

# MANAGEMENT, CO-ORDINATION AND SUPPORT 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.**

## LEGAL ACTIVITIES

Legislative assistance continued to be provided to Member States to enable them to further develop their nuclear legislation. Emphasis was placed on the interaction between technical and legal experts of the Agency and those of Member States. In particular, assistance was given to five Member States by means of written comments or advice on specific national legislation submitted to the Agency for review. Advice was also provided on:

- Legislative issues related to radioactive waste management (for the Baltic countries);
- Legislative issues related to the development of a legal infrastructure governing radioactive waste resulting from uranium mining and milling and decommissioning (for countries of East and Central Europe and the Newly Independent States);
- Reform of civil nuclear liability (in co-operation with the OECD/NEA and the European Commission);
- Basic definitions for use in a national nuclear law regime and the independence of the regulatory body (for the European region);
- Consolidation of an adequate legal framework for the safe and peaceful uses of nuclear energy (for countries of East Asia and the Pacific);
- Development of a legal framework governing civil liability for nuclear damage and for preparedness and response to radiological emergencies (for countries of East Asia and the Pacific);
- Drafting of nuclear legislation.



## PUBLIC INFORMATION

The Director General approved a new public information and outreach policy. This policy is intended to enhance the Agency's interaction with opinion leaders, the media and civil society, reaching out to both traditional and non-traditional partners, for instance among non-governmental organizations and the private sector.

The Agency's *WorldAtom* Internet site was redesigned to improve its ability to handle an

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expanding number of external enquiries. The on-line information base was enlarged, notably in the areas of safety, nuclear energy, research reactors and nuclear fuel cycle facilities, and a special series of pages was introduced for prompt coverage of topical Agency activities and nuclear events attracting media and public interest.

New publications included a comprehensive brochure on the work of the Agency's Laboratories at Seibersdorf. In addition, a number of exhibits were organized both in Vienna and in Member States, and five public information seminars were held in China, Cuba, Czech Republic, Egypt and Japan.

Among new films released to Member States and to other outlets, apart from Agency productions on Semipalatinsk, isotope hydrology and illicit trafficking, were two films financed essentially from extrabudgetary sources. The first, *Harnessing the Atom*, deals with the Agency's role in peaceful nuclear applications, non-proliferation and safety, while the second, *Three Voices*, was on women who are pursuing nuclear related careers and are currently serving in the Agency.

## FINANCIAL MANAGEMENT

At its June meeting the Board of Governors adopted amendments to the Agency's Financial Regulations with effect from 1 January 2002, so that full biennial programming could be implemented for the 2002–2003 cycle. The Board also suspended the application of Financial Regulation 3.01, exceptionally, for the year 2001, the transitional period. In September, the General Conference approved an amendment to Article XIV.A of the Statute to allow for biennial budgeting. Once this amendment comes into force, the Agency will be able to operate under biennial appropriations as a corollary to biennial programming, as is the practice in other United Nations system organizations.

May saw the completion of the implementation plan of the new Agency Financial Information Management System (AFIMS). Owing to time constraints and the Y2K problem facing the present Financial Information and Control System (FICS), the objective of Phase I (planned for January 2000) was to implement the system based on a minimum set of requirements. Discussions and preparations for Phase II (planned for mid-2000 following migration and 'settling-in') commenced in late 1999. In the last week of December, the transfer of account balances from FICS to AFIMS was successfully carried out. The new system went into operation on 1 January 2000.

For 1999, the General Conference appropriated an amount of \$224.2 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 \$219.3 million was related to Agency programmes (see Annex, Table A1). The latter amount was adjusted to \$216.9 million to account for the average United Nations exchange rate (12.8671 Austrian schillings to one US dollar) actually experienced during the year.

The Regular Budget for 1999, at an exchange rate of 12.8671 Austrian schillings to one US dollar, amounted to \$221.8 million, of which \$212.2 million was to be financed from contributions by Member States on the basis of the 1999 scale of assessment, \$4.9 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 1999 amounted to \$221.5 million, of which \$216.5 million was related to the Agency's programmes. The unused budget from the Agency's programmes amounted to \$0.4 million, while the total unused budget was \$0.3 million when account was taken of reimbursable work for others.

The target for voluntary contributions to the Technical Co-operation Fund for 1999 was established at \$73 million, of which \$64.1 million was pledged by Member States.

A total of \$26.1 million in extrabudgetary funds was provided by Member States, the United Nations, other international organizations and other sources during 1999 (see Annex, Table A2). Of this amount, \$10.3 million was in support of safeguards, \$4.1 million was for technical co-operation projects, \$1.9 million for food and agriculture, \$2.5 million for nuclear safety and \$1.9 million for implementation of United Nations Security Council Resolution 687 on Iraq. An amount of \$1.2 million (supplemented by the Agency's contribution of \$3.1 million) was in support of IAEA-MEL. The remaining \$4.2 million was in support of various other projects implemented by the Agency.

A total of \$1.9 million was administered on behalf of research institutions and \$2.4 million for the International Thermo-nuclear Experimental Reactor.

## PERSONNEL MANAGEMENT

The design and testing of a comprehensive management training programme was completed. The aim is to foster good management practices within a common framework of policies, procedures and terminology throughout the Agency. Implementation commenced in November and will continue through 2000 and 2001 to train managers at all levels.

A human resources planning process was developed which will ensure a holistic

approach to human resources management and help determine the appropriate size and composition of the work force in each area. It will also support the implementation of the staff rotation policy by identifying those functions which require institutional memory and continuity as opposed to those that necessitate a continuous influx of fresh talent. And it will also serve as a basis for a projection of vacancies, which will enable the Secretariat to begin planning for the recruitment of prospective candidates at an earlier stage.

At the end of 1999, there were 2212 staff members of the Secretariat — 944 in the

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Professional and higher categories and 1268 in the General Service category. These figures represent 1652 regular, 296 temporary assistance and 174 extrabudgetary staff, as well as 58 cost free experts and 32 consultants. Ninety-two nationalities were represented among the 682 staff members in posts subject to geographical distribution.

## INFORMATION MANAGEMENT

Many of the goals outlined in the Agency's Medium Term Strategy explicitly mention the full use of information technology (IT). Specific activities in support of these goals included the development of an information management module for the Management Certificate Curriculum, as well as projects on the rationalization of databases and an Agency-wide document management system.

## COMPUTER SERVICES

Considerable time and effort was invested to deal with the Y2K computer problem. The complete IT infrastructure was tested and,

where needed, corrective measures were put into place. A major effort to ensure Y2K readiness was completed by November, as well as a 'Staging Room' to assist other parts of the Agency with Y2K testing of their own applications, in particular for the financial system FICS. In addition, the installation of an uninterruptible power supply meant that the central computer systems and network infrastructure are now fully protected against unplanned power interruptions. A contingency and transition plan was prepared to minimize the effect of remaining Y2K problems.

Discussions were held late in 1999 with the Microsoft Corporation on improving and streamlining Agency licensing. The Agency is in the process of finalizing an MS Enterprise Licensing agreement with Microsoft that will help it to reduce the total cost of ownership through cost savings associated with standardization, aggregation of worldwide software needs at the best possible discounts, and reduction of overhead costs associated with ongoing license tracking and ordering.

Progress in creating an Agency-wide Contacts Information System was made with migration of the Mailing List system from the mainframe to a client/server environment. In addition, operational support was provided for *OASIS*, the Agency's general Intranet site, and the Country Files Systems.

Programme specific tasks included:

- Support of a major redesign and development of the INIS Data Processing System;
- Extension of the Power Reactor Information System to cover non-electrical applications of nuclear power plants;
- Design and development of Internet sites for research reactors and the Isotope Hydrology Information System;
- Development of a system to aid in the maintenance and publication of the Administrative Manual.

## **LIBRARY SERVICES**

The second release of the VIC Library's home page, *VICLNET*, was developed and made

available to the users. The main benefit is streamlined user access to electronic information. In addition, 72 subscribed electronic journals, 190 free Internet journals and 4 broad commercial electronic information services were made available through *VICLNET*, as were on-line searching, ordering and electronic delivering technical reports and standards from both the VIC Library collections and external sources. Furthermore, a CD-ROM network was developed and put in operation as a service component integrated with the home page.

The VIC Library migrated to a new integrated library software system, *STAR/Libraries*. The system provides opportunities for further streamlining of user access to electronic information resources and for developing new services for Library users. It will also help to improve efficiency and effectiveness of all library operations.

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

During 1999, the Agency's publishing, printing and documentation, conference, and language services were amalgamated into one organizational entity. Work thereupon began on improved co-ordination and streamlining of activities, especially through Internet based systems, that will have upstream benefits as well. The *Nuclear Fusion* journal's Internet site was enhanced, and work was initiated on an Agency e-commerce site for sales publications.

The total output of translations and official records was 26 501 standard pages, as compared with 28 875 the previous year. This decrease is attributed mainly to restrictions imposed on the number and length of documents and to reduced internal demand for translation. In the printing area, the total amount of printed copies, and related work (in relation to Agency programmes and not including reimbursable work for others) was 75 016 012 pages, down from the 1998 figure of 84 586 953. Publishing activities included the production of a total of 142 books, reports,

journal issues and booklets in English (see Annex, Table A27). In addition, there were two publications in Chinese, two in French, one in Russian and one in Spanish.

## **INTERNATIONAL NUCLEAR INFORMATION SYSTEM (INIS)**

The current number of participating Members is 122, including 103 countries and 19 international organizations. The INIS Database on the Internet received a large number of requests for registration in 1999. The total number of paid and free registrations was 1136 (for a total of 3210 users). The INIS Database continued to be offered on CD-ROM, with a total of 448 paid and free subscriptions distributed in 1999

Under the co-operative arrangement between the Agency and the OECD/NEA Data Bank, 406 computer programs (out of 4667) were distributed to users in the Agency's Member States who are not members of the OECD. Two programs (out of 62) were contributed.

Two new modules for the INIS Data Processing System were implemented, the Output Products Sub-system (OPS) and the INIS Registration System (IRS). The IRS enables on-line registration of all input material — bibliographical records and associated non-conventional literature (NCL) full texts — in hard copy or electronic format. It also streamlines submission of NCL directly to the INIS imaging system.

During the year, 3259 NCL documents were imaged by the INIS Clearinghouse for a total of 234 309 pages scanned. Scans from a further 6217 documents were also sent by Member States for a total of 413 094 pages.

The overall total in 1999 is of 9476 documents (647 403 pages). In addition, 50 CD-ROMs were produced during the year for a total of 131 CD-ROMs since imaging began. All NCL CD-ROMs are now being produced in-house, resulting in significant savings to the Agency. To provide guidance on the continued operation of INIS, the 27th Annual Consultative Meeting of INIS Liaison Officers was held in May in Vienna. This, the largest gathering of Liaison Officers ever, produced a number of decisions and recommendations: for example, it was decided to revise the INIS Membership Agreement.

The Fifth INIS/ETDE Joint Technical Committee met in October in Knoxville, USA. Discussion items included a variety of topics of common interest to both INIS and ETDE.

Significant outcomes of the meetings referred to above were the adoption of a simplified, common INIS/ETDE subject categorization scheme to be operational as of 1 January 2000, and a decision to complete the reconciliation of the INIS and ETDE Thesauri so as to produce a single INIS/ETDE Thesaurus by the end of the first quarter of 2000. It is expected that these two actions will result in a reduction of the cost of input preparation while improving the consistency of subject analysis.

The availability of new technology facilitated the implementation of a distance learning project on the Internet to provide training to INIS users. The first phase of the project was completed in 1999. Some of the advantages of distance learning include: just in time training, as well as continuous access to training facilities; equal access to training opportunities; availability of specific training to individual users; easy updating of course content; and the facility for users to set their own pace in acquiring training.

