



International Oil Pollution
Compensation Funds

Agenda Item 7	IOPC/NOV24/7/1	
Date	26 September 2024	
Original	English	
1992 Fund Assembly	92A29	●
1992 Fund Executive Committee	92EC83	
Supplementary Fund Assembly	SA21	●

SECRETARIAT MATTERS

Note by the Secretariat

Summary:	<p>Information is given on the changes in the Secretariat since the November 2023 sessions of the governing bodies.</p> <p>Amendments to the 1992 Fund Staff Rules issued by the Director are reported in respect of: Annex C of the Staff Rules which contain the salary scales for staff members in the General Service category with effect from 1 February 2024; and 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 2024.</p>
Action to be taken:	<p><u>1992 Fund Assembly</u></p> <p>The 1992 Fund Assembly is invited to:</p> <p>(a) note an amendment to Annex C of the 1992 Fund's Staff Rules as contained in Annex II of this document;</p> <p>(b) note an amendment to Annex E of the 1992 Fund's Staff Rules as contained in Annex III of this document.</p> <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 two departments, namely the Claims Department and the Administration Department. The Director's Office, which is outside the departmental structure, comprises the Director, the Executive Assistant, the Policy Officer, the HNS Project Manager (which is currently vacant) and the HNS Project Officer.
- 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 2023 sessions of the governing bodies

2.1 Established posts of the Secretariat

- 2.1.1 There are 37 posts within the structure of the Secretariat: 21 in the Professional and higher categories and 16 in the General Service category. As at 1 September 2024, there are 25 staff members working in the Secretariat.
- 2.1.2 There are six vacant posts in the Professional and higher categories: the posts of two in-house Translators (French and Spanish), External Relations Officer, Legal Counsel, HNS Project Manager and Claims 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 have not been included in the Secretariat's budget for 2025.
- 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 2025.
- 2.1.5 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 2025.
- 2.1.6 In relation to the post of HNS Project Manager, following the departure of the Senior Claims Manager at the P5 level in July 2024, the Director decided to amend the vacant Senior Claims Manager job description to be able to utilise the existing P5 budgeted post for an 'HNS Project Manager' at the P5 level. The HNS Project Manager post will lead and direct the work on all HNS activities to facilitate the prompt entry into force of the 2010 HNS Convention and the setting up of the HNS Fund Secretariat. The HNS Project Officer will report to the HNS Project Manager. Following a recruitment process an appointment has been made and this post will be filled in December 2024. The cost of this post has been included in the Secretariat's budget for 2025 although a proportion of this cost will be recouped through the HNS Fund management fee (document [IOPC/NOV24/9/1/1](#), Annex II, paragraph 2.12).

- 2.1.7 At its November 2023 session the 1992 Fund Assembly renewed the Director's authority to create one position in the Professional category at the P3 level, subject to need and within the budget resources available (document [IOPC/NOV23/11/1](#), paragraph 9.1.13). The Director has used this authority to create a new post of Claims Manager at the P3 level in the Claims Department. The creation of this new post was necessary as since the departure of the Senior Claims Manager in July 2024, the department was short of one Claims Manager post. Given that the Senior Claims Manager (P5) job description was amended in order to utilise the existing P5 post for an HNS Project Manager, it was therefore the P3 Claims Manager post which was created. Following a recruitment process this post will be filled in November 2024 and therefore the cost of this post has been included in the Secretariat's budget for 2025.
- 2.1.8 There are six vacant posts in the General Service category: one in the Director's Office, one in the Claims Department, and four in the Administration Department. Out of these six vacant posts, only the Translation Coordinator and Oil Reporting/Data Administrator have been budgeted for in 2025.
- 2.1.9 The 37 established posts of the Secretariat are set out in the following table. An organisation chart showing the incumbents within the structure as at 1 September 2024 is at Annex I.

Posts	Posts approved by governing bodies
Professional and higher staff Category	
<i>Director's Office</i>	
Director	1
Deputy Director ^{<1>}	-
Legal Counsel (vacant – not budgeted)	1
HNS Project Manager (vacant – budgeted)	1
Policy Officer	1
HNS Project Officer	1
Executive Assistant	1
<i>Claims Department</i>	
Deputy Director/Head, Claims Department	1
Claims Manager (one vacant – budgeted)	4
<i>Administration Department</i>	
Head, Administration Department	1
Chief of Finance	1
Finance Manager	1
Human Resources Manager ^{<2>}	1
IT Officer	1
External Relations and Conference Manager	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>21</i>

^{<1>} Appointed Deputy Director — role combined with the Head of Claims Department.

^{<2>} Incumbent part-time (3/5).

General Service staff category	
<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>	
Office Manager (vacant – not budgeted)	1
IT/Office Administrator	1
Finance Assistant ^{<3>}	3
Oil Reporting/Data Administrator (vacant – budgeted)	1
Administrative Assistant (vacant – not budgeted)	1
Translation Coordinator (vacant – budgeted)	1
Associate Editor (French)	1
Associate Editor (Spanish)	2
External Relations and Conference Coordinator ^{<4>}	1
External Relations and Conference Assistant	1
<i>Sub-total</i>	<i>16</i>
Established posts	37
Posts vacant	12

2.2 Changes to staff members since November 2023

Information Officer

- 2.2.1 Mr Raymond Bayor was appointed to the position of Information Officer, Administration Department, with effect from 1 February 2024.

Translation Coordinator

- 2.2.2 Ms Sylvie Legidos resigned from her position of Translation Coordinator, Administration Department, with effect from 17 May 2024.

Senior Claims Manager

- 2.2.3 Ms Chiara Della Mea resigned from her position of Senior Claims Manager, Claims Department, with effect from 18 July 2024.

Claims Manager

- 2.2.4 Mr Mouhamad Ali Kielany was appointed to the position of Claims Manager, Claims Department with effect from 24 July 2024. For background, at the October 2015 sessions, the former Director informed the governing bodies of his decision to only fill this post in the event that an additional Claims Manager was operationally needed. At the November 2023 sessions, the Director informed the governing bodies of his decision that an additional Claims Manager was needed, and a recruitment process was thus undertaken, resulting in the appointment of Mr Kielany. The cost of this post was included in the Secretariat's budget for 2024.

^{<3>} One incumbent part-time (4/5).

^{<4>} Incumbent part-time (4/5).

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 proposed amendments to the current Staff Regulations.
- 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 2023 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 General Service salary scale — Annex C to Staff Rules

- 3.2.1 Adjustments to General Service salaries between the periodic salary surveys conducted by the International Civil Service Commission (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.
- 3.2.2 As of February 2024, the average of the CPI and the AWE showed a 4.8% movement over the previous 12 months. Therefore, as per the methodology of 90% application of the movement, an increase of 4.3% was effective 1 February 2024. There was no change to the dependency and language allowances. IMO introduced the new salary scale in May 2024, retroactively with effect from 1 February 2024.
- 3.2.3 The Director introduced the corresponding new salary scale for staff in the General Service category in May 2024, backdated to 1 February 2024. This new scale, which is reproduced at Annex II to this document, forms a new Annex C to the 1992 Fund's Staff Rules.

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

- 3.3.1 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 2024.
- 3.3.2 The Director introduced the corresponding new scale for staff in the Professional and higher categories with effect from 1 February 2024. This new scale, which is reproduced at Annex III to this document, forms a new Annex E to the 1992 Fund's Staff Rules.

3.4 Staff Regulations and Rules

Provident Fund

At their November 2023 sessions the Director informed the governing bodies that he intended to carry out a full review of the Provident Fund scheme in 2024 (document [IOPC/NOV23/11/1](#), paragraph 7.1.14). By means of an update, the Director would like to inform the 1992 Fund Assembly that initial contact has been made with the United Nations Joint Staff Pension Fund to enquire whether it would be an option for the 1992 Fund to join the United Nations Joint Staff Pension scheme. Any further developments in this regard will be reported at the 2025 regular sessions of the governing bodies.

4 Action to be taken

4.1 1992 Fund Assembly

The 1992 Fund Assembly is invited to:

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

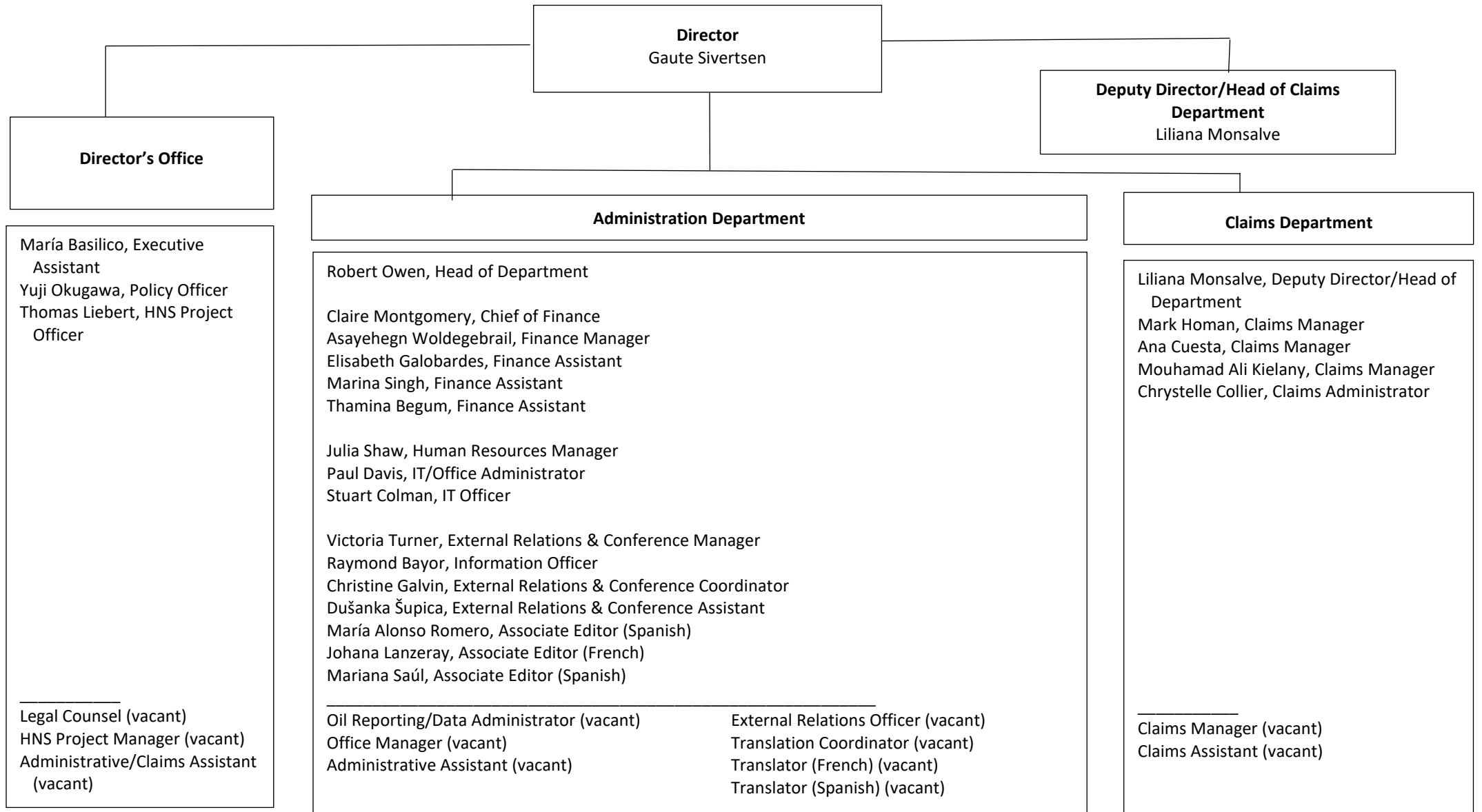
4.2 Supplementary Fund Assembly

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

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ANNEX I

STRUCTURE OF THE IOPC FUNDS SECRETARIAT EFFECTIVE 1 SEPTEMBER 2024



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ANNEX II

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 February 2024**

Grade		I	II	III	IV	V	VI	VII	VIII	IX	X	XI
G.1	Gross	29,024	30,224	31,427	32,676	33,924	35,173	36,422	37,670	38,919	40,168	41,416
	Gross Pensionable	28,529	29,731	30,932	32,135	33,337	34,539	35,742	36,943	38,144	39,346	40,548
	Total Net/Net Pensionable	22,976	23,900	24,824	25,748	26,672	27,596	28,520	29,444	30,368	31,292	32,216
G.2	Gross	32,654	34,045	35,435	36,826	38,216	39,607	40,997	42,388	43,778	45,169	46,559
	Gross Pensionable	32,113	33,450	34,787	36,124	37,460	38,798	40,136	41,470	42,808	44,145	45,481
	Total Net/Net Pensionable	25,732	26,761	27,790	28,819	29,848	30,877	31,906	32,935	33,964	34,993	36,022
G.3	Gross	36,807	38,369	39,931	41,493	43,055	44,618	46,180	47,761	49,367	50,973	52,578
	Gross Pensionable	36,119	37,617	39,118	40,615	42,115	43,615	45,113	46,613	48,109	49,607	51,150
	Total Net/Net Pensionable	28,805	29,961	31,117	32,273	33,429	34,585	35,741	36,897	38,053	39,209	40,365
G.4	Gross	41,486	43,230	44,973	46,716	48,499	50,291	52,082	53,874	55,666	57,457	59,249
	Gross Pensionable	40,608	42,283	43,958	45,633	47,307	48,982	50,681	52,424	54,166	55,908	57,653
	Total Net/Net Pensionable	32,268	33,558	34,848	36,138	37,428	38,718	40,008	41,298	42,588	43,878	45,168
G.5	Gross	46,723	48,723	50,731	52,739	54,748	56,756	58,764	60,773	62,782	64,818	66,855
	Gross Pensionable	45,636	47,516	49,393	51,319	53,272	55,226	57,182	59,135	61,089	63,043	64,998
	Total Net/Net Pensionable	36,143	37,589	39,035	40,481	41,927	43,373	44,819	46,265	47,711	49,157	50,603
G.6	Gross	52,748	54,995	57,242	59,489	61,736	64,001	66,280	68,559	70,838	73,117	75,396
	Gross Pensionable	51,326	53,512	55,699	57,885	60,074	62,262	64,445	66,633	68,821	71,006	73,194
	Total Net/Net Pensionable	40,487	42,105	43,723	45,341	46,959	48,577	50,195	51,813	53,431	55,049	56,667
G.7	Gross	59,498	62,010	64,548	67,096	69,644	72,192	74,739	77,287	79,835	82,383	84,931
	Gross Pensionable	57,895	60,340	62,784	65,228	67,673	70,116	72,562	75,004	77,617	80,240	82,860
	Total Net/Net Pensionable	45,347	47,156	48,965	50,774	52,583	54,392	56,201	58,010	59,819	61,628	63,437

Note: 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 (no change)**

<i>Allowances</i>	<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>
	net per annum	net per annum	net per annum	net per annum	net per annum
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

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ANNEX III

NEW ANNEX E TO THE 1992 FUND STAFF RULES

**Pensionable remuneration for Professional and higher categories
(in United States dollars)
Effective 1 February 2024**

	Steps												
Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
P-1	94,213	97,225	100,232	103,244	106,251	109,265	112,269	115,284	118,290	121,305	124,312	127,318	130,330
P-2	122,158	125,702	129,246	132,790	136,367	140,015	143,665	147,297	150,945	154,587	158,232	161,885	165,525
P-3	157,753	161,827	165,904	169,973	174,052	178,124	182,221	186,358	190,487	194,616	198,758	202,887	207,021
P-4	192,472	196,935	201,401	205,864	210,327	214,791	219,262	223,725	228,188	232,646	237,120	241,573	246,038
P-5	233,349	237,977	242,607	247,227	251,858	256,477	261,110	265,733	270,361	274,983	279,613	284,231	288,866
D-1	268,620	274,057	279,505	284,947	290,368	295,813	301,253	306,682	312,127	317,561	322,999	328,430	333,873
D-2	298,491	304,681	310,872	317,068	323,267	329,460	335,648	341,847	348,037	354,228	-	-	-
ASG	364,348												
USG	392,445												

**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 2024**

Level	PP1	PP2
P-1	133,337	
P-2	169,167	
P-3	211,150	215,279
P-4	250,510	254,976