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Sub-item 21(b) of the Conference's provisional agenda
(GC(39)/1)

PERSONNEL QUESTIONS

WOMEN IN THE SECRETARIAT (GC(XXXVIII)/RES/13)

Introduction

1. Pursuant to paragraph 1 of resolution GC(XXXVIII)/RES/13 ("Women in the Secretariat") adopted by the General Conference on 23 September 1994, the Director General presents in this report information on the measures taken to implement that resolution and statistical data on the status of women in the Secretariat.

2. In response to the request made by a number of delegations during the General Conference's 1994 session for separate reports on the representation of women in the Secretariat (resolution GC(XXXVIII)/RES/13) and the recruitment of staff from developing Member States (resolution GC(XXXVIII)/RES/12), the present report deals only with the former issue although the two issues are interrelated. In order to avoid duplication, however, some material (text and data) relevant to the representation of women in the Secretariat which appears in document GOV/2823-GC(39)/15 is not reproduced in the present report.

3. The report first states the objective set by the Conference and describes measures taken to increase the representation of women from all geographic areas, and particularly from developing Member States, in the Professional and higher categories. It then provides statistical data (with explanations) and reviews the progress made in achieving the objective set by the General Conference. The report touches on some measures and data that also are relevant to female staff members in the General Service (GS) category.

Objective set and measures taken

(a) Objective set

4. In resolution GC(XXXVIII)/RES/13 the General Conference requested the Director General "to continue his efforts, in keeping with the provisions of Article VII of the Statute, to rectify the existing imbalance in the representation of women in the Professional and higher categories, particularly at the senior and policy-making levels, as well as in posts requiring scientific and technical qualifications, and from developing countries".

5. It further requested the Director General "to continue the work done in respect of the areas identified in operative paragraph 3 of resolution GC(XXXVII)/RES/622" and "to complete the action plan referred to in operative paragraph 4 of resolution GC(XXXVII)/RES/622 and to make recommendations for consideration by the Board".

(b) Measures taken

6. In an effort to achieve the objective set by the General Conference, a variety of measures were taken during the past year:

- (i) The implementation of resolution GC(XXXVIII)/RES/13 was regularly reviewed at Director General's Meetings on the basis of reports presented by the Director of Personnel. On several occasions, the Director General restated the policy that female applicants - especially those from developing Member States - should be given preference, in keeping with the provisions of Article VII of the Statute, in cases of comparable qualifications and suitability, and he requested Department Heads to bear this policy in mind when making selections.

- (ii) The Director of Personnel closely monitored the selection process and referred appointment proposals back to Departments in cases where, in his opinion, female applicants - and especially female applicants from developing Member States - had not received the appropriate special attention. In addition, the Advisory Panel on Professional and G-8 Staff reviewed appointment proposals with this policy in mind.
- (iii) The Director General communicated to all Department Heads and Division Directors a "Statement on the Status of Women in the Secretariats of the United Nations system" which was adopted by the Administrative Committee on Co-ordination (ACC) in March 1995 and in which the members of ACC reaffirm their strong commitment to ensuring that the advancement of women is a policy priority within organizations of the Common System and to taking measures to improve the status of women in their respective Secretariats.
- (iv) The programme budgets for 1994 and 1995 included provision for three Junior Professional Officer (JPO) positions to serve as training opportunities for persons from developing Member States who might later apply for regular positions or use the experience gained in their home countries, and three women were appointed to those positions. A further JPO position was created in 1995 with funds that became available for deferred programme implementation, but a man was appointed to this position.
- (v) A roster of suitably qualified women is being used by the Division of Personnel in dealing with vacant fixed-term Secretariat positions.
- (vi) Resolution GC(XXXVIII)/RES/13 was brought to the attention of Member States by means of a Note Verbale dated 5 July 1995 in which Member States were requested both to encourage women to apply for vacant positions in the Secretariat and to provide the Secretariat with the names of female experts who could be included in a technical co-operation expert roster and then recruited for field assignments.
- (vii) A policy for preventing sexual harassment (promulgated in February 1994) has been initiated and a panel of five complaints officers/mediators has been established to deal with complaints about sexual harassment and unfair or discriminatory treatment. A two-day training course on conflict resolution

skills was held in February 1995 for the complaints officers/mediators. The complaints officers/mediators and the Division of Personnel maintain regular contact in order to ensure effective implementation of the policy.

- (viii) There has been considerable effort to increase the number of women carrying out expert missions for the Agency and the number of fellowships awarded to women.^{1/}
- (ix) In response to operative paragraph 4 of resolution GC(XXXVII)/RES/622, in which the Director General was requested to seek additional voluntary contributions for the development of an action plan designed to improve the representation of women - and particularly women from developing Member States - in the Secretariat, one Member State provided a cost-free expert for a period of six months starting on 1 June 1994. The expert submitted a report which resulted in an action plan endorsed by the Joint Advisory Committee on 3 April 1995 and approved by the Director General on 17 May 1995. The same Member State is providing a second cost-free expert for a period of six months starting 29 May 1995 to advise on and assist with the implementation of the aforementioned action plan.
- (x) The Secretariat has arranged to be represented at the Fourth World Conference on Women, which is taking place in Beijing in September, by a senior female official and by the cost-free expert referred to in the last sentence of subparagraph (ix) above.

7. In addition to the measures described above, as a result of the aforementioned action plan

- a roster of recruitment sources (including associations of women working in science and technology), especially in developing countries, is being developed with a view to establishing and maintaining direct contacts with well-qualified candidates who might be interested in applying for a position in the Secretariat;

^{1/} The percentage of missions performed by female experts in 1994 was 6.8% - compared with 7.1% in 1993, 6.5% in 1992 and 2.2% in 1981. There was an increase in the percentage of fellowships awarded to women from 21.9 in 1993 to 23.3% in 1994. During the same period, the percentage of training course participants who were women rose from 22.8% to 24.4% and the percentage of visiting scientists who were women rose from 18.6% to 20.4%.

- a new career development programme for staff in the GS category (the Temporary Assignment Programme, designed to help GS staff members broaden their experience and explore career options within the Secretariat while helping to meet temporary staffing needs in different Departments) was launched in April 1995;
- the Secretariat has been examining the Agency's recruitment instruments with a view to ensuring that they facilitate the recruitment process, particularly with regard to female applicants, and as a result the personal history form is being revised and a recruitment brochure which emphasizes the interest of the Agency in receiving an increased number of applications from well-qualified women, and especially women from developing countries, is being drafted for circulation to the aforementioned recruitment sources in Member States.
- a "Leadership Skills for Women" course has been developed, two course sessions being held during the first half of 1995; an "Interviewing Skills for Managers" course which includes training in non-gender-biased interviewing techniques has been developed, three course sessions being held in the last quarter of 1994 and first half of 1995; an "Interviewing Skills for Applicants" course for in-house candidates wishing to apply for open positions has been developed, three course sessions being held in the last quarter of 1994 and first half of 1995 (almost 80% of the participants were women); and an "Effective Supervision Skills" course for supervisory staff in the GS category has been developed, two course sessions being held in the first half of 1995 (again almost 80% of the participants were women);^{2/} and
- a Career Development and Learning Centre is being established to assist staff, and especially women, in assessing their potential and career options and to provide career choice guidance, and the Division of Personnel is regularly organizing workshops and briefings designed - inter alia - to increase staff members' awareness and understanding of career development principles.

^{2/} The number of women who received training in the last quarter of 1994 and first half of 1995 was significantly higher than in the corresponding 1993-94 period.

Statistical data and review of progress

8. In the statistical part of this document, the reference date is in most cases 1 August 1995. Information relating to the situation on two other reference dates (1 September 1989 and 1 August 1994) is also given in order that trends may be assessed. Although the main focus is on the representation of women in the Professional and higher categories, some of the data - as noted below - relate to female staff members in the GS category.

(a) Staffing situation and recruitment principles

9. The total number of regular posts (both subject and not subject to geographical distribution) in the Professional and higher categories held by staff members appointed for a period of at least one year by the Director General following standard recruitment procedures (i.e. the circulation of a vacancy notice, competitive selection and government sponsorship) was 768 on 1 August 1995.

10. Of these 768 posts, 86 were vacant on 1 August 1995, so that the number of staff members in the Professional and higher categories on board as of 1 August 1995 was 682. The number of staff members in the GS category on board as of 1 August 1995 was 1390.

(b) Progress in improving the representation of women

11. As can be seen from Annex I, the percentage representation of women in the Professional and higher categories increased during the period 2 September 1989-1 August 1995 from 12.6% to 17.2% - an increase of more than 35% in six years. This improvement in the representation of women was achieved during a period of stability in the size of the Agency's staff, the number of staff members (both subject and not subject to geographical distribution) increasing by only six between 1989 and 1995; it was due entirely to the replacement of staff members who left the Agency. Moreover, seven female candidates selected for appointment as of 1 August 1995 are not yet on board; should they join the Agency on the agreed dates of entry on duty, the percentage representation of women at the end of September 1995 will be 17.7% - an increase of almost 1% (instead of the 0.4% shown in Annex I) over the level reached on 1 August 1994. During the period 2 September 1989-1 August 1995, the number of women at the levels P-5 and above increased from six to 16 - an increase in the representation of women at these levels from 3.2% to 8.0%. In the GS category, the percentage representation of women as of 1 August 1995 was 62.1%.

12. The percentage representation of developing Member States among the Agency's female staff members is 35% (Annex III).

13. During the period August 1994-August 1995, 74 persons separated from and 72 were appointed to regular posts - a net decrease of two. Of those who separated from such posts, 16 - or 21.6% - were women. Of the appointees, 18 - or 25% - were women.

14. As can be seen from Annex III, the percentage representation of women is far lower in scientific and technical areas (7.8%) than in administrative areas (30.4%). In particular, the percentage representation of women is very low among Nuclear Engineers (4.3%), Nuclear Safeguards Inspectors (5.7%) and Nuclear Physicists and Physicists (13.8%), who account for more than 45% of the Agency's Professional staff.

15. Of the 2368 outside applications received during the period August 1994-August 1995 for 35 vacant administrative posts in the Professional and higher categories (Annex IV), 465 - 19.6% - were from women. Of these female applicants, 6.7% were assessed as well-qualified; the percentage for male applicants was 3.9%. Well-qualified female applicants accounted for 29.2% of the total number of well-qualified applicants, while 54.2% of the administrative posts for which selections were made went to female applicants, reflecting the affirmative action of the Secretariat in giving preference to women in cases of comparable qualifications and suitability.

16. Of the 1074 outside applications received during the period August 1994-August 1995 for 45 vacant engineering and scientific posts in the Professional and higher categories (Annex IV), 80 - 7.4% - were from women. Of these female applicants, 10% were assessed as well-qualified; the percentage for male applicants was 11.7%. Well-qualified female applicants accounted for 6.5% of the total number of well-qualified applicants, while 19.5% of the engineering and scientific posts for which selections were made went to female applicants, again reflecting the affirmative action of the Secretariat in giving preference to women in cases of comparable qualifications and suitability. For the three occupational groups in question (Nuclear Engineers, Nuclear Physicists and Physicists, and Nuclear Safeguards Inspectors), applications from women accounted for only 6.1% of the total applications received and women accounted for only 6.6% of the well-qualified applicants. These low percentages reflect the continuing scarcity of well-qualified women in the nuclear field.

Conclusion

17. The measures taken pursuant to resolution GC(XXXVIII)/RES/13 have been instrumental in improving the representation of women in the Secretariat despite a scarcity of women in the nuclear field. The Secretariat, which will continue to take such measures, urges Member States - and particularly the developing countries among them - to nominate more well-qualified female candidates in order that further progress may be achieved.

LIST OF ANNEXES

PROFESSIONAL AND HIGHER-CATEGORY REGULAR STAFF

● REPRESENTATION OF WOMEN ON THE SECRETARIAT STAFF

Annex I Regular staff by gender

Annex II Distribution of female regular staff by geographical area

Annex III Representation of regular staff by gender and occupational group

Annex IV Outside applications for vacant regular posts for which the selection has been completed (2 August 1994 - 1 August 1995)

Page 1: Outside applications for administrative posts

Page 2: Outside applications for scientific and engineering posts

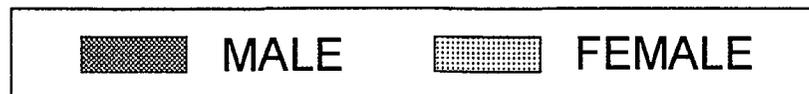
Annex V Regular staff by gender and type of contract

**PROFESSIONAL AND HIGHER-CATEGORY
REGULAR STAFF**

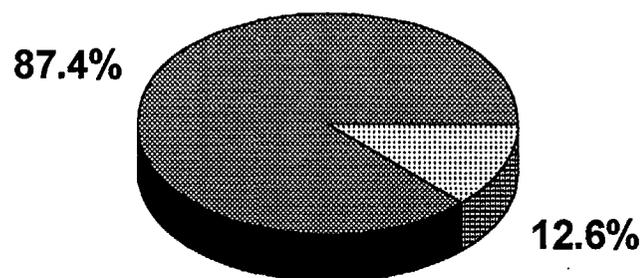
Annexes I to V

REPRESENTATION OF WOMEN ON THE SECRETARIAT STAFF

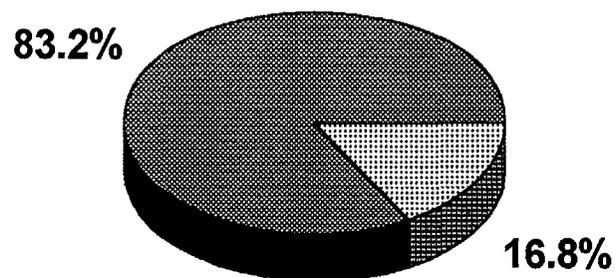
PROFESSIONAL AND HIGHER-CATEGORY REGULAR STAFF BY GENDER



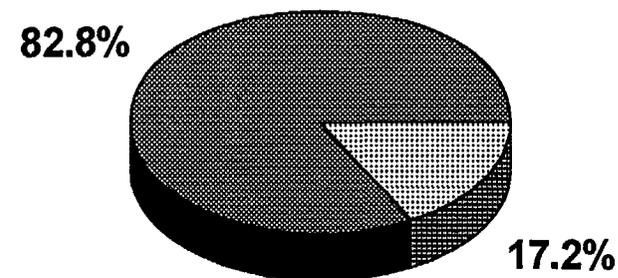
1 September 1989



1 August 1994



1 August 1995



	MALE	%	FEMALE	%
DDG	5	100.0	0	0.0
ADG	0	0.0	0	0.0
D-2	8	100.0	0	0.0
D-1	21	100.0	0	0.0
P-5	145	96.0	6	4.0
P-4	224	92.2	19	7.8
P-3	155	79.9	39	20.1
P-2	27	58.7	19	41.3
P-1	6	75.0	2	25.0
TOTAL	591	87.4	85	12.6

	MALE	%	FEMALE	%
DDG	5	100.0	0	0.0
ADG	2	100.0	0	0.0
D-2	7	100.0	0	0.0
D-1	24	85.7	4	14.3
P-5	145	91.8	13	8.2
P-4	207	89.6	24	10.4
P-3	151	74.0	53	26.0
P-2	23	52.3	21	47.7
P-1	6	100.0	0	0.0
TOTAL	570	83.2	115	16.8

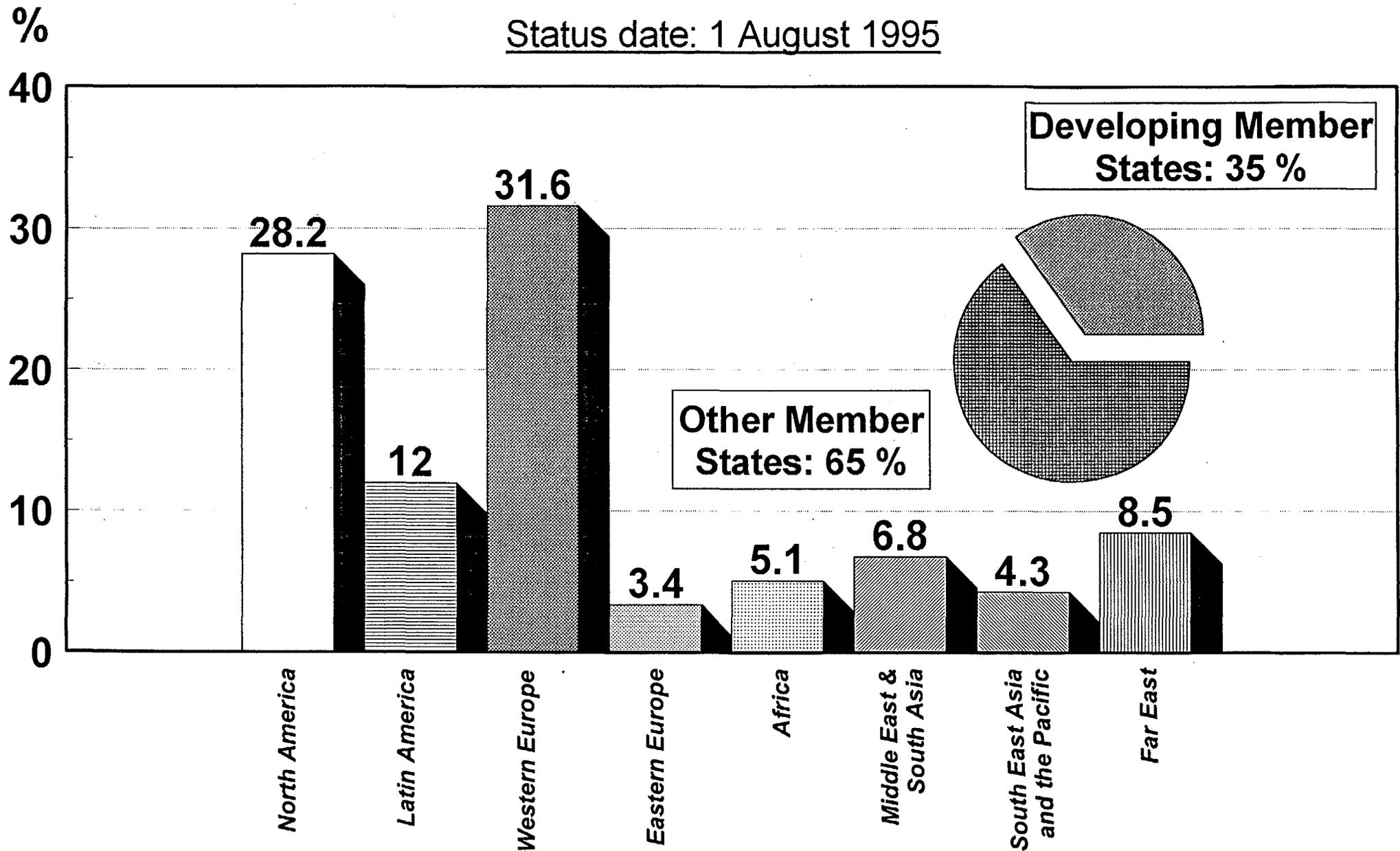
	MALE	%	FEMALE	%
DDG	5	100.0	0	0.0
ADG	2	100.0	0	0.0
D-2	7	87.5	1	12.5
D-1	24 ^{*)}	88.9	3 ^{**)}	11.1
P-5	146	92.4	12	7.6
P-4	205	89.9	23	10.1
P-3	149	73.0	55	27.0
P-2	24	54.5	20	45.5
P-1	3	50.0	3	50.0
TOTAL	565	82.8	117	17.2

^{*)} Number of males on P-5 posts holding the personal grade of D-1: 5

^{**)} Number of females on P-5 posts holding the personal grade of D-1: 3

PROFESSIONAL AND HIGHER-CATEGORY STAFF DISTRIBUTION OF REGULAR FEMALE STAFF BY GEOGRAPHICAL AREA

Status date: 1 August 1995

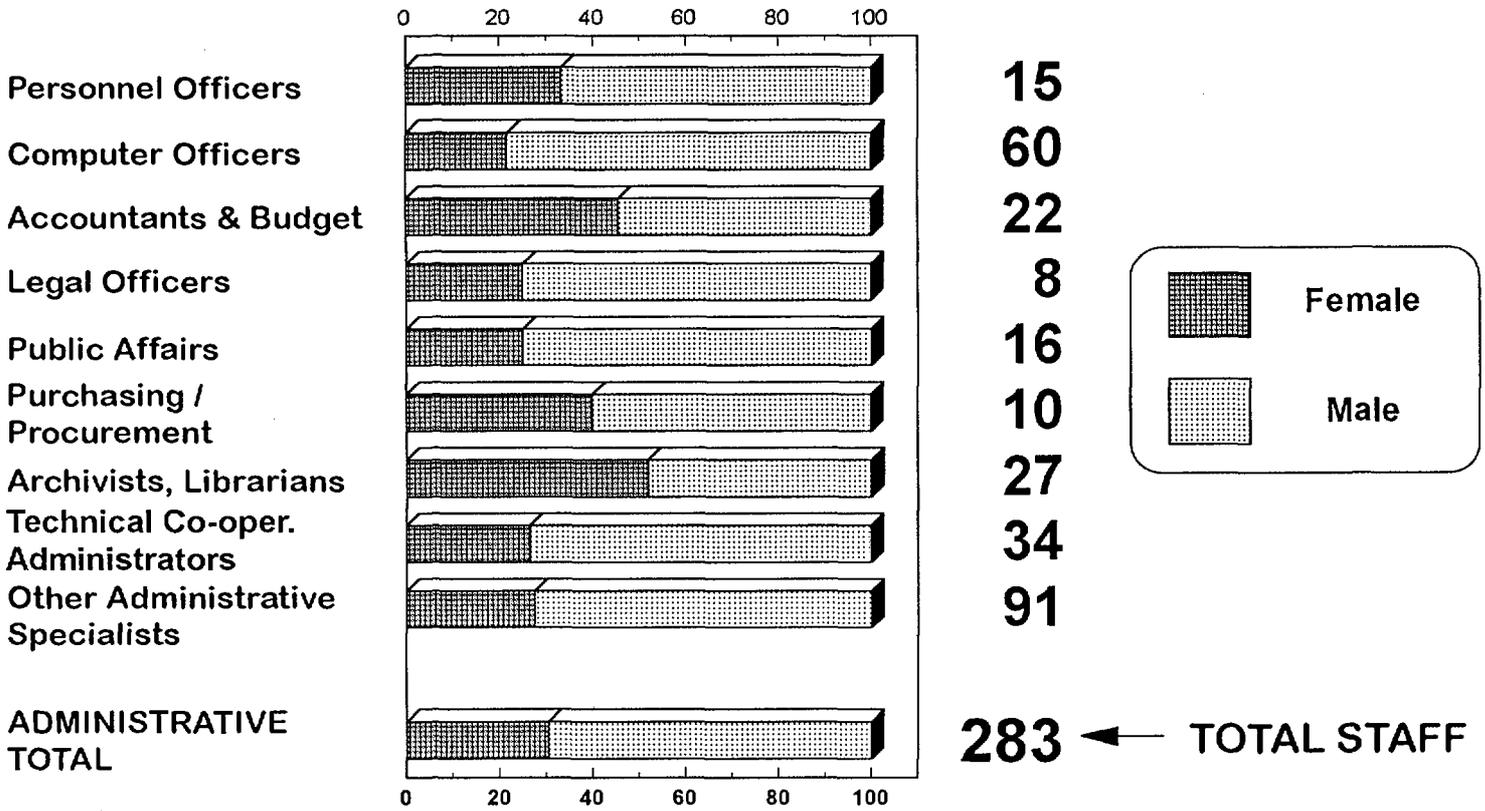


PROFESSIONAL AND HIGHER-CATEGORY REGULAR STAFF REPRESENTATION BY OCCUPATIONAL GROUP

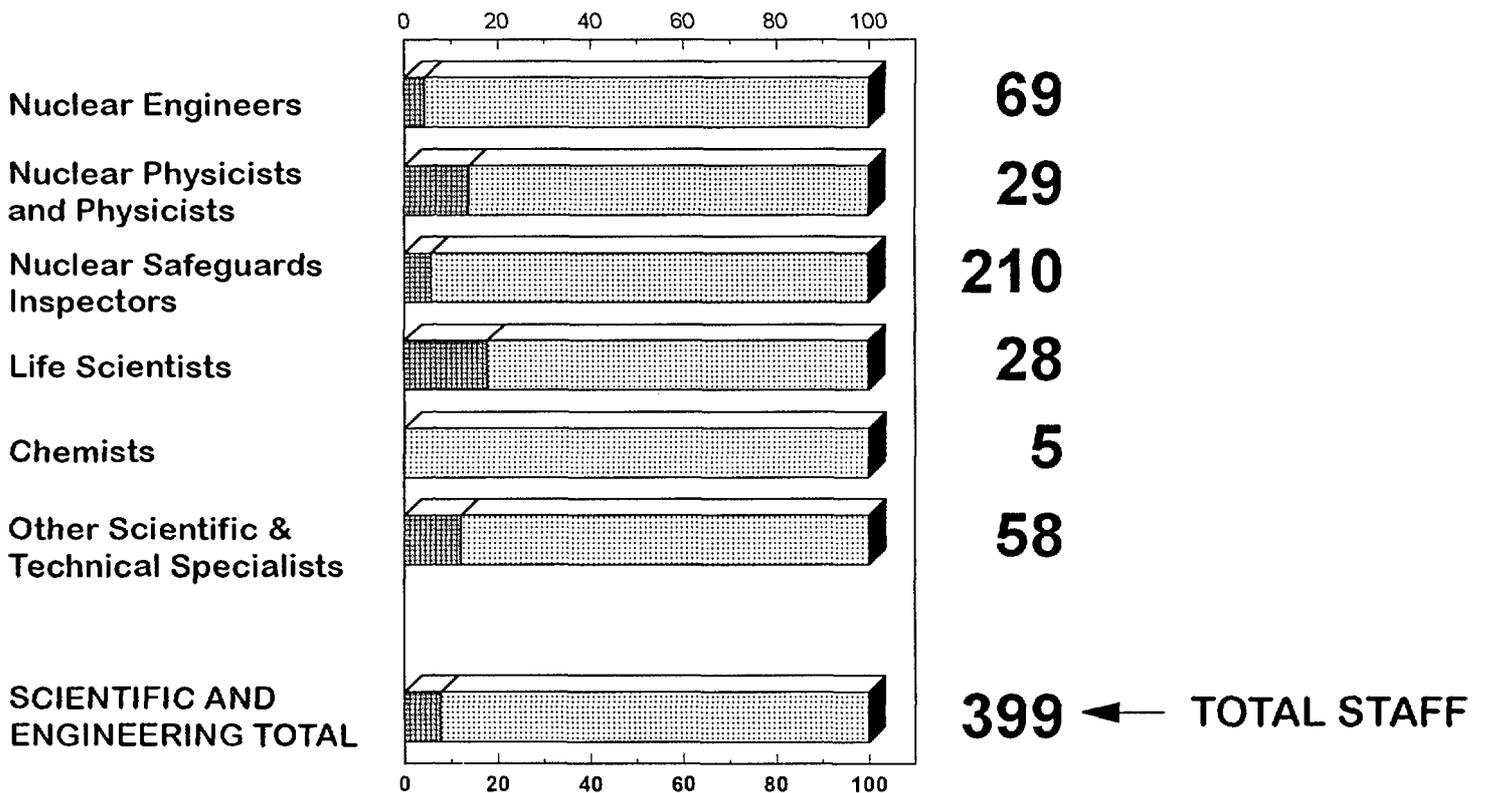
Female and Male

Status date: 1 August 1995

Administrative Field

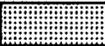


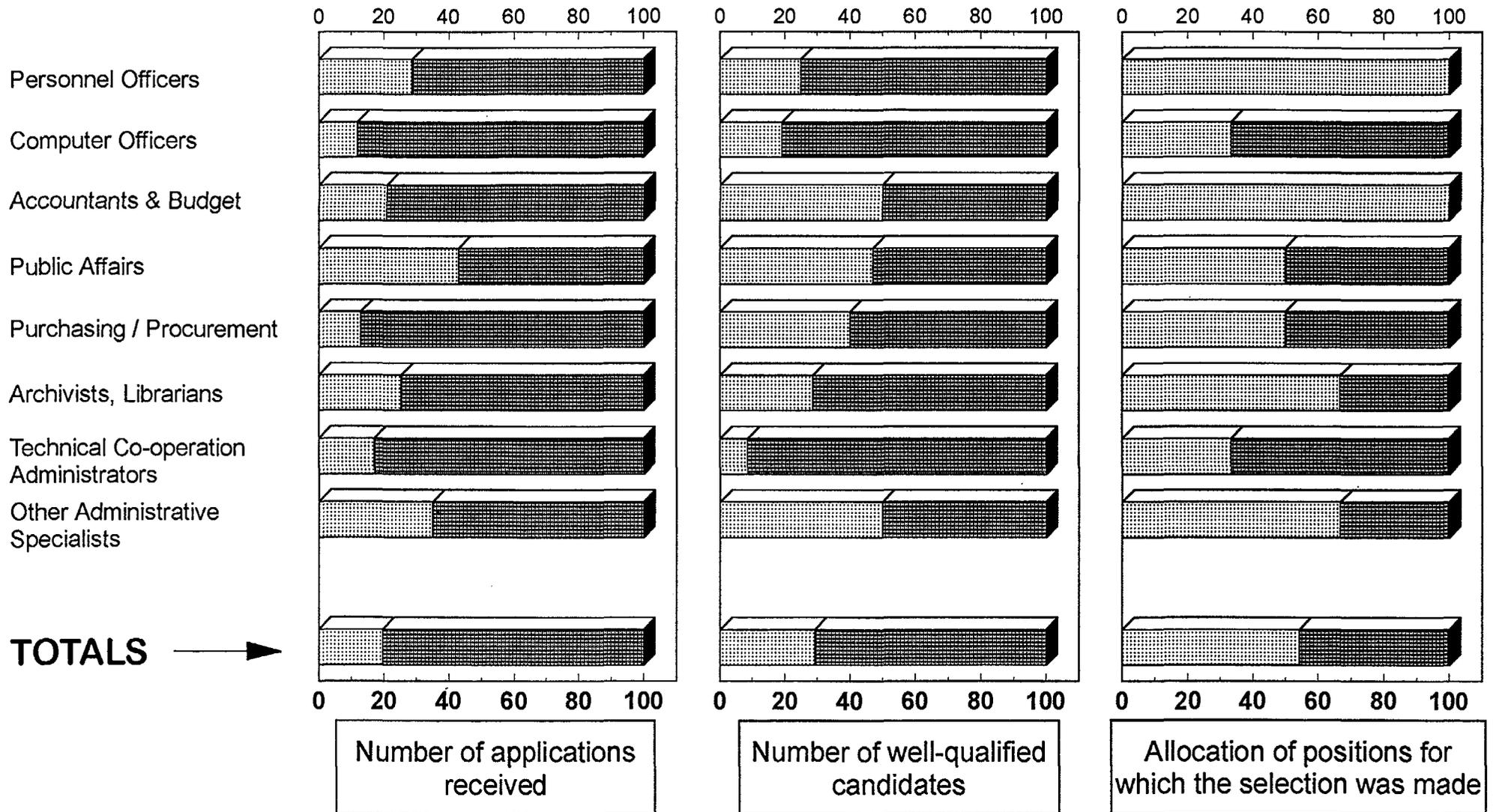
Scientific and Engineering Field



PROFESSIONAL AND HIGHER-CATEGORY REGULAR STAFF

OUTSIDE APPLICATIONS FOR VACANT ADMINISTRATIVE POSTS FOR WHICH THE SELECTION HAS BEEN COMPLETED (2 August 1994 - 1 August 1995)

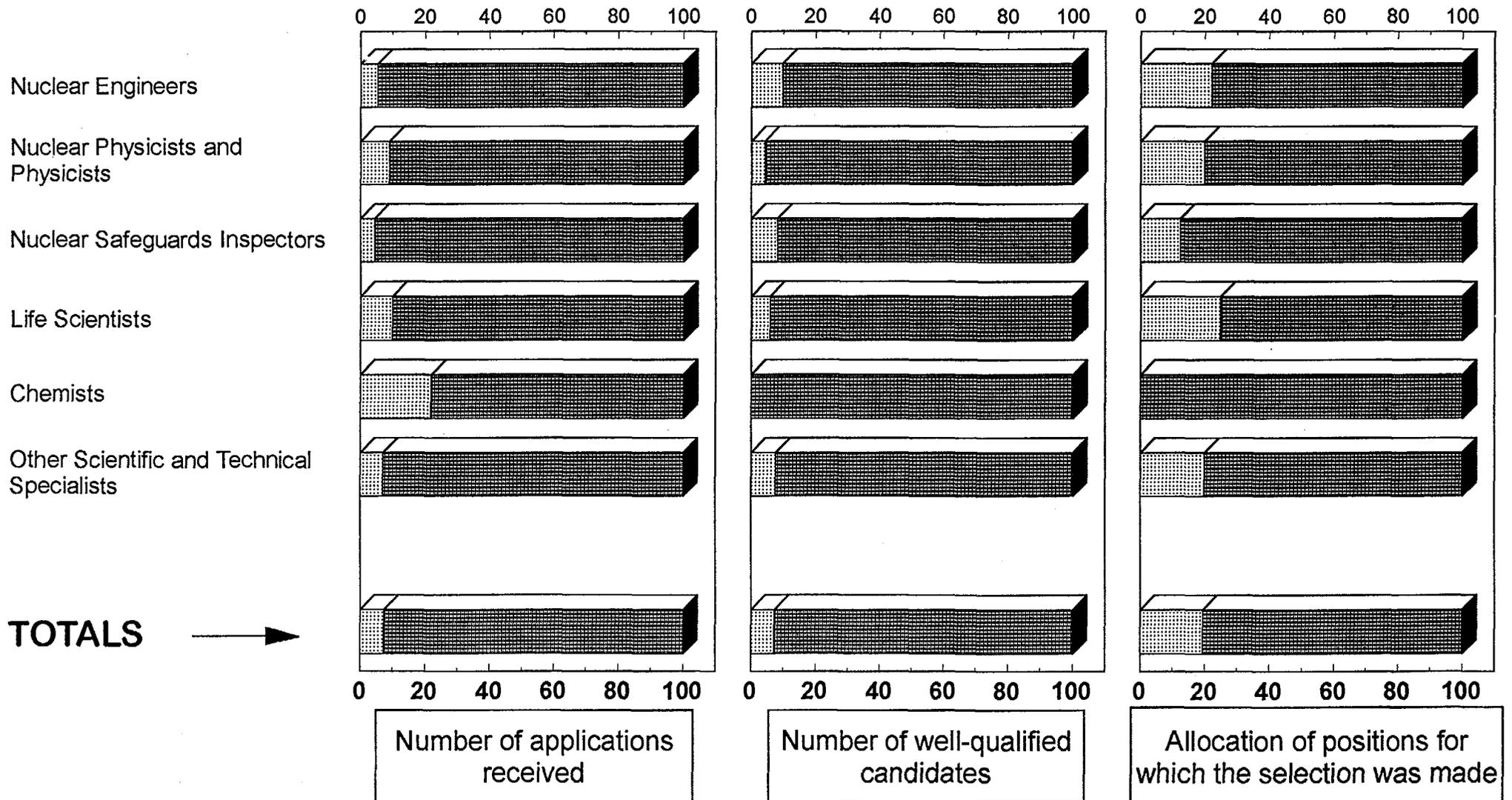
Female  and Male 



PROFESSIONAL AND HIGHER-CATEGORY REGULAR STAFF

OUTSIDE APPLICATIONS FOR VACANT SCIENTIFIC AND ENGINEERING POSTS FOR WHICH THE SELECTION HAS BEEN COMPLETED (2 August 1994 - 1 August 1995)

Female [stippled box] and Male [cross-hatched box]



PROFESSIONAL AND HIGHER-CATEGORY REGULAR STAFF BY GENDER AND TYPE OF CONTRACT

