



**INTERNATIONAL
COFFEE
ORGANIZATION**

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Finance and Administration Committee
61st Meeting
3 September 2024
London, United Kingdom

**Salary scale and basis for
contributions to the Provident
Fund for staff in the General
Service and Professional and
higher categories**

RESTRICTED

Background

This document contains a proposal for the revision of the salary scale and basis for contributions to the Provident Fund for staff in the General Service and Professional and higher categories, based on recommendations released by the International Civil Service Commission (ICSC).

Action

This document will be reviewed by the Finance and Administration Committee before being passed, with its recommendation, to the International Coffee Council.

SALARY SCALES AND BASIS FOR CONTRIBUTIONS TO THE PROVIDENT FUND

Introduction

1. The salary scales and related allowances applicable to the staff of the Organization take into consideration those applied under the United Nations common personnel system and based on recommendations made by the International Civil Service Commission (ICSC).
2. As per the Administrative Budget for the 2023/24 coffee year, there are currently 15 posts consisting of staff and the Executive Director. Rule 103.2 of the ICO Staff Regulations and Staff Rules (document [ICC-119-17](#)) states that salary increments shall be given with satisfactory performance. There is no change in category or grades during the 2023/24 year.

STAFF IN THE GENERAL SERVICE CATEGORY

3. On 15 May 2024, the IMO informed the Organization of the following:
 - (a) General Service salary scales were reviewed, retroactive to February 2024, based on the average movement of the Consumer Price Index (CPI) and Average Weekly Earnings (AWE) or whenever that figure has increased by 4.8% or more over the level reached at the time of the previous revision. The current and revised tables are attached as **Annexes I and II**, respectively.

STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES

4. No revised salary scale for staff in the Professional and higher categories has been issued to date.
5. Under the provisions of Rule 106.1 of the Staff Regulations and Staff Rules, contributions to the Provident Fund for staff in the Professional and higher categories are assessed on the basis of a table corresponding to the scale of pensionable remuneration for staff in said categories in the United Nations. The table currently applicable for this purpose is attached as **Annex III**.
6. The scale of pensionable remuneration has been revised with effect from 1 February 2024 by the ICSC but was not made available on their website until late March 2024. This revised scale (**Annex IV**) represents an increase of approximately 1.5% in relation to the scale currently applicable.

Financial considerations

7. If the revised salary scale and basis for contributions to the Provident Fund are approved, the additional funds required for the remainder of the financial year 2023/24 can be met from within the authorized provision for Item 6 (Personnel) of the Budget.

Recommendation

8. On the basis of the criteria hitherto applied in establishing the remuneration of staff, it is proposed that the Council approve the implementation of the revised salary scale and the basis for contributions to the Provident Fund for staff in the General Service and Professional and higher categories.

General Service category
Table showing annual gross and net salaries after application of staff assessment (in pounds sterling)
Effective 1 February 2023
Duty Station – LONDON

Grade		I	II	III	IV	V	VI	VII	VIII	IX	X	XI
G.1	Gross	27,804	28,954	30,105	31,268	32,465	33,662	34,859	36,057	37,254	38,451	39,649
	Gross Pensionable	27,353	28,505	29,657	30,810	31,963	33,115	34,268	35,420	36,571	37,724	38,876
	Total Net/Net Pensionable	22,028	22,914	23,800	24,686	25,572	26,458	27,344	28,230	29,116	30,002	30,888
G.2	Gross	31,245	32,578	33,912	35,246	36,580	37,914	39,247	40,581	41,915	43,249	44,582
	Gross Pensionable	30,789	32,071	33,353	34,635	35,916	37,198	38,481	39,760	41,043	42,325	43,606
	Total Net/Net Pensionable	24,669	25,656	26,643	27,630	28,617	29,604	30,591	31,578	32,565	33,552	34,539
G.3	Gross	35,231	36,728	38,226	39,723	41,220	42,718	44,215	45,712	47,231	48,770	50,309
	Gross Pensionable	34,630	36,066	37,505	38,941	40,379	41,817	43,253	44,691	46,126	47,562	49,041
	Total Net/Net Pensionable	27,619	28,727	29,835	30,943	32,051	33,159	34,267	35,375	36,483	37,591	38,699
G.4	Gross	39,715	41,386	43,058	44,730	46,401	48,118	49,836	51,554	53,273	54,991	56,709
	Gross Pensionable	38,934	40,540	42,146	43,752	45,357	46,963	48,592	50,263	51,933	53,603	55,276
	Total Net/Net Pensionable	30,937	32,174	33,411	34,648	35,885	37,122	38,359	39,596	40,833	42,070	43,307
G.5	Gross	44,739	46,617	48,542	50,467	52,392	54,317	56,242	58,167	60,092	62,018	63,970
	Gross Pensionable	43,755	45,557	47,357	49,203	51,076	52,949	54,825	56,697	58,570	60,444	62,318
	Total Net/Net Pensionable	34,655	36,041	37,427	38,813	40,199	41,585	42,971	44,357	45,743	47,129	48,515
G.6	Gross	50,475	52,629	54,784	56,938	59,092	61,246	63,421	65,606	67,790	69,975	72,159
	Gross Pensionable	49,210	51,306	53,403	55,499	57,597	59,695	61,788	63,886	65,984	68,079	70,176
	Total Net/Net Pensionable	38,819	40,370	41,921	43,472	45,023	46,574	48,125	49,676	51,227	52,778	54,329
G.7	Gross	56,949	59,357	61,766	64,206	66,648	69,090	71,532	73,975	76,417	78,859	81,301
	Gross Pensionable	55,508	57,852	60,196	62,539	64,883	67,225	69,570	71,912	74,417	76,932	79,444
	Total Net/Net Pensionable	43,480	45,214	46,948	48,682	50,416	52,150	53,884	55,618	57,352	59,086	60,820

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.

Pensionable remuneration for staff in the Professional and higher categories

In US dollars - effective 1 January 2024

<i>Level</i>	<i>STEPS</i>												
	<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>
USG	383,996												
ASG	351,191												
D-2	285,974	291,905	297,836	303,773	309,711	315,645	321,573	327,512	333,443	339,374			
D-1	257,356	262,565	267,784	272,999	278,192	283,409	288,621	293,822	299,039	304,245	309,455	314,659	319,873
P-5	223,565	227,998	232,434	236,861	241,297	245,723	250,162	254,590	259,024	263,452	267,889	272,312	276,754
P-4	184,401	188,677	192,956	197,232	201,508	205,784	210,068	214,344	218,620	222,891	227,177	231,443	235,722
P-3	151,138	155,041	158,947	162,846	166,754	170,655	174,580	178,544	182,499	186,455	190,424	194,379	198,340
P-2	117,035	120,431	123,826	127,221	130,649	134,144	137,641	141,120	144,615	148,105	151,597	155,097	158,584
P-1	90,263	93,148	96,029	98,915	101,795	104,683	107,562	110,450	113,330	116,218	119,099	121,980	124,865

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

In US dollars - effective 1 January 2024

<i>Level</i>	<i>PP1</i>	<i>PP2</i>
P-4	240,005	244,284
P-3	202,296	206,252
P-2	162,073	
P-1	127,746	

Pensionable remuneration for staff in the Professional and higher categories

In US dollars - effective 1 February 2024

<i>Level</i>	<i>STEPS</i>												
	<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>
USG	392,445												
ASG	364,348												
D-2	298,491	304,681	310,872	317,068	323,267	329,460	335,648	341,847	348,037	354,228			
D-1	268,620	274,057	279,505	284,947	290,368	295,813	301,253	306,682	312,127	317,561	322,999	328,430	333,873
P-5	233,349	237,977	242,607	247,227	251,858	256,477	261,110	265,733	270,361	274,983	279,613	284,231	288,866
P-4	192,472	196,935	201,401	205,864	210,327	214,791	219,262	223,725	228,188	232,646	237,120	241,573	246,038
P-3	157,753	161,827	165,904	169,973	174,052	178,124	182,221	186,358	190,487	194,616	198,758	202,887	207,021
P-2	122,158	125,702	129,246	132,790	136,367	140,015	143,665	147,297	150,945	154,587	158,232	161,885	165,525
P-1	94,213	97,225	100,232	103,244	106,251	109,265	112,269	115,284	118,290	121,305	124,312	127,318	130,330

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

In US dollars - effective 1 February 2024

<i>Level</i>	<i>PP1</i>	<i>PP2</i>
P-4	250,510	254,976
P-3	211,150	215,279
P-2	169,167	
P-1	133,337	