAY26/8/2</a>), the Director has reviewed and revised the job description of the HNS Project Manager post to support the Secretariat's preparation to administer the HNS Fund.</p> <p>Subject to the 1992 Fund Assembly's decision regarding the HNS Fund Secretariat, the Director recommends that the Assembly approve the reclassification of the post of HNS Project Manager (retitled Head, HNS Department), to the D1 grade, and the corresponding movement of the current incumbent of the post, Gillian Grant, to the D1 grade, with effect from 1 June 2026.</p> |
| <b>Action to be taken:</b> | <p><u>1992 Fund Assembly</u></p> <p>(a) Note the information contained in this document; and</p> <p>(b) Taking into account the decision of the 1992 Fund Assembly in respect of the HNS Fund Secretariat (document <a href="#">IOPC/MAY26/8/2</a>), decide whether to approve the Director's proposal regarding the reclassification of the post of HNS Project Manager (retitled Head, HNS Department), to the D1 grade, and the corresponding movement of the current incumbent of the post, Gillian Grant, to the D1 grade, with effect from 1 June 2026.</p>   |
|                            | <p><u>Supplementary Fund Assembly</u></p> <p>(a) Note the information contained in this document; and</p> <p>(b) Note the decision of the 1992 Fund Assembly.</p>   |

### 1 **Background information**

- 1.1 As reported in document [IOPC/MAY26/8/1](#), during the 113th session of the Legal Committee of the International Maritime Organization (IMO), held during the week of 13 April 2026, four States deposited instruments of ratification or accession to the 2010 HNS Protocol with the Secretary-General of IMO. As a result, the condition regarding the number of Parties required to trigger the entry into force of the 2010 HNS Convention has been met. The final criterion for the entry into force of the 2010 HNS Convention is expected to be met on 31 May 2026 when all contracting States must

submit their contributing cargo reports for 2025. The Convention will enter into force 18 months later.

- 1.2 As reported in document [IOPC/MAY26/8/2](#), the contracting States to the HNS Fund Protocol have advised the Director that their preference is for the HNS Fund Secretariat to be co-located with the IOPC Funds in London. They have requested that the Director seek the concurrence of the Parties to the 1992 Fund Convention so that arrangements can be made to implement this decision once the 2010 HNS Convention enters into force.
- 1.3 Subject to the 1992 Fund Assembly approving the proposal put forward by the contracting States of the 2010 HNS Protocol, that the 1992 Fund Secretariat shall administer the HNS Fund, the Director will make the following proposal to the 1992 Fund Assembly regarding the post of HNS Project Manager, as set out in paragraph 2 below.

## **2 Director's proposal**

- 2.1 In order to prepare the 1992 Fund Secretariat for administering the HNS Fund, the Director has reviewed and revised the job description of the P5-graded HNS Project Manager post to reflect the required duties and responsibilities of this post going forward in the 18 months prior to and following the entry into force of the 2010 HNS Convention.
- 2.2 The Director has decided that the post will move from the Director's Office to its own Department and will form part of the Management Team with effect from 1 June 2026. As such, the revised job description reflects an updated job title of Head, HNS Department, and the fact that this post will form part of the Management Team.
- 2.3 Further to the completion of the review of the classification by an external job classification expert, the title of the post 'HNS Project Manager' has been changed to 'Head, HNS Department'. The recommendation is that the post should be re-classified from grade P5 to D1.
- 2.4 At the October 1998 session, the 1992 Fund Assembly authorised the Director to determine the grades of individual posts in the General Service category and in the Professional category up to grade P5 and to decide on promotions for these categories, provided that the increased costs resulting therefrom could be covered within the total budget appropriation for Personnel adopted by the Assembly. It was also decided at that session that decisions relating to grades above the P5 level (i.e. grades D1 and D2) would be taken by the 1992 Fund Assembly on the basis of proposals by the Director (document [92FUND/A.3/27](#), paragraph 23.6).
- 2.5 Taking this into account, the Director recommends that the Assembly approve the reclassification of the post of HNS Project Manager (retitled Head, HNS Department), to the D1 grade, and the corresponding movement of the current incumbent of the post, Gillian Grant, to the D1 grade, with effect from 1 June 2026.

## **3.1 1992 Fund Assembly**

Taking into account its decision in respect of the HNS Fund Secretariat (document [IOPC/MAY26/8/2](#)), the 1992 Fund Assembly is invited to decide whether to approve the Director's proposal regarding the reclassification of the post of HNS Project Manager (retitled Head, HNS Department), to the D1 grade, and the corresponding movement of the current incumbent of the post, Gillian Grant, to the D1 grade, with effect from 1 June 2026.

3.2 Supplementary Fund Assembly

The Supplementary Fund Assembly is invited to:

- (a) take note of the information contained in this document; and
  - (b) take note of the decision of the 1992 Fund Assembly.
-