DECISION OF THE ENERGY CHARTER CONFERENCE

Subject: Organisation of the Secretariat: top officials grading and the Secretary-General contract

The Conference decided that [top four Secretariat staff] should be graded as follows in the Coordinated System:

- Secretary-General: Above A7 (A7+)
- Deputy Secretary-General: A7
- Directors (2): A5/6

The Conference agreed however that the Director for Negotiations, on a personal basis, could be assigned a higher status to reflect his current seniority. For the future Secretary-General, it was agreed that the terms of his contract should be negotiated by the Conference Chairman in consultation with a small group of the largest financial contributors to the Conference budget.

[Attached are the Secretariat Staff List and the Secretariat Organigram as amended by the Energy Charter Conference.]
Annex I

The Energy Charter Secretariat

Staff List

Secretary-General
Deputy Secretary-General

2 : A5/6
1 : A5
5 : A4
1 : A2/3
5 : B4/5
1 : B4
4 : B3

21 Total
Annex II

The Energy Charter Secretariat*
Organisation (end 1995)**

Private Office

Above A7 (A7 +): Secretary-General***
A7: Deputy Secretary-General
A4: Special Assistant
B4/5: Assistant
B4: Secretary

Administrative / Finance

A2/3: Administrative Officer
B4/5: Assistant
B3: Secretary

Negotiation

A5/6: Director
A4: Expert
A4: Expert
B4/5: Assistant
B3: Assistant
B3: Secretary

Legal Affairs

A5: Legal Advisor
B3: Secretary

Execution****

A5/6: Director
A4: Expert
A4: Expert
B4/5: Assistant
B3: Secretary

---

* Grades are based on practice in “coordinated organisations”
** Contract terms of “host organisation” will apply; or voluntary application of the OECD rules
*** “Hors système” in “the coordinated organisations”
**** During negotiating sessions, most staff will assist the negotiating group