



**INTERNATIONAL
OIL POLLUTION
COMPENSATION
FUND 1992**

92FUND/Circ.77
12 August 2011

To: Member States of the International Oil Pollution Compensation Fund 1992

Subject: **Nomination of candidates for the position of Director of the International Oil Pollution Compensation Funds**

The current Director of the International Oil Pollution Compensation Funds (IOPC Funds)^{<1>}, Mr Willem Oosterveen, has informed the Chairman of the 1992 Fund Assembly that he does not wish to seek a second term of office. The post of Director of the IOPC Funds will, therefore, become vacant on 1 November 2011.

The IOPC Funds are world-wide inter-governmental organisations, ie set up by States, providing compensation to victims of oil pollution damage resulting from spills of persistent oil from tankers. The Funds are financed by levies on certain types of oil carried by sea. The levies are paid by entities which receive oil after sea transport, normally not by States. The Funds are administered by a joint Secretariat located in London with 35 established posts and headed by a Director appointed by Member States. The relationship between the 1992 Fund and the Host State is governed by a Headquarters Agreement concluded in 1996 between the Government of the United Kingdom and Northern Ireland and the 1992 Fund. The Director shall enjoy the diplomatic privileges and immunities granted to him/her under this Agreement.

Pursuant to the decision of the 9th session of the 1992 Fund Administrative Council, acting on behalf of the Assembly of the International Oil Pollution Compensation Fund 1992 (1992 Fund) in July 2011, the Assembly will, at its 16th session in October 2011, appoint a new Director.

The Director of the 1992 Fund is *ex officio* Director of the International Oil Pollution Compensation Supplementary Fund and of the International Oil Pollution Compensation Fund 1971.

The Director has been instructed by the 1992 Fund Assembly to make the necessary preparations for the entry into force of the 1996 International Convention on Liability and Compensation for Damage in Connection with the Carriage of Hazardous and Noxious Substances by Sea (HNS Convention), the preparations to be based on the assumption that the present IOPC Funds Secretariat will administer also the Fund which will be established under the HNS Convention.

Nominations of candidates for the position of Director are invited from 1992 Fund Member States and must be received by the Secretariat of the IOPC Funds (Portland House, Bressenden Place, London SW1E 5PN) by **15 September 2011**. Any candidatures received by that deadline will be circulated to Member States by 22 September 2011 at the latest.

The relevant provisions of the 1992 Fund Convention and details on the responsibilities of the Director as well as desirable experience, skills and competences of the candidates are set out in the Annex.

States nominating a candidate should validate the candidate's experience, skills and competences against those set out in the Annex by indicating to what extent the candidate fulfils these attributes.

<1> The International Oil Pollution Compensation Fund 1992 (1992 Fund), the International Oil Pollution Compensation Supplementary Fund (Supplementary Fund) and the International Oil Pollution Compensation Fund 1971 (1971 Fund).

Depending on the number of candidates, the Assembly may wish to invite candidates to make a short oral presentation of approximately 10 minutes' duration in support of his/her candidature at the Assembly's October 2011 session.

**States which will be Members of the 1992 Fund at the opening of the
16th session of the 1992 Fund Assembly on 24 October 2011**

Albania	Germany	Panama
Algeria	Ghana	Papua New Guinea
Angola	Greece	Philippines
Antigua and Barbuda	Grenada	Poland
Argentina	Guinea	Portugal
Australia	Hungary	Qatar
Bahamas	Iceland	Republic of Korea
Bahrain	India	Russian Federation
Barbados	Ireland	Saint Kitts and Nevis
Belgium	Islamic Republic of Iran	Saint Lucia
Belize	Israel	Saint Vincent and the Grenadines
Benin	Italy	Samoa
Brunei Darussalam	Jamaica	Seychelles
Bulgaria	Japan	Sierra Leone
Cambodia	Kenya	Singapore
Cameroon	Kiribati	Slovenia
Canada	Latvia	South Africa
Cape Verde	Liberia	Spain
China ^{<1>}	Lithuania	Sri Lanka
Colombia	Luxembourg	Sweden
Comoros	Madagascar	Switzerland
Congo	Malaysia	Syrian Arab Republic
Cook Islands	Maldives	Tonga
Croatia	Malta	Trinidad and Tobago
Cyprus	Marshall Islands	Tunisia
Denmark	Mauritius	Turkey
Djibouti	Mexico	Tuvalu
Dominica	Monaco	United Arab Emirates
Dominican Republic	Morocco	United Kingdom
Ecuador	Mozambique	United Republic of Tanzania
Estonia	Namibia	Uruguay
Fiji	Netherlands	Vanuatu
Finland	New Zealand	Venezuela (Bolivarian Republic of)
France	Nigeria	
Gabon	Norway	
Georgia	Oman	

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<1> The 1992 Fund Convention applies to the Hong Kong Special Administrative Region only.

ANNEX

JOB SPECIFICATION FOR POST OF DIRECTOR

OVERVIEW

There are three Fund Organisations: the International Oil Pollution Compensation Fund 1992 (1992 Fund) established under the 1992 Fund Convention, the International Oil Pollution Compensation Supplementary Fund (Supplementary Fund) established under a Protocol adopted in 2003, and the International Oil Pollution Compensation Fund 1971 (1971 Fund) established under the 1971 Fund Convention.

The International Oil Pollution Compensation Funds (IOPC Funds) are world-wide inter-governmental organisations, ie set up by States, providing compensation to victims of oil pollution damage resulting from spills of persistent oil from tankers. The Funds are financed by levies on certain types of oil carried by sea. The levies are paid by entities which receive oil after sea transport, normally not by States. The Funds are administered by a joint Secretariat located in London with 35 established posts and headed by a Director appointed by Member States. The relationship between the 1992 Fund and the Host State is governed by a Headquarters Agreement concluded in 1996 between the Government of the United Kingdom and Northern Ireland and the 1992 Fund. The Director shall enjoy the diplomatic privileges and immunities granted to the Director under this Agreement.

The Director of the 1992 Fund is *ex officio* Director of the International Oil Pollution Compensation Supplementary Fund and of the International Oil Pollution Compensation Fund 1971.

It is possible that the IOPC Funds Secretariat will, in a few years time, also administer the Fund to be established under the Convention on Liability and Compensation for Damage in Connection with the Carriage of Hazardous and Noxious Substances by Sea (HNS Convention).

ROLE OF THE DIRECTOR

The role of the Director is defined in Article 29 of the 1992 Fund Convention and corresponding provisions apply in respect of the Supplementary Fund and the 1971 Fund. Article 29 states:

1. The Director shall be the chief administrative officer of the Fund. Subject to the instructions given to him by the Assembly, he shall perform those functions which are assigned to him by this Convention, the Internal Regulations of the Fund and the Assembly.
2. The Director shall in particular:
 - (a) appoint the personnel required for the administration of the Fund;
 - (b) take all appropriate measures with a view to the proper administration of the Fund's assets;
 - (c) collect the contributions due under this Convention while observing in particular the provisions of Article 13, paragraph 3;
 - (d) to the extent necessary to deal with claims against the Fund and carry out the other functions of the Fund, employ the services of legal, financial and other experts;
 - (e) take all appropriate measures for dealing with claims against the Fund within the limits and on conditions to be laid down in the Internal Regulations, including the final settlement of claims without the prior approval of the Assembly where these Regulations so provide;
 - (f) prepare and submit to the Assembly the financial statements and budget estimates for each calendar year;

- (g) prepare, in consultation with the Chairman of the Assembly, and publish a report of the activities of the Fund during the previous calendar year;
- (h) prepare, collect and circulate the papers, documents, agenda, minutes and information that may be required for the work of the Assembly and subsidiary bodies.

RESPONSIBILITIES

The Director is the legal representative of the IOPC Funds and has overall responsibility for all aspects of the IOPC Funds' activities and for the operation of the Secretariat, pursuant to Article 29 above. He/she has the primary responsibility to ensure that the joint Secretariat of the three Funds carries out its functions in accordance with the Fund Conventions, the Internal and Financial Regulations and the decisions of the governing bodies.

The Director's responsibilities can be grouped into four broad categories:

- Settlement of compensation claims;
- Management of the Secretariat;
- Management of the IOPC Funds' assets, including levying of contributions;
- Preparation of the sessions and decisions of the Assembly and the Executive Committee as well as the implementation of these decisions.

These responsibilities can be described in more detail as follows:

a. Strategy and policy

Within the parameters laid down by the governing bodies, the Director deals with matters of strategic importance, policy issues, long-term planning and high-level contacts with governments, non-governmental organisations and private entities as well as deciding the position to be taken by the Funds on important legal, financial and technical matters. He/she endeavours to provide consistency in the interpretation of the Civil Liability and Fund Conventions and transposes the decisions of the governing bodies into Fund policies.

b. Leadership/general management

In view of the small size of the Secretariat (at present 35 established posts) and the characteristics of the three Funds, the Director is personally involved in all significant substantive aspects of the operations of the Secretariat.

The Director ensures that the Secretariat is organised and managed in accordance with best practices in similar organisations so as to enable it to function effectively and efficiently and to ensure that staff members are well-motivated and committed. He/she takes the necessary steps to develop the Secretariat function so as to enable the Secretariat to adapt to developments. He/she is also responsible for the operations of local offices set up in Member States where major oil pollution incidents have occurred and for the management of a considerable number of experts engaged by the Organisations to deal with various aspects of incidents and compensation claims.

c. Claims handling

The Director ensures that the claims handling procedure is efficient and of high quality, and that claims are dealt with in accordance with the Conventions, the Internal Regulations and the policy laid down by the governing bodies. He/she considers issues relating to the admissibility of claims which give rise to questions of principle or are of a sensitive nature and decides

whether claims should be submitted to the governing bodies for consideration. He/she conducts ministerial or other high-level negotiations in Member States where important incidents have occurred.

d. Financial matters

The Director considers and approves the draft financial statements for submission to the External Auditor and the draft budget for submission to the governing bodies. He/she ensures that there are adequate financial controls. Within the mandate given by the governing bodies, he/she decides on the levying of contributions, on what measures should be taken when States fail to submit oil reports and on what steps should be taken against contributors in arrears. The IOPC Funds handle significant amounts of money and hold considerable assets. Within the parameters laid down by the governing bodies, he/she is responsible for the management of the IOPC Funds' assets and decides on the investment of these assets. The Director attends the meetings of the Funds' Audit Body and their Investment Advisory Body.

e. Meetings and documentation

The Director convenes sessions of the governing bodies and ensures that the appropriate documents are prepared for these sessions.

f. Representation

The Director represents the Funds at the policy level at meetings with Governments of Member and non-Member States as well as at meetings of other intergovernmental organisations. He/she represents the Funds at conferences, seminars and workshops, giving speeches and presentations. He/she also represents the Funds in relation to the media.

CANDIDATE PROFILE

The successful candidate will have extensive administrative and management experience at senior level, demonstrated leadership experience and a strong track record in dealing with public and private sector organisations at senior level. He/she needs to be a highly effective communicator, with demonstrable skills in negotiation and diplomacy, and the ability to deal credibly and authoritatively with governments and other parties in the shipping, insurance and oil industries as well as with victims of oil pollution.

1. Knowledge/Professional experience

The successful candidate would **ideally** have the following knowledge and professional experience:

- expert knowledge of the Civil Liability and Fund Conventions and other related Conventions;
- experience in handling complex legal issues relevant to the work of the Funds and ability to understand various legal systems;
- experience of claim-handling matters;
- ability to assess and take decisions on expert advice in legal and other matters;
- experience in financial matters, general management and handling of staff matters;
- experience of the public sector and grasp of decision processes and reasoning of governments;
- familiarity with high-level negotiations;
- experience of working with governments at all levels as well as with public and private bodies;
- experience of international conferences and intergovernmental meetings;
- experience in dealing with the media;
- excellent oral and written communication skills including ability to draft complex documents.

2. Personal attributes

The successful candidate would be expected to have the following personal attributes:

- objectivity and integrity;
 - fairness;
 - diplomacy;
 - sensitivity to political issues related to the work of the Funds;
 - excellent decision-making skills;
 - flexibility and openness to change;
 - excellent inter-personal skills;
 - organisational and management skills;
 - ability to set priorities;
 - ability to delegate and to motivate staff and others who work on behalf of the Funds;
 - attention to detail;
 - fluency in one of the official languages of the Funds (English, French and Spanish) and a good working knowledge of one of the other two official languages, bearing in mind the working environment of the Secretariat and related organisations.
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