

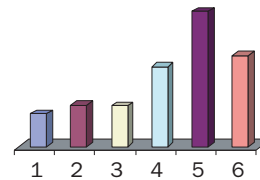
# MANAGEMENT, CO-ORDINATION AND SUPPORT

## PROGRAMME OBJECTIVE

To provide overall direction, policy guidance, legal advice, co-ordination and administrative support to effectively and efficiently implement the Agency's mandate as reflected in the approved programme.

Regular budget expenditure: \$56 727 552

Extrabudgetary programme expenditure  
(not included in chart): \$567 141



1. Executive Management: \$4 357 622
2. Services for Policy Making Organs: \$5 594 290
3. Legal Activities, External Relations and Public Information: \$ 5 486 896
4. Administration: \$10 735 438
5. General Services: \$18 260 762
6. Information Management and Support Services: \$12 292 544

## LEGAL ACTIVITIES

As in previous years, the Agency provided legislative assistance to Member States to enable them to further develop their nuclear legislation. In particular, it provided assistance to 20 countries by means of written comments or advice on specific national legislation submitted to it for review. In addition, at the request of five Member States, the Agency trained individuals in various aspects of nuclear legislation. Further to the decision of the Board of Governors in December 1999 on implementation of the Model Project on upgrading radiation protection infrastructures, the Agency assisted those Member States that are still required to establish a legislative and regulatory framework for the application of adequate health and safety standards to Agency projects, including technical co-operation projects. It also advised Member States on:

- Legislation and regulations for radiation protection (for French speaking African countries);
- Legislative issues related to the development of a legal framework governing the safety of radioactive waste management and the safe transport of radioactive material (for countries of East Asia and the Pacific);
- Development of a legal framework governing emergency preparedness and response and civil liability for nuclear damage (for countries of Latin America);
- Assessment of legislative and regulatory infrastructure for radiation safety (for countries of West Asia and South East Asia);
- Drafting of nuclear legislation for individual Member States.

## PUBLIC INFORMATION

One of the first events in the plan of action to implement the new public information and outreach policy was an 'Industry Forum' in January 2000. Convened with the aim of broadening and enhancing the Agency's contacts with non-traditional partners, the forum provided an opportunity for representa-

tives of the private sector to exchange views with the Secretariat on the future prospects for nuclear power and related applications.

To heighten the visibility of its activities, the Agency posted a series of information pages on its *WorldAtom* Web site (<http://www.iaea.org/worldatom>) and issued special booklets. These dealt with the NPT Review Conference in spring 2000, the Sixth Conference of Parties (CoP-6) to the United Nations Framework Convention on Climate Change in The Hague, and the Scien-

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tific Forum on waste issues at the General Conference in September. The latter event received additional coverage through multimedia features, including extensive photo coverage and video news clips.

In the publications field, the Agency's information and outreach efforts included a special emphasis on human health issues. For example, it issued a brochure on combating infectious diseases in developing nations.

Some 800 public information video products were distributed to governmental, non-governmental and other bodies, including public and commercial television channels. And in order to highlight its major emphasis in 2000 on waste management issues, the Agency produced a video for the Scientific Forum during the General Conference.

Regional public information seminars were held at regular intervals throughout the year in Brazil, Finland, Hungary, Romania and Thailand. Additionally, a number of exhibits were staged at various locations, including one on Hiroshima and Nagasaki at the Vienna International Centre (VIC).

## FINANCIAL MANAGEMENT

The new Agency Financial Information Management System (AFIMS) became operational on 1 January 2000. As is typical with the introduction of a brand new system, particularly one using a new technological platform, substantial efforts were devoted to stabilizing the system, improving its use and enhancing its electronic interface with satellite systems. During the latter part of the year, much of the effort centred on testing the year end closing features of the new software to ensure a smooth process, since the closing of accounts for 2000 would be the first use of the new system.

For 2000, the General Conference appropriated an amount of \$226.3 million for the Agency's Regular Budget on the basis of an exchange rate of 12.70 Austrian Schillings to one United States dollar, of which \$221.7 million was related to Agency programmes. The latter amount was adjusted to \$195.2 million to account for the average United Nations exchange rate (14.8635 Austrian Schillings to one US dollar) actually experienced during the year.

The Regular Budget for 2000, at an exchange rate of 14.8635 Austrian Schillings to one US dollar, amounted to \$199.3 million, of which \$191 million was to be financed from contributions by Member States on the basis of the 2000 scale of assessment, \$4 million from income from reimbursable work for others and \$4.3 million from other miscellaneous income.

The actual expenditures for the Agency's Regular Budget in 2000 amounted to \$196.4 million, of which \$192.3 million was related to the Agency's programmes (see the Annex, Table A1). The unused budget from the Agency's programmes amounted to \$2.9 million, while the total unused budget was \$2.8 million when reimbursable work for others was taken into account.

A total of \$38.7 million of extrabudgetary resources were actually available for Agency programmes. This total consisted of a \$15.1 million unused balance carried forward from

1999 and \$23.6 million additional extrabudgetary funds made available in 2000. The 2000 expenditure amounted to \$20.9 million (see the Annex, Table A2), of which 50% was spent from US funds, mostly to support Agency programmes for safeguards activities. About 14% of the 2000 expenditure came from funds provided by Japan and were mainly used to support work on the safety of nuclear installations in countries of South East Asia, the Pacific and the Far East. Another 13% came from funds provided by European Union Member States, which basically financed verification activities in Iraq pursuant to United Nations Security Council resolutions. The remaining 23% of 2000 expenditures was covered by funds from other donors, and predominantly financed verification activities in Iraq and work in food and agriculture.

## PERSONNEL MANAGEMENT

As part of its human resources planning, the Agency developed a 'Forecast of Vacancies' that has provided flexibility in the redefinition of job profiles to meet programme needs. It also provides Member States with information on future employment opportunities. Not only will it enable national recruitment centres to

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begin searching early for candidates to facilitate the recruitment of staff from developing and under- or non-represented countries, it will also lead to the hiring of more women.

To instill a common approach to management throughout the house, the Agency established the Management Certificate Curriculum (MCC) training course. The MCC is also closely linked to ongoing reforms, particularly in the areas of programme planning and implementation, prioritization of financial

resources and streamlining of human resources management procedures. The Agency conceives the MCC as an interactive process that permits managers to actively participate in and influence the broader reform effort. By the end of 2000, over 100 managers had completed the course.

At the end of 2000, there were 2173 staff members in the Secretariat — 912 in the Professional and higher categories and 1261 in the General Service category. These figures represent 1629 regular, 284 temporary assistance and 172 extrabudgetary staff, as well as 59 cost free experts and 20 consultants. Ninety-three nationalities were represented among the 670 staff members in posts subject to geographical distribution.

## INFORMATION MANAGEMENT

In order to improve *GovAtom*, the Agency's restricted access Web site containing documents of the policy making organs, a questionnaire was distributed to Member States and their permanent missions in Vienna to solicit user comments and suggestions. An analysis of the results indicated overall satisfaction with *GovAtom*, with recommendations for improving the timeliness of documents, broadening their scope and making it easier to find them. As a result, a subset of the Official Records of the Board of Governors (GOV/OR) has been added to *GovAtom*.

## COMPUTER SERVICES

The considerable time and effort invested in 1999 by the Agency to deal with the Y2K computer problem resulted in a very smooth transition of all central computer services into 2000. In particular, special software and hardware upgrades allowed the Financial Information and Control System (which was not Y2K compliant) to run as required in 2000.

The Agency's current firewall system was replaced with upgraded fault tolerant software. The new security concept also includes intrusion detection and subsystems for encrypted remote access to the Agency's

computer resources through the Virtual Private Network (VPN).

A new service provider was selected for the Agency's Internet line. This has resulted in an increase of capacity with no increase in costs. The connection can now support additional services such as video conferencing and the VPN, and with 50% utilization has ample room for expansion in the next biennium.

During the year the Agency devoted considerable effort to implementing the recommendations of the Information Technology Task Force Implementation Group. On the basis of an action plan, the main objective of which is to streamline central computer services in the house, training, administration and peripheral functions such as procurement, invoicing and inventory control were rationalized. Additional cost savings from further a streamlining of services were also identified for the next two years.

## LIBRARY SERVICES

A continuing Agency priority is to increase user access to information in electronic formats using the Internet, Intranet and CD-

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ROMs. In this connection, *VICLNET*, the VIC Library's Web site, offered users on-line access to 244 subscribed electronic journals, 208 free Internet journals and 5 commercial electronic information services. Additionally, a CD-ROM network operated as an integrated part of *VICLNET*, allowing access to 31 reference books, handbooks, directories, dictionaries, encyclopaedias and databases from the offices of VIC staff.

To make full use of the Library's electronic information services and resources, the

Agency set up a training programme for the staff of the VIC based organizations. In 2000, 258 staff members attended 50 training courses offered by the Library.

In addition to the traditional services it provides, such as answering user queries, carrying out external database searches and loaning materials, the Library expanded its services to Member States in a number of areas. Particularly noteworthy was a document delivery service for the Permanent Missions in Vienna and for the staff of the VIC based organizations.

The Agency implemented all necessary actions related to UNIDO's withdrawal from the common VIC Library services, in accordance with a plan developed by the Joint IAEA-UNIDO Working Group. This included reorganizing the Library's information, human and financial resources.

## **CONFERENCE, PRINTING, PUBLISHING AND TRANSLATION SERVICES**

The rapid evolution and spread of electronic publishing and the need to provide the most efficient and cost effective services to Member States led to the adoption of new policies on the outsourcing of translation, publishing and printing work, and on publishing activities in the Agency. The new publishing policy, in particular, provides a broad set of guidelines that promotes an integrated approach to the Agency's electronic and paper based publishing programme, establishing a uniform standard of quality, enhancing customer service, increasing overall efficiency and reducing duplication of effort throughout the house. In this regard, a new Intranet Web site was set up to improve user access to the Agency's conference, translation, printing and publishing services.

In addition to effecting economies in staffing through the use of streamlined work process, the Agency introduced important technological improvements in 2000, particularly the use of computer assisted translation software — designed to improve consistency and effi-

ciency — for the preparation of English translations. This software is also being introduced for translations into the Agency's other official languages.

Advances in technology mean that requests for colour and black and white printing can now be transmitted electronically; a hard copy original is no longer necessary to print a publication. To take full advantage of this improved process, the Agency acquired new equipment that will result in better colour printing quality and faster production times. Additionally, displays and large format printing equipment were purchased for the production of standardized materials for use in Agency seminars

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and conferences. The total number of page impressions in 2000 was 66 788 206, down from 75 016 012 in 1999.

A report was prepared that simplified the definition of the types of Agency meetings, and proposed measures to rationalize and reduce the number of meetings and improve their planning and organization. Specific activities designed to support these objectives focused on developing an Agency-wide, centralized 'meeting system', modernizing facilities and encouraging the greater use of videoconferencing.

Publishing activities included the production of 163 books, reports, journal issues, CD-ROMs and leaflets in English. In addition, there was one publication in Chinese and one in Spanish.

## **INTERNATIONAL NUCLEAR INFORMATION SYSTEM**

The objective of the International Nuclear Information System (INIS) is to collect and distribute bibliographic information on nuclear literature published in Member

States, as well as the full texts of non-conventional literature (NCL) — reports, dissertations, etc. — which is not readily available through commercial channels. The current number of participating members is 122, and includes 103 countries and 19 international organizations. A total of 65 714 bibliographic records were added during the year.

The Agency signed agreements with the Institute of Physics Publishing, Nuclear Technology Publishing and the British Nuclear Energy Society for the acquisition of their bibliographic records in electronic format. These records will be upgraded to INIS stan-

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dards and added to the collection of articles from core scientific journals. In this connection, the Agency concluded an agreement with 39 INIS members to input these records.

As of the end of 2000, there were 1157 paid and free registrations for a total of 3292 users, in addition to Internet provider registrations, which cover 46 302 users. The INIS Database on CD-ROM had 448 paid and free subscriptions.

The Agency continued its co-operative arrangement with the OECD/NEA Data Bank. In 2000, 366 computer programs (out of 3594) were distributed to users in Member States that are not members of the OECD; eight

computer programs (out of 149) were contributed from Member States that are not OECD Member Countries.

In a significant milestone, the Agency launched the INIS Distance Learning Program on the Internet. Aimed at the staff of national INIS Centres, the program contains two courses and includes instructions on all aspects of input preparation.

The Agency transfers NCL onto CD-ROM and microfiche for users in Member States. In 2000, 2683 NCL documents were imaged by the INIS Clearinghouse, for a total of 239 038 pages scanned. Scans from a further 2400 documents were also sent by Member States for a total of 112 781 pages. A total of 5083 documents were added to the NCL collection in 2000. This represents 29 CD-ROMs, for a total of 160 CD-ROMs since imaging began (over 2 000 000 pages). All NCL CD-ROMS are duplicated in-house, resulting in significant savings to the Agency.

In a key decision at the 28<sup>th</sup> Annual Consultative Meeting of INIS Liaison Officers, held in June in Karlsruhe, Germany, the participants agreed on a new definition of membership arrangements for INIS, and on a pilot programme to determine the minimum level of input records for each member. Another important event was the 6<sup>th</sup> INIS/Energy Technology Data Exchange (ETDE) Joint Technical Committee meeting in November 2000. Two noteworthy outcomes of this meeting were: completion of the Joint INIS/ETDE Thesaurus, planned for publication in 2001; and definition of a minimum record format to ensure compatibility between INIS, the US ‘Dublin Core’ format and the electronic formats of various publishers whose records are being acquired by INIS to complement current input.