



INTERNATIONAL  
OIL POLLUTION  
COMPENSATION  
FUNDS 1971 AND  
1992

ASSEMBLY  
6th extraordinary session  
Agenda item 8

92FUND/A/ES.6/7  
15 April 2002  
Original: ENGLISH

ASSEMBLY  
9th extraordinary session  
Agenda item 7

71FUND/A/ES.9/5

## APPOINTMENT OF DEPUTY DIRECTOR

### Note by the Director

<b>Summary:</b>	The Director has appointed a Deputy Director/Technical Adviser and issued a job description for this post.
<b>Action to be taken:</b>	Information to be noted.

- 1 At their October 2001 sessions, the governing bodies instructed the Director to appoint one of the present staff members as Deputy Director (documents 92FUND/A.6/28, paragraphs 17.2 (c) and 17.3 and 71FUND/AC.6/A.24/22, paragraphs 16.2 (c) and 16.3). The Assembly considered that the person to be appointed should have the following qualifications:
  - wide experience in the core activities of the Funds, particularly in claims handling;
  - wide experience in oil pollution matters;
  - management skills;
  - expertise complementary to that of the Director.
- 2 The Assembly instructed the Director to develop a clear job description for the Deputy Director and inform the Assembly on this issue at its next session.
- 3 In December 2001 the Director appointed the Head of the Claims Department, Mr Joseph Nichols, as Deputy Director/Technical Adviser, with effect from 1 January 2002. The job description is reproduced in the Annex.

- 4** The Director further appointed Mr José Maura, Claims Manager, to succeed Mr Nichols as Head of the Claims Department, also with effect from 1 January 2002.

**5** **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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## ANNEX

### **Deputy Director/Technical Adviser**

Reporting to the Director, the Deputy Director/Technical Adviser shall assist in the management of the IOPC Funds and their joint Secretariat and take part in the development of the objectives and strategies of the Organisations within the framework laid down by the governing bodies. He will also focus on the technical and scientific aspects of the IOPC Funds' activities.

In his capacity as Deputy Director, he will in particular:

- Act on the Director's behalf in the fulfilment of the functions set out in Article 29 of the 1992 and 1971 Fund Conventions and be the legal representative of the 1992 Fund and the 1971 Fund when the Director is on mission, on leave or otherwise unable to act.
- Deal with matters of strategic importance, policy issues and long-term planning as instructed by the Director.
- Deal with other important issues relating to the activities of the Organisations or the operations of the Secretariat as instructed by the Director.
- Liaise with the network of persons acting as regional contact points for the IOPC Funds and ensure that these persons are kept up to date with the Funds' policies in relevant fields.
- Have primary responsibility for ensuring the general quality of the IOPC Funds' claims handling procedures.
- Make final or partial settlement of claims and make payments as authorised by the Director.
- Act as signatory on behalf of the 1971 Fund and the 1992 Fund in giving payment and investment instructions as authorised by the Director.

In his capacity as Technical Adviser, he will in particular:

- Have overall responsibility for the development of the IOPC Funds' policy in technical and scientific matters and advise the Director on such matters.
- Have responsibility in general for the work of experts and consultants in technical and scientific fields, for the long-term strategy in the IOPC Funds' employment of such experts and consultants, for the training of technical experts and consultants, for the monitoring of the quality of their work and for ensuring that the IOPC Funds get value for money.
- Have responsibility for the monitoring of clean-up operations in respect of incidents involving the IOPC Funds and of experts engaged by the Funds to monitor such operations, and intervene on behalf of the Funds in relation to such operations, as appropriate.
- Participate in the examination and assessment of claims and in negotiations with claimants, in particular in respect of technical and scientific issues, as agreed with the Head of the Claims Department.

- Participate in the preparations for the entry into force of the HNS Convention, in particular as regards technical and scientific issues.

In both capacities, he will in particular:

- Represent the Funds at Conferences, Seminars and Workshops.
- Participate in the Management Team.
- Prepare documents for Assemblies, Executive Committees and Working Groups.