

# Board of Governors General Conference

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## Personnel

### **Women in the Secretariat**

*Report by the Director General*

## **Summary**

- Resolution GC(51)/RES/18.B (Women in the Secretariat), adopted by the General Conference on 21 September 2007, requests the Director General to report biennially on progress made in achieving a higher representation of women in the Professional and higher categories in the Secretariat.
- This report presents the progress made in pursuing this goal during the period from 1 June 2007 to 1 June 2009.

## **Recommended Action**

- It is recommended that the Board of Governors take note of the report, recommend its submission to the General Conference for its consideration and endorse the Director General's call for all Member States which have not done so to appoint Points of Contact to actively support the Secretariat's efforts in recruiting women



# Personnel

## Women in the Secretariat

*Report by the Director General*

### A. Background

1. In resolution GC(51)/RES/18.B (Women in the Secretariat), adopted by the General Conference on 21 September 2007, the Director General was requested to report on developments towards the ultimate goal of equal gender representation throughout the Secretariat. The Director General was also requested to pursue this target of equal representation across all occupational groups and categories in the Secretariat, including in senior policy level and decision making posts.

2. Gender balance continues to be a problem in the UN Common System: according to the most recent report of the Secretary-General<sup>1</sup>, the representation of women in the Professional and higher categories in both the UN Secretariat and in UN system organizations remained static during the period 2006 - 2008 at around 37%. Although the Agency is still among the UN organizations with the lowest representation of women Professional staff, the number of women in the Professional and higher categories has grown by 1.0% since June 2007 and 3.4% since June 2005, which is an encouraging trend.

3. The participation of women in certain branches of the natural sciences, engineering and technology is also low in the private sector and academia. Although there have been some improvements, the overall number of graduate students in Member States — particularly women — in nuclear related areas remains small and, consequently, the resource pool of women in the nuclear field remains limited. Therefore, one of the Secretariat's major impediments to reaching the goal of equal gender representation is the lack of growth in the number of women pursuing scientific careers, in particular in the nuclear industry.

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<sup>1</sup> 'Improvement of the Status of Women in the United Nations System', Report of the Secretary-General, A/63/364, 18 September 2008.

## **B. Secretariat initiatives to increase the representation of women**

4. Since 2007, the Secretariat has implemented a comprehensive gender policy. This policy covers gender equality in staffing, as well as mainstreaming gender considerations in the Secretariat's programmes and operation (a policy applied in the preparation of the Agency's 2010–2011 programme and budget).

5. The Secretariat has instituted a series of coordinated mechanisms to achieve the goal of gender equality. The IAEA Focal Point for Gender Concerns continues to work towards reaching the gender equality goals set out in the gender policy. Departmental Focal Points for Gender Concerns support this work and assist the Deputy Directors General in their efforts to achieve gender equality in their Departments. Moreover, the Joint Advisory Committee's Sub-Committee on Gender Concerns continues to participate in efforts to increase the representation of female staff members. All these various functions are being undertaken by staff members in addition to their normal work assignments.

### **B.1. Recruitment measures**

6. The Secretariat continues to work with Member State representatives to look for new ways to publicize the work of the Agency and to encourage applications by well qualified female candidates to Professional posts.

7. Special emphasis has been put on Agency representation at conferences and meetings where women in sciences can be reached. Attention has also been given to promoting the Junior Professional Officer (JPO), internship and fellowship programmes, to aim at giving young women professionals practical work experience.

8. At the invitation of Member States<sup>2</sup>, six recruitment missions have been carried out since 2007, providing additional opportunities to reach out to well qualified female candidates. Two more recruitment missions are scheduled to take place in 2009.

9. The Secretariat has supported the formation of two associations which promote and encourage professional women in areas related to the Agency's work. Women in Nuclear (WIN) has opened an IAEA chapter and Women in International Security an Austrian chapter. Members of the Secretariat support the work of these organizations, in particular exposing women to the work of the IAEA, as well as reaching out to young women and students to make them aware of careers in the nuclear field.

10. For the first time, the Agency participated in the Wiener Töchertag (Vienna Daughter's Day). Fifty young women between the ages of 11 and 16 years spent a day at the Agency learning what their parents do at work. This endeavour, it is hoped, might encourage some of them to choose a less traditional female profession such as nuclear science or other technical subjects.

11. The Secretariat also continues its relationship with the United Nations Inter-Agency Network on Women and Gender Equality (IANWGE), the Office of the Special Adviser to the Secretary-General

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<sup>2</sup> The Secretariat has no established budget for recruitment missions and therefore the cost is funded by the requesting Member State.

on Gender Issues and Advancement of Women (OSAGI), and other organizations which are working towards equal gender representation.

12. Particular attention continues to be paid to the assessment of female candidates in both the pre-screening and the selection processes for vacant posts. In cases of comparable qualifications for a post, special consideration is given to female candidates.

## **B.2. Member State involvement**

13. In March 2005, the Secretariat requested all Member States to designate a Point of Contact to actively support its efforts in recruiting women. By 30 June 2009, 53 Member States had joined the initiative. The Secretariat meets regularly with Points of Contact to brief them on recent developments, as well as to discuss ways of encouraging well qualified women from both governmental and non-governmental sources to apply for Agency vacancies. Points of Contact also provide information to, and facilitate contact with, national institutions, agencies, universities, as well as professional and women's organizations, and directly distribute Agency vacancy notices to them. With their support, the Secretariat has built up a network of almost 500 institutions to which vacancy notices are e-mailed monthly. Points of Contact also arrange for recruitment missions, contribute to publicizing the Agency as a potential employer by providing contacts in specialized journals and websites, and promote the Junior Professional Officer, internship and fellowship programmes. The Agency is the only organization in the UN common system to have initiated and implemented this measure.

## **B.3. Work/life balance**

14. The Secretariat continuously reviews, updates and enhances its policies related to work/life balance. The majority of policies implemented in other UN Common System organizations directed to improved work/life conditions (such as flexible working hours, part-time work and work from home) have long been established. The Secretariat regularly organizes meetings to keep staff informed about these programmes and staff have increasingly benefited from them. For example, following a successful pilot project, starting in 2004, in 2008 a Work From Home policy was formally introduced and 30 women staff members have taken advantage of this provision thus far.

## **B.4. Reporting measures**

15. Department Heads report each year on measures taken and the activities carried out in support of increasing the number of female Professional staff. Not only do all areas of the Secretariat continue to give special emphasis to appointing women from shortlisted candidates during the recruitment process, but they also strive to give young professional women the opportunity to gain work experience in nuclear technologies and applications. Special attention is given to the participation of women in conferences, workshops and research projects, as well as on committees and consultancies.

16. Senior Secretariat women staff members participated in training courses focused on gender sensitivity and communications skills.

## **C. Representation of women in the Secretariat**

17. The Annex contains figures and charts illustrating the results outlined below.

## C.1. Present status

18. As of 1 June 2009, the total number of female staff in the Secretariat was 967, representing 42.1% of the staff:

- In the General Service category (which includes a variety of positions such as IT and laboratory technicians, accounting assistants, procurement clerks) the percentage of women was virtually unchanged (61.0% of staff as compared with 60.5% in 2007).
- In the Professional and higher categories among Regular Staff<sup>3</sup>, the share of women increased from 22.4% on 1 June 2007 to 23.4% on 1 June 2009 (an increase of 1.0%).

19. This report relates henceforward only to Regular Staff in the Professional and higher categories.

20. As of 1 June 2009, the gender imbalance continues to be greater at the senior staff level in both the scientific/engineering and administrative occupational groupings. However, at the D-2 level, where in June 2007 there had been no women, there was an increase to 3, constituting 20.0% of the total at that grade.

21. The percentage of women in the different occupational groups was as follows:

- Administrative field: 34.7% (compared to 35.7% in June 2007, 31.3% in June 2005).
- Scientific/engineering field: 17.3% (compared to 15.5% in June 2007, 14.1% in June 2005).

## C.2. Applications and appointments

22. During the reporting period, 13 727 external applications for regular posts were received: 21.5% from women and 78.5% from men (compared to 19.6% from women during the previous reporting period and 17.7% from women during the two years before that).

23. Among those external candidates determined to be “well qualified”, 21.5% were women and 78.5% were men (compared to 24.5% women during the previous reporting period and 16.7% during the two years before that):

- In the scientific/engineering field, the share of well qualified women was 15.8% in 2009, compared to 18.0% during the previous reporting period.
- In the administrative field of work, it was 31.3%, compared to 33.3% during the previous reporting period.

24. Among the selected candidates who were offered a position, 21.0% were women (compared to 32.1% during the previous reporting period).

25. During this reporting period, in 68.3% of the cases where an external candidate was selected, and external women applicants were among candidates rated well qualified, a woman was selected for the position. This is a continuing indication that significant attention is given to gender balance in the selection process.

26. The overall number of women recruited represented 28.0% of external appointments (compared with 31.2% for the previous reporting period):

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<sup>3</sup> Regular staff comprises all staff in the Professional and higher categories 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. This category does not include other staff such as cost free experts, consultants and staff paid from extrabudgetary funds.

- In the scientific/engineering field, 29.2% of the 65 new staff members were women (compared to 26.1% of the 92 in the previous reporting period).
- In the administrative field, 26.6% of the 64 new staff members were women (compared to 40.8% of the 49 in the previous reporting period).

27. While every effort is made to appoint well qualified women to vacant posts, these efforts sometimes conflict with competing interests generated by General Conference resolutions related to increasing the representation of staff from unrepresented, under-represented or developing Member States (most recently GC(51)/RES/18).

### **C.3. Women holding long term contracts**

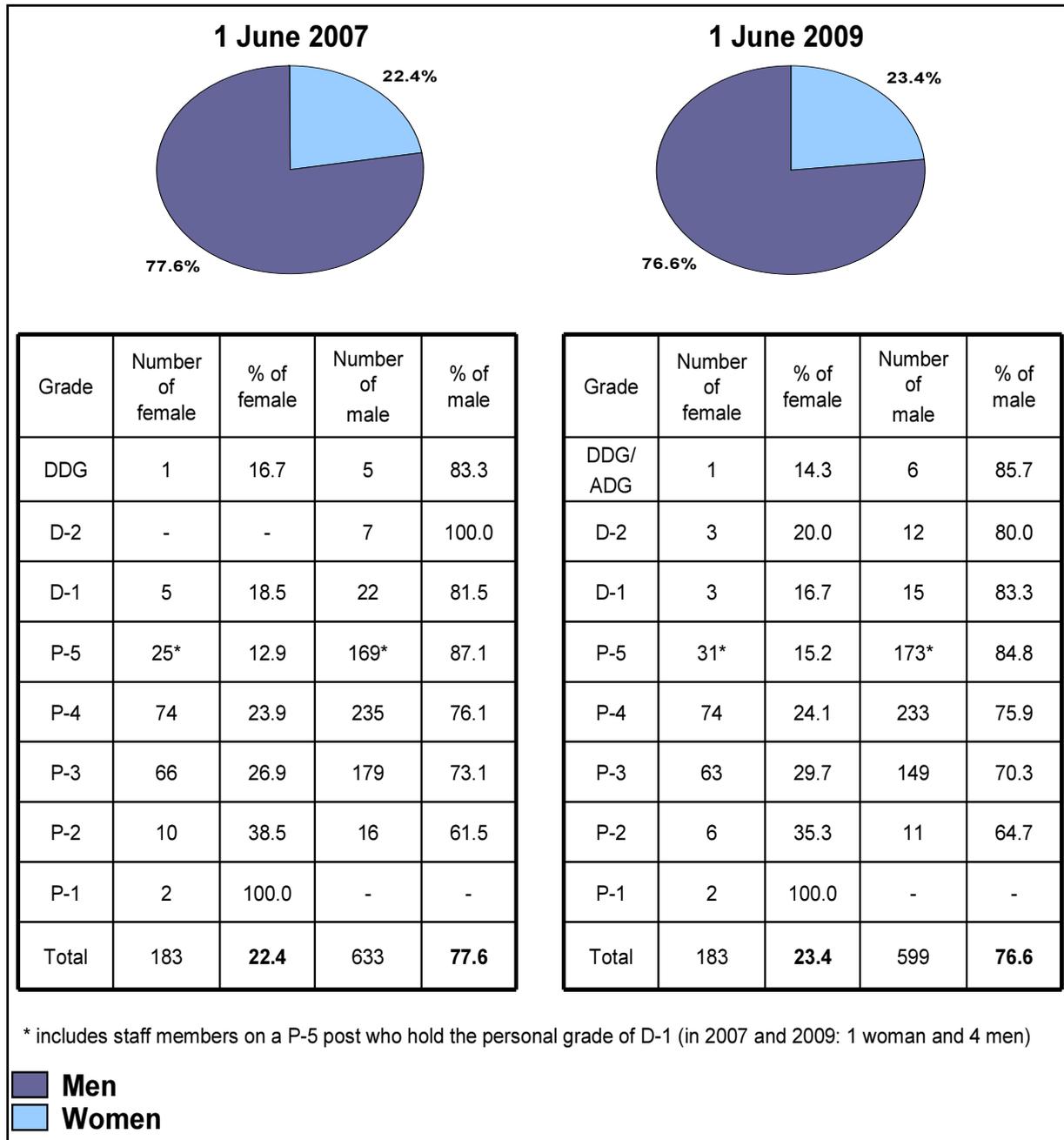
28. The percentage of women holding long term contracts is 39.9% (compared to 36.1% in June 2007), while for men it is 48.0% (compared to 42.7% in June 2007). While 10 women holding long term contracts left the Secretariat during the reporting period, 17 women were granted long term contracts.

29. In the scientific and engineering field, the share of women holding long term contracts is 39.8% (compared to 37.3% in 2007, 47.2% in 2005). The corresponding share of men is 51.8% (45% in 2007, 42.5% in 2005). In the administrative field, the percentage of women holding long term contracts is 40% (37% in 2007, 37.9% in 2005); while for men it is 39.2% (37.8% in 2007, 35.6% in 2005).

## **D. Work ahead**

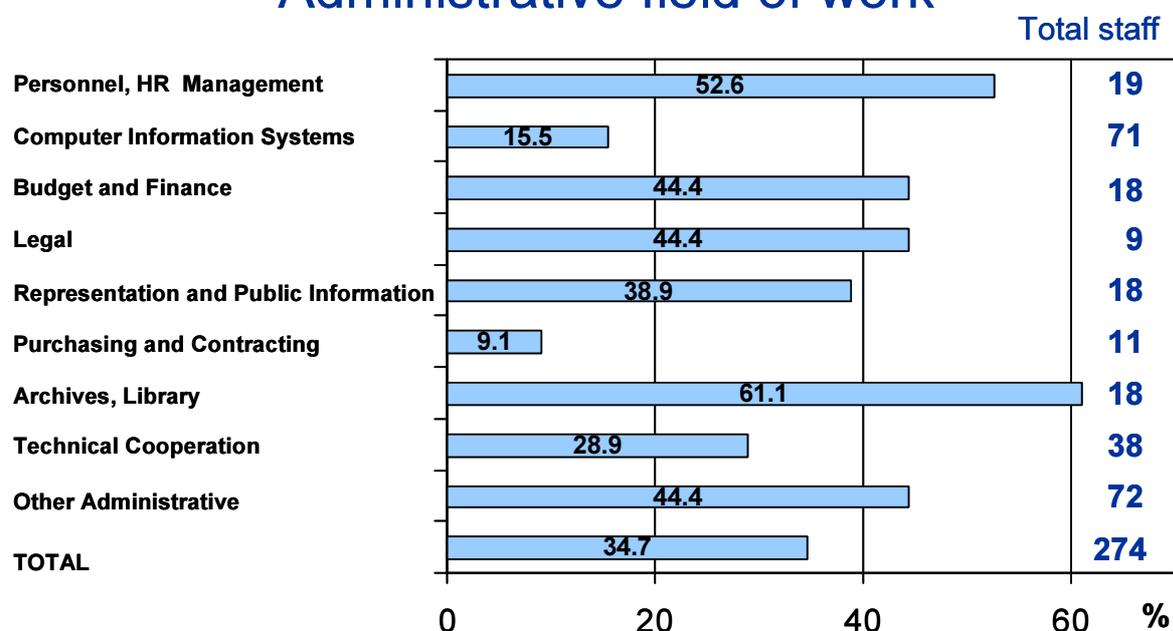
30. There has been a slight improvement in the representation of women in the Secretariat in the reporting period. The Director General strongly encourages all Member States that have not yet done so to designate a Point of Contact and welcomes the active participation of Member States in helping to achieve the ultimate goal of equal gender representation throughout the Secretariat.

**Professional and Higher Category Regular Staff:  
Percentage of Posts Occupied by Women and Men**



**Professional and Higher Categories of Regular Staff by Occupational Grouping:  
Percentage of Posts Occupied by Women  
1 June 2009**

### Administrative field of work



### Scientific and engineering field of work

