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COFFEE
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Finance and Administration Committee
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16 March 2023
London, United Kingdom

**Salary scale and basis for
contribution 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 contribution to the Provident Fund for staff in the General Service and Professional and Higher categories, based on recommendations made 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 2022/23 coffee year, the Organization currently employs 13 members of staff (Executive Director; 11 Professional; and 1 General Service) and there are no vacant posts as of now. Rule 103.2 of the ICO Staff Rules and Regulations states that salary increments shall be given with satisfactory performance. There is no change in category or grades during the 2022/23 year.

STAFF IN THE GENERAL SERVICE CATEGORY

3. On 8 September 2022, the IMO informed the Organization of the following:
 - (a) General Service salary scales are reviewed every September, retroactive to May, based on the current methodology for the interim adjustment of the salary scale by 90% of the average movement of the Consumer Price Index (CPI) and Average Weekly Earnings (AWE) or whenever that figure has increased by 5.52% or more over the level reached at the time of the previous revision.
 - (b) An interim adjustment has taken place. Thus, a revised salary scale and basis for contributions to the Provident Fund (shown in **Annex I**) has been implemented with effect from 1 May 2022.
4. The May 2022 scale represents an increase of 6.2% compared to the last salary scale published by the Organization in May 2019, which was subsequently approved at the 126th Session of the Council in June 2020. No scales have been approved since then due to the fact there were no General Service posts at the ICO between December 2020 and January 2023.

STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES

5. A revised salary scale for staff in the Professional and higher categories came into effect on 1 January 2023. The revised scale, attached as **Annex II**, represents approximately 3.3% and 0.92% increase on the 2022 and the 2021 scales through the consolidation of a number of post adjustments. This consolidation is, once again, on the basis of the 'no loss – no gain' formula. The overall effect will give no increase in take-home pay and no additional cost to the Organization.
6. Under the provisions of Rule 106.1 of the Staff Regulations and Staff Rules (document [ICC-119-17](#)), 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 at **Annex III**.
7. The scale of pensionable remuneration has been revised with effect from 1 February 2023 by the International Civil Service Commission (ICSC). This revised scale (**Annex IV**) represents an increase of approximately 6% in relation to the scale currently applicable. The last increase in the scale of pensionable remuneration was in February 2022.

Financial considerations

8. If the revised Provident Fund scale were approved, the additional funds required for the remainder of the financial year 2022/23 would be approximately £16,800 and can be met from within the authorized provision for Item 7 (Personnel) of the Budget.

Recommendation

9. 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 scales and the basis for the 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 May 2022
Duty Station – LONDON

Grade		I	II	III	IV	V	VI	VII	VIII	IX	X	XI
G.1	Gross	26428	27523	28617	29712	30820	31959	33099	34238	35377	36516	37655
	Gross Pensionable	26026	27122	28218	29315	30412	31508	32605	33701	34796	35893	36990
	Total Net/Net Pensionable	20959	21802	22645	23488	24331	25174	26017	26860	27703	28546	29389
G.2	Gross	29691	30928	32197	33466	34735	36004	37273	38542	39811	41080	42349
	Gross Pensionable	29295	30515	31735	32954	34173	35393	36614	37831	39051	40271	41490
	Total Net/Net Pensionable	23472	24411	25350	26289	27228	28167	29106	30045	30984	31923	32862
G.3	Gross	33454	34878	36303	37727	39151	40576	42000	43424	44849	46288	47752
	Gross Pensionable	32950	34316	35685	37051	38420	39788	41154	42522	43888	45254	46661
	Total Net/Net Pensionable	26280	27334	28388	29442	30496	31550	32604	33658	34712	35766	36820
G.4	Gross	37719	39309	40900	42491	44081	45672	47305	48940	50574	52209	53844
	Gross Pensionable	37045	38573	40101	41629	43156	44684	46234	47824	49413	51002	52594
	Total Net/Net Pensionable	29436	30613	31790	32967	34144	35321	36498	37675	38852	40029	41206
G.5	Gross	42497	44280	46072	47904	49736	51568	53399	55231	57063	58895	60727
	Gross Pensionable	41632	43346	45059	46815	48598	50380	52165	53946	55728	57511	59294
	Total Net/Net Pensionable	32972	34291	35610	36929	38248	39567	40886	42205	43524	44843	46162
G.6	Gross	47911	49961	52011	54061	56111	58161	60211	62279	64358	66437	68515
	Gross Pensionable	46822	48816	50812	52806	54802	56798	58790	60786	62782	64775	66771
	Total Net/Net Pensionable	36934	38410	39886	41362	42838	44314	45790	47266	48742	50218	51694
G.7	Gross	54070	56362	58654	60945	63269	65593	67917	70241	72565	74889	77213
	Gross Pensionable	52814	55045	57275	59504	61735	63963	66194	68422	70806	73199	75589
	Total Net/Net Pensionable	41369	43019	44669	46319	47969	49619	51269	52919	54569	56219	57869

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 2022**

	Staff joining before 1 July 1996 and in receipt of the allowance before 1 August 2007	Staff joining on or after 1 July 1996 and prior to 1 October 1999 and in receipt of the allowance before 1 August 2007	Staff joining on or after 1 October 1999 and prior to 1 August 2007 and in receipt of the allowance before 1 August 2007	Staff joining on or after 1 August 2007 and prior to 1 November 2015 and in receipt of the allowance before 1 November 2015	Staff becoming entitled on or after 1 November 2015
Allowances	net per annum	net per annum	net per annum	net per annum	net per annum
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 dependant (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)	£1,641	£1,641	£1,641	£1,641	£1,641
Second language (to be included in pensionable remuneration)	£821	£821	£821	£821	£821
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 II

Salary scale for the Professional and higher categories:
Annual gross salaries and net equivalents after application of staff assessment
In US dollars - effective 1 January 2023

<i>Level</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	Gross	212,632												
	Net	155,837												
ASG	Gross	193,080												
	Net	142,933												
D-2	Gross	154,212	157,747	161,282	164,820	168,359	171,895	175,429	178,968	182,503	186,038	-	-	-
	Net	117,280	119,613	121,946	124,281	126,617	128,951	131,283	133,619	135,952	138,285	-	-	-
D-1	Gross	137,890	140,817	143,750	146,680	149,599	152,683	155,789	158,889	161,998	165,102	168,206	171,308	174,415
	Net	106,023	108,072	110,125	112,176	114,219	116,271	118,321	120,367	122,419	124,467	126,516	128,563	130,614
P-5	Gross	118,901	121,393	123,886	126,373	128,866	131,353	133,847	136,336	138,827	141,316	143,809	146,294	148,790
	Net	92,731	94,475	96,220	97,961	99,706	101,447	103,193	104,935	106,679	108,421	110,166	111,906	113,653
P-4	Gross	97,139	99,353	101,701	104,104	106,507	108,910	111,317	113,720	116,123	118,523	120,931	123,329	125,733
	Net	77,326	79,008	80,691	82,373	84,055	85,737	87,422	89,104	90,786	92,466	94,152	95,830	97,513
P-3	Gross	79,764	81,813	83,863	85,909	87,961	90,008	92,057	94,108	96,155	98,203	100,279	102,501	104,727
	Net	64,121	65,678	67,236	68,791	70,350	71,906	73,463	75,022	76,578	78,134	79,695	81,251	82,809
P-2	Gross	61,680	63,512	65,343	67,175	69,011	70,845	72,680	74,507	76,341	78,172	80,005	81,842	83,672
	Net	50,377	51,769	53,161	54,553	55,948	57,342	58,737	60,125	61,519	62,911	64,304	65,700	67,091
P-1	Gross	47,471	48,896	50,349	51,905	53,459	55,017	56,570	58,128	59,682	61,239	62,793	64,347	65,904
	Net	39,401	40,584	41,765	42,948	44,129	45,313	46,493	47,677	48,858	50,042	51,223	52,404	53,587

*/ Staff assessment to be used in conjunction with gross base salaries

Assessable income	Assessment rate
(United States dollars)	(percentage)
First 50,000	17
Next 50,000	24
Next 50,000	30
Remaining assessable amount	34

Note: Shaded steps will be granted biennially

Pay points for staff beyond the maximum salaries on the unified salary scale
In US dollars - effective 1 January 2023

<i>Level</i>	<i>PP1</i>	<i>PP2</i>
P-4	128,140	130,544
	99,198	100,881
P-3	106,950	109,173
	84,365	85,921
P-2	85,504	-
	68,483	-
P-1	67,458	-
	54,768	-

Pensionable remuneration for staff in the Professional and higher categories

In US dollars - effective 1 February 2022

<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	351,729												
ASG	326,546												
D-2	267,212	272,793	278,377	283,965	289,555	295,140	300,723	306,307	311,892	317,475			
D-1	240,276	245,180	250,089	254,996	259,889	264,796	269,703	274,599	279,510	284,411	289,315	294,214	299,119
P-5	208,465	212,637	216,813	220,979	225,156	229,322	233,502	237,671	241,842	246,014	250,187	254,353	258,530
P-4	171,868	175,838	179,808	183,780	187,750	191,728	195,760	199,786	203,809	207,832	211,867	215,882	219,911
P-3	140,775	144,381	148,058	151,729	155,405	159,079	162,752	166,433	170,103	173,776	177,457	181,128	184,808
P-2	109,216	112,415	115,611	118,808	122,008	125,210	128,410	131,601	134,802	137,996	141,192	144,430	147,712
P-1	84,463	87,072	89,679	92,289	94,894	97,589	100,302	103,017	105,731	108,447	111,159	113,869	116,585

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

In US dollars - effective 1 February 2022

<i>Level</i>	<i>PP1</i>	<i>PP2</i>
P-4	223,940	227,967
P-3	188,478	192,169
P-2	151,001	
P-1	119,297	

Common scale of staff assessment applicable to Professional and higher categories and General Service and related categories

Effective 1 January 2019

Total assessable payment (United States dollars)	Staff assessment rates used in conjunction with pensionable remuneration (percentage)
First 20,000	19
Next 20,000	23
Next 20,000	26
Next 20,000	28
Remaining assessable amount	29

Pensionable remuneration for staff in the Professional and higher categories

In US dollars - effective 1 February 2023

<i>Level</i>	<i>S T E P S</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	373,673												
ASG	346,919												
D-2	283,883	289,812	295,745	301,681	307,620	313,554	319,485	325,417	331,351	337,282			
D-1	255,267	260,477	265,692	270,905	276,103	281,317	286,530	291,731	296,949	302,155	307,365	312,570	317,781
P-5	221,471	225,903	230,340	234,766	239,203	243,629	248,070	252,499	256,930	261,363	265,796	270,222	274,660
P-4	182,591	186,808	191,026	195,246	199,464	203,690	207,973	212,251	216,525	220,799	225,085	229,351	233,631
P-3	149,558	153,389	157,295	161,195	165,101	169,004	172,906	176,817	180,716	184,618	188,528	192,429	196,338
P-2	116,030	119,429	122,824	126,220	129,620	133,022	136,421	139,812	143,212	146,606	150,001	153,441	156,928
P-1	89,733	92,504	95,274	98,047	100,814	103,678	106,560	109,444	112,328	115,213	118,094	120,973	123,859

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

In US dollars - effective 1 February 2023

<i>Level</i>	<i>PP1</i>	<i>PP2</i>
P-4	237,912	242,190
P-3	200,237	204,158
P-2	160,422	
P-1	126,740	

Common scale of staff assessment applicable to Professional and higher categories and General Service and related categories

Effective 1 January 2019

Total assessable payment (United States dollars)	Staff assessment rates used in conjunction with pensionable remuneration (percentage)
First 20,000	19
Next 20,000	23
Next 20,000	26
Next 20,000	28