

## Programme S. CONFERENCE, TRANSLATION AND PUBLISHING SERVICES

**Rationale:** One of the major functions of the Agency is to share its accumulated information and knowledge and act as a clearinghouse of information in printed and electronic form. It must also manage its meetings, and disseminate their results in the most appropriate manner. For these purposes an adequate infrastructure, plans, policies and procedures are required, together with well co-ordinated and centralized management of meetings. Translation and publishing services have to be tailored to the needs of customers, with a high level of efficiency and with costs approaching market prices for similar services.

**Objective:** To maintain a high level of efficiency and effectiveness of Agency meetings and in the production and distribution of Agency documents and publications. To this end, to develop and implement an effective Agency-wide approach including rules and procedures, and increase the use of modern communication systems, including the Internet, desktop and video conferencing, and remote access to information sharing (as an alternative to meetings).

Outcomes
<ul style="list-style-type: none"> <li>— Timely and efficient production and/or translation of high quality documents and publications.</li> <li>— Increased access to Agency publications, particularly by developing countries.</li> <li>— Increased efficiency in Agency meetings and conferences to better meet the needs of Member States.</li> </ul>
Performance Indicators
<ul style="list-style-type: none"> <li>— Use of video conferencing and desktop teleconferencing.</li> <li>— Productivity gains in translation, publishing and printing services.</li> </ul>

**Specific criteria for prioritization:**

In ranking projects, priority was given to:

- Services required by the Policy-making Organs and for delivery of the Agency's programme.
- Improvement of the efficiency and effectiveness of document and publication preparation and issuance.
- Customer oriented services.

### Subprogramme S.1. Direction and Co-ordination

**Rationale:** The Agency's conference, translation, publishing and printing services have been integrated into one inter-linked management system, including

one workflow system for all documents and one for all meetings. The management system needs to be operated and workflows co-ordinated in order to optimize this process for the benefit of Member States and the Secretariat.

**Objective:** To ensure an efficient, cost effective and high quality information dissemination service through overall leadership and co-ordination.

Outcome
— Improved co-ordination of conference, translation and publishing services.
Performance Indicator
— Efficiency gains achieved.

**Programme changes and trends:** The nature of the production of documents is changing: more formats (hard copy, download from Internet, electronic file, CD-ROM, etc.) are available and combinations of more than one format have become common. New technologies and methods call for new management methods, which in turn call for more centralized co-ordination and more common services for the various stakeholders in information dissemination.

Translation, publishing and printing activities need closer co-ordination in terms of workflow management, IT support, centralized terminology databases and customer databases. Compiling and promoting the consistent use of nuclear related terms and other terminology used in Agency documentation in the six official languages is an important aspect of this co-ordination. Preservation of consistent terminology knowledge, and addition to that knowledge, ensures reliable communication between scientists and policy makers of different backgrounds.

**Resource changes and trends:** The proposed resources for Subprogramme S.1 amount to \$1 504 000 for 2004, reflecting no change compared with the adjusted budget for 2003. No change is proposed for 2005 over 2004. A fundamental re-engineering of printing shop operations will entail new improved printing methods and enable reductions in the staff resources dedicated to the printing service to be achieved. Annual savings of approximately \$660 000 are expected to be derived from these changes.

**Financial resources (2003 prices)**

S.1.	2003	2004	2005
Reg. budg.	1 504 000	1 504 000	1 504 000

**Recurrent Project S.1.01: Direction**

*Main outputs:* Policies related to conferences, translation and publications will be developed and approved by senior management. Monitoring of performance and productivity of work will be carried out and status reports made available.

*Ranking:* 4 ex aequo

**Recurrent Project S.1.02: Co-ordination of document workflows**

*Main outputs:* Controlled workflow of documents to be translated, published and/or printed will be established. Status reports on performance and productivity will be made available.

*Ranking:* 1 ex aequo

**Recurrent Project S.1.03: Maintaining a centralized customer database**

*Main outputs:* Lists of customers will be delivered as labels, electronic files or emails.

*Ranking:* 10 ex aequo

**Recurrent Project S.1.04: Maintaining a centralized terminology database in six languages and a glossary of abbreviations**

*Main outputs:* Terms, concepts and names of institutions in the six languages will be available after careful validation. On demand, Member States can obtain guidance in the use of terminology appearing in Agency documents and publications.

*Ranking:* 10 ex aequo

**Subprogramme S.2. Conference Services**

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

**Objective:** To ensure that meetings of the Policy-making Organs and scientific and technical groups achieve their objectives effectively and efficiently by providing efficient administrative and organizational support.

Outcome
— Cost effective and efficient organization of Agency meetings.
Performance Indicator
— Level of customer satisfaction.

**Programme changes and trends:** Streamlining and standardizing the implementation procedures for Agency meetings will result in more effective meetings. The planned procedural changes will make it easier to meet future challenges by clearer delineation of human and financial resources. The increased use of technology will lead to more efficient meetings.

**Resource changes and trends:** The proposed resources for Subprogramme S.2 amount to \$1 101 000 in 2004, reflecting an increase in the budget of \$191 000, or 21%, as compared with 2003. This increase is the result of a reorganization whereby photocopying services related to meetings hitherto included in the Shared Service Printing will be included in Conference Services. Resources for 2005 remain at the 2004 level.

**Financial resources (2003 prices)**

S.2.	2003	2004	2005
Reg. budg.	910 000	1 101 000	1 101 000

**Recurrent Project S.2.01: Policy-making Organs, treaties, conventions and agreement meetings**

*Main outputs:* Logistical and administrative support and services for the meetings of the Board of Governors, the General Conference and their committees, and meetings of parties to treaties, conventions and agreements will be provided.

*Ranking:* 1 ex aequo

**Recurrent Project S.2.02: Scientific and technical meetings**

*Main outputs:* Logistical and administrative support and services and the necessary infrastructure for all scientific and technical meetings of the Agency will be planned and provided.

*Ranking:* 4 ex aequo

**Subprogramme S.3. Translation and Language Services**

**Rationale:** All records of meetings, resolutions and other important documents must be made available in the Agency's six official languages (Arabic, Chinese, English, French, Russian and Spanish) 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. Finally, the operation of the Agency's multilingual web sites will require more language services in the near future.

## Programme S

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

Outcomes
— Accurate and timely translations of official documents and records of meetings.
— Comprehensive language services to the many web sites of the Agency.
— Use of high quality and consistent terminology.
Performance Indicators
— Productivity gains measured by the price per standard translated page.
— Average number of standard translated pages per day per translator.
— Usage rates of advanced technology tools such as voice recognition software and computer assisted translation software.

**Programme changes and trends:** Two recurrent projects will continue unchanged as compared with the 2002–2003 cycle. Former Project S.3.03 (Translation of other documents) has been subsumed into S.3.01 since in practice virtually all translations are in effect programme related. Former Project S.3.04 (TRADOS Workbench) has been incorporated into a more general project involving the use of technology in the area of translation (new Project S.3.01) and former Project S.3.05 (Development of a centralized terminology database) has been moved to Subprogramme S.1. The TRADOS Workbench will become a standard tool for all language services during 2002–2003.

Another new recurrent project (Project S.3.03) related to the development of Agency web sites in the official languages other than English has been introduced for the 2004–2005 cycle.

**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 2004 show a decrease of \$361 000, or 5.9%, compared with the resources in 2003, due to a reduction in the demand for this service by users. There is a further reduction of \$37 000 in 2005 when compared with 2004.

## Financial resources (2003 prices)

S.3.	MP1
2004	165 000
2005	168 000
	MP2
2004	22 000
2005	22 000
	MP3
2004	430 000
2005	420 000
	MP4
2004	357 000
2005	372 000
	MP5
2004	244 000
2005	244 000
	MP6
2004	208 000
2005	163 000
	MP7
2004	4 303 000
2005	4 303 000

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

**Main outputs:** All Policy-making Organs documents will be translated into the Agency's official languages; programme related documents will be translated as well as documents sent by Member States to the Agency in other official languages.

**Ranking:** 1 ex aequo

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

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

**Ranking:** 4 ex aequo

### **Recurrent Project S.3.03: Language services for multilingual Agency web sites**

**Main outputs:** Translations and other language services will be provided for web sites operated in the official languages of the Agency.

**Ranking:** 13 ex aequo

## Subprogramme S.4. Publishing Services

**Rationale:** One of the main functions assigned to the Agency by the Statute is the dissemination of the results of work carried out in its programmes to Member States, the scientific community and civil society. Publications, both in print and electronic form, are a key medium for making this information widely available to the target audiences. The impact of Agency publications is enhanced by the provision of efficient and customer oriented publishing services.

**Objective:** To ensure cost effective and timely production of Agency publications of the highest quality, with the widest possible dissemination and enhanced sales revenue when appropriate.

Outcomes
<ul style="list-style-type: none"> <li>— Enhanced use of technological advances to increase the timeliness and cost effectiveness of the production of publications.</li> <li>— Availability of Agency publications to target audiences in print and/or electronic formats.</li> </ul>
Performance Indicators
<ul style="list-style-type: none"> <li>— Number of hard copies sold or distributed to different target groups.</li> <li>— Timeliness of production of publications based on customer approved schedule.</li> <li>— Level of revenue from sale of publications.</li> </ul>

**Programme changes and trends:** The use of electronic processes will be optimized for greater efficiency and comprehensive quality control in the production of publications. Taking advantage of the development of communication through the Internet, Agency publications will be made more widely available for sale in electronic form and the full text of all publications will be posted on WorldAtom.

**Resource changes and trends:** The proposed resources for Subprogramme S.4 amount to \$2 710 000 for 2004, reflecting a decrease in the budget of \$191 000, or 6.6%, compared with 2003. No change is proposed for 2005 compared with 2004. The reduction is due to staffing adjustments, partly related to a re-engineering of the printing process and partly to the new co-ordination arrangement covering workflow management and IT support.

### Financial resources (2003 prices)

S.4.	2003	2004	2005
Reg. budg.	2 901 000	2 710 000	2 710 000

### Recurrent Project S.4.01: Editing and production

**Main outputs:** Agency publications will be edited and produced in print and electronic forms (CD-ROM and the Internet) for sale and limited free distribution in all relevant languages in support of the Agency's mission.

**Ranking:** 4 ex aequo

### Recurrent Project S.4.02: Sales and promotion

**Main outputs:** This project will result in effective and efficient marketing, sales and distribution of Agency publications, both to generate revenue and to disseminate as widely as possible the results of the Agency's scientific and technical work.

**Ranking:** 10 ex aequo

### Recurrent Project S.4.03: Nuclear Fusion journal

**Main outputs:** Monthly journal issues will be co-ordinated. The web site of the journal will be updated also monthly.

**Ranking:** 13 ex aequo

## Subprogramme S.5. Printing Services

**Rationale:** One of the Agency's underlying and important responsibilities is the dissemination of documentation to Member States and to the scientific community worldwide. These documents include Policy-making Organs documents, priced and unpriced publications, periodicals, public information publications, country reports, mission reports and working materials. It is necessary that the Agency and its Member States have immediate access to these documents, hence the creation and continued need for in-house document services.

For reasons of confidentiality, reliability, timeliness, quality and consistency in the production of documents, the Agency provides internal printing services for all Agency documents. Additionally, this same function applies to the Agency's sister organizations in the VIC through the auspices of the Common Printing Service under the control of the Agency.

**Objective:** To increase efficiency and effectiveness in providing a document reproduction service to all VIC based organizations and in distributing Agency documents by taking advantage of new technologies and keeping up with changing demand.

Programme S

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
— Price per page impression.

**Programme changes and trends:** The demand for printed hard copies of Agency documents is changing. The new requirements are faster delivery, fewer copies per publication and more colour productions. Traditional printing may no longer be the most efficient method of answering the needs of Member States, the Secretariat and the scientific community. The way forward is a move into the age of highest quality electronic printing on 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 2004 show a decrease of \$392 000, or 15.6%, compared with resources in 2003, due to a reduction in the demand for this service by users. An increase of \$37 000 is proposed for 2005 compared with 2004.

**Financial resources (2003 prices)**

S.5.	MP1
2004	260 000
2005	274 000
MP2	
2004	107 000
2005	101 000

**Financial resources (2003 prices) (cont'd)**

S.5.	MP3
2004	441 000
2005	455 000
MP4	
2004	66 000
2005	81 000
MP5	
2004	537 000
2005	537 000
MP6	
2004	47 000
2005	47 000
MP7	
2004	663 000
2005	663 000

**Recurrent Project S.5.01: Reproduction of documents**

*Main outputs:* Reproduction services will be offered for Policy-making Organs documents, books, periodicals and other productions, both printed and on CD-ROM, for all VIC based organizations.

*Ranking:* 4 ex aequo

**Recurrent Project S.5.02: Distribution of documents**

*Main outputs:* Policy-making Organs documents, books, periodicals and other productions, both printed and on CD-ROM, will be sent to Agency information recipients.

*Ranking:* 4 ex aequo