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COMPENSATION
FUND

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STRUCTURE OF THE SECRETARIAT

Note by the Director

Introduction

1 Under Article 28.1 of the Fund Convention, the Secretariat of the IOPC Fund shall comprise the Director and such staff as the administration of the Fund may require.

2 In 1978, at its 1st session, the Assembly decided that the IOPC Fund Secretariat should be as small as feasible, taking into account the possibility of engaging outside consultants for specific tasks (document OPCF/A.1/D, page 3).

3 In the light of developments in recent years, the Director considers it appropriate to submit to the Assembly for consideration a document on the structure of the IOPC Fund Secretariat.

Structure of the Secretariat Over the Years

4 The basic structure of the Secretariat was determined by the Assembly in 1979, at its 2nd session. It was then decided that the IOPC Fund Secretariat should, in addition to the Director, have one Professional Officer (later designated as Legal Officer), one Administrative Assistant and two Secretaries (document FUND/A.2/8 and FUND/A.2/16/1, paragraph 11). In the document setting out the Director's proposal on the structure of the Fund Secretariat, it was stated that it might prove necessary, in due course, for the Director to recommend to the Assembly changes in the structure of the Secretariat in the light of actual experience of dealing with claims.

5 At its 3rd session, in 1980, the Assembly approved the establishment of a new post of Clerk-Secretary to undertake secretarial duties for the Administrative Assistant, whose post was re-classified and upgraded to that of Finance Officer by the Assembly at its 4th session, in 1981 (documents FUND/A.3/8 and FUND/A.4/6). In 1982, at its 5th session, the Assembly authorised the Director to employ an additional part-time staff member, if that were to prove cheaper than having certain services provided to the IOPC Fund by IMO (document FUND/A.5/15, paragraph 11.2). This led to the establishment of the post of Messenger which was made a full-time post from 1 January 1984 (document FUND/A.6/9).

6 In September 1990, at its 13th session, the Assembly decided to establish a new post of Clerk-Secretary, owing to the increasing workload due mainly to expanding membership. In the notes attached to the draft budget for 1991, it was stated that the Director's intention was to employ a part-time Secretary. However, at that session, the Director mentioned that it might be necessary to engage this Secretary on a full-time basis (document FUND/A.13/21, paragraph 13.5). A full-time Secretary was duly employed from 21 January 1991.

7 At the 13th session, the Director informed the Assembly that he intended to review the present structure of the IOPC Fund Secretariat, in view of the heavy increase in workload which had taken place in recent years, and submit proposals to the 14th session for any changes in this structure. However, two major incidents which occurred in Italy in April 1991 called for the employment of an additional staff member earlier than envisaged. For this reason, the Director submitted to the Executive Committee, at its 27th session held in June 1991, a proposal for the establishment of a new post of Claims Officer (document FUND/EXC.27/4).

8 Under Article 26.1(b) of the Fund Convention, the Executive Committee shall, in the place of the Assembly, make provision for the appointment of such personnel as may be necessary and determine the terms and conditions of their service. The Executive Committee approved the establishment of the proposed new post of Claims Officer from 1 September 1991 and classified the post at grade P3/P4, the actual grade to be determined on the basis of qualifications and experience (document FUND/EXC.27/6, paragraph 5.2).

9 The Director circulated Vacancy Notice N°91-1 to Member States, inviting applications for the post of Claims Officer by 15 July 1991. 91 applications have been received. It is the Director's intention to make the appointment to this post as soon as possible.

Present Structure

10 At present, the structure of the Secretariat is as follows:

	Grade
Director	ASG
Legal Officer	D1
Finance/Personnel Officer	P3
Claims Officer (not yet appointed)	P3/P4
Director's Secretary	G8
Principal Clerk-Secretary	G7
Principal Clerk-Secretary	G7
Clerk Secretary	G5
Messenger/Storekeeper	G4

Proposals for Promotions

11 The Finance/Personnel Officer, Mr S O Nte, joined the IOPC Fund in 1979. In view of his qualifications and experience, and taking into account his responsibilities, the Director proposes that Mr Nte should be promoted from grade P3 to grade P4. The post should be classified at grade P3/P4, the actual grade of any future holder of the post to be determined on the basis of qualifications and experience.

12 The Director's Secretary, Mrs H Rubin, also joined the IOPC Fund in 1979. She has held her present post since August 1987. Her responsibilities have gradually developed to include, in addition to purely secretarial duties, more qualified tasks in an administrative capacity. In view of the Director's increased workload, it is essential that his Secretary undertakes tasks of this kind. For this reason, the Director proposes that Mrs Rubin be promoted from grade G8 to grade P1, and that the post be classified as Director's Secretary/Administrative Officer at grade G8/P1. The actual grade of any future holder of this post should be determined on the basis of qualifications and experience.

13 As mentioned above, a new post of Clerk-Secretary was established by the Assembly at its 13th session. The holder of this post, Miss D Grace, joined the IOPC Fund on 21 January 1991. The post was classified by the Assembly at grade G5. In view of Miss Grace's demonstrated ability, the Director proposes that she should be promoted to Principal Clerk-Secretary, at grade G6, and that the post should be classified as Senior/Principal Clerk-Secretary at grade G5/G6. The actual grade of any future holder of the post should be determined on the basis of qualifications and experience.

14 It is proposed that these promotions should take effect on 1 January 1992.

15 The promotions proposed in paragraphs 11-13 would result in an extra cost for the calendar year 1992 of £5 300, viz £2 960 in respect of the Finance/Personnel Officer, £1 500 in respect of the Director's Secretary/Administrative Officer and £840 in respect of the Principal Clerk-Secretary.

Future Developments

16 There has been a constant increase in the workload of the IOPC Fund Secretariat in the last few years. The number of incidents involving the Fund has increased from between three and five per year in the period 1985 - 1988, to six in 1989 and to eight in 1990. During the period from the 13th session of the Assembly in September 1990 to 20 July 1991, there have been eight new incidents, five of which occurred in the first half of 1991. There has also been a continuous expansion of the membership, from 30 Member States in 1985 to 45 in 1991. The Director believes that there will be a significant number of new Members in the near future, some of these with extensive and vulnerable coastlines. This would increase the risk of the IOPC Fund becoming involved in oil pollution incidents. More Member States would also mean additional administrative work for the Fund Secretariat.

17 In view of the likely developments set out in paragraph 16 above, it is possible that the IOPC Fund Secretariat would need some additional staff members in the not too distant future. The Director will submit any proposal in this regard to the Assembly or the Executive Committee at the appropriate time.

Action to be Taken by the Assembly

18 The Assembly is invited to:

- (a) take note of the information contained in this document; and
- (b) take decisions on the Director's proposals for promotions, viz:
 - (i) to promote the Finance/Personnel Officer, Mr S O Nte, from grade P3 to grade P4, reclassifying the post at grade P3/P4, the actual grade of any future holder to be determined on the basis of qualifications and experience;

- (ii) to promote the Director's Secretary, Mrs H Rubin, from grade G8 to grade P1, reclassifying the post as Director's Secretary/Administrative Officer at grade G8/P1, the actual grade of any future holder to be determined on the basis of qualifications and experience; and
 - (iii) to promote the Clerk-Secretary, Miss D Grace, to Principal Clerk-Secretary, at grade G6, reclassifying the post as Senior/Principal Clerk-Secretary at grade G5/G6, the actual grade of any future holder to be determined on the basis of qualifications and experience.
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