



Global Green Growth Institute

The Council
Written Procedure
June 7, 2016

Decision on the Bonus for Staff in the Executive Category

The Council,

Recalling Article 10.7 of the Agreement on the Establishment of the Global Green Growth Institute, regarding the Staff Regulations of the Secretariat approved by the Council;

Recalling Article 4.1(a) of the Staff Regulations [C/3/DC/3 and its Annex C/3/6] approved by the Council at its Third Session on June 8-9, 2013, that the salaries of staff members of the Executive category are determined by the Council;

Recalling Article 4.1(b) and Annex 1 of the Staff Regulations [C/3/DC/3 and its Annex C/3/6] approved by the Council at its Third Session on June 8-9, 2013, providing the annual base salary scales for staff in the Executive and Professional categories, and for up to a 10 percent bonus for Executive staff;

Taking note of the recommendation of the Chair of the Management and Program Sub-Committee to the Council regarding the procedure to determine the bonus for Executive staff;

Taking note of Article III.4 of the GGGI Disclosure Policy [[C/5/DC/2](#)], approved by the Council at its Fifth Session on June 19-20, 2014, that provides “*personal or employment-related information about the GGGI staff, other than information included in the work program and budget*” shall not be disclosed to the public;

1. *Approves* the criteria and procedure for determining the bonus for staff in the Executive category, as attached in the Annex hereto, which *supersedes and replaces in its entirety* the Decision on the Bonus for Executive Staff [C/WRP/DC/7] approved by the Council through written procedure on November 28, 2014; and
2. *Delegates* the Chair of the Council to determine the amount of bonuses for staff in the Executive Category.

Consistent with GGGI’s Disclosure Policy [[C/5/DC/2](#)], this document will be disclosed on the GGGI Website upon its approval by the Council, and its classification will be changed from “For Official Use” to “General Distribution”.

Criteria and Procedure for Determining the Bonus for Executive Staff

Background

1. In the case of Executive staff, a bonus may be granted in light of the results of their performance assessment and the amount of such bonus is to be determined by the Council. Payment of the bonuses implies that the Council is satisfied with GGGI's overall performance.

Eligibility

2. Bonuses are to be limited to staff in the Executive category, namely:
 - (a) the Director-General;
 - (b) the Deputy Director-General; and
 - (c) the Assistant Director-Generals.
3. An individual performance assessment must be fully completed in accordance with GGGI performance management process. In this regard, the performance assessment must be signed off by:
 - (a) the individual member of the Executive staff;
 - (b) the Director-General for the Deputy Director-General and Assistant Director-Generals; and
 - (c) the Chair of the Council for the Director-General.

Period of evaluation

4. The period of evaluation of the performance of Executive staff for determination of eligibility for bonus and amount of bonus will be from January 1 to December 31, in accordance with the GGGI performance evaluation cycle and GGGI financial year.

Amount

5. The amount of bonus will be determined based on the performance assessment for the relevant year, up to a maximum of 10 percent of the annual base salary, as follows:
 - (a) A bonus of up to 10% of the annual base salary, the maximum ceiling, for an "above expectation" performance rating;
 - (b) A bonus of up to 5% of the annual base salary for a "met expectation" performance rating; and
 - (c) No bonus will be granted for "below expectation" performance rating.
6. For staff in the Executive category that have not been in the service of GGGI for the full calendar year but have undergone a performance assessment, the bonus amount will be pro-rated for the number of months worked in that year.

Procedure

7. The Chair of the Council is designated by the Council to determine the bonus for staff in the Executive category.
8. The Director-General will recommend the amount of the bonus for the Deputy Director-General and Assistant Director-Generals, in accordance with the performance rating out in paragraph 5, and submit the recommendations for approval to the Chair of the Council, together with the completed performance assessments.
9. The Chair of the Council will determine the amount of the bonus for the Director-General based on the performance assessment undertaken by the Chair of the Council, in accordance with performance rating set out in paragraph 5.
10. The Institute will implement the bonus determination of the Chair of the Council and make the necessary payments in accordance with its standard payroll procedures.
11. The determinations of the Chair of the Council will be communicated to members of the Council by the Secretariat *ex post*.

Disclosure of bonus

12. In accordance with the GGGI Disclosure Policy, the determinations of the Chair of the Council will be not be disclosed as this is of personal and confidential nature.