



INTERNATIONAL
OIL POLLUTION
COMPENSATION
FUNDS 1971 AND 1992

ASSEMBLY
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Agenda item 16

92FUND/A.5/13
10 October 2000
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ASSEMBLY
23rd session
Agenda item 14

71FUND/A.23/12

RELOCATION OF THE IOPC FUNDS' OFFICES

Note by the Director

Summary: The IOPC Funds' offices have been relocated to Victoria. A description is given of the new premises. Preliminary figures of the cost of the relocation are provided.

Action to be taken: Information to be noted.

1 Introduction

- 1.1 The IOPC Funds' offices were relocated to the new premises in Victoria during the weekend of 17 - 18 June 2000. The IOPC Funds' address is now:

Portland House
Stag Place
LONDON
SW1E 5PN

Telephone: +44-20-7592 7100
Telefax: +44-20-7592 7111
E-mail (unchanged): info@iopcfund.org
Website (unchanged): www.iopcfund.org

- 1.2 Pedestrian access to the building is from Bressenden Place.
- 1.3 The location of the offices is shown on the map attached.
- 1.4 The sessions of the Assemblies, the Executive Committees, the 1971 Fund Administrative Council and Intersessional Working Groups will continue to be held in the International Maritime Organization (IMO) building. In order to facilitate the work of the Secretariat during these

sessions, to maintain contacts with delegates to IMO meetings and to preserve the very important close relationship with IMO, agreement has been reached with the Secretary-General of IMO that the Funds will retain some office space in the IMO building. The IOPC Funds will continue to have access to the IMO facilities.

2 The new premises

- 2.1 The new premises, which are located on the 23rd floor of Portland House, comprise some 11 700 square feet. The landlord is Land Securities Plc, the largest property investment and development group in the United Kingdom.
- 2.2 Smoking is not permitted in the premises, except in a room especially set aside for smokers.
- 2.3 The office is currently planned for 27 individual offices, a reception area, a conference room accommodating 22 persons, a meeting/training room accommodating 10 to 12 persons, a staff room and a separate area for printing and document handling. Since the Secretariat has at present 25 staff members, spare offices are set aside for use by consultants and experts working for the Funds, for the External Auditor and for temporary staff. These spare offices can be used for additional staff should there be a need in the future.
- 2.4 The Funds occupy a room (600 square feet) in the basement of the building used for storing closed files and general storage. The rental of extra storage space previously used outside the IMO building has been terminated.

3 The lease

- 3.1 The IOPC Funds have been granted a ten-year lease of the premises.
- 3.2 The rent has been fixed at £39.50 per square foot, except for the area used for printing and document handling for which the rent is £15 per square foot. The total rent is £445 000 per annum. The rent for the storage room in the basement is £10 per square foot, amounting to £6 000 per annum. As the United Kingdom Government refunds 80% of the rent, only 20% or £89 000 is paid by the IOPC Funds for the 23rd floor and £1 200 for the storage room.
- 3.3 The service charges, which cover building insurance, gas, water, sewerage, building maintenance and renovations, security services and management fees, are estimated at £68 000 per annum.
- 3.4 The rent will be reviewed after five years on the basis of market prices at that time.

4 Equipment and furniture

- 4.1 The majority of furniture and office equipment used in the IOPC Funds' offices in the IMO building have been transferred to the new premises, except to the extent that they are needed for the offices retained in that building.
- 4.2 New furniture has been purchased mainly for the conference room, the meeting/training room, the reception area and the Director's office. New filing cabinets and printing equipment have been acquired. The telephone system has been upgraded. With the move to new premises, the opportunity arose to redesign and upgrade the computer network infrastructure. The costs associated with the upgrade are estimated in the region of £65 000.
- 4.3 Since the IOPC Funds no longer have easy access to the IMO library, a library is being built up in the new offices.

5 Cost of relocation

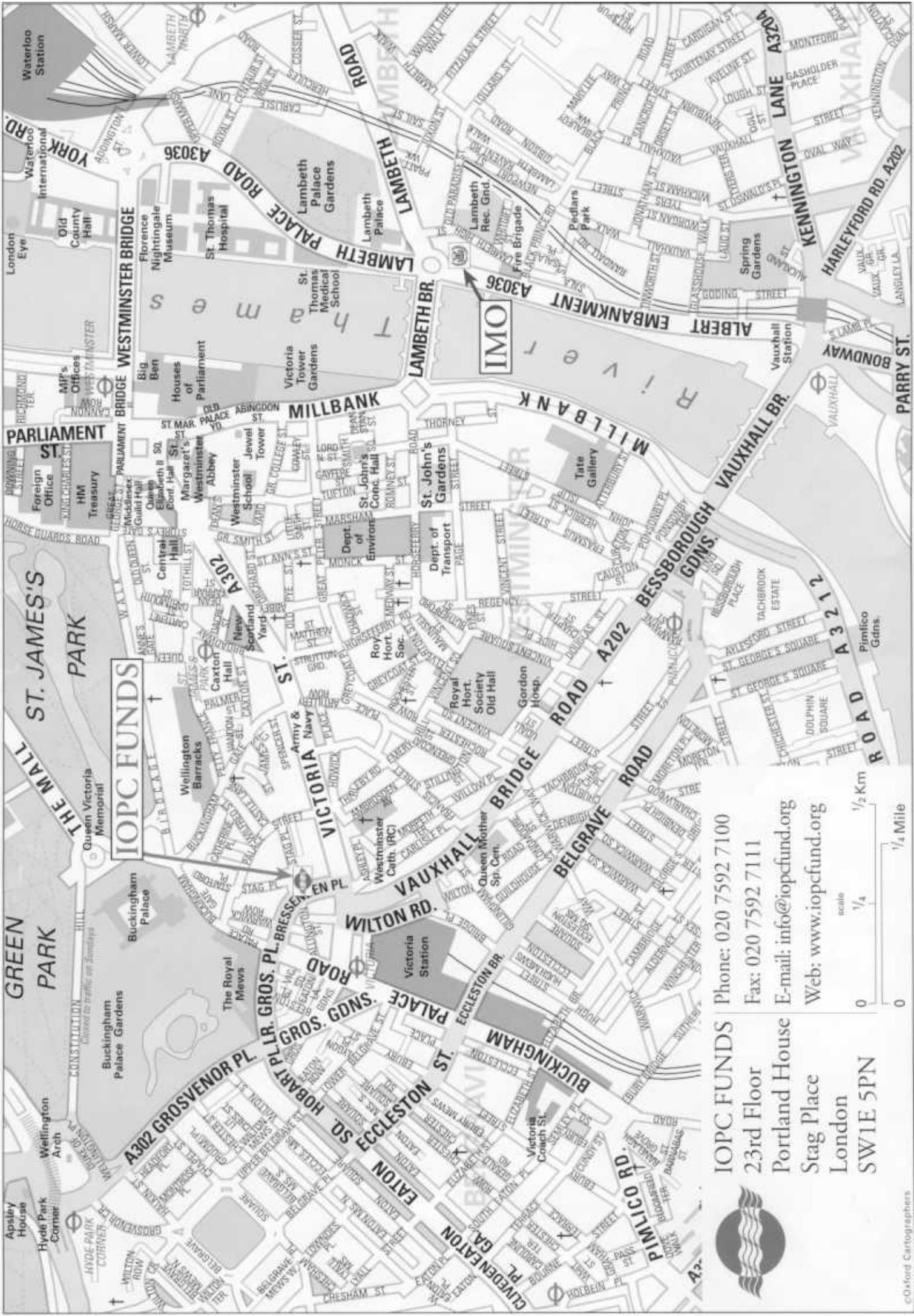
- 5.1 As regards the layout, design, equipment and furnishing of the offices the IOPC Funds have been advised by consultants selected and paid for by the United Kingdom Government. The fees associated with these tasks and with finding the premises, totalling over £200 000, have been met directly by the Government.
- 5.2 At their October 1999 sessions the governing bodies of the 1971 and 1992 Funds included in the Budget for 2000 an appropriation for relocation of £600 000 (documents 92FUND/A.4/32, paragraph 17.6 and Annex, and 71FUND/EXC.62/14/A.22/23, paragraph 17.4 and Annex). The governing bodies noted that the United Kingdom Government was prepared to make a contribution to the relocation costs and that the level of the Government's contribution was being discussed.
- 5.3 On the basis of an assessment of the major refurbishment work to be carried out on the premises, an agreement was reached between the United Kingdom Government and the Director that the Government would contribute an amount of £333 750 to the relocation cost. This amount was paid to the 1992 Fund in March 2000.
- 5.4 The exact cost of the relocation has not yet been established. It is expected, however, that the total cost will be in the region of £840 000. After deduction of the amount of £333 750 paid by the United Kingdom Government, the cost to the IOPC Funds will be in the region of £510 000.
- 5.5 The major cost of the relocation relates to the instalment of office partitions, ventilation and air conditioning and the cabling for the IT network.

6 Gratitude to the United Kingdom Government

The Director would like to express his profound gratitude to the United Kingdom Government for its assistance in finding the new premises, for making available consultants and for the generous financial support.

7 Action to be taken by the Assemblies

The Assemblies are invited to take note of the information contained in this document.



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