



International Oil Pollution
Compensation Funds

Agenda Item 7	IOPC/MAR21/7/1	
Date	26 February 2021	
Original	English	
1992 Fund Assembly	92AES24	●
1992 Fund Executive Committee	92EC75	
Supplementary Fund Assembly	SAES8	●

SECRETARIAT MATTERS

Note by the Secretariat

Summary:

The developments regarding the structure of the Management Team since the December 2020 sessions of the governing bodies is provided in this document. The Director has decided to make Mr Robert Owen a permanent member of the Management Team and to change his current post title of 'IT/ Office Manager' to 'Head, Information Technology'.

The Director intends to separate the Information Technology (IT) and office management functions from the Finance and Administration Department, which would result in a separate IT Department, responsible for office management, within the structure of the Secretariat with effect from 1 April 2021. This change in the structure of the Secretariat reflects the increasing importance of IT in the management of the Secretariat.

The organisational chart showing the incumbents within the current structure is at Annex I. The organisational chart showing the incumbents within the new structure is at Annex II.

Action to be taken:

1992 Fund Assembly

- (a) To note the Director's decision to make Mr Robert Owen a permanent member of the Management Team and to change his current post title of 'IT/ Office Manager' to 'Head, Information Technology'.
- (b) To note the Director's intention to separate the IT and office management functions from the Finance and Administration Department and to create a separate IT Department with responsibility for office management, within the structure of the Secretariat with effect from 1 April 2021.
- (c) To note that the Director will inform the Assembly in November 2021 the outcome of the classification of the post.

Supplementary Fund Assembly

Information to be noted.

1 Background information

- 1.1 The 1992 Fund Secretariat also administers the Supplementary Fund.

- 1.2 The Secretariat is divided into three departments, namely: the Claims Department; the Finance and Administration Department; and the External Relations and Conference Department. The Director's Office, which is outside the departmental structure, comprises the Director, the Policy Officer, and the Executive Assistant.
- 1.3 At its 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).
- 1.4 At their October 2002 sessions, the governing bodies confirmed that the Director had the authority to change job descriptions of staff and make any adjustments necessary to make the most effective use of the available resources in light of the changing needs of the organisations (document 92FUND/A.7/29).

2 Developments since the December 2020 sessions of the governing bodies

2.1 Management Team

- 2.1.1 At the December 2020 sessions of the governing bodies, the Director informed the Assembly that following the departure of the Legal Counsel and considering the Information Technology (IT) expertise required in order to maintain business operations while working remotely throughout the COVID-19 crisis, the Director had invited Mr Robert Owen, IT/Office Manager to attend Management Team meetings to provide key advice on IT/office-related matters. At that time the Assembly was informed that the Director would examine whether the IT/Office Manager should continue its role within the Management Team on a permanent basis and would inform the 1992 Fund Assembly at its next session in 2021 (document IOPC/NOV20/7/1).
- 2.1.2 Mr Owen has been with the IOPC Funds for over 20 years and has managed the IT/informatics requirements of the IOPC Funds very ably and independently. Over the years the IT Manager role has evolved to reflect the growing development, influence and sophistication of technology. As technology has become more important and now essential for the running of the organisations, the role of IT Manager has seen a gradual shift from day-to-day operations of maintaining a computer system to what is required of the role now; a strategic and influential member of the Management Team. Mr Owen has proven his ability to respond to changes and needs of the organisations and its Member States. He possesses a great deal of knowledge about how the organisations and each department function in order to determine the technical needs of each section/department of the Secretariat.
- 2.1.3 The Director is pleased to report that Mr Owen has proven to be a valuable and key member of the Management Team, and given the importance of IT for the future running of the organisations, the Director has decided that the permanent inclusion of the IT/Office Manager in the Management Team structure is not only beneficial but necessary. The Director is confident that Mr Owen has the level of experience and professional competence required to successfully fulfil his new role as a member of the Management Team. Since the IT function is so crucial in the activities of the organisations, the Director considers that it warrants a separate department.
- 2.1.4 In recognition of the fact that Mr Owen is now a member of the Management Team, the Director has decided to reflect this change in the post title and, therefore, the title will change from 'IT/Office Manager' to 'Head, Information Technology'. The Director is not proposing to change the grade of the

incumbent; Mr Owen would remain at the P5 level of the Professional and higher category. The Director, however, intends to review the classification of the post as per standard practice to reflect the additional tasks and responsibilities and will report the outcome to the Assembly in November 2021.

2.1.5 In two separate documents (documents IOPC/MAR21/6/1 and IOPC/MAR21/6/2), the Director has set out the necessary changes to the Internal Regulations and Financial Regulations respectively, in order to include the post of 'Head, Information Technology' in the Management Team structure.

2.2 New department structure of the organisations

2.2.1 The IT and office management functions currently fall within the Finance and Administration Department of the Secretariat. The organisational chart showing the incumbents within the current structure is at Annex I.

2.2.2 Given the strategic importance and business critical role of IT now and in the future, the Director considers it is important for the IT function to have its own department. The Director, therefore, intends to separate the IT and office management functions from the Finance and Administration Department, which would result in a separate IT Department with responsibility for office management, within the structure of the Secretariat.

2.2.3 It is the Director's intention that Mr Owen be appointed as Head of the IT Department at his current P5 grade. The posts of IT Officer and IT/Office Administrator as well as the vacant post of Office Manager shall report to the Head of the IT Department.

2.2.4 The change would mean that the Secretariat would be divided into four departments, namely the Claims Department, the Finance and Administration Department, the External Relations and Conference Department and the newly created IT Department. This is in addition to the Director's Office, which is outside the departmental structure. An organisational chart showing the incumbents within the new structure is at Annex II. It would be the Director's intention for the new departmental structure to be effective from 1 April 2021.

2.2.5 Mr Ranjit Pillai shall, as Head of the Finance and Administration Department, continue to be Deputy Director and responsible for Finance and Human Resource functions until he retires in June 2022. The succession to the post of Head, Finance and Administration Department will be undertaken by the next Director.

3 Action to be taken

3.1 1992 Fund Assembly

The 1992 Fund Assembly is invited to:

- (a) note the Director's decision to make Mr Robert Owen a permanent member of the Management Team and to change his current post title of 'IT/ Office Manager' to 'Head, Information Technology';
- (b) note the Director's intention to separate the IT and office management functions from the Finance and Administration Department and to create a separate IT Department with responsibility for office management, within the structure of the Secretariat with effect from 1 April 2021; and
- (c) note that the Director will inform the Assembly in November 2021 the outcome of the classification of the post.

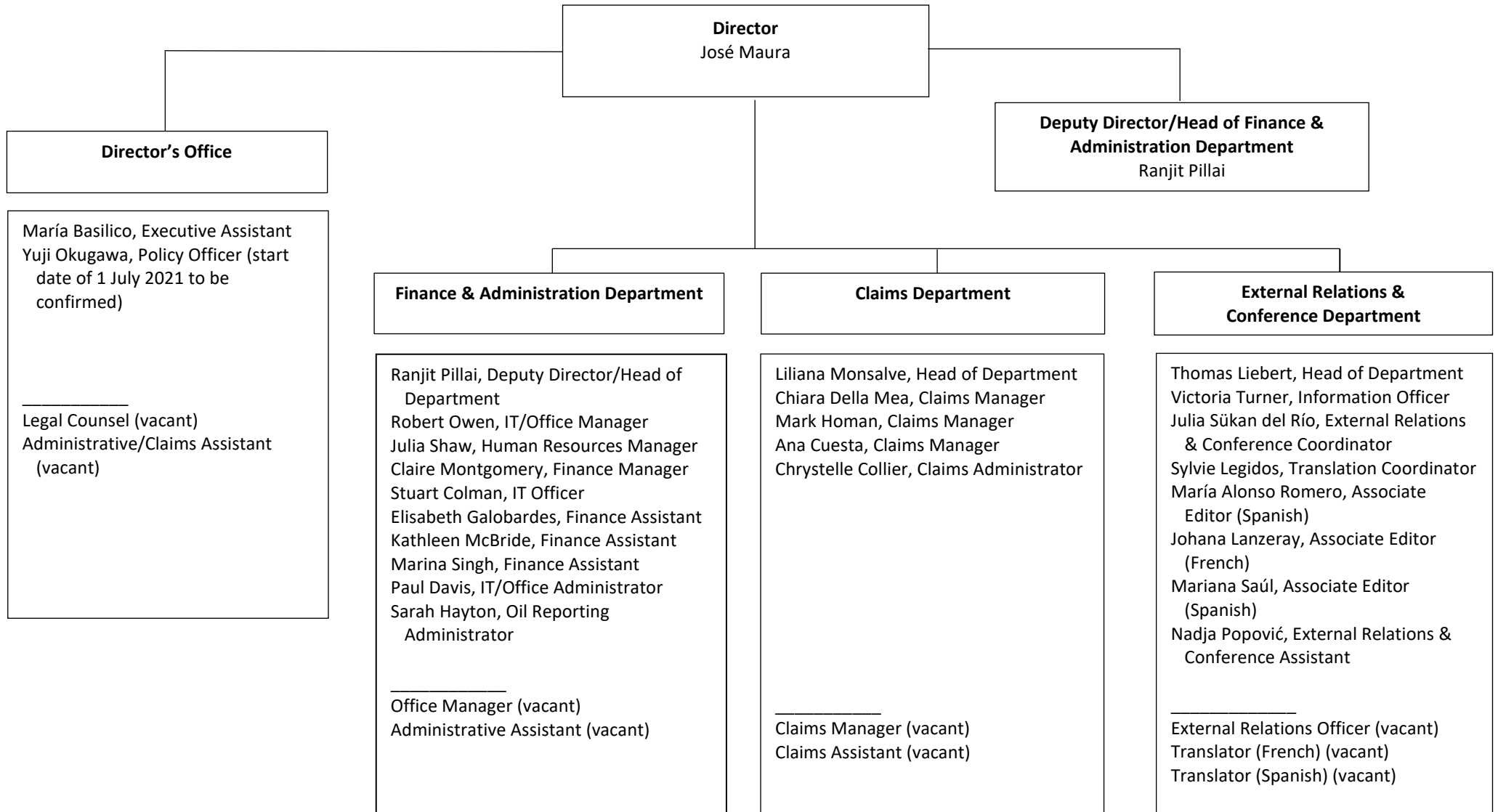
3.2 Supplementary Fund Assembly

The Supplementary Fund Assembly is invited to take note of the information contained in this document.

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ANNEX I

CURRENT STRUCTURE OF THE IOPC FUNDS' SECRETARIAT



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ANNEX II

NEW STRUCTURE OF THE IOPC FUNDS' SECRETARIAT EFFECTIVE 1 APRIL 2021

