



INTERNATIONAL  
OIL POLLUTION  
COMPENSATION  
FUND 1971

ASSEMBLY  
21st session  
Agenda item 15

71FUND/A.21/13/1  
23 October 1998

Original: ENGLISH

## IMPLEMENTATION OF ORGANISATIONAL CHANGES WITHIN THE SECRETARIAT

### RELOCATION OF IOPC FUNDS' OFFICES

Note by the Director

<b>Summary:</b>	Significant additional office space is required as a result of the decisions of the Assemblies concerning the new structure of the Secretariat. The Secretary-General of IMO has stated that such space is not available in the IMO building. Various options for offices outside the IMO building are being discussed with the United Kingdom Government.
<b>Action to be taken:</b>	Instruct the Director concerning a possible re-location of the IOPC Funds' offices.

## 1 Introduction

1.1 As a result of the decisions of the Assemblies regarding the Secretariat structure and working methods, the IOPC Funds require significant additional office space. Prior to the April 1998 Assembly sessions, the Director had discussed the issue with the Secretary-General of the International Maritime Organization (IMO), who had informed the Director that IMO would not be able to provide the additional office space required.

1.2 The Assemblies shared the Director's view that it would be most unfortunate if the IOPC Funds could not be given sufficient additional office space to enable the Secretariat to remain in the IMO building. It was emphasised that, if it proved necessary for the Secretariat to relocate outside that building, such a move should be well prepared, taking into account the financial consequences. The Director was instructed to continue his discussions with the Secretary-General (documents 71FUND/A/ES.4/16, paragraphs 4.26 and 4.27, and 92FUND/A/ES.3/21, paragraphs 8.29 and 8.30).

1.3 The United Kingdom delegation stated that it fully recognised the advantages of the Secretariat's remaining in the IMO building, but that the United Kingdom Government would if necessary assist the IOPC Funds to secure suitable office accommodation.

## **2 Further discussions with the Secretary-General of IMO**

As instructed by the Assemblies, the Director pursued his discussions with the Secretary-General of IMO. However, the Secretary-General confirmed that IMO was unable to provide the IOPC Funds with the additional office space required.

## **3 Discussions with the United Kingdom Government**

3.1 In the Director's view the best solution would be for the IOPC Funds Secretariat to remain in the IMO building. However, in view of the outcome of his discussions with the Secretary-General of IMO, and on the basis of the Headquarters Agreements between the United Kingdom Government and the IOPC Funds, the Director has requested that the United Kingdom Government should assist the Funds in finding premises outside the IMO building.

3.2 Discussions have been held between the United Kingdom Government and the Director. In these discussions the Director has presented the needs of the IOPC Funds in respect of office space in the medium and long term. It has been recognised that the IOPC Funds' Secretariat should, if possible, be located within a short distance of the IMO building, so as to enable the Funds to continue to use the conference facilities provided by IMO and to facilitate contacts between the Secretariat and Government representatives participating in IMO meetings. Various options are being discussed between the United Kingdom Government and the Director.

## **4 Financial implications of a relocation of the Secretariat**

4.1 It is not possible to give an estimate of the costs which will arise from a relocation of the IOPC Funds Secretariat outside the IMO building, since these would depend *inter alia* on the level of rent, rates and service charges of the premises chosen and the need for refurbishment and additional furniture and office equipment.

4.2 A Secretariat located outside the IMO building would have to undertake certain tasks which at present are handled by IMO. These tasks include internal security, maintenance and repairs, reception facilities and library services.

## **5 Translation of documents**

The increased volume of documentation prepared by the Funds and the introduction of Spanish as an official language of the 1992 Fund may make it necessary to reconsider the arrangements for translation of these documents.

## **6 Decision on relocation**

6.1 As mentioned in paragraph 4.2 of document 71FUND/A.21/13, the implementation of the Assemblies' decisions on the new Secretariat structure and working methods depends partly on additional office space being made available. The resolution of this issue is therefore both important and urgent.

6.2 A decision on relocation could be taken by the Assemblies or the Executive Committees of the 1971 Fund and the 1992 Fund. It is possible, however, that, if suitable new premises were to be found

which are acceptable both to the United Kingdom Government and the IOPC Funds, a decision on relocation might have to be taken promptly. In such a situation it might not be possible to wait for the next sessions of the governing bodies of the IOPC Funds to be held. The Assembly may, therefore, wish to consider whether it would be prepared to authorise the Director to make the necessary decision. The Director could be instructed to consult the Chairmen of the Assemblies and the Executive Committees before a decision is taken.

6.3 In the light of the uncertainties as to the cost of relocation, the Director proposes that the Assembly should authorise him to pay for expenses in connection with relocation, and for the increased cost of running the Secretariat as a result of a relocation outside the IMO building. It is suggested that an additional appropriation of £400 000 to this effect should be included in the joint administrative budget of the 1971 and 1992 Funds for 1999 and that the cost should be split 50:50 between the two Organisations. A separate chapter (Chapter VII) should be included for this purpose.

6.4 As the Executive Committees of the 1971 and 1992 Fund will meet in the spring of 1999, the Assembly may wish to authorise the respective Committee to take on its behalf the necessary decisions of a financial nature. The Director will report on the developments to the Committees.

## **7 Action to be taken by the Assembly**

The Assembly is invited:

- (a) to take note of the information contained in this document;
  - (b) to give the Director such instructions concerning a relocation of the IOPC Funds' Secretariat outside the IMO building as it may deem appropriate;
  - (c) to authorise the Director to use an amount of up to a total of £400 000 in 1999 in connection with relocation and for the increased costs of running the Secretariat as a result of a relocation and to include a provision to this effect in the 1999 joint administrative budget for the 1971 and 1992 Funds, the cost to be split 50:50 between the two Organisations; and
  - (d) to decide whether to authorise the Director to take the necessary decisions in respect of relocation.
-