



North Pacific Fisheries Commission

NPFC-2026-FAC08-WP02

Submitted by FAC Chair

## Consideration of the NPFC staff regulations

### Abstract

This working paper is based on discussions that the FAC Chair has had through electronic means with Members. It covers a range of aspects on which views from Members are sought by the FAC Chair.

## Paper submitted by the FAC Chair

### Consideration of NPFC staff regulation

Following the discussion at FAC07, FAC07 recommended “(t)hat the Commission direct the Secretariat and an ad hoc intersessional correspondence group of the FAC to develop clearer options and recommendations on staff pay scales for both General Service and Professional/Director level positions for consideration at FAC08, with a view to making recommendations to the Commission at COM10” (paragraph 28 of the meeting report of FAC07) . This recommendation was adopted by the Commission.

To respond to this direction, the FAC Chair initiated informal inter-sessional discussion. The FAC Chair drafted a possible approach and sought inputs and comments from members. The attached document is 2<sup>nd</sup> round version incorporating further comments from members and the FAC Chair. After two rounds of informal discussion, the FAC Chair recognized several issues need to be considered before continuing discussion.

The FAC chair would like to discuss following points during FAC 08:

#### **Discussion points 1**

##### **1.1**

**Should the salary scale and benefits be discussed as a package or separately?**

The FAC Chair initially proposed to discuss salary scales first because benefits, noting that certain benefits (e.g. social security& insurance, pension costs and accommodation subsidies) require separate consideration because they are closely linked to Japan’s social security system. One member questioned the meaning of this explanation, and another member pointed out the benefits should be considered together with the salary scale.

The Secretariat have been considering some benefits, including social security & insurance, taking into account Japan’ social security system. The benefits will be reviewed by the FAC, however, if the benefit is considered together with salary scale, it may make discussion complicated. This is why the FAC Chair proposed discussing the salary scale first.

However, it is also reasonable argument that all benefits should be reviewed together with salary scale since that is the amount which a secretariat actually receives. In addition, given that now the Secretariat is preparing NPFC Social Security Policy, this may be a good opportunity to consider salary scale and the benefits together.

#### **Question for FAC members:**

✓ Should the salary scale and benefits be considered together?

##### **1.2**

**How does NPFC use UN salary scale?**

While there is no objection to use UN salary scale, we need more discussion which scale should be used and how they should be applied to NPFC.

The UN salary scale includes several types of salary, such as “Gross Salaries” and “Total Net Remuneration.” The FAC Chair proposed to use “Gross Salaries” for professional category and “Total Net Remuneration” for General service category. This discussion is closely related to discussion point 1.1

The reason why the FAC Chair chose them was explained in the attachment. Here, there are brief explanation of relevant terms (based on FAC Chair’s understanding):

- Gross Salaries: the total amount of salary before any deductions, such as tax or social security.
- Total net remuneration: Actual amount a staff receives.
- Net: Gross salaries minus staff assessment
- Post adjustment: A mechanism ensuring that remuneration levels of Professional Staff have the same purchasing power at the duty station.

The FAC Chair still consider “Total net remuneration” appropriate for General Service staff. For Professional staff, however, NPFC may choose “Net plus Post adjustment” instead of Gross salaries.

While it is not clear how frequently change the salary scale for General service category, the Salary scale for the Professional is updated every year. The FAC Chair proposes annual step increase on the salary scale, however, if salary scale is revised annually, staff salary may increase even if the staff step is maintained.

**Questions for FAC members:**

- ✓ Should NPFC apply “post adjustment”?
- ✓ Should NPFC use the latest UN salary scale every year, or use a fixed scale for several years with periodical review?
- ✓ If the latest salary scale is applied annually, is annual step increase still relevant for professional staff?

**1.3**

**Which exchange rate should be used and how frequently should it be reviewed?**

There are several options which exchange rate should be used and how frequently should it be reviewed.

One member pointed out that in the UN system, the exchange rate for post adjustment is reviewed monthly, and the post adjustment is reviewed every year. While the member did not propose such frequent change, they propose to clarify how frequently the exchange rate should be reviewed.

**Questions for FAC members:**

- ✓ Should the NPFC review the exchange rate annually?

- ✓ If the NPFC uses a fixed exchange rate with periodical review, how frequently?

## **Discussion points 2**

### **2.1**

#### **Who has the authority to approve the special treatment?**

One member suggests that consultation with the Commission may be required before offering the special treatment to staff.

#### **Questions for FAC members:**

- ✓ Should NPFC members endorse the special treatment offer?  
(If so, it may be done through the intersessional decision making process.)

### **2.2**

#### **How should the annual salary increase be confirmed?**

Some members raised that the step increase should not be automatic. The members also suggest that

- 1) Criteria should be determined for the Executive Secretary to evaluate staff performance, and
- 2) as an alternative, the FAC reviews their performance.

In accordance with regulation 5.1 of the Staff Regulations, performance reviews shall be completed for all staff members by the Executive Secretary on an annual basis. This review may help this evaluation.

#### **Questions for FAC members:**

- ✓ Do NPFC members need to review individual staff performance for salary increase consideration?
- ✓ If so, how?

2<sup>nd</sup>1<sup>st</sup> revision  
**FAC chair's proposed approach**  
**regarding NPFC Staff Regulation, Staff salary scale**  
(FAC chair)

## BACKGROUND

As a result of discussion at FAC07, FAC07 recommended “(t)hat the Commission direct the Secretariat and an ad hoc intersessional correspondence group of the FAC to develop clearer options and recommendations on staff pay scales for both General Service and Professional/Director level positions for consideration at FAC08, with a view to making recommendations to the Commission at COM10” (paragraph 28 of the meeting report of FAC07) . This recommendation was adopted by the Commission.

To respond this direction, I would like to start an informal discussion aiming to make concrete recommendation at FAC08.

This exercise covers only base salary and does not include benefits (e.g. social security & insurance, pension costs and accommodation subsidies) since these benefits are needed to be considered other element such as Japan's social security system. Once FAC concludes its consideration for base salary, FAC may examine the benefits, if necessary.

**Commented [温富1]:** Discussion point 1.1:  
Should the salary scale and benefits be considered together?

## PROPOSED APPROACH

As a starting point, I drafted a document about NPFC staff members salary (annex 1). There are several components which FAC needs to consider. The followings are basic ideas for this proposal.

- 1) Status of the document, annex 1  
The document is drafted to be attached as a schedule of the Staff Regulations.
- 2) Salary Scale  
(Current status)  
Professional and Director - The United Nations P4 and D1 Salary Scales are used for professional / director staff and agreed to at COM01(annex 2). Use of the fixed exchange rate of 124.36 JPY to USD was adopted at FAC01/COM03  
(<https://www.npfc.int/system/files/2020-01/NPFC-2017-COM03-Final%20Report.pdf>)  
  
General Service – no scale was chosen or established for general services categories other than to note at COM01 that the salary was comparable to NPAFC. The current salaries are comparable to United Nations GS based in Japan.  
  
(Proposed approach)  
An option is to create an NPFC original salary scale though, with the recognition that the development and maintenance of such the salary scale would be a time-consuming work. So, I propose using the UN salary scale as a reference with adjustments, if necessary.

In the UN salary scale, there are several types of remuneration (please check the salary scale - link in Annex 3). For professional category, “Gross Salaries” has been used since COM1 and is proposed to continue. For General service category, “Total Net Remuneration” is proposed to use.

**Commented [温書2]:** Discussion point 1.2:  
How NPFC use UN salary scale?

Gross salaries are proposed to be used for Professional category. In the UN salary scale, there are “Gross salaries” and “net equivalent.” Currently, Gross salaries (in US dollars) are used for salary calculation for Professional category of NPFC. If we choose “net equivalent,” the amount is significantly smaller compared with the current salary (approximately 18% lower). In the UN “post adjustment” system, the local adjustment is applied to the net equivalent salary to ensure that remuneration levels of Professional staff have the same purchasing power at all duty station. For example, when the post adjustment multiplier is 54.8 and Net equivalent salary is \$100,000, the staff receive \$154,800 as actual remuneration. If we choose net equivalent with post adjustment, the expected salary would increase significantly (See Example). So, I am proposing to continue to use Gross Salaries for professional category.

As for General Service staff, “Total Net Remuneration” is proposed to be used. The net salaries of UN staff is determined by comparing with the after tax salaries of comparable staff employed in the locality. Since NPFC staff do not pay tax, I propose to use “Total Net Remuneration” for the staff in the General Service category.

### 3) Conversion

Since the UN salary scale for general service category indicates salaries in JPY, no conversion is required. However, for the Professional category, the salary scale is in USD and conversion to JPY is necessary in accordance with Regulation 5.1 of the Staff Regulations.

In the UN salary scale for general services, there is an exchange rate which is used to calculate a portion of the General Service reimbursement. The exchange rate (136 JPY/USD) is provided in the latest salary scale – referenced in annex 3) is proposed to be used for calculation of professional category salary. The exchange rate will be reviewed when the UN salary scale is amended.

**Commented [温書3]:** Discussion point 1.3:  
Which exchange rate should be used and how frequently should it be reviewed?

### 4) Periodic Increment

All new staff start with Step 1 basically. Automatic periodic step increase applies to staff when previous year working performance of the staff is satisfactory.

Now, there is a possibility to reach the highest step (XV for general service and XIII for professional service) in the grade.

For long service, a few options exist. For instance:

1. If the staff continue to work in the Secretariat, the staff may be upgraded to the next grade.
2. Staff continues to receive the highest step on the grade without any further salary increase other than the longevity service step at 20 years service (as in the UN salary scale) and amendment of the UN salary scale.

I suggested option 2 above following the UN practice.

5) Application

The Secretariat shall calculate an actual salary level of each staff in JPY and include them in the budget proposal. The secretariat must provide relevant information which they use for the calculation (e.g. United Nations salary scale and exchange rate used for conversion) as a part of the budget proposal.

Following the past practice, D1 and P4 are applied to the Executive Secretary and two managers, respectively. As for the general service category, FAC will discuss appropriate grades for the Executive assistant and Data manager once the general idea of a salary scale is agreed.

### WORK PLAN

~~I would like Members to review the draft, make questions/comments on the draft and share them with the FAC chair by Jan. 30, 2026. Answering, considering and reflecting on the questions and comments, I will re-circulate revised document. Hopefully, the draft will be finalized at FAC08 and recommended to the Commission for their consideration.~~

**Commented [温富4]:** After the discussion at the FAC, FAC Chair will propose a way forward.

After concluding the discussion of draft schedule, FAC also discusses how the draft schedule applies to incumbents (timing, step, etc). This also will be included with recommendations to the Commission.

(Example of post adjustment application)

Condition: Grade = 1, exchange rate = ¥136/USD

D1: ¥20,728,712 ( $152,417\text{USD} \times 136\text{¥/USD} = ¥20,728,712$ )

P4: ¥14,604,904 ( $107,389\text{USD} \times 136\text{¥/USD} = ¥14,604,904$ )

Under same condition but choosing Net equivalent with post adjustment

Post adjustment multiplier = 0.548 (Tokyo, Japan as of August 15, 2025)

D1: ¥24,441,248 ( $116,095\text{USD} \times 1.548 \times 136\text{¥/USD} = ¥24,441,248$ )

P4: ¥17,825,826 ( $84,672 \times 1.548 \times 136\text{¥/USD} = ¥17,825,826$ )

Another example of estimated staff salary level under hypothetical conditions is available in Annex 4.

Schedule of NPFC staff members salary  
(2<sup>nd</sup> Draft)

1. *Staff members in the professional category*

Position	Grade
Executive Secretary	D1
Compliance Manager	P4
Science Manager	P4

- 1.1 “Annual gross salaries” in the latest United Nations “Salary scale for the Professional and higher categories,” published by the United Nations and provided by the International Civil Service Commission, is used for this purpose.
- 1.2 The amount of the annual gross salaries in USD should be converted to Japanese Yen using the Exchange rate which is available in the latest United Nations salary scale General service category Tokyo (Japan) published by the United Nations and provided by the International Civil Service Commission.
- 1.3 The salary for staff members in the professional category shall be that of the initial step for the corresponding grade of the staff member, beginning at Step1.
- 1.4 ~~A staff member may start at a higher step than step 1 of the grade. Only in special cases and upon the basis of a proposal and justification by the Executive Secretary, after consulting with the Chair of the Finance and Administration Committee (FAC) and with the concurrence of the Chair of the Commission, a staff member may be initially employed at a higher step than step 1 of the grade.~~ In the case of the Executive Secretary, the Commission chair may propose an initial salary above step 1 of the grade after consulting with the ~~Commission~~ Chair of the Finance and Administration Committee.
- 1.5 Periodic step increases in salary within each grade (Step Increase) for staff members in the professional category are granted automatically on an annual basis, as long as the staff member’s performance has been considered satisfactory by the Executive Secretary. After reaching the top step, there is no additional step increase.

**Commented [温審5]:** Amendments are proposed by a member for FAC’s consideration.

**Commented [温審6]:** Discussion point 2.1: Who has the authority to approve the special treatment?

**Commented [温審7]:** Discussion point 2.2: How should the annual salary increase be confirmed?

2. *Staff members in the general services category*

Position	Grade
Executive Assistant	TBD
Data Coordinator	TBD

- 2.1 “Total net remuneration” in the latest United Nations salary scale General service category Tokyo (Japan), published by the United Nations and provided by the International Civil Service Commission, is used for this purpose.
- 2.2 The salary for General Services category shall be that of the initial step for the

corresponding grade of the staff member, beginning at Step1.

2.3 ~~A staff member may start a higher step than step 1 of the grade~~ Only in special cases ~~and upon the basis of a proposal and justification~~ by the Executive Secretary, after consulting with the Chair of the Finance and Administration Committee (FAC) ~~and with the concurrence of the Chair of the Commission,~~ a staff member may be initially employed at a higher step than step 1 of the grade.

**Commented [温審8]:** Amendments are proposed by a member for FAC's consideration.

2.4 Periodic step increases in salary within each grade (Step Increase) are granted automatically on an annual basis until reaching the top step (XV), as long as performance has been considered satisfactory by the Executive Secretary. After reaching the last top step (XV), the staff member remains at the top step (XV) of the grade for at least five years.

**Commented [温審9]:** Discussion point 2.2: How should the annual salary increase be confirmed?

2.5 Upon completion of at least twenty years of unbroken service in the NPFC secretariat, and at least five years at the top step of the corresponding U.N. General Services grade (XV), and as long as performance has been considered satisfactory by the Executive Secretary, the staff member in the General Services category is entitled an additional step increase to the Longevity Step (XVI) subject to the endorsement by the Commission. After reaching the Longevity Steps, there is no additional step increase.

### 3. *Application*

**Commented [温審10]:** A member asked what "application" means here. The meaning is how this schedule implements. If other wording is appropriate, please propose it.

3.1 The Secretariat shall include the remuneration of each staff in JPY when it prepares a budget proposal. Relevant information (e.g. the United Nations salary scale and exchange rate used for conversion) must be disclosed to the FAC.

3.2 The FAC shall consider the proposed remuneration and may amend it.

### 4. *Amendment*

4.1 This schedule may be amended by the Commission.

Annex 2

Draft Commission Budget (COM1/WP4)  
(attached as another file)

Annex 3

UN salary scale

UN salary scale for the Professional and higher category  
<https://icsc.un.org/Home/GetDataFile/8324>

UN salary scale for general service category, Tokyo (Japan)  
<https://onehr.un.org/salary-survey/#/viewdutystation/636b9e0899530c554d34b3da>

Annex 4

Example of estimated staff salary level under hypothetical conditions  
(attached as another file)