



International Oil Pollution  
Compensation Funds

<b>Agenda Item 7</b>	IOPC/NOV20/7/1	
<b>Date</b>	19 August 2020	
<b>Original</b>	English	
<b>1992 Fund Assembly</b>	92A25	●
<b>1992 Fund Executive Committee</b>	92EC74	
<b>Supplementary Fund Assembly</b>	SA17	●

## SECRETARIAT MATTERS

### Note by the Secretariat

<b>Summary:</b>	<p>Information is given on the changes in the Secretariat since the October 2019 sessions of the governing bodies.</p> <p>Amendments to the 1992 Fund Staff Rules issued by the Director are reported in respect of: Annex A of the Staff Rules which contain the salary scales for staff members in the Professional and higher categories with effect from 1 January 2020; Annex C of the Staff Rules which contain the salary scales for staff members in the General Service category with effect from 1 May 2019; and Annex E of the Staff Rules which contain the Pensionable remuneration scales for staff in the Professional and higher categories with effect from 1 February 2020.</p> <p>Information is provided on how the Director is dealing with the COVID-19 situation from a human resources perspective.</p>
<b>Action to be taken:</b>	<p><u>1992 Fund Assembly</u></p> <ul style="list-style-type: none"> <li>(a) Note an amendment to Annex A of the 1992 Fund's Staff Rules as contained in Annex II of this document;</li> <li>(b) note an amendment to Annex C of the 1992 Fund's Staff Rules as contained in Annex III of this document; and</li> <li>(c) note an amendment to Annex E of the 1992 Fund's Staff Rules as contained in Annex IV of this document;</li> </ul> <p><u>Supplementary Fund Assembly</u></p> <p>Information to be noted.</p>

### 1 Background information

- 1.1 The 1992 Fund Secretariat also administers the Supplementary Fund.
- 1.2 The Secretariat is divided into three departments, namely the Claims Department, the Finance and Administration Department and the External Relations and Conference Department. The Director's Office, which is outside the departmental structure, comprises the Director, the Legal Counsel, and the Executive Assistant.
- 1.3 At its October 1998 session, the 1992 Fund Assembly authorised the Director to determine the grades of individual posts in the General Service category and in the Professional category up to grade P5 and to

decide on promotions for these categories, provided that the increased costs resulting therefrom could be covered within the total budget appropriation for Personnel adopted by the Assembly. It was also decided at that session that decisions relating to grades above the P5 level (i.e. grades D1 and D2) would be taken by the 1992 Fund Assembly on the basis of proposals by the Director (document 92FUND/A.3/27, paragraph 23.6).

- 1.4 At their October 2002 sessions, the governing bodies confirmed that the Director had the authority to change job descriptions of staff and make any adjustments necessary to make the most effective use of the available resources in light of the changing needs of the organisation (document 92FUND/A.7/29, paragraph 18.3).

## **2 Developments since the October 2019 sessions of the governing bodies**

### **2.1 Established posts of the Secretariat**

- 2.1.1 There are 35 posts within the structure of the Secretariat, (20 in the Professional and higher categories and 15 in the General Service category) however there are 25 staff members working in the Secretariat.
- 2.1.2 There are seven vacant posts in the Professional and higher categories: the posts of two in-house Translators (French and Spanish), External Relations Officer, Claims Manager, Office Manager, Legal Counsel and Policy Officer (newly established in 2020).
- 2.1.3 The posts of the two in-house Translators (French and Spanish) have not been used since May 2003 and October 2000, respectively, and the Director does not intend to fill these two posts. The Director remains of the view that filling the posts would not speed up translation significantly in the busiest times of the year and would lead to significantly higher costs for the organisation. At its 13th session, held in October 2008, the 1992 Fund Assembly decided to retain the two in-house Translator posts (French and Spanish) within the structure of the Secretariat (documents 92FUND/A.13/25, paragraph 16.6, and SUPPFUND/A.4/21, paragraph 16.6). The cost of these two posts has not been included in the Secretariat's budget for 2021.
- 2.1.4 In relation to the post of the External Relations Officer, at its October 2014 session, the Director informed the governing bodies that further to the resignation of the incumbent in July 2014, the tasks under this post had been reassigned to other posts within the Secretariat on a trial basis. The Director remains of the view that there is no operational need to fill the External Relations Officer post. The cost of this post has not been included in the Secretariat's budget for 2021.
- 2.1.5 In relation to the post of Claims Manager, at its October 2015 session, the Director informed the governing bodies of his decision to only fill this post in the event an additional Claims Manager is operationally needed. The cost of this post has been included in the Secretariat's budget for 2021.
- 2.1.6 Following the departure of Mr Modesto Zotti (Office Manager) in the first half of 2020, the Director has taken the opportunity to review the staff requirements in the Secretariat. Since the role of Office Manager has changed since the Secretariat relocated to the International Maritime Organization (IMO) building, the Director has decided to reallocate the tasks which are still required to the IT/Office Manager (formerly IT Manager), the IT Officer and the IT/Office Administrator (formerly IT/Administrative Assistant). The IT/Office Manager has taken on the responsibility for the day-to-day management of the Secretariat office. The IT Officer has assumed day-to-day responsibility for the telephony infrastructure and the IT/Office Administrator has taken over the other tasks carried out by the former Office Manager. The Director, however, considers that it is better to retain the post of Office Manager should there be a requirement for such post in the future. The cost of this post has not been included in the Secretariat's budget for 2021.
- 2.1.7 Following the departure of Mr Kensuke Kobayashi (Legal Counsel) in June 2020, the Director has also reviewed the need for this post within the Secretariat. Following the review, the Director does not intend to fill this post and has decided that this post will only be filled if it is operationally needed in the future. The cost of this post has not been included in the Secretariat's budget for 2021.

- 2.1.8 At its October 2019 session the 1992 Fund Assembly, renewed the Director's authority to create one position in the Professional category at the P3 level, subject to need and within the budget resources available (document IOPC/OCT19/11/1, paragraph 9.1.11). The Director has used this authority to create a new post of Policy Officer in the Director's Office. The post will provide expertise and be a key adviser to the Director on policy matters. The post is under active recruitment, and the Director intends to fill the post in the latter part of 2020. The cost of this post has been included in the Secretariat's budget for 2021.
- 2.1.9 There are three vacant posts in the General Service category: one in the Director's Office, one in the Claims Department and one in the Finance and Administration Department. These three vacant posts have not been budgeted for in 2021.
- 2.1.10 The 35 established posts of the Secretariat are set out in the following table. An organisation chart showing the incumbents within the structure is at Annex I.

Posts	Posts approved by governing bodies
<b>Professional and higher staff Category</b>	
<i>Director's Office</i>	
Director	1
Deputy Director <1>	-
Legal Counsel (vacant – not budgeted)	1
Policy Officer (vacant – under active recruitment)	1
Executive Assistant	1
<i>Claims Department</i>	
Head, Claims Department	1
Claims Manager (one vacant – budgeted)	4
<i>Finance and Administration Department</i>	
Deputy Director/Head, Finance and Administration Department	1
IT/Office Manager<2>	1
Finance Manager	1
Human Resources Manager <3>	1
IT Officer	1
Office Manager (vacant – not budgeted)	1
<i>External Relations and Conference Department</i>	
Head, External Relations and Conference Department	1
Information Officer	1
External Relations Officer (vacant – not budgeted)	1
Translator (French) (vacant – not budgeted)	1
Translator (Spanish) (vacant – not budgeted)	1
<b>Sub-total</b>	<b>20</b>
<b>General Service staff category</b>	
<i>Director's Office</i>	
Administrative/Claims Assistant (vacant – not budgeted)	1
<i>Claims Department</i>	
Claims Administrator	1
Claims Assistant (vacant – not budgeted)	1
<i>Finance and Administration Department</i>	
Finance Assistant	3<5>
IT/Office Administrator<4>	1
Oil Reporting Administrator	1
Administrative Assistant (vacant – not budgeted)	1
<i>External Relations and Conference Department</i>	
Translation Coordinator	1
Associate Editor (French)	1
Associate Editor (Spanish)	2
External Relations and Conference Coordinator	1
External Relations and Conference Assistant	1
<b>Sub-total</b>	<b>15</b>
<b>Established posts</b>	<b>35</b>
<b>Posts vacant</b>	<b>10</b>

- <1> Appointed Deputy Director — role combined with the Head of Finance and Administration Department.
- <2> Previously titled 'IT Manager'.
- <3> Incumbent part-time (3/5).
- <4> Previously titled 'IT/Administrative Assistant'.
- <5> One incumbent part-time (4/5).

## 2.2 Changes to staff members since October 2019

### *Legal Counsel*

- 2.2.1 With effect from 30 June 2020, Mr Kensuke Kobayashi resigned from his post of Legal Counsel after having served the IOPC Funds for almost five years.

### *Office Manager*

- 2.2.2 Mr Modesto Zotti resigned from his post of Office Manager in 2020 having served the IOPC Funds for over 35 years; the longest ever serving staff member of the Secretariat.

### *IT/Office Administrator*

- 2.2.3 Following the transfer of office management duties, as mentioned in paragraph 2.1.6 above, the Administrative/IT Assistant job description was updated to include the additional duties/areas of responsibility. Following the completion of a job classification review exercise, the Director promoted the incumbent, Mr Paul Davis to the grade of G7 with effect from 1 March 2020. The title of the post has also changed to that of 'IT/Office Administrator'.

## 2.3 Management Team

Following the departure of the Legal Counsel, and considering the IT expertise required in order to maintain normal business operations while working remotely throughout the COVID-19 crisis, the Director has invited Mr Robert Owen, IT/Office Manager to attend Management Team meetings to provide key advice on IT/office-related matters. The Director will examine whether the IT/Office Manager should continue its role within the Management Team on a permanent basis and will inform the 1992 Fund Assembly at its next session in 2021.

## 3 Amendments to Staff Regulations and Staff Rules

### 3.1 Introduction

- 3.1.1 Under Staff Regulation 17, the 1992 Fund's staff members' salaries, allowances and grants, and the conditions of entitlement thereto, shall, except as may otherwise be provided in the Staff Regulations, conform whenever appropriate with the United Nations common system, as applied by IMO. Changes to IMO Staff Regulations and Staff Rules, therefore, will normally be reflected, *mutatis mutandis*, in the 1992 Fund's Staff Regulations and Rules as amended.
- 3.1.2 Amendments to the Staff Regulations are subject to the approval of the 1992 Fund Assembly. There are no proposals with regards to amending any Staff Regulations being presented at this current session.
- 3.1.3 Under Staff Regulation 31, the Director shall issue amendments to the Staff Rules necessary to implement the Staff Regulations and report such amendments to the 1992 Fund Assembly.
- 3.1.4 Since the October 2019 session of the 1992 Fund Assembly, changes made to IMO Staff Regulations and Staff Rules of relevance to the 1992 Fund were reported by IMO.

### 3.2 Base salary scale for staff in the Professional and higher categories — Annex A to Staff Rules

- 3.2.1 Following the adoption of the International Civil Service Commission (ICSC) recommendation by the United Nations General Assembly, IMO introduced a new base salary scale, as well as the updated pay protection points for staff in the Professional and higher categories on a no-gain/no-loss basis, effective 1 January 2020. As a result, the base salaries were increased by 1.21% while post adjustment multipliers were decreased accordingly.

3.2.2 The Director introduced the corresponding new salary scale and pay protection points for staff in the Professional and higher categories from 1 January 2020. This scale, which is reproduced at Annex II to this document, forms a new Annex A to the 1992 Fund's Staff Rules.

### 3.3 General Service salary survey and General Service salary scale — Annex C to Staff Rules

3.3.1 Adjustments to General Service salaries between the periodic salary surveys conducted by the ICSC are based on 90% of the average movement in the United Kingdom (UK) Consumer Price Index (CPI) and the UK Average Weekly Earnings (AWE) and are made on the basis of the methodology approved by the ICSC. This adjustment is applicable every 12 months unless that movement has increased by 5% or more over the previous revision of the salary scale, in which case it is applied with immediate effect.

3.3.2 In accordance with the above adjustment mechanism, an increase in the General Service salary scale became due on 1 May 2019. The new scale, representing a net increase of 2.6%, was implemented within IMO with effect from 1 May 2019. There were no changes in dependency and language allowances.

3.3.3 The Director introduced the corresponding new salary scale for staff in the General Service category from 1 May 2019. This new scale, which is reproduced at Annex III to this document, forms a new Annex C to the Staff Rules.

### 3.4 Pensionable remuneration for staff in the Professional and higher categories — Annex E to Staff Rules

3.4.1 The ICSC promulgated a new scale of pensionable remuneration for staff in the Professional and higher categories, which IMO introduced with effect from 1 February 2020. The new scale represents an increase of approximately 1% on the current scale.

3.4.2 The Director introduced the corresponding new scale for staff in the Professional and higher categories with effect from 1 February 2020. This new scale, which is reproduced at Annex IV to this document, forms a new Annex E to the 1992 Fund's Staff Rules.

## 4 COVID-19

4.1 Following the IMO's decision to deep clean the IMO building and restrict access to the building from 12 March 2020, the Director requested that all staff members work remotely.

4.2 The Director had already introduced a Working from Home Policy (HR Policy No. 15) with effect from 1 February 2020 in order to expand on the choice of flexible working arrangements already available to staff members within the Secretariat (Flexible Working Hours and Part-Time Working), with the aim of further supporting and accommodating staff members' needs to enable a better work-life balance. Training had already been provided to all staff members to enable them to work from home prior to the COVID-19 situation unravelling. This training supplemented training provided in prior years as part of Business Continuity. All staff had the necessary training and equipment (official and private) to access the IOPC Funds systems remotely in a secure manner which enabled a smoother transition to remote working for all staff members. The Director believes that having this policy already in place proved to be beneficial, given the unprecedented circumstances concerning COVID-19 that soon followed. Additional IT equipment was allocated and purchased for those not able to use their own equipment.

4.3 The IOPC Funds have also been using the Microsoft Teams platform to communicate internally, and this has been the main vehicle for communication and holding meetings since the Secretariat has been working remotely. The Zoom platform has also been used successfully to hold external meetings such as that of the Audit Body and Investment Advisory Body.

4.4 The Director fully appreciates that working remotely for a sustained period of time, under the current circumstances, can affect not only the physical health of staff but also their mental health. In this respect, the Director holds regular staff meetings via Microsoft Teams, to connect with staff members and provides

updates on a regular basis in relation to the IMO plan for the phased re-opening of the IMO building and other important information. Managers have been encouraged to frequently communicate with their staff to ensure staff health and well-being is maintained and to provide support to ensure that the IOPC Funds continue to operate with minimal disruption.

- 4.5 The IOPC Funds is closely following IMO in respect of the re-opening of the building plan and will be proceeding through the phases of office re-opening in line with the UK Government and United Nations guidelines and gradual lifting of restrictions within the UK. In this respect, the Director, members of the Management Team and the IT/Office Manager have taken part in the 'test phases' of the IMO office re-opening plan, which IMO is undertaking, and have been going to the IOPC Funds' offices at staggered intervals, several times per week since 15 June 2020.
- 4.6 As at August 2020, working from home continues to be the primary working modality for all IOPC Funds staff members.

## **5 Conscious Rewarding Scheme**

- 5.1 A Conscious Rewarding Scheme was established in 2011 to reward staff members on an annual basis for outstanding performance in their current role. The Director's award has been granted annually to one or more persons in recognition of performance which has significantly exceeded expectations. The Director's award is a cash award of £2 500 for each recipient.
- 5.2 With effect from 2014, the Manager's award was introduced on a quarterly basis to recognise performance linked to a specific activity or incident, including behaviour demonstrated at a particular time during the quarter under consideration. The Manager's award is a non-cash incentive for a value of £250 per person; the staff member receives a gift voucher.
- 5.3 The recipient(s) of both awards are announced at staff meetings to show recognition of the staff member/team achievement.
- 5.4 The Director has reported on the total amount awarded under the scheme to the regular sessions of the 1992 Fund Assembly. The total budget for any one year for both types of awards is limited to 1% of the total annual budget for salaries in the year.
- 5.5 During the course of 2019, six individuals received the Manager's award, totalling £1 500.
- 5.6 No Director's awards were awarded in 2019.

## **6 Action to be taken**

### **6.1 1992 Fund Assembly**

The 1992 Fund Assembly is invited to:

- (a) note the amendment to Annex A of the 1992 Fund's Staff Rules as contained in Annex II of this document;
- (b) note the amendment to Annex C of the 1992 Fund's Staff Rules as contained in Annex III of this document; and
- (c) note the amendment to Annex E of the 1992 Fund's Staff Rules as contained in Annex IV of this document.

6.2 Supplementary Fund Assembly

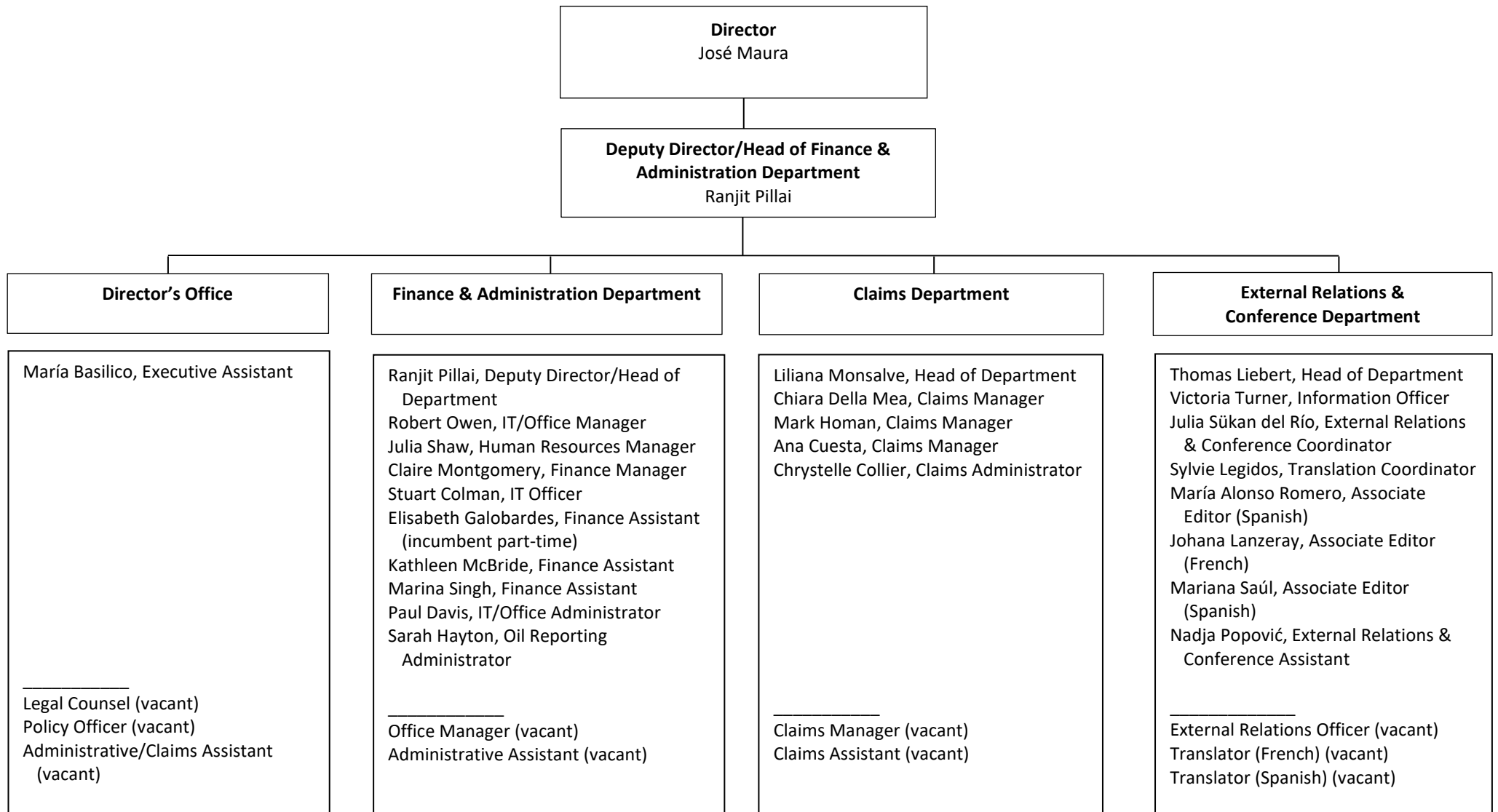
The Supplementary Fund Assembly is invited to take note of the information contained in this document.

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## ANNEX I

### CURRENT STRUCTURE OF THE IOPC FUNDS' SECRETARIAT



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# ANNEX II

## NEW ANNEX A TO THE 1992 FUND STAFF RULES

### SALARY SCALE FOR THE PROFESSIONAL AND HIGHER CATEGORIES SHOWING ANNUAL GROSS SALARIES AND NET EQUIVALENTS AFTER APPLICATION OF STAFF ASSESSMENT

(in United States dollars)

Effective 1 January 2020

		<i>I</i>	<i>II</i>	<i>III</i>	<i>IV</i>	<i>V</i>	<i>VI</i>	<i>VII</i>	<i>VIII</i>	<i>IX</i>	<i>X</i>	<i>XI</i>	<i>XII</i>	<i>XIII</i>
<b>P-1</b>	Gross	<b>45,133</b>	<b>46,487</b>	<b>47,841</b>	<b>49,195</b>	<b>50,599</b>	<b>52,079</b>	<b>53,557</b>	<b>55,037</b>	<b>56,514</b>	<b>57,995</b>	<b>59,472</b>	<b>60,950</b>	<b>62,429</b>
	Net	37,460	38,584	39,708	40,832	41,955	43,080	44,203	45,328	46,451	47,576	48,699	49,822	50,946
<b>P-2</b>	Gross	<b>58,414</b>	<b>60,157</b>	<b>61,897</b>	<b>63,639</b>	<b>65,383</b>	<b>67,128</b>	<b>68,872</b>	<b>70,609</b>	<b>72,354</b>	<b>74,095</b>	<b>75,837</b>	<b>77,582</b>	<b>79,322</b>
	Net	47,895	49,219	50,542	51,866	53,191	54,517	55,843	57,163	58,489	59,812	61,136	62,462	63,785
<b>P-3</b>	Gross	<b>75,608</b>	<b>77,557</b>	<b>79,504</b>	<b>81,450</b>	<b>83,400</b>	<b>85,346</b>	<b>87,293</b>	<b>89,245</b>	<b>91,191</b>	<b>93,138</b>	<b>95,089</b>	<b>97,037</b>	<b>98,986</b>
	Net	60,962	62,443	63,923	65,402	66,884	68,363	69,843	71,326	72,805	74,285	75,768	77,248	78,729
<b>P-4</b>	Gross	<b>92,126</b>	<b>94,232</b>	<b>96,336</b>	<b>98,441</b>	<b>100,591</b>	<b>102,876</b>	<b>105,164</b>	<b>107,449</b>	<b>109,733</b>	<b>112,016</b>	<b>114,304</b>	<b>116,584</b>	<b>118,870</b>
	Net	73,516	75,116	76,715	78,315	79,914	81,513	83,115	84,714	86,313	87,911	89,513	91,109	92,709
<b>P-5</b>	Gross	<b>112,374</b>	<b>114,743</b>	<b>117,113</b>	<b>119,477</b>	<b>121,847</b>	<b>124,213</b>	<b>126,584</b>	<b>128,950</b>	<b>131,319</b>	<b>133,684</b>	<b>136,054</b>	<b>138,419</b>	<b>140,790</b>
	Net	88,162	89,820	91,479	93,134	94,793	96,449	98,109	99,765	101,423	103,079	104,738	106,393	108,053
<b>D-1</b>	Gross	<b>130,429</b>	<b>133,211</b>	<b>135,999</b>	<b>138,784</b>	<b>141,560</b>	<b>144,347</b>	<b>147,130</b>	<b>149,910</b>	<b>152,861</b>	<b>155,811</b>	<b>158,762</b>	<b>161,711</b>	<b>164,665</b>
	Net	100,800	102,748	104,699	106,649	108,592	110,543	112,491	114,437	116,388	118,335	120,283	122,229	124,179
<b>D-2</b>	Gross	<b>145,717</b>	<b>148,886</b>	<b>152,179</b>	<b>155,542</b>	<b>158,906</b>	<b>162,270</b>	<b>165,629</b>	<b>168,992</b>	<b>172,353</b>	<b>175,714</b>			
	Net	111,502	113,720	115,938	118,158	120,378	122,598	124,815	127,035	129,253	131,471			
<b>ASG</b>	Gross	<b>182,411</b>												
	Net	135,891												
<b>USG</b>	Gross	<b>200,998</b>												
	Net	148,159												

Note: Shaded steps are granted biennially

**PAY PROTECTION POINTS FOR STAFF BEYOND THE MAXIMUM SALARIES ON THE UNIFIED SALARY SCALE**  
**(in United States dollars)**  
**Effective 1 January 2020**

Level		<b><i>PP1</i></b>	<b><i>PP2</i></b>
<b>P-4</b>	<b>Gross</b>	<b>121,159</b>	<b>123,444</b>
	Net	94,311	95,911
<b>P-3</b>	<b>Gross</b>	<b>101,011</b>	<b>103,126</b>
	Net	80,208	81,688
<b>P-2</b>	<b>Gross</b>	<b>81,064</b>	
	Net	65,109	
<b>P-1</b>	<b>Gross</b>	<b>63,908</b>	
	Net	52,070	

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# ANNEX III

## NEW ANNEX C TO THE 1992 FUND STAFF RULES

### SALARY SCALE FOR THE GENERAL SERVICE CATEGORY SHOWING ANNUAL GROSS SALARIES AND NET EQUIVALENTS AFTER APPLICATION OF STAFF ASSESSMENT (in Pounds sterling) Effective 1 May 2019

		STEPS										
Grade		I	II	III	IV	V	VI	VII	VIII	IX	X	XI
<b>G.1</b>	(Gross)	23,742	24,730	25,718	26,707	27,695	28,683	29,672	30,661	31,689	32,718	33,746
	(Gross Pens.)	23,467	24,456	25,444	26,433	27,422	28,410	29,399	30,388	31,375	32,364	33,353
	(Total Net)	18,894	19,655	20,416	21,177	21,938	22,699	23,460	24,221	24,982	25,743	26,504
<b>G.2</b>	(Gross)	26,689	27,789	28,889	29,989	31,107	32,251	33,396	34,541	35,685	36,830	37,974
	(Gross Pens.)	26,415	27,515	28,615	29,715	30,813	31,914	33,014	34,112	35,213	36,312	37,412
	(Total Net)	21,163	22,010	22,857	23,704	24,551	25,398	26,245	27,092	27,939	28,786	29,633
<b>G.3</b>	(Gross)	29,981	31,238	32,522	33,805	35,089	36,373	37,657	38,941	40,224	41,508	42,792
	(Gross Pens.)	29,711	30,943	32,176	33,409	34,643	35,876	37,108	38,341	39,574	40,806	42,074
	(Total Net)	23,698	24,648	25,598	26,548	27,498	28,448	29,398	30,348	31,298	32,248	33,198
<b>G.4</b>	(Gross)	33,800	35,234	36,668	38,101	39,535	40,969	42,403	43,836	45,270	46,725	48,198
	(Gross Pens.)	33,403	34,781	36,158	37,536	38,913	40,291	41,689	43,123	44,556	45,988	47,423
	(Total Net)	26,544	27,605	28,666	29,727	30,788	31,849	32,910	33,971	35,032	36,093	37,154
<b>G.5</b>	(Gross)	38,108	39,715	41,322	42,928	44,535	46,147	47,798	49,450	51,101	52,753	54,404
	(Gross Pens.)	37,539	39,084	40,629	42,213	43,820	45,427	47,036	48,643	50,250	51,857	53,465
	(Total Net)	29,732	30,921	32,110	33,299	34,488	35,677	36,866	38,055	39,244	40,433	41,622
<b>G.6</b>	(Gross)	42,934	44,732	46,547	48,396	50,244	52,093	53,941	55,790	57,639	59,487	61,337
	(Gross Pens.)	42,219	44,017	45,817	47,615	49,414	51,214	53,011	54,810	56,610	58,407	60,207
	(Total Net)	33,303	34,634	35,965	37,296	38,627	39,958	41,289	42,620	43,951	45,282	46,613
<b>G.7</b>	(Gross)	48,403	50,469	52,536	54,603	56,669	58,736	60,802	62,892	64,987	67,083	69,179
	(Gross Pens.)	47,622	49,633	51,645	53,654	55,666	57,675	59,687	61,696	63,846	66,003	68,158
	(Total Net)	37,301	38,789	40,277	41,765	43,253	44,741	46,229	47,717	49,205	50,693	52,181

The difference between steps I–X within grades indicate annual increments awarded on the basis of satisfactory service. Step XI at all grades is only awarded to staff with over 20 years of service within the United Nations system, who have been at step X for five years and demonstrated an entirely satisfactory service record.

**Allowances payable to General Service Staff  
Effective 1 May 2016**

	<i>Staff joining before 1 July 1996 and in receipt of the allowance before 1 August 2007</i>	<i>Staff joining on or after 1 July 1996 and prior to 1 October 1999 and in receipt of the allowance before 1 August 2007</i>	<i>Staff joining on or after 1 October 1999 and prior to 1 August 2007 and in receipt of the allowance before 1 August 2007</i>	<i>Staff joining on or after 1 August 2007 and prior to 1 November 2015 and in receipt of the allowance before 1 November 2015</i>	<i>Staff becoming entitled on or after 1 November 2015</i>
<i>Allowances</i>	<b><i>net per annum</i></b>	<b><i>net per annum</i></b>	<b><i>net per annum</i></b>	<b><i>net per annum</i></b>	<b><i>net per annum</i></b>
Dependent spouse .....	£430	£285	£258	nil	nil
First dependent child of a married staff member .....	£1,434	£1,434	£1,434	£1,434	£1,434
First dependent child of a single, widowed or divorced staff member .....	£1,434	£1,434	£1,434	£1,434	£1,434
Each additional dependent child .....	£952	£952	£952	£952	£614
Secondary dependent (where there is no dependent spouse, for either a dependent parent, dependent brother or dependent sister) .....	nil	nil	nil	nil	nil
Language allowance (to be included in pensionable remuneration) .....	£1,388	£1,388	£1,388	£1,388	£1,388
Non-resident's allowance (to be included in pensionable remuneration):					
for staff recruited before 1.9.1983 .....	£225	n/a	n/a	n/a	n/a
for staff recruited on or after 1.9.1983 .....	nil	nil	nil	nil	nil

\* \* \*

# ANNEX IV

## NEW ANNEX E TO THE 1992 FUND STAFF RULES

### Pensionable remuneration for Professional and higher categories

(in United States dollars)

Effective 1 February 2020

	Steps												
Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
<b>P-1</b>	80,487	82,974	85,458	87,945	90,427	92,996	95,581	98,169	100,754	103,342	105,927	108,509	111,097
<b>P-2</b>	104,076	107,124	110,170	113,215	116,265	119,316	122,366	125,407	128,457	131,501	134,547	137,632	140,760
<b>P-3</b>	134,149	137,586	141,089	144,587	148,090	151,591	155,091	158,599	162,097	165,597	169,105	172,603	176,109
<b>P-4</b>	163,779	167,562	171,345	175,129	178,912	182,704	186,546	190,382	194,216	198,050	201,895	205,721	209,560
<b>P-5</b>	198,653	202,628	206,608	210,578	214,558	218,528	222,511	226,484	230,459	234,434	238,411	242,381	246,361
<b>D-1</b>	228,966	233,640	238,317	242,994	247,656	252,333	257,008	261,674	266,354	271,024	275,697	280,366	285,040
<b>D-2</b>	254,635	259,954	265,274	270,599	275,926	281,248	286,568	291,890	297,212	302,532			
<b>ASG</b>	311,176												
<b>USG</b>	335,173												

### Pensionable remuneration associated with pay protection points for staff beyond the maximum salaries on the unified salary scale

(in United States dollars)

Effective 1 February 2020

Level	<i>PP1</i>	<i>PP2</i>
<b>P-4</b>	213,399	217,237
<b>P-3</b>	179,606	183,124
<b>P-2</b>	143,894	
<b>P-1</b>	113,682	