

Board of Governors General Conference

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(GC(55)/1 and Add.1)

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(53)/RES/18.A (Personnel, Staffing of the Agency's Secretariat) adopted by the General Conference on 18 September 2009, 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 June 2009 to 1 June 2011.

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 relates to regular staff in the Professional and higher categories — defined as all staff 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 staff members in the General Service category. It also does not include consultants holding Special Service Agreements. Information on consultants is provided in Annex I.
2. As previously reported, in order to provide greater transparency in staffing reports to Member States and greater administrative efficiency, ‘established’ and ‘medium term’ posts have been combined under one heading and medium term posts have been phased out.
3. The total number of regular posts in the Professional and higher categories as of 1 June 2011 was 1143, of which 201 were vacant. A breakdown of staff by nationality is included in Annex II.
4. 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.
5. The guiding principles for recruitment are laid down in Article VII.D of the Agency’s 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. General Conference resolutions have also called for an increase in the representation of women in the Secretariat (see Report on Women in the Secretariat, GOV/2011/50-GC(55)/20).

B. Objectives set

6. In resolution GC(53)/RES/18.A (Personnel, Staffing of the Agency’s Secretariat), 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.” The resolution

further called 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...”

C. Actions taken by the Secretariat

C.1. Affirmative measures

7. The detailed implementation of GC(53)/RES/18.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.

8. Ten Member States have arrangements with the Agency pursuant to which they provide Junior Professional Officers (JPO) (individual Member States funded a total of 33 JPOs during the reporting period). The Agency concluded 2 JPO agreements during the reporting period and is continuing to discuss establishing similar arrangements with additional Member States.

9. Also, as part of its efforts to inform young people of the work of the Agency and future employment opportunities, the Secretariat has continued to implement its Fellowship Programme, targeted for the technical cooperation area. The Secretariat has also expanded its Internship Programme and thus far in the reporting period, 214 young people have participated, 24% of whom came from developing Member States. In cooperation with Member States the Secretariat has hosted a limited number of visits from young people interested in the work of the Agency.

C.2. Outreach measures

10. Periodic forecasts of employment opportunities and projections of expected vacancies in the Secretariat (for the next two years), also outlining the requirements of the positions, continue to be provided to Member States.

11. Throughout the reporting period a series of meetings were conducted with unrepresented and under-represented Member States to identify potential barriers to the recruitment of staff members from each individual Member State. Additional sources of recruitment and improved mechanisms for attracting the most qualified candidates were established. The database on sources of recruitment has been continuously updated.

12. The Secretariat utilizes a web-based application system for advertised vacancies. Since the implementation of the system, the number of applications submitted has more than doubled. On average, the Secretariat received approximately 110 applications for each vacancy notice, 99% of which were submitted via the Internet. Approximately 43.4% of these applications were from developing countries.

C.3. Improvements since 2009

13. The trend to reduce recruitment time, mentioned in the last report, has continued with further refinements to the Agency’s automated recruitment and selection process and a realignment of functions in the Division of Human Resources. These improvements have expedited the process, reducing the average time for recruitment from 268 calendar days in 2009 to 177 in 2010. In late 2010, additional streamlining procedures were approved and their full implementation is anticipated in 2011.

14. During this reporting period, the Secretariat has institutionalized formal talent acquisition and skills testing programmes. Talent acquisition includes more active outreach to candidates, research based candidate search and the formulation of talent pools for future vacancies. Skills testing has been implemented, especially for senior level positions which require high level competencies in management areas.

15. As requested in GC(53)/RES/18.A, the Secretariat has undertaken eight recruitment missions (i.e. making presentations at conventions, meetings and other gatherings focusing on scientific and technological subjects) during this period. Given the limited resources, these missions continue to be at the invitation and financial sponsorship of a Member State.

16. During the period, the Secretariat has also continued to make special presentations at Agency sponsored meetings in the Vienna International Centre or other locally conducted conferences. In operating a recruitment booth at such events, and by giving presentations the Secretariat has increased the visibility of employment opportunities to conference and meeting participants.

D. Statistical Data

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

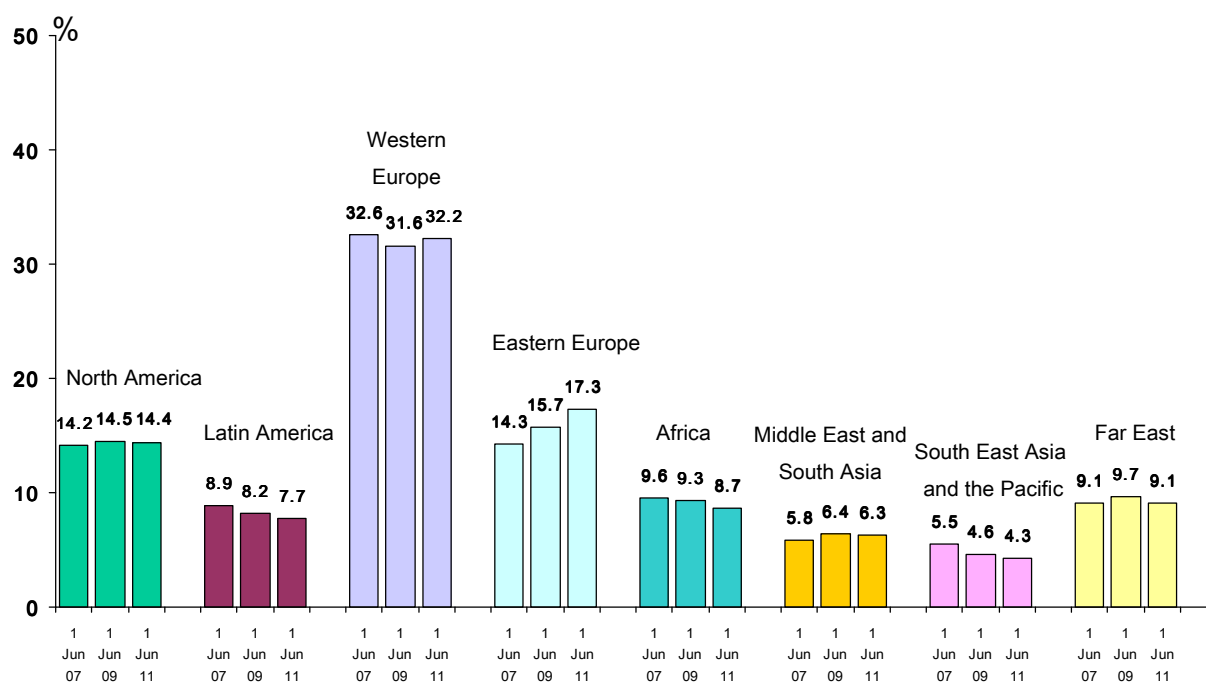
17. During the period from 1 June 2009 to 1 June 2011, 333 appointments (including 92 conversions from fixed term temporary assistance to fixed term) were made to regular posts while 165 staff members left the Secretariat. Of the total number of appointments, 92 were from developing Member States (representing 27.6% of the total) and 241 were from other Member States.

D.2. Representation of Member States in the Secretariat

18. The number of Agency Member States increased from 146 to 151 over the reporting period and the number of Member States represented in regular posts increased from 102 to 105.

19. In the reporting period, the representation of North America (14.4%), Latin America (7.7%), Africa (8.7%), Middle East and South Asia (6.3%), South East Asia and the Pacific (4.3%), and Far East (9.1%) decreased, whereas the percentage of staff drawn from Western Europe (32.2%) and Eastern Europe (17.3%) increased.

Professional and Higher Categories Staff By Geographical Area



D.3. Staff drawn from developing Member States

20. The number of staff members drawn from developing Member States marginally decreased over this reporting period, resulting in an overall representation of 32%, compared to 33.6% in the previous reporting period.

21. In accordance with GC(53)/RES/18.A, the Secretariat has analysed those geographic regions that are under-represented and the number of positions by which each region is short compared with the regional share of contributions to the regular budget. The North American region is under-represented by 27 staff members. The Far East region is under-represented by 12 staff members.

22. The Agency received applications from a broad range of countries — 146 out of 151 Member States. During this period, the Agency received applications from 93 of the 97 developing Member States. However, about 90% of all applications from developing Member States came from 42 of these Member States.

23. During the review period there were changes in senior level positions: 18 senior staff left the Secretariat, and 19 appointments were made. By 1 June 2011, the percentage of senior staff from developing Member States had increased considerably to 39% as compared to 30% in 2009.

D.4. Staff drawn from unrepresented or under-represented Member States

24. Nationals of unrepresented or under-represented Member States accounted for 6056 (23.5%) of all outside applications received and constituted 104 (23%) of the total of well qualified applications. At the same time, 41 (23%) of those selected were applicants from these Member States.

D.5. Forecast of anticipated separations

25. The Secretariat will continue to face a challenge in filling its positions. On 1 June 2011 the Secretariat had 950 regular Professional staff. 307 will leave in the next 7 years due to retirement age or rotation. 555 staff are currently holding non-final fixed-term contracts. Assuming the Secretariat continues with its current rotation rate, it can anticipate issuing 550 Vacancy Notices in total over the next 7 years.

26. Of the current 950 staff on regular posts, 95 will reach retirement age between 2011 and 2013, 21 in the safeguards area. Over the next two years, five Member States will see 50% or more of their nationals who are currently staff members leave the Secretariat due to retirement, while six other Member States will see 25% to 40% of their nationals on the Agency's staff retire.

27. This high turnover provides Member States with a unique opportunity to identify suitable candidates for positions which will become available in the next few years.

E. Summary

28. The Secretariat needs the active participation and financial support of the Member States in its outreach measures. As previously indicated, the recruitment of staff members, particularly in the scientific and technical areas, is becoming increasingly difficult. As described in this document, the Secretariat must rely on Member States to help identify suitably well qualified candidates from as broad a range of countries as possible. It is only through joint efforts between the Secretariat and the Member States that it can be assured that the Agency is adequately and appropriately staffed with individuals of the highest competence, managerial capability and integrity.

**Consultants Holding Special Service Agreements
1 June 2011**

NATIONALITY	WOMEN	MEN	TOTAL
Argentina		2	2
Australia		2	2
Austria	11	15	26
Belarus	1		1
Bosnia and Herzegovina	1	1	2
Brazil	2	3	5
Bulgaria		1	1
Burkina Faso		1	1
Cambodia		1	1
Canada	3	2	5
China		1	1
Côte d'Ivoire	1		1
Croatia		2	2
Cuba		2	2
Denmark	1	1	2
Egypt		1	1
El Salvador		1	1
Ethiopia		3	3
Finland	2	1	3
France	3	6	9
Germany	2	7	9
Greece		2	2
Hungary		4	4
India	1	6	7
Iraq		1	1
Israel		1	1
Italy		4	4
Japan		4	4
Kenya		1	1
Korea, Republic of	1	6	7
Lebanon	1		1
Malaysia	1		1
Monaco	1		1
Morocco		1	1
Netherlands		1	1
New Zealand		1	1
Pakistan		4	4
Panama		1	1
Peru		1	1
Philippines	2	1	3
Poland	1	3	4
Portugal		1	1
Romania	3	4	7
Russian Federation	2	10	12
Slovakia	1		1
Slovenia		2	2
Spain	3	2	5
The former Yugoslav Rep. of Macedonia	1	2	3
Turkey		1	1
Uganda		1	1
Ukraine		2	2
United Kingdom	1	9	10
United States	7	12	19
Uruguay	1	1	2
Zimbabwe		1	1
TOTAL	54	143	197

**Regular Staff in the Professional and Higher Categories
1 June 2011**

NATIONALITY	DDG	ADG	D-2	D-1	P-5	P-4	P-3	P-2	TOTAL STAFF
Albania					1			1	2
Algeria			1		3	1	2		7
Argentina		1			4	6	1	1	13
Armenia						2			2
Australia				2	8	7	3		20
Austria					3	15	14	3	35
Azerbaijan					1				1
Bangladesh							3		3
Belarus					1	4	2	1	8
Belgium	1				3	3	3		10
Benin						3			3
Bolivia						1	1		2
Bosnia and Herzegovina						1	3		4
Brazil				1	7	6	3		17
Bulgaria					2	4	7	1	14
Cameroon				1		3	1		5
Canada			1	1	5	11	8	2	28
Chile					1		1		2
China				1	4	5	8	2	20
Colombia					1	3	1	1	6
Costa Rica			1		1	1			3
Côte d'Ivoire						1			1
Croatia						4	1	2	7
Cuba					2	5	1	1	9
Czech Republic					2	5	3		10
Democratic Republic of the Congo					1				1
Ecuador					1		2		3
Egypt					2	5	2		9
Ethiopia					2	2	1		5
Finland				1	1	4			6
France	1		1		18	17	14	2	53
Georgia						1			1
Germany			1	2	9	19	8		39
Ghana	1					4	2		7
Greece						2	3		5
Haiti						1			1
Hungary		1			4	6	2		13
India				2	3	9	4	1	19
Indonesia						3	4		7
Iraq							1		1
Ireland					7	3	1		11
Islamic Republic of Iran				1	1	1	1	1	5
Israel					1		1		2
Italy			1	1	9	10	12		33
Jamaica								1	1
Japan				2	5	6	11		24
Jordan					2	3		1	6
Kazakhstan						2	1		3

NATIONALITY	DDG	ADG	D-2	D-1	P-5	P-4	P-3	P-2	TOTAL STAFF
Kenya							1		1
Korea, Republic of				2	3	14	9	1	29
Kyrgyzstan							1		1
Latvia					1	1			2
Lebanon						2	3		5
Liberia							1		1
Libyan Arab Jamahiriya					1				1
Lithuania						4	1		5
Malaysia	1				2	2	3		8
Mali					1				1
Malta								1	1
Mauritius						1			1
Mexico					2	2	4		8
Moldova						1			1
Mongolia						1	2		3
Morocco				1	1	2	1		5
Myanmar						1			1
Namibia							1		1
Netherlands					2	2	1	1	6
New Zealand			1		1	1			3
Nigeria					2	3	2		7
Norway			1						1
Pakistan					3	5	1	1	10
Panama						1			1
Peru					2				2
Philippines						4	3	1	8
Poland					4	3	2		9
Portugal						2			2
Romania					3	5	3		11
Russian Federation	1			1	7	19	8		36
Senegal						2			2
Serbia					1	3			4
Singapore							1		1
Slovakia					1	5			6
Slovenia					3	5			8
South Africa				1	3	5	2		11
Spain					5	7	5		17
Sudan						2	1	1	4
Sweden					4	7	2		13
Switzerland						2			2
Syrian Arab Republic					1	3	2	2	8
Thailand						1			1
The former Yugoslav Rep. of Macedonia						1	2		3
Tunisia							1		1
Turkey						3	3	2	8
Uganda						1	2		3
Ukraine						6	6		12
United Kingdom			1		26	19	18		64
United Republic of Tanzania				1					1
United States	1		1	4	31	43	24	5	109
Uruguay				1		1			2

NATIONALITY	DDG	ADG	D-2	D-1	P-5	P-4	P-3	P-2	TOTAL STAFF
Uzbekistan							1		1
Venezuela					1	2			3
Vietnam							2		2
Yemen							1		1
Zambia						1			1
Zimbabwe				1		1	1	1	4
Grand Total	6	2	10	27	226	385	257	37	950