

ICSS | REMUNERATION POLICY

Process, Principles, Methodology, Decision-making and Review

Governance Structure

ICSS has a two-tiered governance structure, distinguishing an Executive Board and Supervisory Board. The Supervisory Board (SB) consists of three to nine individuals (at present 4 members and one vacancy) and the Executive Board has, since its inception in 2006, consisted of one person, the executive director.

Executive Board & Remuneration

The executive director is solely responsible for the management of the organisation. The process and the decision on the salary of the executive director is a responsibility of the Supervisory Board. The remuneration is determined by an assessment. The outcomes of the assessment include a score, which provides an indicative salary scale and amount, for decision by the SB.

The assessment is in principle carried out by an external, independent expert and takes into account, on the one hand, the job description, tasks and responsibilities, organisational structure and complexity, the level of freedom in decision-making, representation and context in which the organisation operates, and, on the other hand, the executive director's qualifications, experience, skills, etc. Scores are provided for each of these categories.

Methodology

The benchmark evaluation is based on the methodology as per the guidelines of the Netherlands' non-profit sector collaborative "Goede Doelen Nederland" (GDN), developed using the Hay Guide Chart and job grading method. The assessment provides a score, which informs the appropriate remuneration as a level or range within the 'BBRA' salary scale framework, part of the collective agreement for employees of the government of the Netherlands.

In accordance with the GDN guideline, the remuneration of the Executive Director (or any other ICSS employee) does not exceed an amount equal to the remuneration of the Director General of the Netherlands Ministry of Foreign Affairs. Policy and practice at ICSS have always been in line with this norm.

2018 Remuneration

In 2018, the remuneration of the ICSS executive director had been determined at BBRA scale 14 step 2 for 2019 and 14.3 for 2020 (minus EUR 37.08 as per the entitlements stemming from the employment conditions of aidsfonds, Soa-Aids Nederland and ICSS, the initial model employment agreements at ICSS).

In 2020, ICSS will review its organisational structure, including all positions and job descriptions. With a new collective agreement replacing the BBRA index, the remuneration principles and process will also be reviewed.

The previous review of this policy was in 2016. The next periodic review will be in 2020. From 2020, the BBRA decree and related salary scale index will be replaced by a new framework and the new collective agreement "Rijk", for all sectors. This will be included in the review of remuneration policy.

The remuneration for the executive director was determined in 2018 and will be reviewed in 2020. In 2020, other positions will also be assessed, following the review of job descriptions and performance reviews.

Transparency

ICSS adheres to the principles set forth in relevant guidance, sector codes and legislation around public sector salaries. Reporting on salary levels has been done in varying ways over the past years, following exemption from the specific requirements. From 2019, executive board salary information will be specified as per the GDN formats and, irrespective of requirements, published in annual reports.

Guideline & Methodology Remuneration Directors

The scoring methodology for grading this job description was applied as initial indicative approach to establish alignment between methods. The ICSS executive director position resulted in a score of 450 (group H).

The executive board of ICSS is responsible for management of the organization. For the period of 2019-2021, the executive board consists of one person, the executive director, who serves as the legal representative of ICSS, employed on a permanent contract for 1 full-time equivalent, 36 hours per week.

Remuneration 2020-2021

The salary components, employer's contributions and taxes for the executive director (2020) are specified below. These amounts include 13th month), employer's contribution to the pension sector pension fund any other structural rewards (if applicable).

Remuneration Executive Director	
Name	Raoul Fransen-dos Santos
Position	Executive Director
Type of contract / term	Permanent employment
Working hours per week	36
Part-time percentage	100
Period	1 January – 31 December
Contract of employment	Yes
Annual income	Amounts in EUR
Salary (gross wages)	64 923.12
Holiday pay (8%, gross)	5 193.85
Years-end payment (fixed, gross)	5 388.62
Commuting allowance (tax-free)	2 340.00
Total salaries and permanent compensation	77 845.59
Allowances (fixed or variable, taxable)	0.00
Employer's contribution pension fund	14 571.59
Total salaries, allowances, employer contribution pensio	92 417.18
Employer's costs – wage taxes	6 068.52
Employer's costs – employee disability insurances	19 023.96
Total costs, including wage taxes	117 509.66

Notes to the remuneration specification

- The remuneration of the ICSS executive director for 2020-2021 is within the range provided in the guideline for Remuneration Directors Charitable Organisation (goededoelen.nl).
- The total annual income specified includes gross salary, and applicable taxable allowances such as, pension costs, holiday pay and years-end payment (mostly not applicable).
- Pension compensation or any other additions are not applicable.
- The employer's contribution to the pension fund are proportional to the annual income.

- The employer contribution to the pension fund is a sector wide fund.
- No loans, advances or guarantees have been granted to the executive director.
- Entitled holidays or vacation time that is not used in the respective year can be taken to the next year for up to five days. Such accrual will be voided if not used in that subsequent year.
- In principle, there is no payment in lieu of unused (accrued) vacation time.
- ICSS Supervisory Board members are not paid a stipend, allowance, salary or otherwise to perform their duties as ICSS board members. Costs that they incurred in order to perform this role are reimbursed based on actual expenditures.

Subject : ICSS Remuneration Policy Executive Board & Executive Director

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