

Programme S. CONFERENCE, TRANSLATION AND PUBLISHING SERVICES

Rationale: The Agency has a major function to share information and knowledge and act as a clearing house of information in printed and electronic form. It has to manage its meetings, and disseminate their results in the most appropriate manner. For these purposes an adequate infrastructure and policies and procedures are required, together with well co-ordinated and centralized management.

Objective: To maintain high efficiency and effectiveness in Agency meetings and in the production and distribution of Agency documents and publications by developing and implementing effective Agency-wide policies, approaches, rules and procedures for meetings, publishing, translations and printing; to increase the use of modern communication systems, including the Internet, desktop and video teleconferencing, and remote access to information sharing (as an alternative to meetings).

Outcomes
<ul style="list-style-type: none"> — Effectiveness in Agency meetings and conferences to better meet the needs of Member States. — Availability of high quality documents and publications to Member States, particularly developing countries. — Efficient delivery to Member States of translated material and printed and electronic documents.
Performance Indicators
<ul style="list-style-type: none"> — Number of new products, methods and management tools being used. — Effective and efficient management of the translation, publishing and printing operations and meetings.

Recurrent Project S.1.01: Direction

Main outputs: The Agency's conference, publishing, translation and printing services will be integrated into a cohesive and inter-linked system of services for the house and for Member States. Electronic workflows and review systems will be employed to facilitate services and monitor their efficiency.

Resource changes and trends: The regular budget resources show a reduction of \$55 000 per year in both 2002 and 2003 compared with 2001. The reduction is due to a personnel change.

Financial resources

	2001	2002	2003
Reg. budg.	319 000	264 000	264 000

Subprogramme S.2. Conference Services

Problems and issues to be addressed by the Agency:

The Agency requires an infrastructure, policies and procedures for well co-ordinated and centralized management of meetings in order to provide an efficient means of sharing information and experience for the benefit of its Member States.

Objective: To achieve effective meetings of the Policy-making Organs and scientific and technical groups by providing efficient administrative and organizational support.

Outcome
<ul style="list-style-type: none"> — Cost effective and efficient organization of Agency meetings and a smooth exchange of information and experience.
Performance Indicators
<ul style="list-style-type: none"> — Approximately nine hundred meetings a year using new and improved communication technology, including video conferencing and desktop teleconferencing. — Agency-wide acceptance of streamlined policies and the implementation of the new meeting categories. — Reduction of or control over the growth of meetings at headquarters. — User satisfaction.

Programme changes and trends: The establishment of new, fewer categories of meetings and streamlining of implementation procedures will result in the rationalization of the number of meetings. The planned organizational change will make it easier to meet future challenges by clearer delineation of human resources. The increased use of audio and video conferencing technology will lead to more cost effective meetings.

Resource changes and trends: The resources for 2002 show an increase of \$10 000 compared to 2001 due to some adjustments of staff costs. There is no change in resources in 2003 over 2002.

Financial resources

	2001	2002	2003
Reg. budg.	848 000	858 000	858 000

Recurrent Project S.2.01: Meetings of the Policy-making Organs and in the framework of Treaties, Conventions and Agreements

Main outputs: Logistical and administrative support and services will be provided for the meetings of the Board of Governors, the General Conference and their Committees and meetings of Parties to Treaties, Conventions and Agreements.

Ranking: 1 ex æquo

Recurrent Project S.2.02: Scientific and technical meetings

Main outputs: Planning, logistical and administrative support and services as well as the necessary infrastructure for all scientific and technical meetings of the Agency will be provided.

Ranking: 1 ex æquo

Subprogramme S.3. Translation Services**Problems and issues to be addressed by the Agency:**

The smooth operation of the Agency and its interactions with Member States requires the production of documentation in the Agency's six official languages (Arabic, Chinese, English, French, Russian and Spanish). All records of meetings, resolutions and other important documents must be made available in these languages to meet the specialized needs of Member States and the scientific community. Furthermore, documents submitted by Member States in connection with Agency programmes in official languages other than English often need to be translated into English to allow members of the Secretariat to process them.

Objective: To ensure effective communication between the Agency's Secretariat and the Member States, the smooth implementation of Agency programmes and the successful conduct of meetings through accurate and efficient translation of documents into the Agency's official languages and preparation of summary records of meetings of the Agency's Policy-making Organs.

Outcomes
— Delivery of accurate and timely translations and records, including through outsourcing.
— Improved workflows in-house.
— Increased effectiveness in the use of staff.
Performance Indicators
— Delivery of translations by the agreed deadlines.
— Efficiency gains with new working procedures introduced.
— Customer satisfaction.

Programme changes and trends: Given the major changes in direction in 1999–2001, further major changes are not expected in 2002–2003, but efforts will continue to streamline internal processes and procedures within the language services, especially in the use of the Translation Support Section and of GS staff in general, and to contribute to the streamlining of procedures outside the language services that have an impact on the efficiency and timeliness of translations.

Resource changes and trends: The resources for this subprogramme are provided by the programmes using the service on the basis of a cost sharing formula. The resources required for 2002 and 2003 show essentially no change from the resources in 2001 owing to the need to maintain the core infrastructure for the service.

Financial resources

	MP1
2002	139 000
2003	144 000
	MP2
2002	58 000
2003	58 000
	MP3
2002	521 000
2003	528 000
	MP4
2002	436 000
2003	436 000
	MP5
2002	253 000
2003	241 000
	MP6
2002	310 000
2003	310 000
	MP7
2002	4 226 000
2003	4 226 000

Recurrent Project S.3.01: Translation of Policy-making Organs and programme related documents for Member States and the Secretariat

Main outputs: Documents prepared by the Secretariat in English for meetings of the Policy-making Organs will be translated into the Agency's other official languages. Programme related documents sent or received by the Secretariat in official languages other than English will be translated.

Ranking: 1

Recurrent Project S.3.02: Production and translation of summary records for Policy-making Organs meetings

Main outputs: Summary records will be produced in all the Agency's official languages of the formal meetings of the Board and its Committees and those of the General Conference and its Committees.

Ranking: 2

Recurrent Project S.3.03: Translation of other documents

Main outputs: Documents that are not directly related to Agency programmes, such as Vacancy Notices, internal administrative documents and correspondence with the host country, will be translated.

Ranking: 3

Project S.3.04: TRADOS Workbench

Main outputs: Computer assisted translation software will be used. It will generate more consistent and more efficient translations of all types of documents.

Duration: 2002–2003

Ranking: 4 ex æquo

Project S.3.05: Development of a centralized terminology database

Main outputs: A centralized terminology database will be fully established and implemented. This will promote more accurate and efficient translations. It may also ultimately provide a useful reference tool for staff elsewhere in the Secretariat who draft documents.

Duration: 2002–2003

Ranking: 4 ex æquo

SUBPROGRAMME S.4. PUBLISHING SERVICES

Problems and issues to be addressed by the Agency:

One of the major ways of fostering the exchange of information is through the issuing of publications on issues of concern to Member States and the scientific community in an efficient and cost effective manner. The Agency will be able to reach its constituencies by increasing its sales and promoting its publications.

Objective: To ensure that the quality of the publications (hard copy and electronic) produced is appropriately high, that the publications are produced in a timely manner, that the medium of dissemination is optimally chosen, and that the publications are efficiently promoted and sold or distributed.

Outcomes
<ul style="list-style-type: none"> — Timely production of high quality publications. — Increased and speedy access to Agency publications, particularly by developing countries, including greater use of Internet, CD-ROMs. — A more effective sales programme and increased revenue from sales through promotion of Agency publications to support free distribution to users in Member States.
Performance Indicators
<ul style="list-style-type: none"> — Timeliness of publications. — Reviews in scientific and technical journals. — Sales figures. — Use of electronic publishing and web access for customers/users. — Hit rates and downloads for online versions of Agency publications.

Programme changes and trends: Increasing use of electronic means of dissemination (Internet, CD-ROM interactive products, e-commerce), with products designed for a specific purpose from the beginning through co-ordination with the originating areas. Greater promotion of publications and hence sales through the Internet and partners worldwide.

Resource changes and trends: The resources required for 2002 show a decrease of \$51 000 compared with 2001. The resources in 2003 are essentially at the same level as in 2001.

In line with a new publishing policy, there will be increased emphasis, starting as early as 2001 and continuing into the biennium 2002–2003 and beyond, on active promotion of the Agency's publications to improve their dissemination and the Agency's outreach. The objective is to increase revenues that would allow the Agency to meet the growing demand for free publications for selected audiences in Member States. It is proposed, therefore to devote up to \$44 000 from publication sales income to promote the Agency's publications, with a view to increasing the amounts generated from this source of income.

Financial resources

	2001	2002	2003
Reg. budg.	2 759 000	2 708 000	2 756 000

Recurrent Project S.4.01: Editing and production

Main outputs: Agency publications will be produced in print and electronic form (CD-ROM and Internet), for sale and limited free distribution in all relevant languages in support of the Agency's mission. These include a variety of reports, proceedings and documents largely generated by the Agency's scientific and technical programmatic activities.

Ranking: 1

Recurrent Project S.4.02: Sales and promotion

Main outputs: Agency publications will be marketed, sold or distributed in an effective and efficient manner, both to generate revenue and disseminate as widely as possible information about the Agency's activities.

Ranking: 2

Recurrent Project S.4.03: Nuclear Fusion Journal

Main outputs: The Nuclear Fusion journal will be produced and distributed on a monthly basis in print form and electronically on the Internet, for sale through subscriptions and for limited free distribution. The project will be implemented on a full cost recovery basis.

Ranking: 3

Subprogramme S.5. Printing Services

Problems and issues to be addressed by the Agency:

It is necessary that the Agency and its Member States have immediate access to all documents generated in the course of its activities. This creates a continued need for in-house document services. Additionally and for the same reasons, these services are required by the other Agency's sister organizations in the VIC through the auspices of the Common Printing Service (CPS) under the control of the Agency.

Objective: To provide an efficient document replication service to all VIC based organizations.

Outcome
— Delivery to the Agency, Member States and other VIC based organizations of high quality document services in an accurate and timely manner.
Performance Indicators
— Cost of work performed based on accepted pricing structure.
— Customer satisfaction for all document services based on deadline realization and established quality standards for work performed.

Programme changes and trends: In recent years, the nature of requests for document services has changed owing to the use of personal computer and desktop publishing (DTP) software applications that create digital documents that can be disseminated into a variety of products. Additionally, there is an increasing demand for colour and graphical representation in documents coupled with the desire for having documents made available very quickly. Printed, copied and computer derived documents services are in demand.

Resource changes and trends: The resources for this subprogramme are provided by the programmes using the service on the basis of a cost sharing formula. The resources required for 2002 and 2003 show a decrease of \$49 000 compared with 2001.

Financial resources

	MP1
2002	298 000
2003	298 000
	MP2
2002	153 000
2003	153 000
	MP3
2002	559 000
2003	559 000
	MP4
2002	104 000
2003	104 000
	MP5
2002	973 000
2003	973 000
	MP6
2002	76 000
2003	76 000
	MP7
2002	920 000
2003	920 000

Recurrent Project S.5.01: Reproduction of documents

Main outputs: Pre-press preparation and reproduction of documents will be handled. Hard copy and electronic documents will be processed and prepared (Policy-making Organ documents, working materials, TECDOCS, Safety Standards Series publications, technical monographs, contributed papers, books of extended synopsis, proceedings, etc.). Production methods will include HTML conversions, CD-ROM, colour and black and white photocopying, large format display printing, and high-volume-high-quality offset printing.

Ranking: 1

Recurrent Project S.5.02: Distribution of documents

Main outputs: Agency documents and publications will be distributed to the relevant constituencies. A single centralized database for the Contact Information System (CIS) will be established and maintained.

Ranking: 2