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Personnel

Staffing of the Agency's Secretariat

Report by the Director General

Summary

- The purpose of this document is to present, pursuant to resolution GC(47)/RES/14.A (Staffing of the Agency's Secretariat) adopted by the General Conference on 19 September 2003, information on the measures taken to implement that resolution, and to provide statistical data on the Professional staffing situation in the Secretariat. This document constitutes the report for the period 1 July 2003 to 1 July 2005.

Recommended Action

- It is recommended that the Board of Governors consider and take note of this report and submit it to the General Conference for its consideration.

Personnel

Staffing of the Agency's Secretariat

Report by the Director General

A. Introduction

1. The data provided in this report relate to regular staff in the Professional and higher categories — defined as all staff members holding posts subject to geographical distribution, who are subject to the Staff Regulations and Rules, who have been appointed in accordance with standard recruitment procedures through funds provided in the Regular Budget, and who hold a fixed-term contract of a minimum of one year. Excluded are staff members holding Professional posts which require specific linguistic skills (i.e. translators, revisers and editors), staff who have been appointed after inter-agency consultations (i.e. the physicians in the VIC Medical Service), those who have been recruited under special procedures (e.g. cost-free experts, extrabudgetary staff, temporary staff, consultants and technical cooperation experts) and staff members in the General Service category.
2. The total number of posts subject to geographical distribution as of 1 July 2005 was 844, of which 94 were vacant on that date. Consequently, the number of staff members holding posts subject to geographical distribution as of 1 July 2005 was 750 (as compared with 611 on 1 July 1991, 681 on 1 July 2001 and 723 on 1 July 2003).
3. The definition of ‘developing countries’ used in this report is the one used by the Statistics Division of the Department of Economic and Social Affairs of the United Nations Secretariat in its *World Economic and Social Survey 1998*.
4. The guiding principles for recruitment are laid down in Article VII.D of the Statute. The paramount consideration is to secure employees of the highest standards of efficiency, technical competence and integrity. Subject to this consideration, due regard is paid to the contributions of Member States to the Agency and the importance of recruiting staff on as wide a geographical basis as possible.

B. Objectives set

5. In resolution GC(47)/RES/14.A the General Conference requested the Director General, *inter alia*, to “continue to secure employees of the highest standards of efficiency, technical competence, and integrity and to intensify his efforts to increase accordingly, particularly at the senior and policy-making levels, and for Professional posts requiring specific skills, the number of staff members from developing countries and from those other Member States which are unrepresented or under-represented in the Agency’s Secretariat”. Furthermore, the resolution “Calls on Member States to continue encouraging well qualified candidates to apply for vacant posts in the Agency’s Secretariat including identifying relevant experts and increasing the number of well qualified candidates, and requests the Director General to strengthen, subject to the availability of resources, the recruitment efforts in Member States.”

C. Actions taken by the Secretariat

C.1. Affirmative measures

6. The detailed implementation of resolution GC(47)/RES/14.A has been regularly reviewed by senior management, and individual appointments have been monitored to ensure that they are in line with the current policy of giving special attention to applicants from developing Member States and other unrepresented or under-represented Member States.

7. From 1 July 2003 to 1 July 2005, under the Junior Professional Officer (JPO) programme the Agency employed three JPOs from developing countries, who may at a later point in their careers apply for regular posts. In addition, the Agency has arrangements with several Member States pursuant to which they provide JPOs (individual Member States funded a total of 9 JPOs during this period).

C.2. Outreach measures

8. Periodic forecasts of vacancies, with information on employment opportunities and specific positions that are likely to arise in the Secretariat over the course of the next two years, continued to be issued to Member States.

9. A series of meetings was organized with unrepresented and under-represented Member States to identify sources of recruitment and means of attracting the most qualified candidates. The database on sources of recruitment has been continuously expanded.

10. The Secretariat launched a system for applying for Professional posts via the Internet (e-applications) in 2002, which was fully implemented in 2003. The Secretariat subsequently witnessed an increase in the number of applications. For the period May 2001 – April 2002, 7290 applications were received. Of these, 2831 (38.8%) were from candidates from developing Member States. For the period 1 July 2003 – 1 July 2005, a total of 29 969 applications *for all Professional posts* were received (79.1% were submitted online). Of these, 12 435 (41.5%) were from candidates from developing Member States.

C.3. Improvements since 2003

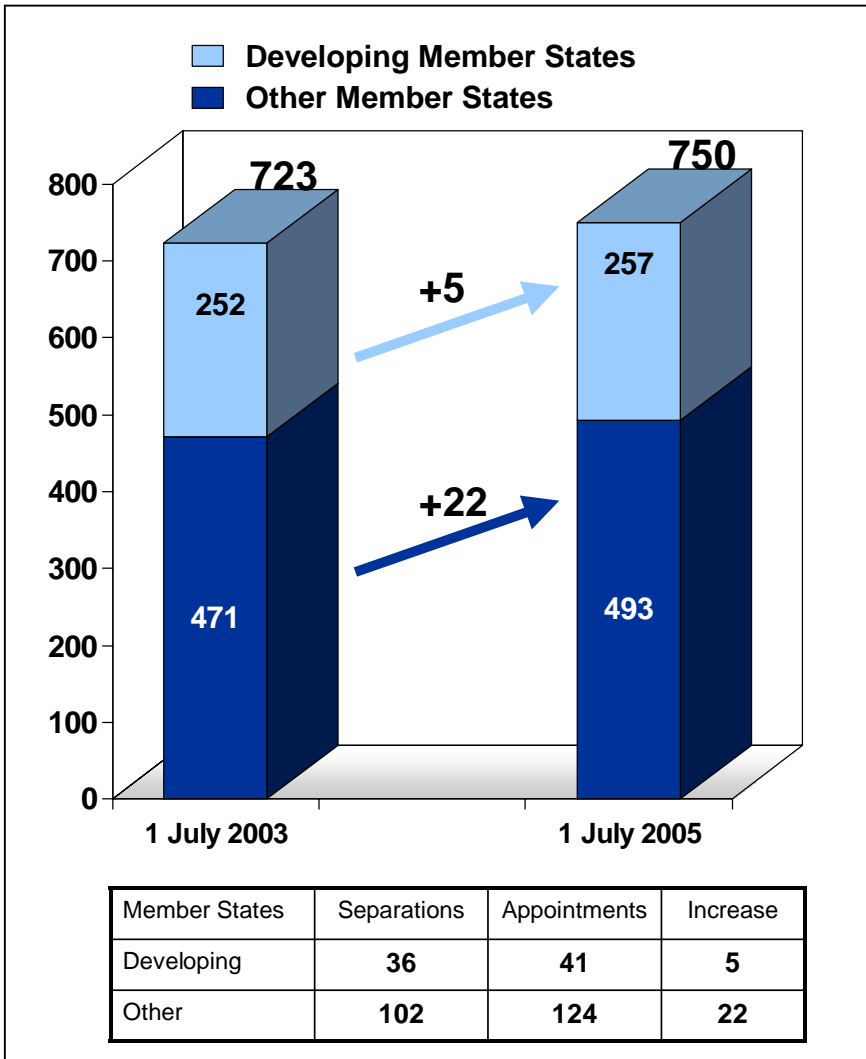
11. The cost effective use of videoconferencing for interview purposes has been expanded.
12. In January 2004, the recruitment and selection process was fully automated, allowing for a more rapid processing of applications, as well as the processing of selections and appointments. Also, the introduction of an automated tool to assess candidates with respect to the basic requirements of the post has enhanced the initial screening process. The advantage of this initiative is not only to expedite the process, but to allow the Division of Personnel to provide a better quality service to Secretariat managers in the recruitment and selection process.
13. Furthermore, as suggested in GC(47)/RES/14.A, the Secretariat has, to the best of its ability, accommodated Member State requests for recruitment missions. Between July 2003 and July 2005 five such missions have been undertaken and another is planned for later in 2005.

D. Statistical data

D.1. Staffing levels (developing and other Member States)

14. During the period from 1 July 2003 to 1 July 2005, 165 appointments were made to posts subject to geographical distribution while 138 staff members left the Secretariat. Of the total number of appointments, 41 were from developing Member States (representing 24.8% of the total) and 124 were from other Member States (see diagram below).

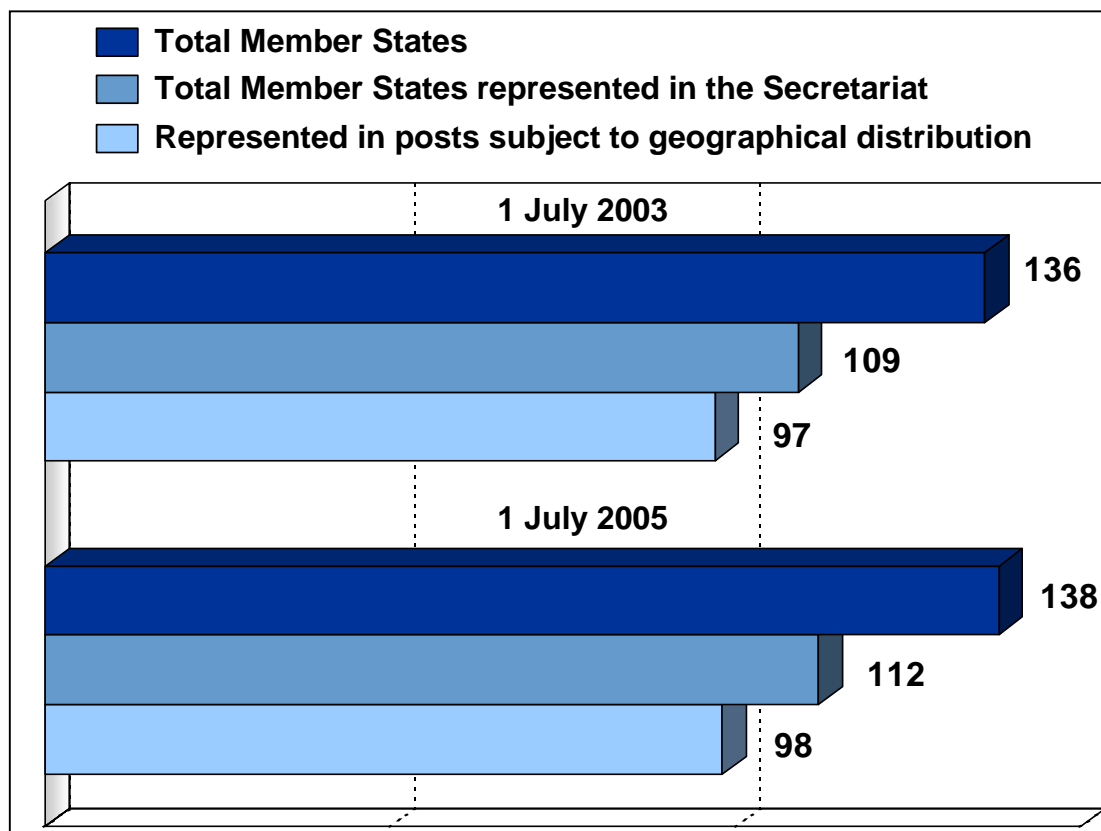
**Professional and Higher Category Staff
Developing and other Member States
July 2003 to July 2005**



D.2. Representation of Member States in the Secretariat

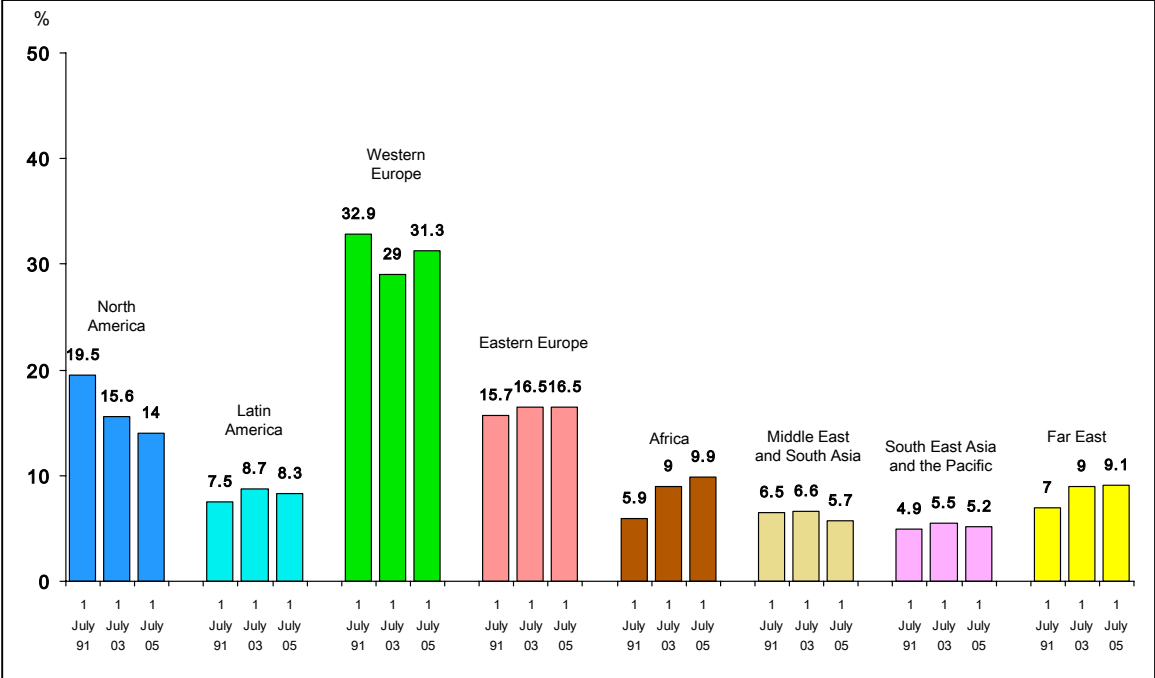
15. As can be seen below, the number of Agency Member States has increased from 136 to 138 over the period concerned and the number of Member States represented in posts subject to geographical distribution has increased from 97 to 98.

Representation of Member States in the Secretariat



16. During the period between 1 July 2003 and 1 May 2005, the representation of Africa and Western Europe increased, the representation of Eastern Europe and the Far East stayed essentially the same, whereas the percentage of staff drawn from North America, Latin America, the Middle East and South Asia, South East Asia and the Pacific declined.

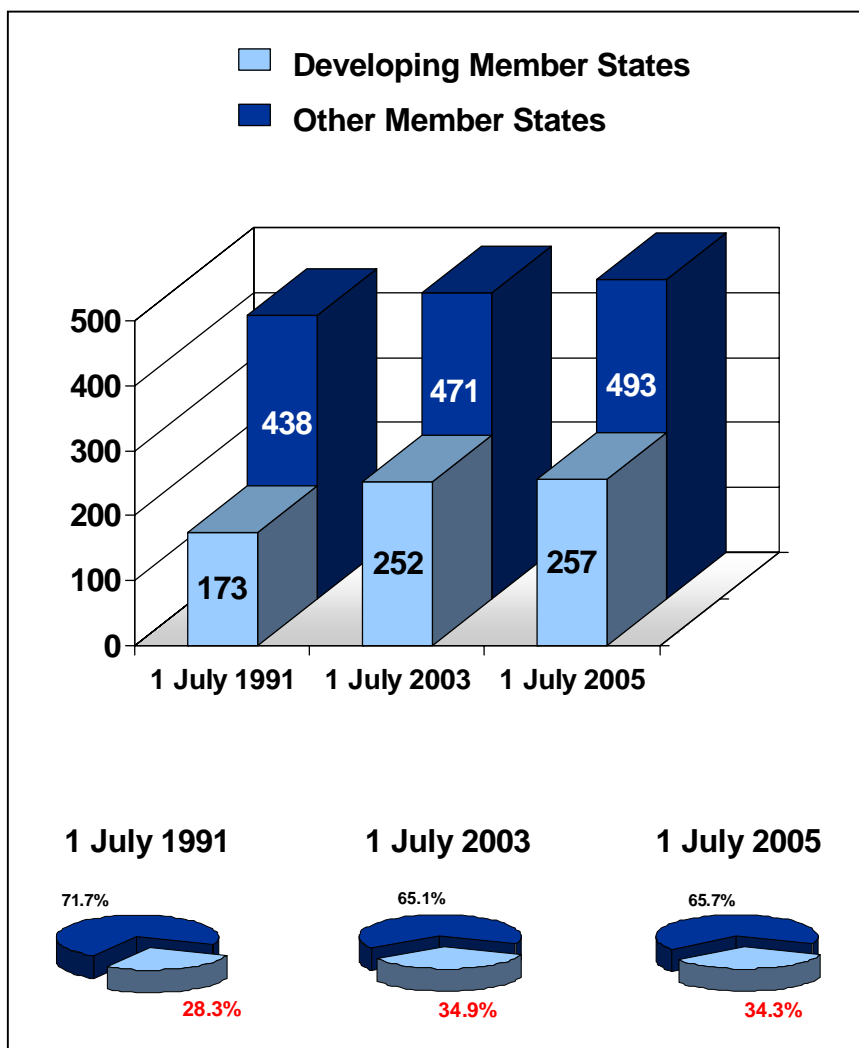
**Professional and Higher Categories Staff
 by Geographical Area:
 1 July 2005**



D.3. Progress with regard to staff drawn from developing countries

17. The measures taken by the Secretariat to increase the representation of developing Member States have proved effective. The chart below illustrates a positive trend: during the period from July 1991 to July 2003, the number of staff members drawn from developing Member States increased by 79; and from July 1991 to July 2005 the numbers increased by 84, resulting in an overall level of representation of 34.3%.

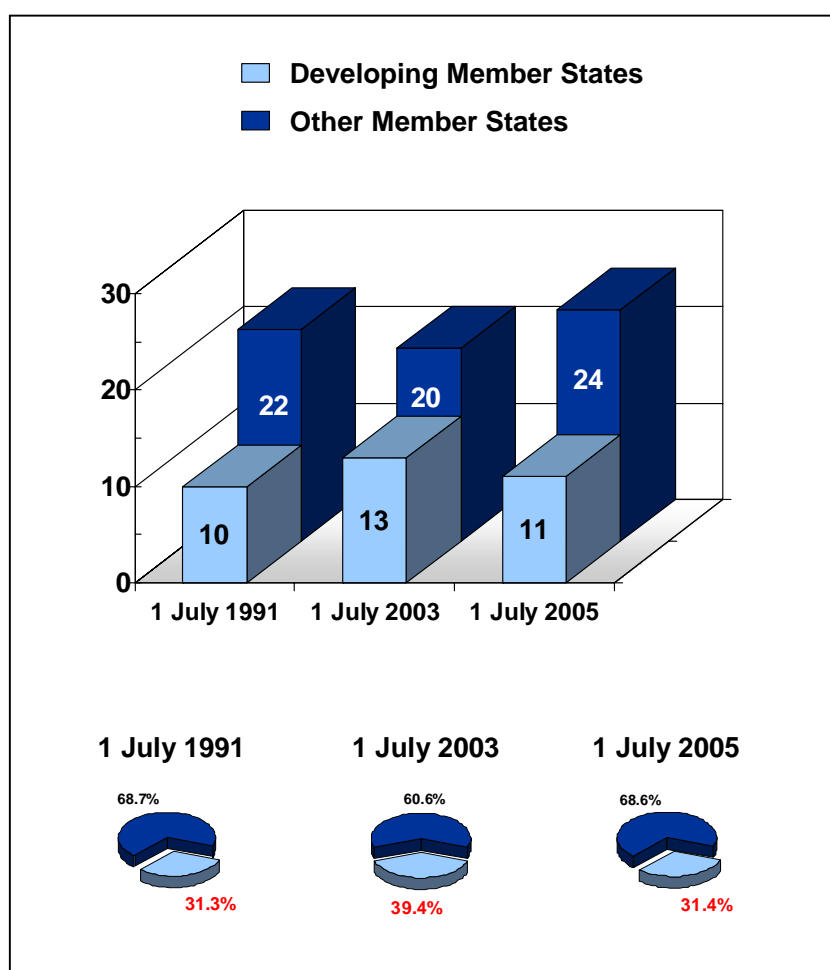
Staff in the Professional and Higher Categories



D.4. Senior Staff (Directors and Deputy Directors General)

18. During the review period there were changes in senior level positions: six senior staff left the Secretariat (including two Deputy Directors General), and eight appointments were made. The graph below depicts the numbers of senior staff from developing and other Member States, which as of 1 July 2005 corresponded to 31.4% and 68.6% respectively.

Senior Staff

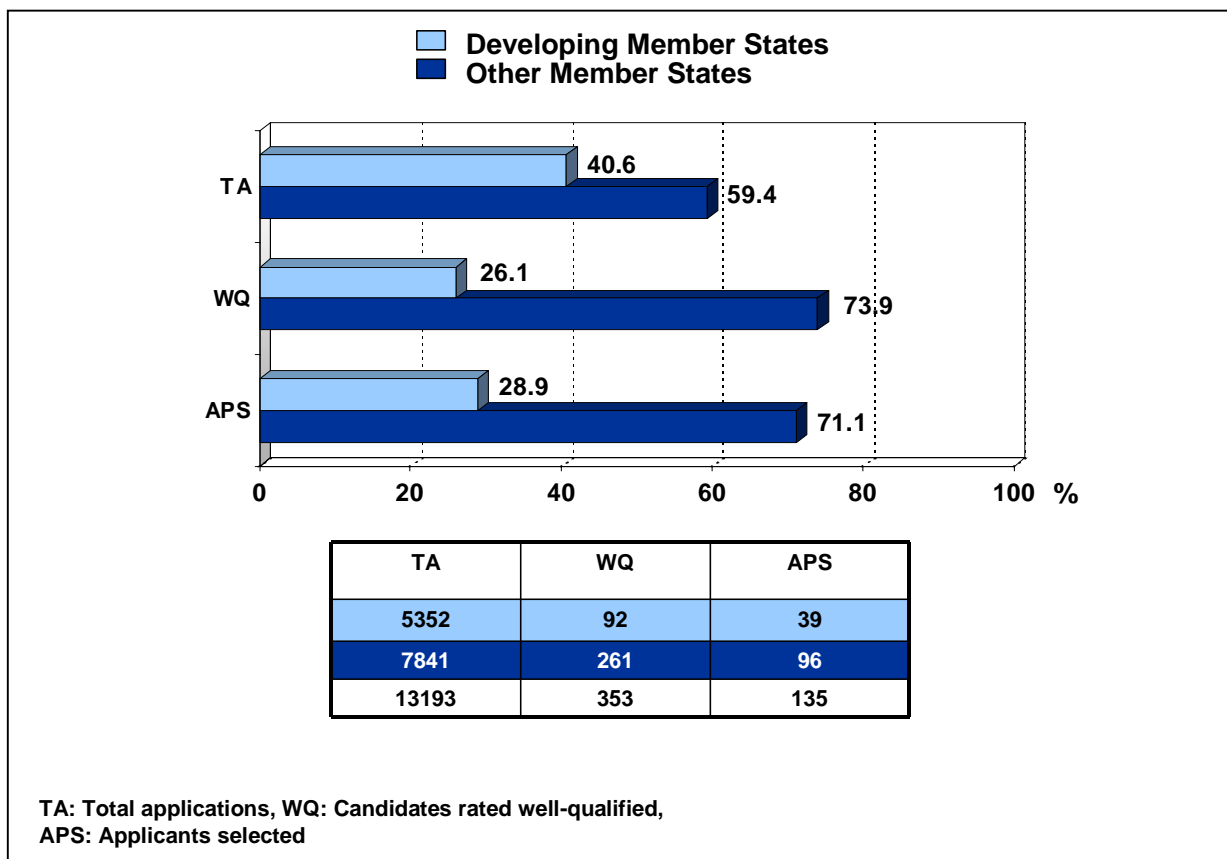


D.5. Applications

19. During the review period, 13 193 outside applications were received for posts subject to geographical distribution *for which selections were made*; 5352 (40.6%) were received from nationals of developing Member States and 7841 (59.4%) from nationals of other Member States. Among those considered well qualified, 92 (26.1%) were from developing Member States, while 39 (or 28.9%) of the candidates selected for vacant posts were from these Member States.

20. It is worth noting that the majority of applications from developing Member States now come from a broad range of countries. During this period, the Agency received applications from 81 of the 85 developing Member States. However, as in the past, about half of all applications from developing countries come from just ten Member States.

**Outside Applications
Selections Completed between
1 July 2003 and 1 July 2005**



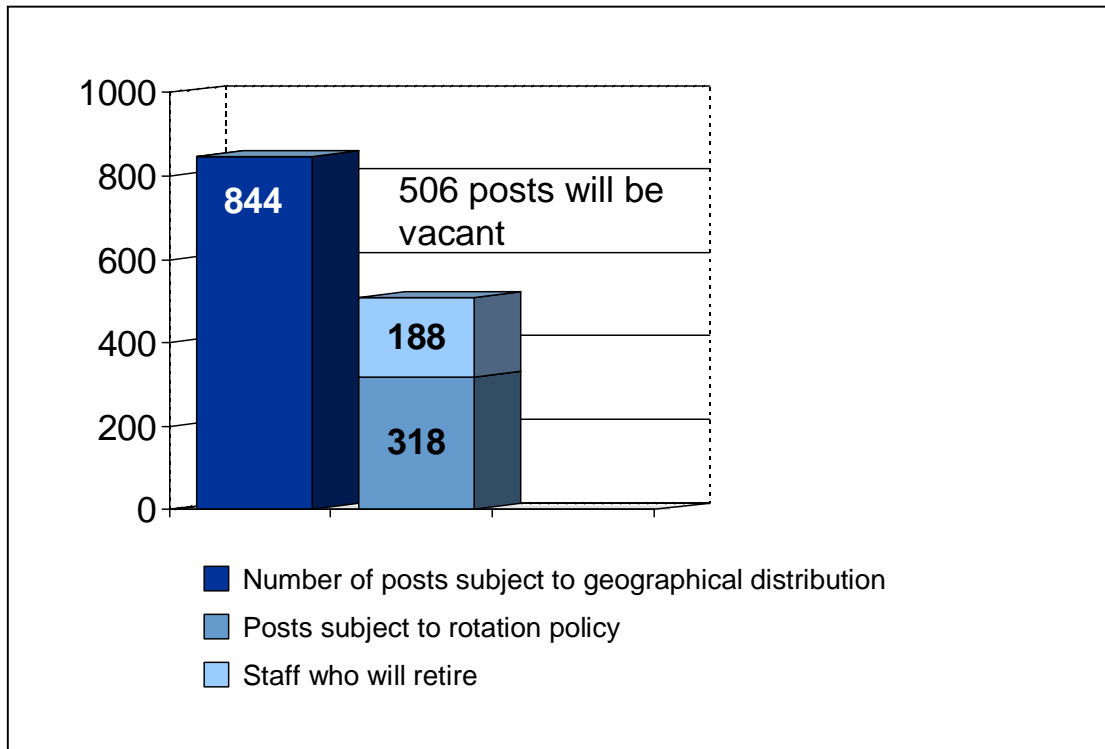
D.6. Staff drawn from unrepresented or under-represented Member States

21. Nationals of unrepresented or under-represented Member States accounted for 4416 (33.5%) of all outside applications received and constituted 71 (20.1%) of the total of well qualified applications. At the same time, 51 (37.8%) of those selected were applicants from these Member States, indicating the impact of the policy of giving preference in cases of comparable qualifications to applicants from unrepresented or under-represented Member States.

D.7. Forecast of anticipated separations

22. A projection of posts which will become available in the next seven years, broken down into those to become available due to staff retirement and those due to the application of the rotation policy, indicates that the Secretariat will face a major challenge: 506 (60%) of the posts subject to geographical distribution will become vacant.

**Professional and Higher Categories Posts
Projection of Posts
(Subject to Geographical Distribution to become Vacant for the Period
1 July 2005 – 1 July 2012)**



23. Of the current 750 staff on posts subject to geographical distribution, 71 will reach retirement age between 2005 and 2007, 41 in the safeguards area.

24. Twelve countries will see 50% or more of their nationals who are currently staff members leave the Secretariat due to retirement, while six other countries will see 30% to 49% of their nationals on the Agency's staff retire.

25. The unusually high turnover provides Member States with a unique opportunity to identify suitable candidates for positions subject to geographical distribution which will become available in the next few years.

E. Recommendations for the future

26. Access to the Internet has expanded exponentially worldwide. This is reflected in the fact that since the introduction of e-applications, the Secretariat has also seen an increase in applications, including those from developing countries. Therefore, the Secretariat strongly encourages applications be submitted via the Internet. From the Secretariat's perspective, this will result in efficiency gains without any detrimental effect on the quality of candidates or on the recruitment and selection process.

27. Further enhancements to the Secretariat's initiatives to reach out to Member States and candidates will be put in place. These will include the representation of the Division of Personnel at significant Agency sponsored meetings, primarily in Vienna, and establishing a voluntary network of former staff members for recruitment purposes.

F. Summary

28. As previously indicated by the Secretariat, the recruitment of staff members, particularly in the scientific and technical areas, is becoming increasingly difficult. The aging workforce in the nuclear field and pending retirements of current Secretariat staff will exacerbate the situation. It is only through the active participation of Member States in identifying suitable well qualified candidates and the concerted efforts of the Secretariat that it can be assured that the Agency is adequately and appropriately staffed with individuals of the highest competence, managerial capability and integrity.

Professional and Higher Categories Staff Subject to Geographical Distribution

NATIONALITY	DDG	D	P-5	P-4	P-3	P-2	P-1	TOTAL STAFF
Afghanistan								0
Albania				1	1			2
Algeria		1	1	3				5
Angola								0
Argentina		1	2	3	1			7
Armenia				1	2			3
Australia		2	6	3	5	1		17
Austria			3	8	12	2		25
Azerbaijan				1				1
Bangladesh			1		4			5
Belarus				2	5			7
Belgium			4	1	2			7
Benin								0
Bolivia			1	1				2
Bosnia and Herzegovina				1	1			2
Botswana								0
Brazil			4	4	5	1		14
Bulgaria			1	2	6			9
Burkina Faso								0
Cameroon					2			2
Canada		1	4	10	5			20
Central African Republic								0
Chile			2	3	2			7
China			1	4	4			9
Colombia					2			2
Costa Rica				1				1
Côte d'Ivoire					1			1
Croatia					2			2
Cuba				5	1			6
Cyprus								0
Czech Republic			2	4		1		7
Democratic Republic of the Congo				2				2
Denmark			3	1				4
Dominican Republic								0
Ecuador				1				1
Egypt			3	5	2			10
El Salvador								0
Eritrea								0
Estonia								0
Ethiopia		1		1	3			5
Finland	1		3	4				8

NATIONALITY	DDG	D	P-5	P-4	P-3	P-2	P-1	TOTAL STAFF
Mongolia				1	1			2
Morocco			3	2				5
Myanmar				1				1
Namibia						1		1
Netherlands			1	1				2
New Zealand			1		1			2
Nicaragua								0
Niger								0
Nigeria			1	4	2			7
Norway		1						1
Pakistan				1	1			2
Panama								0
Paraguay								0
Peru			3	2				5
Philippines				5	3	2		10
Poland			3	3	5			11
Portugal				1	1			2
Qatar								0
Republic of Korea		1	2	9	12	1		25
Romania				2	3			5
Russian Federation	1	1	5	19	6	2		34
Saudi Arabia			1					1
Senegal				1	1			2
Serbia and Montenegro				1	3			4
Seychelles								0
Sierra Leone								0
Singapore								0
Slovakia			1	3	2			6
Slovenia			2	2	1			5
South Africa		1	4	3	2		1	11
Spain		1	5	4	4	2		16
Sri Lanka			1		1			2
Sudan				1				1
Sweden		1	6*	3	2	1		13
Switzerland						1		1
Syrian Arab Republic				1				1
Tajikistan								0
Thailand			1*		2			3
The former Yugoslav Republic of Macedonia					1			1
Tunisia			2					2
Turkey			1	1	5	3		10
Uganda					1	1		2

NATIONALITY	DDG	D	P-5	P-4	P-3	P-2	P-1	TOTAL STAFF
Ukraine				2	4	1		7
United Arab Emirates								0
United Kingdom		2	18*	17	12	3		52
United Republic of Tanzania		1		1				2
United States of America	1	3	34*	26	20	1		85
Uruguay			1	1				2
Uzbekistan					2			2
Venezuela				4				4
Vietnam				2				2
Yemen								0
Zambia		1			1			2
Zimbabwe					1	1		2
TOTAL STAFF	6	29	179	262	240	33	1	750

*indicates or includes one staff member on a P-5 post who holds the personal grade of D-1