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COMPENSATION  
FUND

ASSEMBLY  
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Agenda item 17

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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).

### Consideration by the Assembly at its 16th Session

3 At its 16th session, in October 1993, during the examination of the 1994 budget, the Assembly considered the staffing level of the IOPC Fund Secretariat. A number of delegations emphasised the need to strengthen the resources of the Secretariat. It was questioned whether it would be sufficient to employ only one more professional staff member, as proposed by the Director, in view of the great increase in workload resulting from recent incidents and increased membership. After considering various approaches to this problem, the Assembly concluded that the best solution would be to authorise the Director to employ additional staff members, the annual cost of which should not exceed a specified amount. It was suggested that it would be for the Director to use the staff resources in any way that was most efficient. Nevertheless, the Assembly stressed the importance of keeping the administrative costs at the lowest possible level (document FUND/A.16/32, paragraph 15.2).

4 In the light of the discussion, the Director presented a revised draft budget as set out in document FUND/A.16/12/Add.1. In that document, the Director suggested that he be authorised to employ up to three staff members with experience and qualifications which meet the needs of the IOPC Fund. He stated that the cost of employing new staff members would not exceed £218 810, as set

out in paragraph 4 of that document. He remarked that he would in that context also consider the structure of the Secretariat so as to ensure that the qualifications and experience of the present staff members, as well those of new staff members, could be used as efficiently as possible (document FUND/A.16/32, paragraph 15.3).

5 The Assembly adopted the budget appropriations for 1994, as proposed in the Annex to document FUND/A.16/12/Add.1, which included appropriations (salaries and other benefits and allowances) for three new staff members in various grades and categories (document FUND/A.16/32, paragraph 15.4).

### Decisions Taken by the Director

6 The Director has assessed the present needs of the IOPC Fund Secretariat as well as the likely needs of staff resources in the near future. He has taken account of the desirability of using the qualifications and experience of the present staff members as effectively as possible. He is also aware of the importance attached by the Assembly to keeping the administrative costs at the lowest possible level. In the light of these considerations, he has taken certain decisions, as set out in paragraphs 7-11 below, within the parameters laid down by the Assembly at its 16th session in connection with the adoption of the 1994 budget.

7 The workload placed on the professional staff members has increased considerably in recent years, mainly as a result of the IOPC Fund's involvement in several major incidents. However, the IOPC Fund has not become involved in any major incidents since the KEUMDONG N°5 incident which occurred in September 1993. A significant part of the work relating to the handling of claims arising out of the AEGEAN SEA and BRAER incidents has been carried out by the Local Claims Offices and by external experts. External experts are also being used for the examination of the claims arising out of the KEUMDONG N°5 incident. All claims arising out of the TAIKO MARU incident have been settled. In view of this situation, the Director has opted to postpone the decision to employ a further professional staff member, so as to enable him to reassess the need for such employment in the light of the developments as regards workload. He has included in the draft budget for 1995 an appropriation for the recruitment of another professional staff member at grade P3/4.

8 As from 1 January 1992, the post of Director's Secretary was reclassified as Director's Secretary/Administrative Officer at grade G8/P1. The then holder of the post of Director's Secretary, Mrs Hilary Rubin, was promoted to grade P1, the actual grade of any future holder of the post to be determined on the basis of qualifications and experience. As a result of the increased workload, it has proved impossible for one staff member to perform the combined tasks of Director's Secretary and Administrative Officer. There is also the need to relieve the Director of various administrative tasks. For this reason, and in order to use the resources of the present staff in the most efficient way, the Director has decided to separate these two functions and to establish one post of Administrative Officer, classified at Grade P1, and another post of Director's Secretary, classified at Grade G8, as from 1 October 1994. The Director has decided to transfer the present holder of the combined post, Mrs Rubin, to the newly created post of Administrative Officer.

9 As a result of the above-mentioned separation of the tasks being carried out at present by the Director's Secretary, and Mrs Rubin's transfer to the newly created post of Administrative Officer, the Director has appointed, with effect from 1 October 1994, the present Principal Clerk-Secretary (Secretary to the Legal Officer at grade G7), Miss Rachel Booth, to the post of Director's Secretary, which is being classified at grade G8.

10 As a consequence of the transfer of Miss Booth, the Director has appointed Miss Diane Grace (at present Secretary to the Claims Officer at grade G6) to the post of Secretary to the Legal Officer which is classified at grade G7. As a further consequence, the Director has appointed Miss Christine Peyre (at present Clerk-Secretary at grade G5) to the post of Secretary to the Claims Officer which is classified at grade G6. These appointments will also take effect on 1 October 1994.

11 The Director has decided, as authorised by the Assembly, to employ two new staff members in the General Service category, namely a clerk-secretary and a telephonist, the posts to be classified at grade G4/G5, the actual grade of the respective holders to be determined on the basis of their qualifications and experience. The additional secretary will be needed to cope, inter alia, with the additional work connected with the preparations for the entry into force of the 1992 Protocol to the Fund Convention. The purpose of the employment of a telephonist is to reduce the disruptions for other staff members in answering incoming calls and to give better telephone service to persons contacting the IOPC Fund. The telephonist will also be expected to carry out certain secretarial functions. The procedures for recruitment are under way, and it is expected that the new staff members will join the Secretariat during November 1994.

### Proposals for Promotions

12 In view of the responsibilities of the person holding the newly created post of Administrative Officer, the Director proposes that this post be reclassified at grade P2 with effect from 1 January 1995, and that, consequently, the holder of the post, Mrs Hilary Rubin, be promoted to that grade.

13 The post of Secretary to the Finance Officer is at present classified at grade G7. The present holder, Mrs Pauline Binkhorst van Romunde, has over the years taken on additional responsibilities, as a result of the expansion of the IOPC Fund's activities and the heavy workload which falls on the Finance Officer. For this reason, the Director proposes that the post be reclassified at grade G7/G8, that the present holder be promoted to grade G8 as from 1 January 1995, and that the actual grade of any future holder of the post be determined on the basis of qualifications and experience.

14 Due to the expansion of the IOPC Fund's activities, the holder of the post of Messenger/Storekeeper, Mr Modesto Zotti, who has been with the IOPC Fund since 1984, has taken on increased responsibilities. The Director proposes that this post be reclassified from the present level of grade G4 to Clerk-Messenger at grade G4/G5, that the present holder be promoted to grade G5 as from 1 January 1995, and that the actual grade of any future holder of the post be determined on the basis of qualifications and experience.

### New Structure of the Secretariat

15 As a result of the Director's decisions referred to in paragraphs 9, 10 and 11, and on the assumption that the Director's proposals for promotions set out in paragraphs 12, 13 and 14 are approved by the Assembly, the structure of the Secretariat would be as follows, with effect from 1 January 1995:

| <u>Post</u>                            | <u>Grade</u> |
|--|--------------|
| Director                               | ASG          |
| Legal Officer                          | D1           |
| Finance/Personnel Officer              | P5           |
| Claims Officer                         | P4           |
| Professional Officer ( <i>Vacant</i> ) | P3/P4        |
| Administrative Officer                 | P2           |

| <u>Post</u>                                      | <u>Grade</u> |
|--|--------------|
| Director's Secretary                             | G8           |
| Principal Clerk-Secretary                        | G8           |
| Principal Clerk-Secretary                        | G7           |
| Principal Clerk-Secretary                        | G6           |
| Clerk/Messenger                                  | G5           |
| Clerk-Secretary ( <i>Recruitment under way</i> ) | G4/G5        |
| Telephonist ( <i>Recruitment under way</i> )     | G4/G5        |

### Action to be Taken by the Assembly

- 16 The Assembly is invited to:
- (a) take note of the information contained in this document;
  - (b) take note of the decisions taken by the Director in respect of the structure of the Secretariat and the recruitment of additional staff members, as set out in paragraphs 7-11; and
  - (c) approve the Director's proposals for promotions with effect from 1 January 1995, ie:
    - (i) to promote the Administrative Officer, Mrs Hilary Rubin, from grade P1 to grade P2, reclassifying the new post of Administrative Officer at grade P2 (paragraph 12);
    - (ii) to promote the Principal Clerk-Secretary (Secretary to the Finance Officer), Mrs Pauline Binkhorst van Romunde, from grade G7 to grade G8, reclassifying the post at grade G7/G8, the actual grade of any future holder to be determined on the basis of qualifications and experience (paragraph 13); and
    - (ii) to promote the Messenger/Storekeeper, Mr Modesto Zotti, from grade G4 to grade G5, reclassifying the post as Clerk/Messenger at grade G4/G5, the actual grade of any future holder to be determined on the basis of qualifications and experience (paragraph 14).
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