



International Oil Pollution  
Compensation Funds

<b>Agenda Item 7</b>	IOPC/OCT22/7/1	
<b>Date</b>	29 September 2022	
<b>Original</b>	English	
<b>1992 Fund Assembly</b>	92A27	●
<b>1992 Fund Executive Committee</b>	92EC79	
<b>Supplementary Fund Assembly</b>	SA19	●

## SECRETARIAT MATTERS

### Note by the Secretariat

<b>Summary:</b>	<p>Information is given on the changes in the Secretariat since the November 2021 sessions of the governing bodies.</p> <p>Amendments to the 1992 Fund Staff Rules issued by the Director are reported in respect of: Annex A of the Staff Rules which contain the salary scales for staff members in the Professional and higher categories with effect from 1 January 2022; Annex C of the Staff Rules which contain the salary scales for staff members in the General Service category with effect from 1 March 2022; Annex E of the Staff Rules which contain the Pensionable remuneration scales for staff in the Professional and higher categories with effect from 1 February 2022; and Annex F of the Staff Rules which contain the Education Grant Entitlements effective from the scholastic year in progress on 1 January 2022.</p> <p>Information is also given with regards to the introduction of Service Awards and Retirement Awards.</p>
<b>Action to be taken:</b>	<p><u>1992 Fund Assembly</u></p> <p>The 1992 Fund Assembly is invited to:</p> <ul style="list-style-type: none"> <li>(a) note an amendment to Annex A of the 1992 Fund's Staff Rules as contained in Annex II of this document;</li> <li>(b) note an amendment to Annex C of the 1992 Fund's Staff Rules as contained in Annex III of this document;</li> <li>(c) note an amendment to Annex E of the 1992 Fund's Staff Rules as contained in Annex IV of this document;</li> <li>(d) note an amendment to Annex F of the 1992 Fund's Staff Rules as contained in Annex V of this document.</li> </ul> <p><u>Supplementary Fund Assembly</u></p> <p>Information to be noted.</p>

### 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 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 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).
- 1.4 At the 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 organisation (document 92FUND/A.7/29, paragraph 18.3).

## **2 Developments since the November 2021 sessions of the governing bodies**

### **2.1 Established posts of the Secretariat**

- 2.1.1 There are 35 posts within the structure of the Secretariat: 20 in the Professional and higher categories and 15 in the General Service category. As at 1 September 2022, there are 23 staff members working in the Secretariat.
- 2.1.2 There are seven vacant posts in the Professional and higher categories: the posts of two in-house Translators (French and Spanish), External Relations Officer, Claims Manager, Office Manager, Legal Counsel and Finance Manager.
- 2.1.3 The posts of the two in-house Translators (French and Spanish) have not been used since May 2003 and October 2000, respectively, and the Director does not intend to fill these two posts. The Director remains of the view that filling the posts would not speed up translation significantly in the busiest times of the year and would lead to significantly higher costs for the organisation. At its 13th session, held in October 2008, the 1992 Fund Assembly decided to retain the two in-house Translator posts (French and Spanish) within the structure of the Secretariat (documents 92FUND/A.13/25, paragraph 16.6, and SUPPFUND/A.4/21, paragraph 16.6). The cost of these two posts has not been included in the Secretariat's budget for 2023.
- 2.1.4 In relation to the post of the External Relations Officer, at the October 2014 sessions, the Director informed the governing bodies that further to the resignation of the incumbent in July 2014, the tasks under this post had been reassigned to other posts within the Secretariat on a trial basis. The Director remains of the view that there is no operational need to fill the External Relations Officer post. The cost of this post has not been included in the Secretariat's budget for 2023.
- 2.1.5 In relation to the post of Claims Manager, at the October 2015 sessions, the Director informed the governing bodies of his decision to only fill this post in the event an additional Claims Manager is operationally needed. The cost of this post has not been included in the Secretariat's budget for 2023.
- 2.1.6 In relation to the post of Office Manager, at the December 2020 sessions, the Director informed the governing bodies that, further to the resignation of the incumbent in the first half of 2020, the tasks which were still required under this post had been reassigned to other posts within the Secretariat. The Director further informed the governing bodies that he would retain the post of Office Manager should there be a requirement for such a post in the future. The cost of this post has not been included in the Secretariat's budget for 2023.

- 2.1.7 In relation to the post of Legal Counsel, at the December 2020 sessions, the Director informed the governing bodies of his decision that, further to the resignation of the incumbent in June 2020, this post would only be filled if it is operationally needed in the future. The cost of this post has not been included in the Secretariat's budget for 2023.
- 2.1.8 In relation to the post of Finance Manager, a recruitment process has been undertaken and a candidate has been selected, who will hopefully take up appointment in late September 2022. The cost of this post has been included in the Secretariat's budget for 2023.
- 2.1.9 There are five vacant posts in the General Service category: one in the Director's Office, one in the Claims Department, one in the External Relations and Conference Department, and two in the Finance and Administration Department. Out of these five vacant posts, only the External Relations and Conference Assistant and Oil Reporting Administrator have been budgeted for in 2023.
- 2.1.10 The 35 established posts of the Secretariat are set out in the following table. An organisation chart showing the incumbents within the structure is at Annex I as at 1 September 2022.

Posts	Posts approved by governing bodies
<b>Professional and higher staff Category</b>	
<i>Director's Office</i>	
Director	1
Deputy Director <sup>&lt;1&gt;</sup>	-
Legal Counsel (vacant – not budgeted)	1
Policy Officer	1
Executive Assistant	1
<i>Claims Department</i>	
Deputy Director/Head, Claims Department	1
Senior Claims Manager	1
Claims Manager (one vacant – not budgeted)	3
<i>Administration Department</i>	
Head, Administration Department	1
Chief of Finance	1
Finance Manager (vacant – budgeted)	1
Human Resources Manager <sup>&lt;2&gt;</sup>	1
IT Officer	1
Office Manager (vacant – not budgeted)	1
<i>External Relations and Conference Department</i>	
Head, External Relations and Conference Department	1
Information Officer	1
External Relations Officer (vacant – not budgeted)	1
Translator (French) (vacant – not budgeted)	1
Translator (Spanish) (vacant – not budgeted)	1
<i>Sub-total</i>	<i>20</i>
<b>General Service staff category</b>	

<sup><1></sup> Appointed Deputy Director — role combined with the Head of Claims Department.

<sup><2></sup> Incumbent part-time (3/5).

<i>Director's Office</i>	
Administrative/Claims Assistant (vacant – not budgeted)	1
<i>Claims Department</i>	
Claims Administrator	1
Claims Assistant (vacant – not budgeted)	1
<i>Administration Department</i>	
IT/Office Administrator	1
Finance Assistant	3 <sup>&lt;3&gt;</sup>
Oil Reporting Administrator (vacant – budgeted)	1
Administrative Assistant (vacant – not budgeted)	1
<i>External Relations and Conference Department</i>	
Translation Coordinator	1
Associate Editor (French)	1
Associate Editor (Spanish)	2
External Relations and Conference Coordinator	1
External Relations and Conference Assistant (vacant – budgeted)	1
<i>Sub-total</i>	<i>15</i>
<b>Established posts</b>	<b>35</b>
<b>Posts vacant</b>	<b>12</b>

## 2.2 Changes to staff members since November 2021

### *Outgoing Director: staff promotions*

2.2.1 At the March 2022 sessions, the Director informed the governing bodies of the outgoing Director's decision to make 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; and
- Paul Davis, IT/Office Administrator, from General Service Grade 7 to Professional Service Grade 2<sup><4></sup>.

### *New Director*

2.2.2 Following the announcement earlier this year, that the Government of the United Kingdom of Great Britain and Northern Ireland (UK) no longer asked people to work from home, Secretariat staff members were requested to return to work from the office under the organisation's Working from Home Policy which currently requires staff members to work at least three days in the office and allows two days working from home each week.

2.2.3 To facilitate the hybrid working arrangements, the Director decided to convene 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

<sup><3></sup> One incumbent part-time (4/5).

<sup><4></sup> As the post itself remains a General Service post, it still appears and is counted under the General Service category on the table above.

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, consisting of the Heads of Department, to discuss more strategic issues.

*Changes to the Finance and Administration Department*

- 2.2.5 It is recalled that at the March 2021 sessions of the governing bodies, the then Director reported that Information Technology (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 1992 Fund Assembly approved the then Director's proposal to promote Mr Robert Owen to the D1 level with effect from 1 December 2021.
- 2.2.6 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 Resources (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.

*New Administration Department/Head of Administration*

- 2.2.7 At the March 2022 sessions, the Director informed the governing bodies that in considering Mr Pillai's retirement he intended, for now, to retain the four functional areas/sections of Finance, HR, IT and Office Management under one department: the Administration Department. The Director also informed the governing bodies that this Department would be overseen by Mr Robert Owen as Head, Administration Department at his current D1 level with effect from 1 June 2022.

*Chief of Finance*

- 2.2.8 In recognising the importance of the finance function to the organisation, the Director also informed the governing bodies at the March 2022 sessions that he had decided to request the 1992 Fund Assembly to approve the establishment of the post of Chief of Finance at the Professional Service Grade P5 who would manage the Finance Section within the Administration Department, and would be responsible for the finance function of the organisation.
- 2.2.9 At the March 2022 session, the 1992 Fund Assembly decided to approve the establishment of the post of Chief of Finance and noted the Director's intention to promote Ms Claire Montgomery to this post at the Professional Grade of P5 with effect from 1 June 2022. The Assembly noted that Ms Montgomery had been in the post of Finance Manager since 1 June 2017 and that over the last five years, Ms Montgomery had proved to be a very able finance professional and valuable staff member. The Finance Section now consists of the Chief of Finance, a Finance Manager and three Finance Assistants.

*Head, Finance and Administration*

- 2.2.10 Mr Ranjit Pillai retired from his position of Head, Finance and Administration/Deputy Director effective 6 June 2022. Mr Pillai had worked for over 25 years with the IOPC Funds.

2.2.11 At the March 2022 sessions, the Director informed the governing bodies that Mr Pillai's current post would no longer be an established post following his retirement on 6 June 2022.

2.2.12 Thus, the establishment of the new Administration Department and the creation of the post of Chief of Finance does not affect the current number of established posts due to the fact that the Head Finance and Administration post is no longer an established post; there are still 35 posts within the structure of the Secretariat: 20 in the Professional and higher categories and 15 in the General Service category.

*Finance Assistant*

2.2.13 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's post of Finance Assistant at General Service Grade 5/6 was advertised, and an appointment was made effective 6 June 2022 (see paragraph 2.2.15 below).

*Finance Assistant*

2.2.14 Ms Thamina Begum was appointed to the position of Finance Assistant, Administration Department with effect from 6 June 2022.

*Deputy Director/Head of Claims Department*

2.2.15 It is recalled that at the April 2012 sessions, 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 1992 Fund 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.

2.2.16 At the March 2022 sessions, the Director informed the governing bodies that he was of the view that the arrangement for the role of Deputy Director should continue as a combined role following Mr Pillai's retirement, and he had decided to appoint Mrs Liliana Monsalve (Colombia), to this position effective 1 June 2022. He also informed the governing bodies that he had also decided that Mrs Monsalve would continue in her position as Head of the Claims Department, thus combining the role of Deputy Director/Head of Claims Department. The Director recommended to the Assembly that the position of Deputy Director/Head of Claims Department should be graded at the D2 level. At the March 2022 session, the 1992 Fund Assembly decided 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.

*Senior Claims Manager*

2.2.17 Prior to 1 June 2022, there were four Claims Manager posts. However, following a job classification review of one of these posts due to the changes in level of duties and responsibilities resulting from the Head of Claims role being combined with the Deputy Director role, it was reclassified from Professional Service P3/P4 dual grade to P5, and the title was changed to that of Senior Claims Manager. The Director promoted the incumbent, Ms Chiara Della Mea to the Professional Service grade of P5, Senior Claims Manager with effect from 1 June 2022.

*External Relations and Conference Assistant*

2.2.18 Miss Nadja Popovic resigned from her position of External Relations and Conference Assistant with effect from 31 August 2022.

### **3 Amendments to Staff Regulations and Staff Rules**

#### **3.1 Introduction**

- 3.1.1 Under Staff Regulation 17, the 1992 Fund's staff members' salaries, allowances and grants, and the conditions of entitlement thereto, shall, except as may otherwise be provided in the Staff Regulations, conform whenever appropriate with the United Nations common system, as applied by the International Maritime Organization (IMO). Changes to IMO Staff Regulations and Staff Rules, therefore, will normally be reflected, *mutatis mutandis*, in the 1992 Fund's Staff Regulations and Rules as amended.
- 3.1.2 Amendments to the Staff Regulations are subject to the approval of the 1992 Fund Assembly. There are no proposals with regards to amending any Staff Regulations being presented at this forthcoming session.
- 3.1.3 Under Staff Regulation 31, the Director shall issue amendments to the Staff Rules necessary to implement the Staff Regulations and report such amendments to the 1992 Fund Assembly.
- 3.1.4 Since the November 2021 session of the 1992 Fund Assembly, changes made to IMO Staff Regulations and Staff Rules of relevance to the 1992 Fund were reported by IMO.

#### **3.2 Base salary scale for staff in the Professional and higher categories — Annex A to Staff Rules**

- 3.2.1 Following the adoption of the International Civil Service Commission (ICSC) recommendation by the United Nations General Assembly, IMO introduced a new base salary scale, as well as the updated pay protection points for staff in the Professional and higher categories on a no-gain/no-loss basis, effective 1 January 2022. As a result, the base salaries were increased by 0.92% while post adjustment multipliers were decreased accordingly.
- 3.2.2 The Director introduced the corresponding new salary scale and pay protection points for staff in the Professional and higher categories from 1 January 2022. This scale, which is reproduced at Annex II to this document, forms a new Annex A to the 1992 Fund's Staff Rules.

#### **3.3 General Service salary survey and General Service salary scale — Annex C to Staff Rules**

- 3.3.1 Adjustments to General Service salaries between the periodic salary surveys conducted by the ICSC are based on 90% of the average movement in the United Kingdom (UK) Consumer Price Index (CPI) and the UK Average Weekly Earnings (AWE) and are made on the basis of the methodology approved by the ICSC. This adjustment is applicable every 12 months unless that movement has increased by 5% or more over the previous revision of the salary scale, in which case it is applied with immediate effect.
- 3.3.2 As of March 2022, the average of the CPI and the AWE showed a 6.3% movement over that for May 2021. Therefore, as per the methodology of 90% application of the movement, an increase of 5.7% was effective 1 March 2022. The cumulative movement for the calculation of language allowances had surpassed a 15% threshold. Hence, the associated increases in the language allowances have been applied from £1 388 to £1 641 for one language and from £694 to £821 for a second language, with effect from 1 March 2022. All other allowances remained unchanged. The results of the regular review by the ICSC on 1 May 2022, which is the reference date, will still be applied once the indexes are available. IMO introduced the new salary scale and language allowance rates with effect from 1 March 2022.

3.3.3 The Director implemented the new salary scale and language allowance rates in July 2022, backdated to 1 March 2022. This new scale, which is reproduced at Annex III to this document, forms a new Annex C to the 1992 Fund's Staff Rules.

3.4 Pensionable remuneration for staff in the Professional and higher categories — Annex E to Staff Rules

3.4.1 The ICSC promulgated a new scale of pensionable remuneration for staff in the Professional and higher categories, which IMO introduced with effect from 1 February 2022.

3.4.2 The Director introduced the corresponding new scale for staff in the Professional and higher categories with effect from 1 February 2022. This new scale, which is reproduced at Annex IV to this document, forms a new Annex E to the 1992 Fund's Staff Rules.

3.5 Education Grant — Annex F to the Staff Rules.

3.5.1 Following the adoption of the ICSC recommendation by the United Nations General Assembly in which the Assembly decided to increase the Education Grant sliding reimbursement scale by 14%, and to increase the lump sum for boarding costs to the amount of USD 5 300 from the academic year in progress on 1 January 2022, IMO introduced a new sliding reimbursement scale and new lump sum amount for boarding from the academic year in progress on 1 January 2022.

3.5.2 The Director introduced the corresponding new sliding reimbursement scale and lump sum amount for boarding (where applicable) from the academic year in progress on 1 January 2022. The revised sliding reimbursement scale which is reproduced at Annex V to this document, forms a new Annex F to the 1992 Fund's Staff Rules.

**4 Cessation of the Conscious Rewarding Scheme and Introduction of Service Awards**

4.1 A Conscious Rewarding Scheme was established in 2011 to reward staff members on an annual basis for outstanding performance in their current role. The Director's award was granted annually to one or more persons in recognition of performance which has significantly exceeded expectations. The Director's award was a cash award of £2 500 for each recipient.

4.2 With effect from 2014, the Manager's award was introduced on a quarterly basis to recognise performance linked to a specific activity or incident, including behaviour demonstrated at a particular time during the quarter under consideration. The Manager's award was a non-cash incentive for a value of £250 per person; the staff member received a gift voucher.

4.3 The former Director had reported on the total amount awarded under the scheme to the regular sessions of the 1992 Fund Assembly. The total budget for any one year for both types of awards was limited to 1% of the total annual budget for salaries in the year.

4.4 During the course of 2021, no Manager's awards were awarded and as already reported at the November 2021 sessions of the governing bodies, the former Director, on an exceptional basis, awarded one Director's award in 2021 for long service to the IOPC Funds.

4.5 After a review of the Conscious Rewarding Scheme, the new Director decided that both the Manager's and Director's Awards under the scheme would be discontinued with effect from 1 January 2022. In its place, the Director decided to introduce Service Awards in order to recognise an individual's loyalty and commitment to the IOPC Funds.

4.6 The Service Awards are effective from 1 January 2022 and are not awarded retroactively.



4.7 The Service Awards will be awarded to a staff member on their anniversary date with the IOPC Funds as follows:

- 10th Anniversary, £250 voucher
- 15th Anniversary, £300 voucher
- 20th Anniversary, £350 voucher
- 25th Anniversary, £400 voucher
- 30th Anniversary, £450 voucher
- 35th Anniversary, £500 voucher

4.8 HR will inform all staff of who has received a Service Award, in order to publicly congratulate the individual concerned.

## **5 Retirement Award**

5.1 The new Director also decided to introduce a new Retirement Award with effect from 1 January 2022. The Retirement Award is a cash lump sum that is awarded to individual staff members who reach the IOPC Funds retirement age of 65 years and retire from the Secretariat after completing at least 10 years of service.

5.2 The lump sum is as follows:

- £1 000 for 10 years of service, plus £100 for each additional year of service.

5.3 The Director decided that this award shall only be applicable to staff at Professional Grade P5 and below.

## **6 Action to be taken**

### **6.1 1992 Fund Assembly**

The 1992 Fund Assembly is invited to:

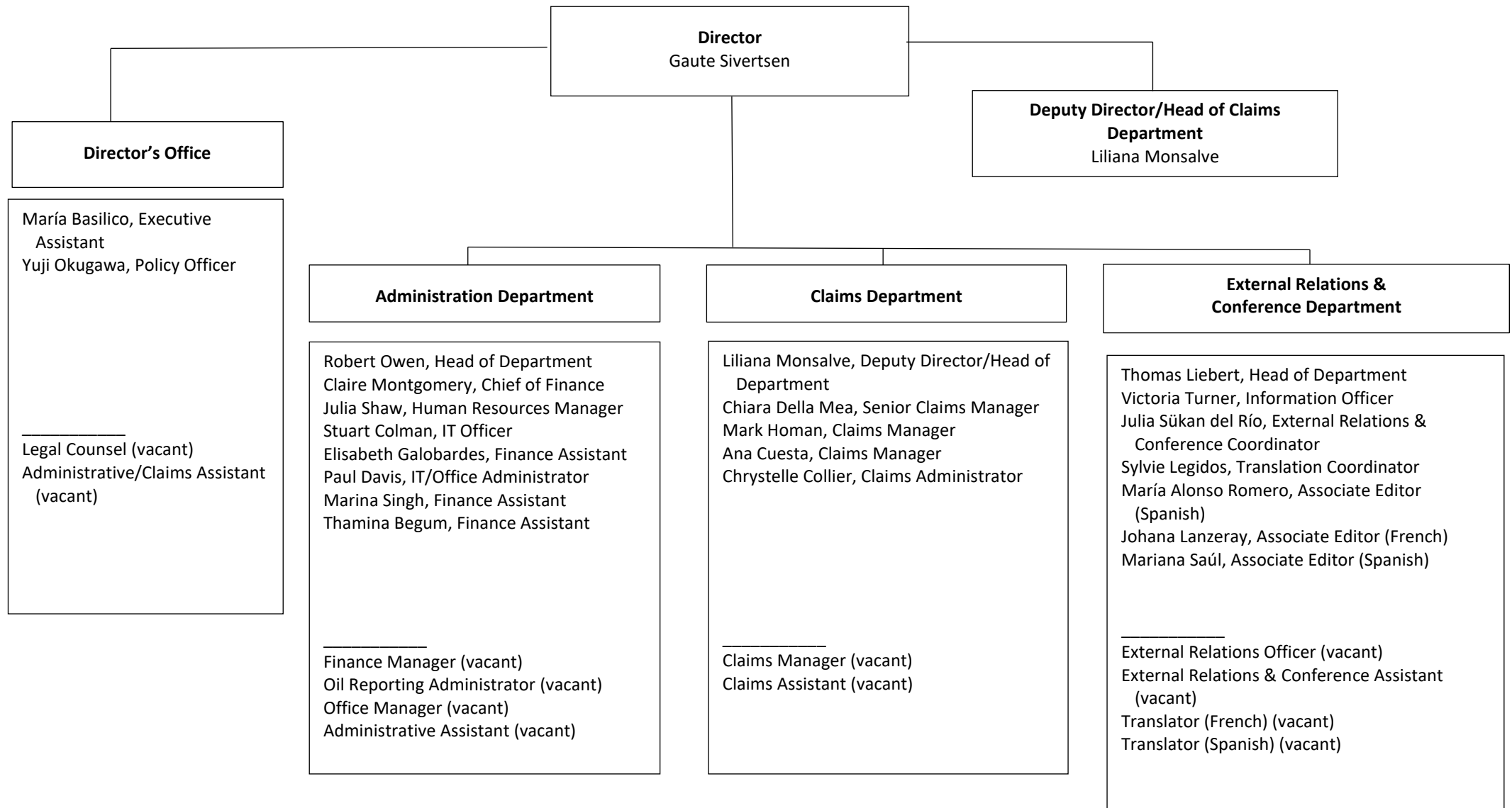
- (a) note an amendment to Annex A of the 1992 Fund's Staff Rules as contained in Annex II of this document;
- (b) note an amendment to Annex C of the 1992 Fund's Staff Rules as contained in Annex III of this document;
- (c) note an amendment to Annex E of the 1992 Fund's Staff Rules as contained in Annex IV of this document;
- (d) note an amendment to Annex F of the 1992 Fund's Staff Rules as contained in Annex V of this document.

### **6.2 Supplementary Fund Assembly**

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

## ANNEX I

### STRUCTURE OF THE IOPC FUNDS SECRETARIAT EFFECTIVE 29 SEPTEMBER 2022



\*\*\*

## ANNEX II

### NEW ANNEX A TO THE 1992 FUND STAFF RULES

**Salary Scale for the Professional and Higher Categories Showing Annual Gross Salaries  
and Net Equivalents After Application of Staff Assessment  
(in United States dollars)  
Effective 1 January 2022**

<i>Level</i>	STEPS													
		<i>I</i>	<i>II</i>	<i>III</i>	<i>IV</i>	<i>V</i>	<i>VI</i>	<i>VII</i>	<i>VIII</i>	<i>IX</i>	<i>X</i>	<i>XI</i>	<i>XII</i>	<i>XIII</i>
P-1	Gross	46,413	47,806	49,198	50,646	52,164	53,688	55,207	56,729	58,249	59,771	61,291	62,811	64,332
	Net	38,523	39,679	40,834	41,991	43,145	44,303	45,457	46,614	47,769	48,926	50,081	51,236	52,392
P-2	Gross	60,203	61,993	63,784	65,575	67,370	69,163	70,958	72,743	74,537	76,328	78,120	79,914	81,704
	Net	49,254	50,615	51,976	53,337	54,701	56,064	57,428	58,785	60,148	61,509	62,871	64,235	65,595
P-3	Gross	77,884	79,887	81,891	83,892	85,897	87,899	89,901	91,908	93,909	95,911	97,918	99,921	102,090
	Net	62,692	64,214	65,737	67,258	68,782	70,303	71,825	73,350	74,871	76,392	77,918	79,440	80,963
P-4	Gross	94,871	97,036	99,200	101,481	103,830	106,180	108,533	110,883	113,231	115,579	117,933	120,277	122,627
	Net	75,602	77,247	78,892	80,537	82,181	83,826	85,473	87,118	88,762	90,405	92,053	93,694	95,339
P-5	Gross	115,949	118,384	120,821	123,253	125,690	128,123	130,561	132,994	135,430	137,863	140,300	142,730	145,170
	Net	90,664	92,369	94,075	95,777	97,483	99,186	100,893	102,596	104,301	106,004	107,710	109,411	111,119
D-1	Gross	134,514	137,376	140,243	143,107	145,961	148,827	151,792	154,824	157,864	160,897	163,933	166,965	170,003
	Net	103,660	105,663	107,670	109,675	111,673	113,679	115,683	117,684	119,690	121,692	123,696	125,697	127,702
D-2	Gross	150,252	153,708	157,164	160,623	164,082	167,539	170,994	174,455	177,911	181,367	-	-	-
	Net	114,666	116,947	119,228	121,511	123,794	126,076	128,356	130,640	132,921	135,202	-	-	-
ASG	Gross	188,253												
	Net	139,747												
USG	Gross	207,368												
	Net	152,363												

Note: Shaded steps are granted biennially

**Pay Protection Points for Staff Beyond the Maximum Salaries on the Unified Salary Scale**  
**(in United States dollars)**  
**Effective 1 January 2022**

		<b>PP1</b>	<b>PP2</b>
<b>P 4</b>	<b>Gross</b>	<b>124,981</b>	<b>127,331</b>
	Net	96,987	98,632
<b>P 3</b>	<b>Gross</b>	<b>104,263</b>	<b>106,437</b>
	Net	82,484	84,006
<b>P 2</b>	<b>Gross</b>	<b>83,495</b>	
	Net	66,956	
<b>P 1</b>	<b>Gross</b>	<b>65,851</b>	
	Net	53,547	

\* \* \*

# ANNEX III

## NEW ANNEX C TO THE 1992 FUND STAFF RULES

### Salary Scale for the General Service Category Showing Annual Gross Salaries and Net Equivalents After Application of Staff Assessment (in Pounds sterling) Effective 1 March 2022

		STEPS										
Grade		I	II	III	IV	V	VI	VII	VIII	IX	X	XI
G.1	(Gross)	24 820	25 851	26 882	27 913	28 944	29 976	31 014	32 086	33 159	34 232	35 305
	(Gross Pens.)	24 500	25 532	26 564	27 596	28 629	29 660	30 693	31 725	32 756	33 788	34 821
	(Total Net)	19 728	20 522	21 316	22 110	22 904	23 698	24 492	25 286	26 080	26 874	27 668
G.2	(Gross)	27 895	29 043	30 191	31 359	32 554	33 749	34 943	36 138	37 332	38 527	39 722
	(Gross Pens.)	27 577	28 726	29 874	31 022	32 169	33 318	34 467	35 613	36 762	37 910	39 058
	(Total Net)	22 096	22 980	23 864	24 748	25 632	26 516	27 400	28 284	29 168	30 052	30 936
G.3	(Gross)	31 349	32 689	34 030	35 370	36 711	38 051	39 392	40 732	42 073	43 414	44 754
	(Gross Pens.)	31 018	32 304	33 592	34 879	36 167	37 455	38 741	40 028	41 315	42 601	43 925
	(Total Net)	24 740	25 732	26 724	27 716	28 708	29 700	30 692	31 684	32 676	33 668	34 660
G.4	(Gross)	35 362	36 859	38 357	39 854	41 351	42 849	44 346	45 843	47 371	48 909	50 448
	(Gross Pens.)	34 873	36 311	37 749	39 188	40 625	42 064	43 523	45 020	46 516	48 011	49 510
	(Total Net)	27 710	28 818	29 926	31 034	32 142	33 250	34 358	35 466	36 574	37 682	38 790
G.5	(Gross)	39 865	41 542	43 219	44 896	46 582	48 305	50 029	51 753	53 476	55 200	56 923
	(Gross Pens.)	39 191	40 804	42 417	44 070	45 748	47 426	49 106	50 783	52 461	54 139	55 817
	(Total Net)	31 042	32 283	33 524	34 765	36 006	37 247	38 488	39 729	40 970	42 211	43 452
G.6	(Gross)	44 897	46 790	48 721	50 651	52 582	54 512	56 443	58 373	60 304	62 242	64 200
	(Gross Pens.)	44 077	45 954	47 833	49 710	51 588	53 467	55 343	57 222	59 101	60 977	62 856
	(Total Net)	34 766	36 156	37 546	38 936	40 326	41 716	43 106	44 496	45 886	47 276	48 666
G.7	(Gross)	50 664	52 821	54 978	57 134	59 291	61 448	63 632	65 820	68 007	70 194	72 382
	(Gross Pens.)	49 717	51 817	53 917	56 015	58 115	60 213	62 313	64 411	66 555	68 907	71 157
	(Total Net)	38 945	40 498	42 051	43 604	45 157	46 710	48 263	49 816	51 369	52 922	54 475

The difference between steps I–X within grades indicate annual increments awarded on the basis of satisfactory service. Step XI at all grades is only awarded to staff with over 20 years of service within the United Nations system, who have been at step X for five years and demonstrated an entirely satisfactory service record.

**Allowances payable to General Service Staff  
Effective 1 March 2022**

	<i>Staff joining before 1 July 1996 and in receipt of the allowance before 1 August 2007</i>	<i>Staff joining on or after 1 July 1996 and prior to 1 October 1999 and in receipt of the allowance before 1 August 2007</i>	<i>Staff joining on or after 1 October 1999 and prior to 1 August 2007 and in receipt of the allowance before 1 August 2007</i>	<i>Staff joining on or after 1 August 2007 and prior to 1 November 2015 and in receipt of the allowance before 1 November 2015</i>	<i>Staff becoming entitled on or after 1 November 2015</i>
<i>Allowances</i>	<i>net per annum</i>	<i>net per annum</i>	<i>net per annum</i>	<i>net per annum</i>	<i>net per annum</i>
Dependent spouse .....	£430	£285	£258	nil	nil
First dependent child of a married staff member .....	£1 434	£1 434	£1 434	£1 434	£1 434
First dependent child of a single, widowed or divorced staff member .....	£1 434	£1 434	£1 434	£1 434	£1 434
Each additional dependent child .....	£952	£952	£952	£952	£614
Secondary dependent (where there is no dependent spouse, for either a dependent parent, dependent brother or dependent sister) .....	nil	nil	nil	nil	nil
Language allowance (to be included in pensionable remuneration) .....	£1 641	£1 641	£1 641	£1 641	£1 641
Second Language (to be included in pensionable remuneration)	£821	£821	£821	£821	£821
Non-resident's allowance (to be included in pensionable remuneration):					
for staff recruited before 1.9.1983 .....	£225	n/a	n/a	n/a	n/a
for staff recruited on or after 1.9.1983 .....	nil	nil	nil	nil	nil

\* \* \*

# ANNEX IV

## NEW ANNEX E TO THE 1992 FUND STAFF RULES

**Pensionable remuneration for Professional and higher categories  
(in United States dollars)  
Effective 1 February 2022**

<i>Level</i>	<i>I</i>	<i>II</i>	<i>III</i>	<i>IV</i>	<i>V</i>	<i>VI</i>	<i>VII</i>	<i>VIII</i>	<i>IX</i>	<i>X</i>	<i>XI</i>	<i>XII</i>	<i>XIII</i>
<b>P-1</b>	84,463	87,072	89,679	92,289	94,894	97,589	100,302	103,017	105,731	108,447	111,159	113,869	116,585
<b>P-2</b>	109,216	112,415	115,611	118,808	122,008	125,210	128,410	131,601	134,802	137,996	141,192	144,430	147,712
<b>P-3</b>	140,775	144,381	148,058	151,729	155,405	159,079	162,752	166,433	170,103	173,776	177,457	181,128	184,808
<b>P-4</b>	171,868	175,838	179,808	183,780	187,750	191,728	195,760	199,786	203,809	207,832	211,867	215,882	219,911
<b>P-5</b>	208,465	212,637	216,813	220,979	225,156	229,322	233,502	237,671	241,842	246,014	250,187	254,353	258,530
<b>D-1</b>	240,276	245,180	250,089	254,996	259,889	264,796	269,703	274,599	279,510	284,411	289,315	294,214	299,119
<b>D-2</b>	267,212	272,793	278,377	283,965	289,555	295,140	300,723	306,307	311,892	317,475			
<b>ASG</b>	326,546												
<b>USG</b>	351,729												

**Pensionable remuneration associated with pay protection points for staff beyond the maximum salaries on the unified salary scale  
(in United States dollars)  
Effective 1 February 2022**

<b>Level</b>	<b>PP1</b>	<b>PP2</b>
<b>P-1</b>	119,297	
<b>P-2</b>	151,001	
<b>P-3</b>	188,478	192,169
<b>P-4</b>	223,940	227,967

\* \* \*

## ANNEX V

### NEW ANNEX F TO THE 1992 FUND STAFF RULES

**Education Grant Entitlements**  
**Admissible expenses**  
**(Effective from scholastic year in progress 1 January 2022)**

Admissible expenses shall include tuition, tuition in the mother tongue and enrolment-related fees. Capital assessment fees shall be reimbursed outside the education grant scheme, under conditions established by the IMO. Admissible expenses actually incurred shall be reimbursed at the rates indicated in the sliding scale below:

<b><i>Admissible expenses (United States dollars)</i></b>	<b><i>Reimbursement percentage rate</i></b>
0-13 224	86
13 225-19 836	81
19 837-26 448	76
26 449-33 060	71
33 061-39 672	66
39 673-46 284	61
46 285 and above	–