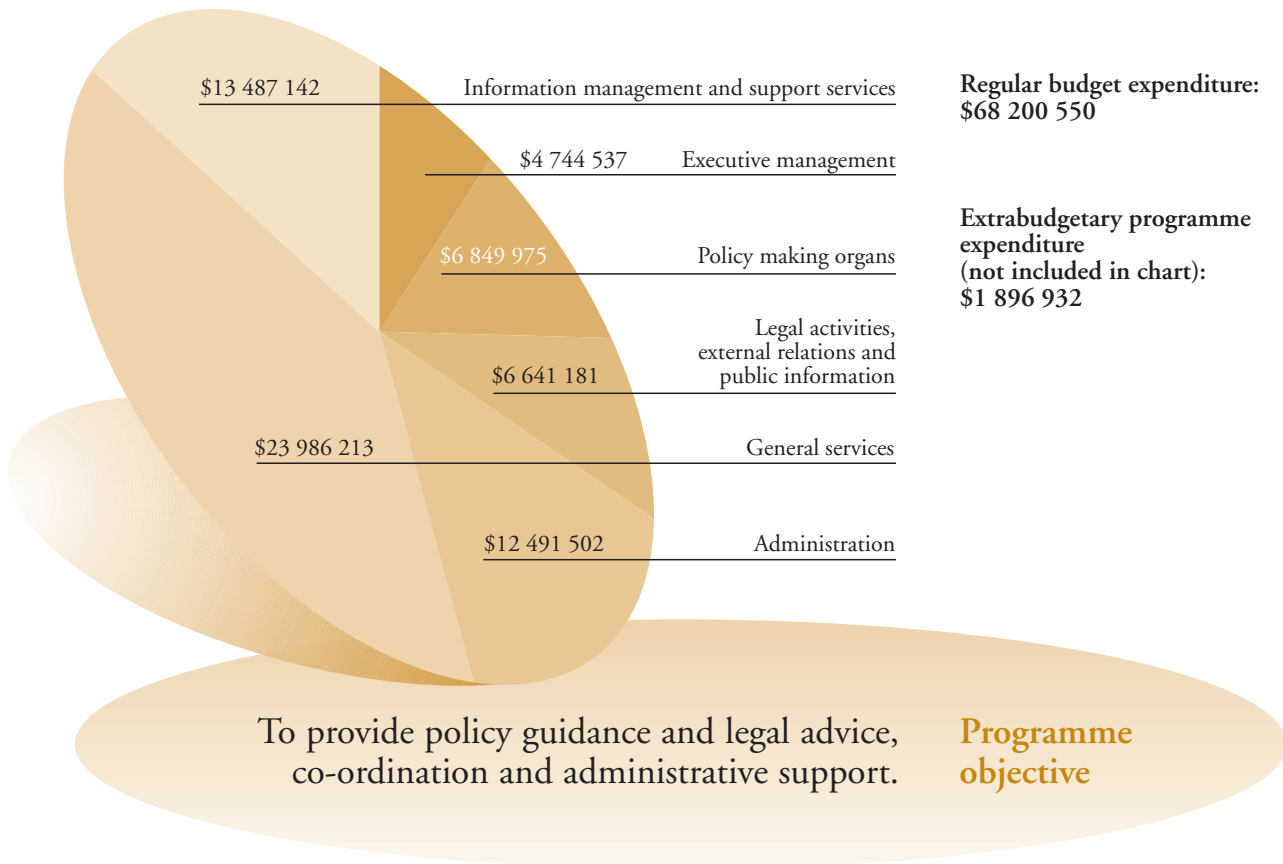


MANAGEMENT, CO-ORDINATION AND SUPPORT



Legal activities

Actions to expand and refine the processes of legislative assistance in support of Member States seeking to establish a comprehensive, harmonized and up-to-date system of nuclear legislation were continued. The basis for institutionalizing this assistance was established, including measures designed to enhance the co-ordination of all Agency programmes that have nuclear legislative or regulatory related components.

Three main types of activities for the provision of legislative assistance by the Agency have been developed:

- Design and provision of training in nuclear law, through seminars and workshops and individual training of persons from Member States involved in drafting nuclear legislation;
- Advice on specific nuclear national legislation;
- Development of reference material for the assessment of national nuclear regulatory regimes and for the drafting of nuclear legislation.

Advice on specific national legislation was provided to Belarus, Croatia, Lithuania, The Former Yugoslav Republic of Macedonia, and Ukraine, and preparations were made for legislative assistance to be given to countries of the East Asia and Pacific region.

Public information

A brochure outlining the conclusions of the report by the International Advisory Committee on the radiological situation at the atolls of Mururoa and Fangataufa was issued, as was another marking the opening of the new premises for the Marine Environment Laboratory in Monaco. The quarterly publication *Meetings on Atomic Energy* was adapted to enable more efficient hard copy distribution and electronic on-line access. Video production for television outlets included features on biofertilizer use in Zimbabwe and the safe transport of radioactive material.

National or regional public information seminars were held in Bolivia, Costa Rica, Romania, Slovakia, Thailand and Tunisia. Additionally, a pilot workshop was held in Vienna for professional communicators from nuclear power plants and regulatory bodies in Eastern and Central Europe.

Financial management

For 1998, the General Conference appropriated an amount of \$221.4 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 \$216.5 million was related to Agency programmes. The latter amount was adjusted to \$221 million to account for the average United Nations exchange rate (12.40 Austrian Schillings to one US dollar) actually experienced during the year.

The Regular Budget for 1998, at an exchange rate of 12.40 Austrian Schillings to one US dollar, amounted to \$226 million, of which \$216 million was to be financed from contributions by Member States on the basis of the 1998 scale of assessment, \$5 million from income from reimbursable work for others and \$4.7 million from other miscellaneous income.

The actual expenditures for the Agency's Regular Budget in 1998 amounted to \$225.4 million, of which \$219.8 million was related to the Agency's programmes. The unused budget from the Agency's programmes amounted to \$1.2 million, while the total unused budget was \$0.6 million when account was taken of reimbursable work for others.

The target for voluntary contributions to the Technical Co-operation Fund for 1998 was established at \$71.5 million, of which \$53.4 million was pledged by Member States.

A total of \$28.2 million in extrabudgetary funds was provided by Member States, the United Nations, other international organizations and other sources during 1998. Of this amount, \$14.6 million was in support of safeguards, \$2.8 million for food and agriculture, \$2.2 million for nuclear safety and \$2.6 million for implementation of United Nations Security Council Resolution 687 on Iraq. An amount of \$1.9 million (supplemented by the Agency's contribution of \$3.1 million) was in support of IAEA-MEL. The remaining \$4.1 million was in support of various other projects implemented by the Agency.

A total of \$2.4 million was administered on behalf of research institutions and \$2.3 million for the International Thermonuclear Experimental Reactor.

Personnel management

At a 'Senior Management Conference', held in January, the Director General, the heads of Departments and Division Directors reviewed the internal management process and identified a number of issues that needed to be addressed, including personnel policies and practices. In line with the recommendations made, a comprehensive policy and framework for staff training was adopted with the objective of enhancing managerial effectiveness and improving individual performance. Development commenced of a management training curriculum aimed at fostering good management practices within a common framework of policies, procedures and terminology throughout the Agency.

Personnel policies were promulgated on a number of subjects, including the use of cost-free experts and consultants, retirement age, re-employment of retirees, delegations of authority and performance management. Internal disciplinary procedures were revised following an earlier judgement by the ILO Administrative Tribunal, which had identified flaws in the existing procedures.

In the light of a judgement rendered by the ILO Administrative Tribunal, the practice of requiring

government sponsorship for the appointment of Professional staff in posts subject to geographical distribution was discontinued.

Computer services

An Office of Information Management was established. The objective of this office is to streamline the planning, creation, processing, flow and dissemination of information in order to harmonize activities and ensure consistent and efficient presentation to information users within and outside the Agency. In this connection, a pilot project was initiated to add a multi-lingual, full text search facility to documents of the Board of Governors on *GovAtom*, the restricted Web site of the Board. Standard document designs were also improved, and an information management course was held as part of the Agency's management training activities.

In addition to software development support for specific Agency programmes, the first phase in the establishment of a Contacts Information System was completed with the implementation of the part dealing with institutions and personnel involved in technical co-operation projects. The second phase — migration and modernization of the Agency's Mailing List System — is under way.

Installation of Microsoft Office 95 as the standard software throughout the Agency was completed. A training course accompanied this product roll-out, with approximately 800 staff being trained in the use of Microsoft Word. A security audit was completed, with approximately half of the identified vulnerabilities being resolved. Technical enhancements in the security area included: the installation of virus protection software on user workstations and the mail servers; Windows NT password reform; introduction of e-mail and document encryption (used almost exclusively in the Department of Safeguards); and implementation of Virtual Private Networking (VPN) standards. Procedures for performing risk assessments of individual in-house desktop personal computers were established. The Agency's Liaison Office in New York will be the first to use VPN technology to obtain secure remote access to the Agency local area network in Vienna.

Library services

A Joint Management Consultative Committee on the VIC Library Services was established by the Agency in co-operation with UNIDO, the United Nations Office at Vienna/Office for Drug Control and Crime Prevention and the CTBTO to ensure co-ordination at the senior management level of the provision of library services and to provide advice and recommendations to help ensure that the services are in harmony with the strategies and objectives of the organizations in the Vienna International Centre.

The VIC Library's home page — VICLNET — provided 17 subscribed electronic journals, 128 free Internet journals and 3 general electronic information services to the staff.

A journal subscription review was undertaken to analyse journal needs against programme requirements. The content and value of journals were assessed, resulting in savings that could be used for funding the acquisition of new information materials and services required to support the changing needs of programmes.

After a two year study investigating options for a new generation of integrated library systems, a new software system was licensed for the Library. This system makes possible further integration of Internet information resources with the Library's collections. It will also help to improve the efficiency and effectiveness of all library operations. A project to migrate to the new system was initiated.

Publishing services

The journal *Nuclear Fusion* was made available in both printed and Internet versions (<http://epub.iaea.org/fusion>). For the electronic version the original text is coded using the LaTeX mark-up language. The desired final products are then generated from this text, that is versions for printing and for the Internet.

A study on electronic publishing throughout the Agency was initiated to review this area of rapidly expanding importance.

In 1998, 155 books, reports, journal issues and booklets were published in English. In addition, there were

2 publications in Arabic, 3 in French, 4 in Spanish and 13 in Russian. Of particular note were:

- *Accidental Overexposure of Radiotherapy Patients in San José, Costa Rica;*
- *Choosing the Nuclear Power Option: Factors to be Considered;*
- *Goiânia: Ten Years Later;*
- *Low Doses of Ionizing Radiation: Biological Effects and Regulatory Control;*
- *Nuclear Fuel Cycle and Reactor Strategies: Adjusting to New Realities;*
- *Physical Protection of Nuclear Materials: Experience in Regulation, Implementation and Operations;*
- *Radiological Conditions at Bikini Atoll: Prospects for Resettlement;*
- *Radiological Conditions at the Semipalatinsk Test Site, Kazakhstan: Preliminary Assessment and Recommendations for Further Study;*
- *Radiological Conditions of the Western Kara Sea: Assessment of the Radiological Impact of the Dumping of Radioactive Waste in the Arctic Seas;*
- *Safe Handling and Storage of Plutonium;*
- *The Radiological Accident at Tammiku;*
- *The Radiological Accident in the Reprocessing Plant at Tomsk;*
- *The Radiological Situation at the Atolls of Mururoa and Fangataufa* (nine volumes).

International Nuclear Information System

Senegal, the United Arab Emirates, the CTBTO and the World Council of Nuclear Workers were among the Member States and organizations that joined INIS in 1998. The current number of participating members is 103 countries and 19 international organizations.

The INIS Database contained 2 083 952 records of conventional and non-conventional literature (NCL) at the end of 1998 (67 857 records were added during the year). Beginning in October, the database was made accessible for the first time from a new Internet based on-line retrieval system. At the end of 1998, there were 157 free registered users and 426 users with paid subscriptions to the service, for a total of nearly 600 users.

The INIS Clearinghouse imaging process reached the one million page milestone (over 15 000 documents) in

December. During the year, 6673 NCL documents were imaged for a total of 448 170 pages scanned. Scans from a further 3130 documents were also sent by Member States for an overall total of 9803 documents in 1998. In addition, 36 CD-ROMs were produced during the year, bringing the total to 81 since imaging began. The production of NCL continues on microfiche for archival purposes.

The 26th Annual Consultative meeting of INIS Liaison Officers was held in June. Recommendations were made on: pricing and access policy for the INIS Database on the Internet; document delivery mechanisms for NCL; a distance education strategy; and the development of a new INIS record format. The fourth Joint INIS/ETDE Technical Committee meeting was held in October. A significant outcome of this meeting was the redesign of the INIS/ETDE record format to simplify and reduce the cost of input preparation.

