



17th June 2010

To all COTA staff (grades A-E)

Dear Colleague

The current difficult economic situation has been well reported over the past few months and has had widespread effect, including on our own oil and gas industry.

In these tough economic times Unite, RMT and COTA have been working together to find a solution to a number of issues that currently occupy a lot of time and energy.

Following these efforts, we are delighted to present to you the outline of a recommended proposal to give you contractual paid holidays, an increase in your annual salary and an increase to longer distance travel and other allowances.

This "deal" is being recommended for acceptance by both UNITE and RMT. If accepted, the result would see COTA once again leading the way for the oil industry.

The new deal, including a new COTA agreement, would take effect from the 1 September 2010 and essentially consists of three parts.

- Settlement of tribunals already raised through an ET1
- A new COTA agreement that gives an increase in contractual paid holidays
- Salary increase from 1 September 2010

The great news is that all employees operating in all sectors will receive an increase to the package they currently enjoy. We understand that this new agreement represents a significant change for all concerned. To permit everyone the opportunity to understand and ask questions, COTA and the unions have recorded a presentation which can be viewed and listened to via the internet link below.

www.tinyurl.com/2010cotapresentation

Simply type this link into the address bar when logged on to the internet, enter the following password

cota2010

and follow the instructions on line. The presentation lasts approximately 25 minutes and can be viewed as many times as you wish.

Should you not have access to a computer we have enclosed a pack which explains the proposed 'deal' to you.

Should you have any queries at all in relation to what you see on the internet presentation or what you read in the attached documents please e-mail these to:

feedback@cota.org.uk

Or pass these to your line manager who shall collate and forward them to us on your behalf.

Yours sincerely

COTA Negotiating Team, UNITE and RMT