



International Oil Pollution
Compensation Funds

Agenda Item 7	IOPC/MAR22/7/1	
Date	7 March 2022	
Original	English	
1992 Fund Assembly	92AES26	●
1992 Fund Executive Committee	92EC78	
Supplementary Fund Assembly	SAES10	●

SECRETARIAT MATTERS

Note by the Secretariat

Summary:

Information is given on the changes in the Secretariat since the November 2021 sessions of the governing bodies.

This document sets out the Director's considerations in relation to the impending retirement of Mr Ranjit Pillai (Sri Lanka), Deputy Director/Head, Finance and Administration Department on 6 June 2022.

Considering the establishment of the Information Technology (IT) Department and Mr Pillai's retirement, the Director intends, for now, to retain the functions of Finance and Human Resources (HR) along with IT and Office Management. This will enable the Head of the IT Department, Mr Robert Owen, to oversee the four functional areas under a renamed IT Department called Administration. He will then become Head of Administration at his current D1 level.

In recognising the importance of the Finance function to the Organisation the Director has decided to seek the Assembly's approval to establish the post of Chief of Finance who will be responsible for the finance function for the Organisation and the Finance Section, within the Administration Department. The Section will consist of the Chief of Finance, Finance Manager and three Finance Assistants. The Director intends to promote Ms Claire Montgomery, Finance Manager, to the post of Chief of Finance at the Professional Service Grade P5 with effect from 1 June 2022.

The Director is of the view that the arrangement for the role of Deputy Director should continue as a combined role and has decided to appoint Mrs Liliana Monsalve (Colombia), to this position effective 1 June 2022. He has also decided that Mrs Monsalve will continue in her position as Head of the Claims Department, thus combining the role of Deputy Director/Head of Claims Department. The Director recommends that the position of Deputy Director/Head of Claims Department should be graded at the D2 level.

The organisational chart showing the incumbents within the current structure is at Annex I. The organisational chart showing the incumbents within the new structure from 1 June 2022 is at Annex II.

Action to be taken: 1992 Fund Assembly

The 1992 Fund Assembly is invited to:

- (a) to take note of the information contained in this document;
- (b) to note the establishment of the Administration Department in place of the IT Department overseeing the four functional areas of Finance, HR, IT and Office Management headed by Mr Robert Owen as Head of Administration at his current D1 level;
- (c) to decide to approve the establishment of the post of Chief of Finance and to note the Director's intention to promote Ms Claire Montgomery to this post at the Professional Grade of P5 with effect from 1 June 2022;
- (d) to note the appointment of Mrs Liliana Monsalve, as Deputy Director/Head of Claims Department from 1 June 2022; and
- (e) to decide to approve the grade of Mrs Liliana Monsalve, as Deputy Director/Head of Claims Department at the D2 level with effect from 1 June 2022.

Supplementary Fund Assembly

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

1 Background information

- 1.1 The 1992 Fund Secretariat also administers the Supplementary Fund.
- 1.2 The Secretariat is divided into four departments, namely the Claims Department, the Finance and Administration Department, the Information Technology (IT) 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, paragraph 23.6).
- 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 considering the changing needs of the organisation (document 92FUND/A.7/29, paragraph 18.3).
- 1.5 This document sets out the Director's considerations in relation to the impending retirement of Mr Ranjit Pillai (Sri Lanka), Deputy Director/Head, Finance and Administration Department on 6 June 2022. Mr Pillai's last working day shall be 31 May 2022.

2 Developments since the November 2021 sessions of the governing bodies

2.1 Outgoing Director: staff promotions

2.1.1 The outgoing Director made three personal staff promotions effective from 1 January 2022, namely:

- Maria Basilico, *Executive Assistant*, from Professional Service Grade 2 to Professional Service Grade 3,
- Elisabeth Galobardes, *Finance Assistant*, from General Service Grade 7 to Professional Service Grade 2,
- Paul Davis, *IT/Office Administrator*, from General Service Grade 7 to Professional Service Grade 2.

2.2 New Director

2.2.1 Following his appointment as Director from 1 January 2022, Mr Gaute Sivertsen, has had the opportunity to meet with all members of the Secretariat on an individual basis. Since the November 2021 sessions of the governing bodies, the Secretariat has continued to work remotely due to the global pandemic and meetings with individual staff members were mainly undertaken remotely. However, where staff members felt able, meetings were held in person. The Director has found these meetings to be very valuable to get to know the staff members on a professional and personal basis and obtain a thorough understanding of the day-to-day work of the Secretariat.

2.2.2 Following the announcement earlier this year that the UK Government no longer asked people to work from home, Secretariat staff members have been requested to return to work from the office under the organisation's Working from Home Policy which currently requires staff members to work three days in the office and two days from home.

2.2.3 To facilitate the new hybrid working arrangements the Director now convenes a new Information Sharing and Coordination Meeting (ISAC meeting) that he chairs every week. In the Director's absence, ISAC meetings are chaired by one of the other members of the Management Team. ISAC meetings are attended by up to two staff members from each Department. The key points reported at these meetings are circulated among all staff members to keep everybody up to date with the work being carried out by colleagues. This way all staff can benefit from the cross-departmental coordination and make the best possible use of information and resources.

2.2.4 The Director continues to hold weekly meetings with his Management Team which consists of the Heads of Departments to discuss more strategic issues.

2.3 Changes to the Finance and Administration Department

2.3.1 At the March 2021 session of the governing bodies, the then Director reported that IT had become ever more important and essential for the running of the organisations. He also stressed the current and future strategic importance and business critical role of IT. Against this background, the then Director considered it was important to separate the IT and office management functions from the Finance and Administration Department with effect from 1 April 2021. This resulted in a separate IT Department, within the structure of the Secretariat, with responsibility for office management. Mr Robert Owen was appointed Head of the newly created IT Department. At the November 2021 session, the Assembly approved the then Director's proposal to promote Mr Robert Owen to the D1 level with effect from 1 December 2021.

2.3.2 At the November 2021 sessions, the governing bodies also noted that Mr Ranjit Pillai would, as Head of the Finance and Administration Department, continue to be Deputy Director and responsible for

Finance and Human Resource (HR) functions until he retired on 6 June 2022 (last working day in the office being 31 May 2022). The decision on the succession to Mr Pillai was to be undertaken by the next Director.

- 2.3.3 The change has meant that the Secretariat was divided into four departments and the Director's Office as set out in paragraph 1.2

New Administration Department

- 2.3.4 In considering Mr Pillai's retirement the Director intends, for now, to retain the four functional areas/sections of Finance, HR, IT and Office Management under one department, the Administration Department. This Department will be overseen by Mr Robert Owen as Head of Administration at his current D1 level.
- 2.3.5 In recognising the importance of the Finance function to the organisation, the Director has decided to request the Assembly to approve the establishment of the post of Chief of Finance at the Professional Service Grade P5 who will head the Finance Section within the Administration Department, and will be responsible for the finance function of the organisation. If approved, the Finance Section will consist of the Chief of Finance, a Finance Manager and three Finance Assistants.
- 2.3.6 Until March 2021, Mr Pillai, Head, Finance and Administration Department oversaw four functional areas of Finance, HR, IT and Office Management. Mr Pillai's current post will no longer be an established post following his retirement, given the establishment of the new Administration Department and the proposed creation of the post of Chief of Finance.

Finance Section

- 2.3.7 If the Assembly approve the establishment of the Chief of Finance post, it is the Director's intention to promote Ms Claire Montgomery, Finance Manager, to the post of Chief of Finance at the Professional Service Grade P5 with effect from 1 June 2022. Ms Montgomery has been in the post of Finance Manager since 1 June 2017. Over the last five years, Ms Montgomery has proved to be a very able finance professional and a valuable staff member. The recruitment for the subsequent vacant post of Finance Manager at the Professional Service Grade of P4 would commence as soon as possible.
- 2.3.8 Following the retirement of Ms Kathleen McBride, Finance Assistant, at the end of September 2021, the Director has promoted Ms Marina Singh as her replacement at the General Service Grade 7 with effect from 1 March 2022. Ms Singh' post of Finance Assistant at General Service Grade 5/6 is currently under recruitment.

2.4 Role of Deputy Director

- 2.4.1 At their April 2012 session the governing bodies noted the appointment of Mr Pillai as Deputy Director and further noted that given that the Secretariat was a small body, with overall responsibilities clearly defined as to operate effectively without duplication, the post was not a full-time post and was, therefore, combined with his post of Head of Finance and Administration Department. At the same session the Assembly approved the Director's recommendation that the salary should be higher than that of a Head of Department role alone (D1) at the D2 level.
- 2.4.2 The Director is of the view that the arrangement for the role of Deputy Director should continue as a combined role and has decided to appoint Mrs Liliana Monsalve (Colombia), to this position effective 1 June 2022. He has also decided that Mrs Monsalve will continue in her position as Head of the Claims Department, thus combining the role of Deputy Director/Head of Claims Department. The Director recommends that the position of Deputy Director/Head of Claims Department should be graded at the D2 level.

2.5 Secretariat

2.5.1 The changes proposed by the Director, if approved by the Assembly, would not affect the current number of established posts; there would still be 35 posts within the structure of the Secretariat: 20 in the Professional and higher categories and 15 in the General Service category. Annex I and Annex II sets out the Secretariat's structure at 1 March 2022 and as from 1 June 2022.

2.5.2 In two separate documents (documents IOPC/MAR22/6/1 and IOPC/MAR22/6/2), the Director has set out the necessary changes to the Internal Regulations and Financial Regulations respectively, to include the changes proposed in the document in respect of the posts of Head of Administration Department, Chief of Finance and Deputy Director/Head of Claims Department.

3 Action to be taken

3.1 1992 Fund Assembly

The 1992 Fund Assembly is invited to:

- (a) to take note of the information contained in this document;
- (b) to note the establishment of the Administration Department in place of the IT Department overseeing the four functional areas of Finance, HR, IT and Office Management headed by Mr Robert Owen as Head of Administration at his current D1 level;
- (c) to decide to approve the establishment of the post of Chief of Finance and note the Director's intention to promote Ms Claire Montgomery to this post at the Professional Grade of P5 with effect from 1 June 2022;
- (d) to note the appointment of Mrs Liliana Monsalve, as Deputy Director/Head of Claims Department from 1 June 2022; and
- (e) to decide to approve the grade of Mrs Liliana Monsalve, as Deputy Director/Head of Claims Department at the D2 level with effect from 1 June 2022.

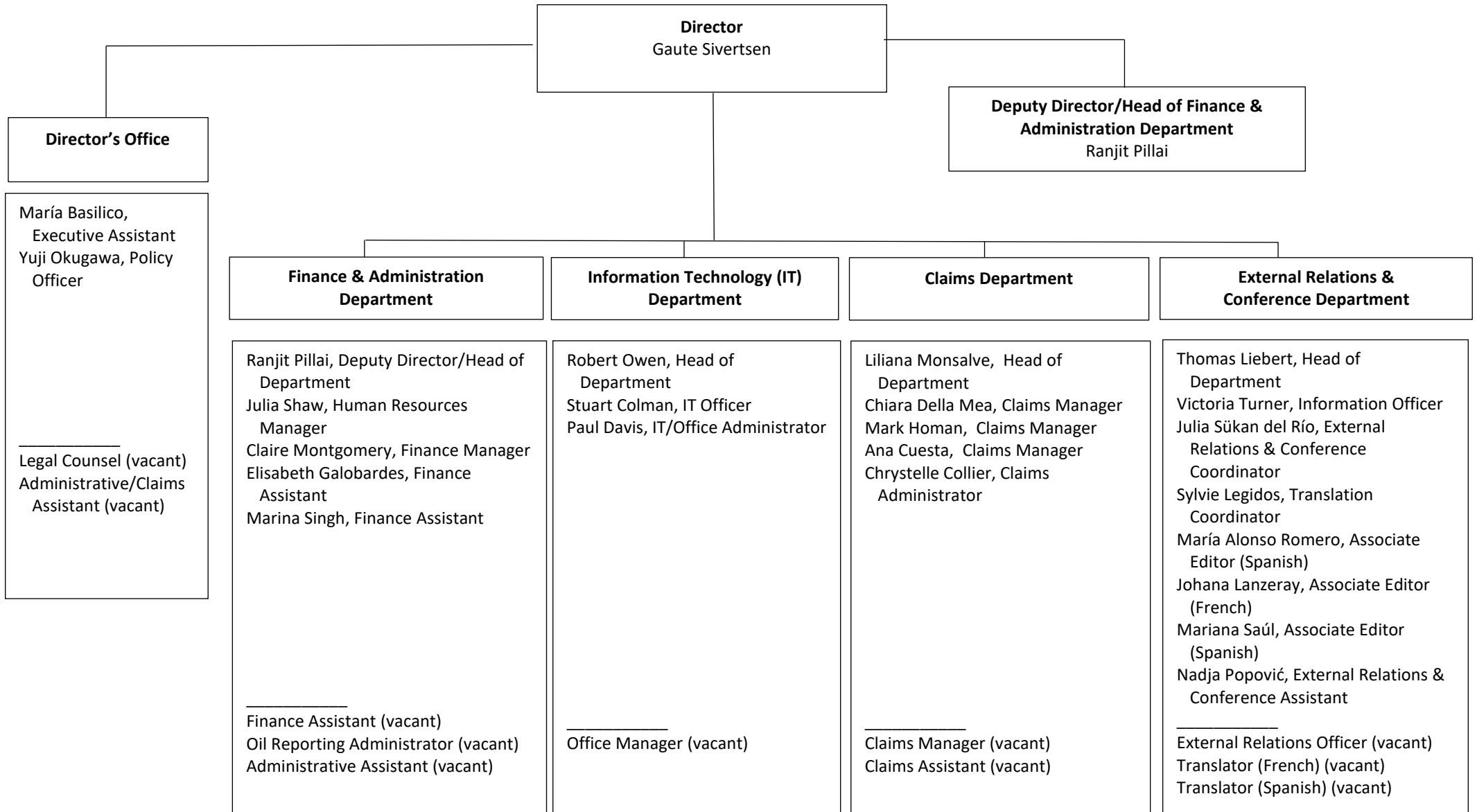
3.2 Supplementary Fund Assembly

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



ANNEX II

DRAFT STRUCTURE OF THE IOPC FUNDS' SECRETARIAT EFFECTIVE 1 JUNE 2022

