

INTERNATIONAL OIL POLLUTION COMPENSATION FUND

FONDS INTERNATIONAL D'INDEMNISATION POUR LES DOMMAGES
DUS A LA POLLUTION PAR LES HYDROCARBURES

ASSEMBLY -
2nd session
Agenda item 11

FUND/A.2/8
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STRUCTURE OF THE SECRETARIAT

Note by the Director

The Assembly, at its first session, invited the Director to submit detailed proposals on the Secretariat structure to the second session. Such proposals are annexed.

The Assembly is invited to consider these proposals for approval.

ANNEX

STRUCTURE OF THE SECRETARIAT

A. General

1. The structure and the size of the Secretariat of the Fund has to be planned in the light of the functions of the Fund as specified in the Convention and the Internal Regulations.

2. In making these proposals the Director has, in accordance with the Assembly's decision at its first session, taken into account the need for economy and the desirability of keeping the Secretariat as small as possible. The following additional considerations also apply:

- (a) the decision of the Assembly at its first session, relating to Article 5 paragraph 2 of the Fund Convention, that the Fund shall not assume the obligations of a guarantor;
- (b) the structure of the Fund's Secretariat is such that the permanent staff members will fulfil the day-to-day permanent duties of the Fund, i.e. the permanent secretariat should not be expected to cope with an unusually heavy workload which might arise in the case of a major oil pollution incident. During such a time temporary staff and experts will have to be employed to cope with additional typing and other office work and to provide technical and legal advice;
- (c) IMCO has agreed to provide the Fund with services and facilities, especially the general services (e.g. communications, mailing, messengers, library) and the conference services for the annual meetings, including the preparation and circulation of documents (typing, translation and printing).

B. Structure

3. It is proposed that the Secretariat should consist of five permanently employed persons, i.e. the Director, his secretary, one professional officer, one administrative assistant and one clerk-secretary.

Director

4. The functions of the Director are described in the Fund Convention, Article 29. His main responsibilities will be to maintain contact with Contracting States, to organize meetings of the Fund's organs, to direct all activities connected with the settlement of claims, to invest the Fund's capital and to supervise the Secretariat.

Director's Secretary

5. The Director's secretary will, in addition to the normal range of secretarial work, be responsible for a number of representational matters, organization of travel arrangements, liaison with the Divisions of IMCO which are assisting the Fund, and maintaining the Director's office during his absence, thereby calling for a detailed understanding of the Fund's activities, functions and responsibilities.

6. It is recommended that this post be at the G.7 grade in the general service level. (Secretaries of Heads of Divisions in IMCO are at the G.7 grade; the Secretary to the Secretary-General is at G.8 grade.)

Professional Officer

7. It is recommended that the Fund has, in addition to the Director, one staff member in the professional category. The duties of this second professional would be to assist the Director with many of his functions, to help prepare and organize meetings of the Fund's organs, to draft documents, to undertake research into legal and other problems, to prepare internal memoranda thereon and to instruct consultants and advisers. He will also supervise the administrative, personnel, financial and general service fields. He will travel and represent the Fund in negotiations on claim settlements. He will be responsible for the Secretariat when the Director is absent.

8. This professional post requires high qualifications in the legal field. Experience in other fields such as commercial matters, personnel and financial management, legal aspects of staff employment, marine insurance and shipping law will also be desirable. It is recommended that this post be in the P.4 range.

Administrative Assistant

9. One member of the staff secretariat should be responsible for dealing with purely administrative matters. He will do the accounting, administer personnel matters, pay invoices, calculate and settle travel expenses, pay salaries, etc. He will undertake all general service duties not fulfilled by IMCO or the Director's secretary, i.e. maintaining stocks of stationery, purchasing and maintaining office machines, controlling production and distribution of documents. He will also do the registration and filing and keeping of the Fund's archives.

10. An experienced and senior administrative assistant is needed for this post. His duties call for experience in many fields and for flexibility and reliability. It is recommended that this post be established at the G.6 level. The actual grade offered, whether G.7 or G.8, will depend on the qualifications and experience of the candidate selected.

Clerk-Secretary

11. There is also need for one clerk-secretary who would act as the secretary to the professional officer and do other typing and general service tasks. A post in the G.4 range is recommended.

12. In the Director's opinion, the proposed structure of the Secretariat comprises the minimum number and level of staff which the Fund would need to enable its functions to be performed efficiently and in accordance with the highest standards.

13. Much of the work of the Fund's Secretariat up to the time of the second session of the Assembly will have been of an unusual character, and is not a complete guide to the kind of work it will do, once the Fund is fully operational. It may 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.
