

**INTERNATIONAL ATOMIC  
ENERGY AGENCY**

**PROGRAMME AND BUDGET  
FOR 1959**

**Budget estimates submitted by the Board of Governors  
to the General Conference  
under Article XIV. A of the Statute.**

**GC (II) / 36**

**Vienna, August 1958**



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## LIST OF ABBREVIATIONS

Agency	International Atomic Energy Agency
ECOSOC	Economic and Social Council
EPTA	United Nations Expanded Programme of Technical Assistance
FAO	Food and Agriculture Organization of the United Nations
ICRP	International Commission on Radiological Protection
ICRU	International Commission on Radiological Units and Measurements
IEC	International Electrotechnical Commission
ILO	International Labour Organisation or Office
ISO	International Organization for Standardization
TAB	Technical Assistance Board
TAC	Technical Assistance Committee of the Economic and Social Council
UNESCO	United Nations Educational, Scientific and Cultural Organization
UPU	Universal Postal Union
WHO	World Health Organization
WMO	World Meteorological Organization

### NOTE

All sums of money are expressed in United States dollars.





## CHAPTER I. INTRODUCTION

### A. GENERAL

1. The Board of Governors hereby submits to the General Conference in accordance with Article XIV.A of the Statute the budget estimates for the expenses of the Agency in 1959.

2. These estimates were originally prepared by the Director General. The Board of Governors examined in detail the major operational projects proposed for execution in 1959 during meetings held in April and May 1958. At that time it established an ad hoc committee composed of the representatives of Brazil, France, India, the Union of South Africa, the Union of Soviet Socialist Republics, the United Arab Republic, the United Kingdom of Great Britain and Northern Ireland and the United States of America, which met from 3 June to 10 June under the Chairmanship of the Chairman of the Board, and examined each budgetary item and the justifications for the estimates advanced by the Secretariat. On the basis of the Committee's report the Board, at meetings held from 16 June to 8 July, gave final consideration to the programme and budget estimates.

3. The programme set forth in chapter II is established on the basis of the broad recommendations contained in the report of the Preparatory Commission(1) as approved by the General Conference at its first special session in 1957 (hereinafter referred to as "the initial programme and budget")(1). The areas of work which the Board considers that the Agency's activities should cover in 1959 are described in their proper relationship to each other. In the Board's opinion a balanced programme has been established between activities that will be of immediate benefit to the less developed areas of the world, and which will as a rule be given first priority, and those activities that are of interest to the membership of the Agency as a whole.

4. The elaboration of the 1959 budget estimates presented certain particular difficulties due to the fact that they had to be prepared after only seven months of operating experience. Since the Agency's operations depend to a considerable extent upon requests received from Member States, and since this initial period has been too short to ascertain with any degree of certainty the demands that will be made upon the Agency in 1959, the estimates of the cost of meeting these demands could not be fully refined. When circumstances have made precise estimates impossible this fact has been stated. A certain degree of flexibility will therefore be required and the Director General will have to be prepared to meet contingencies by making transfers, as and when the need arises, between the different sections of the budget, in accordance with the financial regulations. Where in doubt, the Board has preferred to be conservative. The Board believes that the assumptions on which the estimates are based will generally prove to be sound and it therefore recommends the adoption of the budget by the General Conference.

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(1) GC.1/1.

## B. COMPARISON OF THE BUDGET ESTIMATES FOR 1957-58 AND 1959

5. The total of the administrative or regular part of the budget for the first financial year from 16 November 1957 to 31 December 1958 amounted to \$3,465,000; the estimate for this part of the budget in 1959 shows a total amount of \$5,225,000 or an increase of \$1,760,000. In addition the General Fund from which, because of the statutory financial structure of the Agency, most of the operational programmes will be financed is to be increased from \$250,000 to \$1,500,000.

6. The increase in the regular part of the budget is attributable to three main factors. First, the full expenditure on a twelve month basis on salaries and wages and common staff costs of the staff recruited in 1958 involves an increase of approximately \$750,000. Second, certain operational activities included for the first time in the 1959 programme involve costs of \$565,000. Third, the cost of the additional staff and related costs needed to carry forward the programmes and activities of the Agency is approximately \$445,000.

7. It is proposed that in 1959 the Secretariat should comprise 221 Professional and 278 General Service staff as compared with 176 Professional and 217 General Service staff in 1958.(2) This increase is justified by the development of the activities of the Agency foreseen in the programme for 1959. The Preparatory Commission deemed it more prudent to build up the Secretariat gradually as the operations of the Agency gained scope, and suggested in paragraph 108 of the initial programme and budget that the first manning table should

"provide for a cadre of staff which will be expanded in subsequent years as the activities of the Agency develop; this is particularly true of the technical staff...".

8. Examination of the Agency's staffing requirements for its continuing functions in 1959 bears out the Preparatory Commission's observations. While the administrative workload of the Agency reached considerable proportions very soon after the end of the first session of the General Conference, its technical activities could only be taken up more slowly. Thus the 1958 manning table of the Department of Administration, Liaison and Secretariat had to be almost completed during the first half of the year, whereas by 30 June only about 56 per cent of the posts in the scientific and technical divisions had been filled. The policy-making and senior staff of these divisions, who were recruited first, will have largely completed the planning of their departments' programmes by the middle of 1958 and will then start to take action to implement these plans, at which stage the supporting Professional and General Service Staff for these divisions will have to be recruited; and it is expected that by the end of the year less than twenty of the Professional posts provided in the 1958 manning table will remain unfilled. Recruitment for the latter posts which, for reasons of economy, will be delayed as long as possible, will nevertheless have to be undertaken

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(2) The manning table for 1958 showed a total of 167 Professional and 202 General Service posts (see GC.1/1, para. 173, footnote 3); details of the senior directing staff were not included because the number of such posts was left for later determination. As a result of the subsequent creation of four posts of Deputy Director General, one post of Inspector General, one post of special adviser and one post of special assistant to the Director General, the Professional staff was increased by nine posts, including the Director General and his staff. The General Service staff for these officers accounts for the increase of fifteen General Service posts.

right at the beginning of 1959, and as the work of the scientific and technical divisions reaches what is assumed to be the normal volume, the staffing of them will have to proceed to the level proposed in the 1959 budget.

9. The increase in staff, as the Preparatory Commission foresaw, will take place primarily in the technical departments which will have thirty-two of the forty-five new Professional posts to be created. The increase in Professional staff of the non-technical divisions is limited to five posts, or eleven per cent of the total increase. The remaining eight non-technical posts fall within the Division of Language Services where an increase of staff is urgently needed.

10. The staffing requirements of the Agency are justified in chapter II in terms of the programme of work of each division. In addition each head of a technical department will require two professional officers, one of whom should be an administrative officer to carry out the internal administrative functions of the department. The office of the Deputy Director General for Administration, Liaison and Secretariat will also require strengthening by one additional professional officer because of the diversity of the functions to be performed by this Department.

11. In the initial programme and budget it was pointed out that

"The staff structure of the Agency and the size and composition of individual divisions will doubtless have to be adjusted as the operational needs of the Agency develop. Wide discretion should therefore be allowed to the directing authorities of the Agency to adjust the structure of the Agency and to make appropriate transfers from one unit to another, and the suggested allocation of staff to individual divisions must be regarded as little more than a tentative initial guide."(3)

Considering the tentative character of the 1958 manning table, the changes that have appeared necessary in the light of the initial operating experience are relatively small. Where the organizational pattern has had to be adjusted or where transfers of staff have occurred, this is mentioned in Chapter II.

12. The need for flexibility will continue to exist in 1959 without, however, implying that fundamental changes in the staff structure are to be expected. Since the operations of the Agency will, to a considerable extent, depend on the type of requests that will be received from Member States, the Director General must be allowed the same flexibility for making transfers of staff between divisions which he possessed in 1958. The salaries and wages are therefore grouped together in one section of the budget in chapter III (section 5), with the exception of the salaries and wages of the language and other staff needed to service the General Conference and the Board of Governors (section 1), and the allocation of staff to the various divisions of the Secretariat is considered tentative and shown in annex II for purposes of information.

13. The Board reiterates the principle embodied in the Agency's initial programme and budget and followed by the Director General, that the staff should be recruited gradually in accordance with developing needs and that as long as the scope of the Agency's activities in specialized areas is not clearly determined reliance on consultants should be considered.

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(3) GC.1/1, para. 109.

### C. FORM OF THE BUDGET

14. In presenting the budget the form of the most recent budget of the United Nations has been used as a model to the extent possible, and considerable refinements have been introduced into the 1959 budget presentation. Thus the budget estimates are divided into sixteen different sections as against ten sections in 1958. An effort has also been made to segregate expenditures on functional lines and as far as possible to set out in separate sections those funds that will be used for the scientific and technical activities. Thus section 4 of the 1958 budget, in which temporary assistance, consultants and contractual scientific services were grouped together, has been broken down into four sections, three of which relate to scientific services. In addition, two new sections have been added to show the cost of scientific supplies and equipment and of library acquisitions.

15. On the other hand, it is still not possible after only seven months of operational experience to make a separate allocation of common staff costs to each department nor to separate the administrative costs of purely housekeeping services from the costs of activities under the Agency's programme. Much of the cost of the administrative services such as, for instance, that of translations made by the Division of Language Services for the Division of Scientific and Technical Information, is in the nature of overhead expenses for the technical divisions. The considerations set forth in paragraph 167 of the initial programme and budget therefore retain their validity. In following the pattern of the United Nations budget an attempt has, however, been made to show in annex I an approximate estimate in round figures of the proposed expenditures on the major activities of the Agency in 1959.

16. The Board will keep the question of the budget presentation under review in order to achieve further improvements in future years.

### D. CONDITIONS OF SERVICE OF THE SECRETARIAT

17. As indicated in paragraph 164 of the initial programme and budget, the classification system and salary scales of the United Nations as approved by the General Assembly in 1956 have been adopted by the Agency for its staff. At the request of the Agency a cost-of-living survey has been conducted by ILO in order to determine the base salary levels for Vienna. Although it was impossible while initial recruitment was still in progress to determine the specific expenditure pattern of officials of the Agency and hence elaborate a cost-of-living index specifically weighted for them, a comparative cost-of-living survey between Vienna and Geneva was carried out with the help of the Austrian Central Statistical Office, using the official list of 252 items established by the ILO for pricing in European cities. The findings reported by ILO to the Agency on 29 April 1958 established the fact that the index for Vienna in 1957 was 105.7, taking the Geneva index of January 1956 as 100. It therefore appears justified to place Vienna in Class II of the United Nations classification system. As the base salary scale for the Professional category of the Agency staff had provisionally been related to the cost of living for international officials in Geneva on 1 January 1956, the Board, under Provisional Staff Regulation 5.01(b) made the determination that these scales should be increased by the post adjustment provided for Class II with effect from 1 January 1958, in order to conform to the international standards of employment applicable within the United Nations family.

18. The salary scales for General Service staff have been fixed by the Board of Governors on the basis of the best prevailing local rates. The scales are shown for information purposes in annex III.

19. A large proportion of the Professional staff of the Secretariat consists of scientists and technicians with special qualifications, and as is indicated in paragraph 165 of the initial programme and budget, the United Nations salary scales do not always provide the necessary flexibility when officials have to be recruited who, under the organizational pattern of the Secretariat, will not occupy positions as heads of divisions justifying a corresponding grade but who must, because of the special work they are to perform, be of considerable seniority. The Board will keep this problem under review as only experience will show whether such situations can be met by the use of consultants or other measures provided for in the Financial Regulations.

#### E. FINANCING OF ADMINISTRATIVE EXPENSES

20. The regular administrative expenses are financed from contributions for which Member States are assessed in accordance with the Statute and the Financial Regulations. No estimate can be made at this stage whether an additional source of revenue will materialize in 1959 in the form of charges against Member States for the recoverable part of the cost of handling and storage of special fissionable materials and of the application of safeguards. The provisional scale of assessment of Member States which was approved by the General Conference at its first special session is subject to retroactive adjustment inter alia in the light of the subsequent increase in the membership of the Agency, and the Director General will submit, through the Board of Governors, to the General Conference proposals for a revised scale. It will also submit a report by the Director General under Financial Regulation 6.07 on the collection of contributions and of advances to the Working Capital Fund for the year 1957-58.

#### F. FINANCING OF OPERATIONAL EXPENSES

21. The two principal means of financing the operational part of the budget are charges made to Member States for their use of the Agency's facilities or for materials, services, equipment or facilities provided to them under agreements with the Agency and voluntary contributions to the General Fund.

22. The Board intends to prepare a scale of charges, in particular for the use of the proposed analytical service laboratory, and of base prices for the supply of special fissionable and source materials. Pending the establishment of this scale and base prices, which can only be fixed after all the cost elements which the Agency will have to bear have been properly evaluated, it is suggested that operational expenses should be financed by transfers from the General Fund. A draft resolution to this effect is included in annex V. As the scope of the Agency's activities will depend to a large extent on continuing sources of revenue for its General and Operating Funds, it is essential to determine as accurately as possible before each financial year the amount of voluntary contributions that can be expected to be forthcoming in support of the operational programmes of the Agency. For this reason, it is suggested that a pledging conference should be held each year either during or immediately before or after the annual regular session of the General Conference at which definite commitments would be made so as to enable the Agency to incur obligations from 1 January of the following year for expenditure from the General and Operating Funds. In the light of the

fact that this Budget requires an amount of \$1.5 million for the General Fund, the Board recommends that the first pledging conference should be held during or immediately after the second regular session of the General Conference. A separate account will be maintained for financing the technical assistance programme from such funds as may be allotted to the Agency by TAC when the Agency joins EPTA.

23. In this connexion it must be pointed out that in accordance with Article XIV.B.2 of the Statute and consequently with the relevant Financial Regulations, expenses in connexion with any materials, facilities, plant or equipment acquired or established by the Agency in carrying out its authorized functions, and the cost of materials, services, equipment or facilities provided by it under agreements with one or more Members are operational expenses to the extent that they cannot be considered administrative. The expenses which are financed from the administrative part or the regular budget include the salaries and allowances of all staff except certain staff predominantly employed on operational projects; the costs of meetings of the Agency, including ad hoc panels, seminars, symposia and other scientific meetings; the cost of distributing non-technical and scientific information; and the cost of implementing the health, safety and security safeguards referred to in Article XII of the Statute, including the undertaking of certain research activities related to these functions. Among the expenditures required for the preparation of projects for Member States are the costs of sending fact-finding and survey teams to such States; when the work of these teams is related to the preparation of a project for which the requesting State is contemplating asking the Agency for assistance and is not in itself a service function to a particular country carried out by the Agency under agreement with that Member State. On this assumption the expenses of the fact-finding and isotope survey teams are included under Section 3 of the administrative part of the budget without prejudice to the future treatment of those expenditures in the light of the experience to be gained about the character and purpose of those teams.

#### G. SUBMISSION OF THE BUDGET TO THE UNITED NATIONS GENERAL ASSEMBLY

24. Under Article XVI of the Relationship Agreement with the United Nations the Agency will transmit its annual budget to the United Nations for such recommendations as the General Assembly may wish to make on the administrative aspect thereof. The Board has requested the Director General to endeavour, when transmitting the Agency's budget to the United Nations, to arrange for consideration of the administrative part by the Advisory Committee on Administrative and Budgetary Questions of the General Assembly. It is expected that this arrangement will first take effect with the budget for 1959.

#### H. USE OF THE WORKING CAPITAL FUND

25. It will be noted that the draft resolution on the Working Capital Fund in annex V contains a provision authorizing the Director General to make advances from the Fund not to exceed a total of \$25,000 at any time to provide temporary financing for projects or activities of a strictly self-liquidating character. The Board is of the opinion that it would be in the Agency's interest for the General Conference to give the Director General such authority to meet special situations and unforeseeable contingencies.

As the need for such advances has already become apparent in 1958, the Board is submitting a separate draft resolution for adoption by the General Conference which would make possible the use of the Working Capital Fund for such purposes in 1958.

#### I. APPOINTMENT OF EXTERNAL AUDITORS

26. Proposals will be submitted to the General Conference for the appointment of external auditors in accordance with Financial Regulation 12.01.(4)

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(4) Item 25 of the provisional agenda for the second regular session (GC(II)/35).





## CHAPTER II. PROGRAMME OF WORK OF THE AGENCY AND ORGANIZATION OF THE SECRETARIAT

### A. GENERAL COMMENTS

27. The programme and budget of the Agency for the period from the first regular and special sessions of the General Conference (October 1957) to the end of 1958 was contained in the report of the Preparatory Commission(1) which was presented by the Board to the General Conference. The General Conference endorsed the initial programme and budget in a resolution adopted on 22 October 1957(5) and voted the necessary appropriations on the same day.(6)

28. The initial programme was conceived as a framework for the Agency's initial operations and was not limited to the year 1958. Since the Secretariat was established late in 1957 and its technical divisions have only gradually come into operation during the course of 1958, the initial implementation of the programme could only just be started and certainly not completed in the current year. Rather than to suggest a new programme, therefore, the Board finds it more useful to indicate within the general framework of the initial programme which has proved a sound basis for the Agency's operations, specific activities that can be carried out in 1959. It also considers that certain priorities of work should be established, having in mind, in particular, the General Conference's recommendation that

"...the Board in implementing the programme and deciding on priorities of work, should take full account of the views expressed during the discussion of the programme by the General Conference and that, in planning the work of the Agency, the Board should give high priority to those activities which will give the maximum possible benefit from the peaceful applications of atomic energy in improving the conditions and raising the standard of living of the peoples of the under-developed areas."(5)

At the same time the Board has tried to relate the different activities of the Agency to certain primary objectives and to indicate how the whole programme can be integrated and balanced.

29. A description of the major areas of work proposed for the Agency in 1959 (Section B) is followed by a Section in which the contribution of each division of the Secretariat to this work is set forth in some detail (Section C). The Board believes that the General Conference will find this useful since the initial programme indicated only in a general way how the responsibility for its implementation was to be assigned to the different divisions. The proposed work programme for each division also provides a justification for staff increases where they appear necessary.

30. As indicated in Chapter I the budget itself cannot, at this stage, be presented division by division, since the operating experience gained during the initial months of the Agency's existence has clearly been insufficient to apportion certain elements such as common staff costs and equipment costs

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(5) GC.1(S)/RES/5.

(6) GC.1(S)/RES/4.

to the different divisions. Furthermore, the staffing of divisions must continue to be tentative until the development of the Agency's activities has shown what the actual work load of each division will be. Much will depend on the number of requests for assistance that the Agency will receive from its Member States and on the areas of work in which such requests will be most numerous. Here again only operating experience can provide a safe guide, and, as long as major conjectural factors subsist, the necessary flexibility to enable staff to be transferred from one division to another must be maintained. Nevertheless a tentative manning table is given in annex II, and since the total number of posts required can be estimated with reasonable assurance of accuracy these figures are included in section 5 of the budget itself (Chapter III).

31. The present chapter not only indicates the work programme of the technical divisions but also provides information on the types of administrative services to be rendered by the non-technical divisions. This appears desirable since these functions have not yet been set forth in detail in an administrative manual and since justification must be provided where staff increases are proposed.

32. The organizational structure of the Secretariat which emerges from Section C of this chapter, reflects certain changes in the divisional pattern foreseen in the initial programme and budget which, furthermore, left open the top structure of the Secretariat for later determination.

33. On 1 November 1957, the Board decided to group the various divisions and units into the following five departments:

(a) The Department of Administration, Liaison and Secretariat, comprising:

- (i) The major part of the Executive Office;
- (ii) The Legal Division;
- (iii) The Division of Budget and Finance, and the Office of Internal Audit;
- (iv) The Division of Personnel;
- (v) The Division of Language and Conference Services; and
- (vi) The Division of General Services;

(b) The Department of Technical Operations, comprising:

- (i) The Economic and Technical Assistance Division;
- (ii) The Division of Reactors;
- (iii) The Division of Health, Safety and Waste Disposal; and
- (iv) The Division of Technical Supplies;

(c) The Department of Research and Isotopes, comprising:

- (i) The Division of Research, Research Contracts and Laboratories; and
- (ii) The Division of Isotopes;

(d) The Department of Training and Technical Information, comprising:

- (i) The Division of Exchange and Training of Scientists and Experts; and
- (ii) The Division of Scientific and Technical Information; and

(e) The Department of the Inspector General, comprising the Division of Safeguards and the Inspection Unit.

34. At the same time the Board, at the request of the Director General, created in the Office of the Director General two temporary posts: a special

adviser and a special consultant. The post of special adviser is intended to provide the Secretariat with a senior official whose task it is to facilitate the establishment of the Agency's headquarters in Vienna; the post, which remains temporary, is shown in the 1959 manning table on the understanding that the need for this function will be kept under periodic review. The post of special consultant, on the other hand, was never filled by the Director General and has been eliminated. The permanent post of executive assistant to the Director General which was included by the Preparatory Commission in the initial budget has been transformed into a special assistant to the Director General without executive functions.

35. As a result of the incorporation of the major part of the Executive Office in the Department of Administration, Liaison and Secretariat, the following new divisions have been created:

- (a) The Secretariat of the General Conference and the Board of Governors,
- (b) The Division of External Liaison and Protocol, which includes the office of the representative of the Director General at United Nations Headquarters; and
- (c) The Division of Public Information.

36. In the light of operating experience it has furthermore become necessary to transfer the interpreters from the Division of Language and Conference Services to the Secretariat of the General Conference and the Board of Governors, and to transfer the documents reproduction and distribution unit, the offset unit and the printing and proof-reading unit from the same division to the Division of General Services. As a result of these transfers the Division of Language and Conference Services has been renamed Division of Language Services and the Division of General Services has been renamed Division of Conference and General Services. These changes were made through transfers within the framework of the 1958 manning table and have not resulted in any staff increases.

37. It is proposed to refine the existing organizational structure for the year 1959 in the following way:

- (a) The functions of the two divisions of the Department of Research and Isotopes will be apportioned in such a way as not to separate isotope applications from research functions, since isotopes are a major research tool and part of the research work will be carried out in the field of isotopes. The logical distinction will be between physical sciences and biological sciences which corresponds to the organizational pattern of most national laboratories and atomic energy commissions. This will be achieved by establishing a biological science group and a physical science group manned by scientists from the two divisions in the Department of Research and Isotopes.
- (b) In order to indicate the functions the Department of the Inspector General will have, in accordance with the intentions of Article XII of the Statute, more descriptively, it is to be called Department of Safeguards and Inspection. The Inspection Unit will be named Division of Inspection since it is headed by an official of the rank of director;
- (c) Within the Department of Administration, Liaison and Secretariat a management unit is to be created in the Division of Budget and Finance, since it appears desirable to follow the precedent of most international organizations by providing for a small staff to develop organizational methods and administrative practices that will ensure economy and efficiency in the administration of the Secretariat; and

(d) The Experts and Fellowship Unit in the Division of Personnel is being renamed Administrative Office of Technical Assistance; its task will be to provide the necessary administrative support for the technical assistance programmes of the technical departments. The Office will ensure uniformity in the administration of these programmes and, to the extent necessary, maintain the link with EPTA. It is therefore not related functionally solely to the Division of Personnel, since it will assume a central co-ordinating role within the Department of Administration, Liaison and Secretariat; and

(e) The Office of Internal Audit is to be placed in the Office of the Director General since its functions must be carried out independently from those of any regular administrative division.

## B. MAJOR AREAS OF WORK OF THE AGENCY

### 1. General observations

38. The statutory objectives of the Agency are to accelerate and enlarge the contribution of atomic energy to peace, health and prosperity throughout the world and, in order to achieve this goal, to encourage and assist research on, and development and practical application of atomic energy for peaceful uses. In promoting these objectives care must be taken that the broadening of the peaceful applications of atomic energy does not create dangers to public health or increase the military potential.

39. By virtue of its broad membership which extends to all regions of the world and which comprises those countries most advanced in atomic technology and the primary producers of fissionable and source materials as well as countries that have only just begun to plan or initiate atomic energy programmes, the Agency is particularly well suited to help narrow the gaps between countries at different levels of development and to spread geographically the benefits of atomic energy by international co-operation.

40. The Agency has been established to supply fissionable and source materials and, by creating through international regulatory measures safe conditions for the exchange of these materials, help to ensure continuing fuel supplies for atomic energy programmes. This latter concept is, of course, of a long-range character, and the usefulness of the Agency for this purpose will develop as the present use of nuclear technology for power production leads to a further clarification of the economic factors of nuclear power.

41. The supply of fissionable and source materials under international control is, moreover, only one part of the potential contribution which the Agency can make towards the promotion of peaceful uses of atomic energy. The exercise of regulatory functions in the field of health and safety is a second activity of the Agency which will benefit the membership of the Agency as a whole, and international co-operation in this work appears indispensable.

42. On the other hand, there are activities which are directed towards helping specific groups of Members and which, because of the particular needs of those countries, deserve special attention and priority. One of the foremost concerns of the Agency must be the training of the scientific manpower which is needed in order to put into operation atomic energy programmes. The Agency has a special responsibility to assist the less developed areas to determine the fields where atomic energy can be of immediate benefit, and to train the specialized personnel that is a prerequisite for such activities. Special emphasis is therefore given in the 1959 programme to training as well as to

technical assistance activities and to uses of radioisotopes of immediate benefit to the less developed areas. In addition the Agency must, through the exchange of information and by means of conferences and symposia, spread knowledge and stimulate research and scientific investigation; it must also strive to ensure that the results of new scientific discoveries are as widely disseminated as possible in order to hasten the time when they can make an economic impact and lead to improved standards of living.

43. The work of the Agency will, therefore, proceed in five major areas simultaneously in 1959, and in section C below it is shown how this work will be undertaken by the various divisions of the Secretariat. It is also to be noted that in the budget an effort has been made to provide a proper balance between activities which are of interest to the membership as a whole and technical assistance projects for the benefit of the lesser developed countries. This is illustrated by annex I which gives an approximate allocation of proposed expenditures to the major activities to be undertaken.

## 2. Technical assistance activities

44. The most immediate form of technical assistance which can be provided by the Agency will be the fact-finding teams and expert missions that are made available to the less developed countries upon request in order to assist them to determine the fields where atomic energy could provide a valuable tool for the solution of specific local problems. These fact-finding teams will on the one hand advise Member States of the specific assistance that might be granted by the Agency for the promotion of national atomic energy programmes, and thus facilitate the elaboration of projects and the formulation of requests to the Agency; on the other hand, they will provide the Secretariat with first-hand experience of local conditions and hence ensure that the planning of the Agency's work takes the needs of the less developed areas fully into account.

45. It is expected that the application of isotopes will be one of the uses of atomic energy that can yield the most immediate benefits without requiring large capital investments. Thousands of applications of isotopes to agriculture, industry and medicine are known today and are yielding very significant economic returns and social benefits. In order to spread the knowledge of these processes, special isotope teams will be despatched to Member States at their request. In connexion with or in following-up these visits, the two mobile isotope laboratories presented to the Agency by the United States can be used not only for training and demonstration purposes, but also to carry out limited on-the-spot research.

46. The most lasting effects will, of course, be achieved through training and the Agency's fellowship programme. Use will be made both of funds appropriated from the General Fund for this purpose and of study places offered by Member States in national institutions, and this activity will be one of the principal operations of the Agency in 1959. It will be supplemented by various forms of technical and research assistance.

47. In order to supplement the Agency's own resources and to ensure at the same time proper co-ordination with the technical assistance activities of the other members of the United Nations family, the Board recommends that the Agency should participate in EPTA. It is also expected that the Agency will be called upon to plan and execute projects financed from the United Nations Special Fund to finance economic development.

### 3. Dissemination of information and conferences

48. The peaceful application of atomic energy in the different parts of the world will be stimulated by the widest possible dissemination of information about recent technological developments. The Agency will maintain a technical information centre which can either supply information or, what will prove more immediately feasible, indicate where specialized information can be obtained. By organizing scientific symposia and conferences on special applications of atomic energy for peaceful purposes, the Agency hopes not only to stimulate research, but also help establish personal contacts between scientists.

### 4. Regulatory activities which are of benefit to the membership of the Agency as a whole

49. One of the important statutory responsibilities of the Agency will be to develop and establish an effective and economical verification and accountability system with a view to fulfilling the Agency's functions under Article XII of the Statute. Such a system will be a prerequisite to transactions in special fissionable and source materials to the exercise of safeguards services which the Agency may be called upon to carry out for bilateral agreements.

50. Fear of radiation hazards could seriously delay the promotion of more widespread applications of atomic energy. The Agency can make a major contribution to ensure health and safety by elaborating codes and regulations for operations under its auspices which can, it is hoped, serve as models for standards where those do not exist today. Such regulations, which will be formulated by the Agency's staff together with panels of international experts, must be developed for transport, siting and waste disposal, and must apply to isotopes and radioactive materials as well as to the design of reactors and the operation of laboratories. The Agency has an important coordinating function to fulfil in this sphere in which because of its particular urgency, a number of other international and regional organizations are already at work.

51. Although the Agency, by virtue of its technical competence, will be able to take the initiative in a number of areas, it must proceed with care in others in order to avoid overlapping and to remain within the exclusive domain of peaceful applications of atomic energy. Thus, with respect to radiation monitoring, the Agency will determine the scope of its activities only after consultation with the United Nations Scientific Committee on the Effects of Atomic Radiation. It will also maintain particularly close working relationship with the specialized agencies of the United Nations, which, like ILO and WHO, are already engaged in some aspects of regulatory activities in the atomic energy field.

### 5. Supply of materials and equipment

52. The Agency has, from its inception, been offered options to acquire certain quantities of special fissionable and source materials, but the advantage to be taken of these offers will necessarily depend on their terms and conditions and on the methods of financing that will be open to the Agency or interested Member States. A further determining factor will be the preference which Governments may have for multilateral arrangements under the Agency's auspices rather than for bilateral supply agreements. The Agency will have to endeavour to provide the most favourable conditions to its Member States, and a scale of charges will have to be established as soon as the negotiations with the offering countries have been concluded.

## 6. Services for the implementation of the operational programme

53. The execution of many of the operational functions of the Agency will require technical studies and a certain amount of research. Although some research projects can be contracted out to laboratories in Member States and although the Agency can perform a useful role with respect to certain international research problems by providing a central point for pooling and analyzing results, it is also deemed desirable to provide the Agency with certain service laboratory facilities of its own. The Agency will require these facilities not only to fulfil its obligations to analyze and verify special fissionable and source materials, but also to execute its statutory functions connected with radioactive standards, health and safety and waste disposal.

### C. PROGRAMME OF WORK OF THE SECRETARIAT

54. As one of the purposes of setting forth in this section the programme of work of each division is to justify proposed staff increases, the divisional manning table provided for in the initial programme and budget will be shown as well as the manning table for 1959. These indications are, however, tentative as the Director General must retain the authority to make appropriate transfers in the light of operating experience.(7) Such transfers have already been made in 1958 without altering the total number of staff authorized by grades. In each division where such transfers were made or are expected to be made, the current staffing plan is shown in the second column. The increase required for 1959 which is shown in the third column relates to the current staffing plan, i.e. the net increase over the total 1958 staff establishment.

55. The staffing of the offices of the Director General and the Deputy Directors General is shown for information purposes in this section which refers to the work programme of the divisions and the subordinate offices. Since the initial programme and budget did not establish a departmental structure but merely set aside a lump sum for the salaries of senior directing staff, no comparative figures for staff can be given under the 1958 budget. The staffing of the offices of the Director General and the Deputy Directors General is explained above in Chapter I, paragraph 10 and Chapter II, paragraph 34.

#### 1. Office of the Director General

##### 1. OFFICE OF THE DIRECTOR GENERAL

Grade	Current Staffing Plan	Proposed Increase	Proposed 1959 Budget
DG	1	-	1
D-1/2	2	-	2
P-3	1	-	1
Subtotal	4	-	4
GS	2	-	2
Total	6	-	6

(7) Paragraphs 11 and 12.

2. OFFICE OF INTERNAL AUDIT

Grade	1958 Budget	Current Staffing Plan	Proposed Increase	Proposed 1959 Budget
P-5	1	1	-	1
P-1	<u>1</u>	<u>-</u>	<u>-</u>	<u>-</u>
Subtotal	2	1	(1)	1
GS	<u>1</u>	<u>2</u>	<u>1</u>	<u>2</u>
Total	3	3	-	3

56. This office will, in order to safeguard its full independence, be attached directly to the office of the Director General. The function of the office is to review financial and other transactions in order to ensure:

- (a) The regularity of the receipt, custody and disposal of all funds and other financial resources of the Agency;
- (b) The conformity of obligations and expenditures with the appropriations and the financial rules and regulations; and
- (c) The economic use of the resources of the Agency.

2. Department of Training and Technical Information

1. OFFICE OF DEPUTY DIRECTOR GENERAL FOR TRAINING AND TECHNICAL INFORMATION

Grade	Current Staffing Plan	Proposed Increase	Proposed 1959 Budget
DDG	1	-	1
P-3	-	1	1
P-1	<u>-</u>	<u>1</u>	<u>1</u>
Subtotal	1	2	3
GS	<u>1</u>	<u>-</u>	<u>1</u>
Total	2	2	4

2. DIVISION OF EXCHANGE AND TRAINING OF SCIENTISTS AND EXPERTS

Grade	1958 Budget	Current Staffing Plan	Proposed Increase	Proposed 1959 Budget
D-1/2	1	1	-	1
P-5	2	2	-	2
P-4	5	5	1	6
P-3	1	1	-	1
P-2	<u>-</u>	<u>-</u>	<u>1</u>	<u>1</u>
Subtotal	9	9	2	11
GS	<u>9</u>	<u>9</u>	<u>-</u>	<u>9</u>
Total	18	18	2	20



(a) Functional responsibilities

57. The Division's responsibilities are to:

- (a) Assist Member States in establishing or developing training programmes for peaceful uses of atomic energy;
- (b) Arrange for the exchange of scientific and technical personnel between Member States;
- (c) Establish and direct the Agency's fellowship programme; and
- (d) Study the need for establishing co-operative regional training centres.

(b) Programme of work

58. The Agency's activities for the implementation of the programme of work set forth in the initial programme and budget, paragraphs 70 - 79, fall into four major areas.

(i) The fellowship programme

59. On 22 October 1957 the General Conference adopted a resolution appropriating an amount not exceeding \$250,000 from the General Fund to provide fellowships on appropriate terms and conditions.<sup>(8)</sup> Taking as a basis the appropriation of US \$250,000 and an average cost of \$5,000 per fellowship, the number of these fellowships available would be fifty and the duration up to two years. A number of Member States have placed about 140 fellowships in national institutions at the disposal of the Agency, available in 1958. The expenses of these fellowships are met by the Member States. The duration varies from six months to six years. The division is therefore concentrating in 1958 on the initiation of a fellowship programme that will provide two types of fellowships:

- (a) Those financed from the Agency's own funds (type I), and
- (b) Those offered by Member States in the form of free places in national institutions (type II).

60. Questionnaires have been sent to all Member States requesting information concerning their training and exchange requirements and the training facilities available. Preliminary rules governing the award of fellowships and scholarships have been approved by the Board. A brochure containing information on training fellowships offered by the Agency has been prepared and application and nomination forms have been drawn up and printed; these documents have been distributed to all Member States. These fellowships will be awarded for the preparation of personnel in the use of certain fundamental techniques in the domain of nuclear energy, such as: the detection and measurement of radiation and the methods of protection against radiation hazards; the production and utilization of radioisotopes and their radiations in their diverse application in medicine, agriculture, industry, etc.; in the field of geology, the techniques of prospecting for and processing of radioactive ores; the fundamental operation techniques and instrumentation of nuclear reactors, etc.; for specialized training to prepare experts in the theoretical and experimental aspects of the science and technology of nuclear energy such as: nuclear reactions, the chemistry of radioactive materials; radiation effects in chemistry and biology; neutron physics; theory and design problem of reactors; reactor materials, including fuels

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(8) GC.1(S)/RES/6.

and their processing, etc.; for research training intended to give scientists special qualifications for research work, including active participation in research work for persons potentially qualified to develop and carry out research programmes in the basic sciences and engineering: for example, the application of the new nuclear tools of research to biological, medical and agricultural problems; studies of the physical properties and structure of nuclides; the development of new designs of reactors to meet the special needs or circumstances of a given area, etc.

61. On the basis of the offers so far made by Member States, and of the funds made available for fellowships through voluntary contributions to the General Fund, it is expected that a total of approximately 190 fellowships - including type I and type II - could be awarded in 1958 provided a sufficient number of qualified applications are received in time from Member States. The amount of work involved will be considerable, taking into account the large number of candidates that are expected to be nominated by the Member States, the study of the dossiers of these candidates, the appraisal of their study programme, the selection and placement of fellows in appropriate training courses, laboratories, post-graduate courses and in regular university courses in different parts of the world. The execution of these tasks, together with determination of equitable stipends and other allowances for the different countries and negotiations for the provision of travel costs, will fully occupy the specialized staff of the division, most of whom must possess high scientific and technical qualifications. It is therefore planned to appoint the full staff complement of the training unit at the beginning of August 1958, by which time it is hoped that the Secretariat will have received completed application and nomination forms from a number of Governments. The selection of candidates and the determination of study programmes will be made in due consultation with the other technical divisions of the Secretariat.

62. The division is also concerned with the gathering of more precise information on the type II fellowships offered by certain Member States and on the openings available in different countries, the establishment of contacts with the organizations and persons responsible for placing fellows in the host countries, and with obtaining the co-operation of resident representatives of TAB to assist Governments with the process of the initial selection and nomination of candidates.

63. In 1959 the fellowship programme will be in full operation. It is expected that the number of applications for fellowships will increase considerably once the programme has become known throughout the world from the initial operations in 1958; and it is therefore suggested that to meet this demand and make a significant contribution to the training of atomic scientists and technicians in Member States the appropriation for fellowships from the General Fund in 1959 should be raised to enable the Agency to award up to one hundred training fellowships and fifteen research fellowships from the General Fund (type I). According to the offers so far made explicitly for 1959 by some Member States, the number of type II fellowships available for 1959 would be 128. In 1959 the programme will provide not only training fellowships, as mentioned above, but also research fellowships. Research fellowships will be awarded only to scientists with special experience and qualifications in research; they will provide the holders with opportunities for carrying out original research using facilities which are not available in their own countries.

64. The fact that contributions to the General Fund for type I fellowships have been forthcoming at a relatively slow rate in 1958 should not be interpreted as a lack of interest in the Agency's training programme but as being

mainly due to the fact that many national budgets for the year had already been approved before the programme was started. It is also expected that additional type II fellowships will be offered by Member States in 1959.

65. With the start in 1959 of a limited programme of research fellowships intended to stimulate original research into the peaceful uses of atomic energy by young scientists from different countries, the division's training unit will need to be reinforced by a first officer (P-4). This officer must be familiar with the research problems in nuclear science and technology to handle these fellowships in close co-operation with the Department of Research and Isotopes.

(ii) Regional training centres

66. The initial programme and budget provided in paragraph 79 for the Agency to study the need for establishing co-operatively financed regional training centres and, at the request of interested Member States, to consider taking an active part in assisting them to plan or operate such centres. Early in 1958 the Board gave its approval to the making of a study of the problems involved in setting up centres of this kind, with particular reference to the needs of Latin America; and a working group composed of six experts, which included two members of the Agency's Staff, was sent to Latin America to make the necessary survey.

67. Assuming that the results of this survey are positive, it will be necessary for the Agency to work out plans, in consultation with the Member States and regional organizations concerned, to establish one or more centres in that region. It will further be necessary to determine the extent of the Agency's role in organizing, operating and supervising such a centre or centres, as well as to prepare the detailed plans for them, a task which would call for working groups of experts. It is assumed that half of these experts would be put at the disposal of the Agency free of charge (except in so far as travelling expenses were concerned, which would be a charge to the Agency), and that accommodation, subsistence and local transport expenses in each country visited would be borne by the Government concerned. The average duration of a group's work, including travel time, visits and the preparation of the projects and reports is expected to be two months.

68. It is to be expected that in 1959 other less developed areas will request the Agency to organize surveys similar to that carried out in Latin America. The budget provides for one such preliminary survey lasting for about a month to be undertaken during the year.

(iii) Exchange of scientists

69. The division's exchange unit will start its operations in the second half of 1958 with the selection and sending out of the experts and consultants that have already been requested by some Member States, and with the study of the report of the survey mission to Latin America. In the event of the survey proving favourable, the unit will then have to undertake the planning of the regional training centre or centres in that region in close collaboration with the training unit. In addition, the exchange unit will have to plan its activities for the exchange of professors and scientists in 1959. The complete staff of the unit as provided for in paragraph 139 of the initial programme and budget must, therefore, be appointed before the end of 1958.

70. The exchange programme, which is of a continuing nature, will provide for:

(a) The exchange of visiting professors to give special courses in the theoretical and experimental aspects of nuclear physics, radio-chemistry, etc.;

(b) The exchange of visiting scientists, engineers and other specialists to hold courses in special techniques applied to definite research problems; and

(c) The sending of experts and consultants, at the request of Member States, to advise on problems related to the development of technical and scientific personnel in the universities and institutes of the respective countries.

The estimated cost for the exchange of twenty scientists in 1959 would be \$80,000.

(iv) Documentation service

71. The Division of Exchange and Training will further organize a documentation section, with the task of collecting and recording all information on available training facilities, and on schools and laboratories in which special courses are given on the theoretical and experimental aspects of nuclear energy, including curricula, programmes and timing of such courses. This section will work in close co-operation with the section in charge of arranging study programmes and the placement of fellows.

72. This type of work can be carried out by a junior officer at the P-2 level. Since such a post was not provided in the staffing complement for 1958, a new staff member at this level should be recruited at the beginning of 1959.

3. DIVISION OF SCIENTIFIC AND TECHNICAL INFORMATION

Grade	1958 Budget	Current Staffing Plan	Proposed Increase	Proposed 1959 Budget
D-1/2	1	1	-	1
P-5	3	1	-	1
P-4	9	7	-	7
P-3	4	7	-	7
P-2	-	1	2	3
P-1	-	-	4	4
Subtotal	17	17	6	23
GS	24	24	5	29
Total	41	41	11	52

(a) Functional responsibilities

73. The Division's responsibilities are to:

(a) Collect, disseminate and exchange technical and scientific information on the peaceful uses of atomic energy and to maintain liaison with Member States concerning the exchange of information;

(b) Organize and co-ordinate conferences and symposia on the peaceful uses of atomic energy;

(c) Edit and publish special scientific reports on the proceedings of conferences and symposia or on research and other projects carried out by the Agency;

(d) Organize and maintain a scientific reference library including a registry of films and exhibits; and

(e) Encourage the development and standardization of technical and scientific terminology of atomic energy in various languages.

(b) Programme of work

74. The initial programme as contained in paragraphs 58 - 62 and 64 - 68 of the initial programme and budget is being implemented by dividing the work of the division into four areas. The staff of the division will correspondingly be grouped into four sections. The only extension envisaged with respect to the initial programme will consist in the broadening of the library to cover certain non-technical fields so as to avoid establishing a second library unit in the Secretariat. This broadening of the library functions accounts for the bulk of the proposed staff increase, since it will be necessary to provide an assistant librarian and a research assistant to deal with legal materials. Furthermore the special emphasis given to terminology questions will require the creation of an additional post. The extension of documentation to the fields of geology, geo-physics, raw materials and chemistry require two new appointments in 1959, and finally the editing and publication section will presumably require in the course of 1959 the appointment of an assistant editor.

75. On the other hand it has proved possible to down-grade six senior positions provided for in the 1958 manning table which placed what has proved to be too much emphasis on senior directing staff since most of the tasks can be carried out by junior officials. Thus the cost of the proposed staff increase will be partly offset by savings in salaries achieved through down-grading.

(i) Library

76. It is expected that the initial establishment of the library will be completed during 1958. Valuable donations exceeding 40,000 volumes and documents had already been received by May, and much work will be involved in sorting, cataloguing and indexing them.

77. Weekly acquisitions are expected to increase materially once the library has been finally established and direct contact made with the many scientific organizations concerned with the peaceful uses of atomic energy. The development of a scientific, technical, legal and general library of reference books and periodical publications, including reports and proceedings of the United Nations, its specialized agencies, and of international non-governmental organizations, dealing with the use of atomic energy for peaceful purposes will provide for the needs of the Secretariat as well as permitting the division to perform its function of preparing and supplying information, including specialized bibliographies, to Member States.

78. With the development of the Agency's technical programme a further extension of the library services will be required. It is proposed to initiate in 1959 a comprehensive documentation service covering acts, laws and regulations governing the peaceful uses of atomic energy. Enquiries have shown that there is no world centre for documentation in this field, and already representatives of several national atomic energy authorities have suggested this as an appropriate function for the Agency. It is proposed, therefore, in 1959 to develop and extend the holdings of the library in this field, to set up a small reference service to provide information on request to Member States, to issue annotations or abstracts as appropriate of new legislation and administrative regulations, and to prepare surveys of legislation on

subjects of particular current interest. This service can be of special value to Member States at a time when atomic energy programmes are only just starting and giving rise to novel legislative problems, and the Agency may thus be able to contribute to the harmonization of national legislation in this field.

79. A special effort will be made to provide on request comprehensive specialized bibliographies on a given subject, supplemented with information indicating where the material mentioned in the bibliographies can be obtained, the price of the books, etc., and details of the "book coupon" scheme. On further request by Member States and on their behalf, the Agency will as a service purchase the books enumerated in a bibliography, it being understood that all charges resulting from this service will be borne by the requesting Member State.

80. The preparation of bibliographies and the use of a library by scientific and technical staff involves not only reference to current literature on subjects directly related to the peaceful uses of atomic energy, but also reference to the general sciences of biology, chemistry, mathematics, physics, etc., and this reference material must also extend back for many years. In order to avoid the heavy expense of purchasing such material and of providing space for it at the Agency's headquarters an arrangement has been negotiated with the central library of the Physical Institute of the University of Vienna. For a contractual fee of approximately \$2,000 per year the university library will grant the same facilities to the Agency's staff and to persons authorized by the Agency as are available to the members of the Institute.

(ii) Documentation

81. This section will be responsible for:

- (a) The selection and classification of all documentation received from Member States and the preparation of a selected accessions list covering especially official and semi-official publications for distribution to Member States and to the relevant abstracting and indexing services;
- (b) The provision on request of reports, bibliographies or translations of abstracts and articles of special interest to Member States either in full size or in the form of microfilm or other types of micro-reproduction; and
- (c) The preparation of reports on or surveys of subjects of special interest. This work will be done by the section itself, in cooperation with other divisions, and also under contract with external organizations which are establishing documentation centres with special reference to the peaceful uses of atomic energy.

In 1958 the fields of isotopes, biology, nuclear physics, reactors and electronics will be covered under the manning table provided in the initial programme and budget. In 1959 chemistry and raw materials (including geology and geophysics) will be added.

82. One especially important aspect of the work during 1959 will be to develop direct contacts with designated documentation centres in each of the Member States. Under its mandate to promote exchange of technical information the division will endeavour to ensure the early and wide dissemination of authors' synopses to Member States, preferably by direct exchange.

83. While the division will supply on request and to a limited extent copies of reports, abstracts and other documents and, as far as possible,

translations also, no additional staff is provided for this work which will be carried out by the Division of Conference and General Services, the Division of Language Services and the Secretariat of the General Conference and the Board of Governors in order to ensure maximum economy and to enable the translators and interpreters of the Secretariat to acquire a better knowledge of scientific terminology.

(iii) Conferences and liaison

General

84. The work of this section will be to:

- (a) Organize symposia and conferences in co-operation with the various technical divisions;
- (b) Compile and issue at regular intervals to Member States, research institutes, etc. a catalogue of international conferences in the field of atomic energy;
- (c) Compile, maintain and issue a register of films and exhibits on the peaceful uses of atomic energy. The division has taken over from UNESCO the register and appreciation of selected scientific films which that organization receives from the International Scientific Film Association. Publication of this register which will be kept current is planned for 1959;
- (d) Develop liaison on scientific and technical matters with international and national agencies as appropriate, especially in the field of terminology; and
- (e) Develop projects not normally within the competence of the other sections of the division, such as the establishment of a "book coupon" scheme to facilitate the purchase by Member States of publications from other Member States without the use of foreign exchange.

Conferences

85. During 1958 the Division has seconded two staff members to the Secretariat of the Second United Nations International Conference on the Peaceful Uses of Atomic Energy, and after this Geneva Conference plans will be developed for a series of conferences to be held in 1959. The series might include the following:

- (a) A symposium on radioactive isotope scanning, in co-operation with the Department of Research and Isotopes;
- (b) A symposium and conference on radioactive waste disposal both in co-operation with the Division of Health and Safety;
- (c) A symposium of experts to review the latest developments in the economics of nuclear energy in co-operation with the Economic and Technical Assistance Division; and
- (d) A regional symposium, in an area of new development in atomic energy, of library and information officers, to demonstrate the extent of existing scientific and technical information and means by which it may be used, and to obtain information as to the most effective way in which the division can render better assistance to Member States.

In 1959 preliminary plans will also be made for special conferences to be convened in 1960 on isotopes in industry, medicine and science respectively.

## Terminology

86. In carrying out its liaison function this section will give special attention to the development of terminological equivalents for atomic energy. Such work is already progressing in several Member States and international organizations. In 1955 the United Nations Secretariat produced its Terminology Bulletin No. 115, in English, French, Spanish and Russian: this document which was very restricted in scope is now being revised. The Union of Soviet Socialist Republics has prepared a special Russian-English, English-Russian dictionary on nuclear physics and engineering. Standard glossaries of terms have been published in Germany, Spain, the United Kingdom of Great Britain and Northern Ireland and the United States of America. ISO has constituted a Technical Committee on Nuclear Energy, with a Sub-Committee on Terminology which is working on French, Russian and English equivalents. Further, the International Electrotechnical Commission (IEC) which is working closely with ISO has produced fascicules in Dutch, English, French, German, Italian, Polish, Spanish and Swedish. UNESCO has been interested in this matter and given considerable support to ISO and IEC, and the division has arranged a contract with IEC in co-operation with UNESCO to assist in the publication of further fascicules.

87. The co-ordination and sponsorship of further work appears most desirable, with possible extensions to Arabic, German, Italian, Portuguese, Swedish and Hindi or another Asian language. For this purpose the service of an expert consultant in terminology will be required. The subject is of considerable importance, as new terms are being created almost daily; and the dissemination of knowledge of the peaceful applications of atomic energy can be effectively facilitated by the further development of terminological equivalents.

### (iv) Editing and publications

88. The work of this section will include:

- (a) Editing and preparing for publication scientific and technical papers produced within the Agency, or submitted to symposia or conferences organized by or under the auspices of the Agency;
- (b) Preparing and maintaining a list of international and national scientific organizations concerned with nuclear energy and issuing this list to Member States;
- (c) Proposing and maintaining a mailing list for the distribution of the scientific and technical publications issued by the Agency;
- (d) Supplying regularly to the Division of Public Information scientific and technical information in a form suitable for use in the non-technical bulletin; and
- (e) Studying the most effective means for the presentation of scientific information.

89. In May 1958 the Secretariat began to prepare a special publication on reactors. The Section will also assist the Society of Radioelectricians in publishing certain papers resulting from the proceedings of the Round-table discussion on Nuclear Electronics which will be held in Paris in September 1958.



### 3. Department of Technical Operations

#### 1. OFFICE OF DEPUTY DIRECTOR GENERAL FOR TECHNICAL OPERATIONS

Grade	Current Staffing Plan	Proposed Increase	Proposed 1959 Budget
DDG	1	-	1
P-3	-	1	1
P-1	-	1	1
Subtotal	1	2	3
GS	1	-	1
Total	2	2	4

#### 2. ECONOMIC AND TECHNICAL ASSISTANCE DIVISION

Grade	1958 Budget	Current Staffing Plan	Proposed Increase	Proposed 1959 Budget
D-1/2	1	1	-	1
P-5	2	2	-	2
P-4	1	1	1	2
P-3	3	3	1	4
Subtotal	7	7	2	9
GS	7	6	-	6
Total	14	13	2	15

#### (a) Functional responsibilities

90. The Division's responsibilities are to:

- (a) Provide economic and financial assistance in connexion with the Agency's technical operations and technical assistance programmes;
- (b) Assist Member States, where possible, in making arrangements to secure external financing for projects sponsored or aided by the Agency;
- (c) Undertake studies relating to the economic aspects of peaceful applications of atomic energy and the impact of nuclear power on energy balance sheets, including the collection of relevant information and statistics;
- (d) Undertake economic evaluation of the Agency's projects and other activities and to provide economic and statistical service to the Secretariat; and
- (e) Plan, in consultation with the relevant divisions, technical assistance programmes such as fact-finding teams and expert missions; and, to plan, carry out and evaluate economic surveys.

The studies referred to in this paragraph will be undertaken and implemented where appropriate, in co-operation with the United Nations and the specialized agencies.

(b) Programme of work

91. Articles III.A.2, III.B.3 and XI.E of the Statute determine that assistance provided by the Agency must take account of economic factors, in particular the needs of the less developed areas of the world. Paragraph 106 of the initial programme and budget requires the division to undertake general economic evaluations of the Agency's technical projects. The division has to ensure that the Agency keeps abreast of the change in economic factors affecting the production of nuclear power as well as of studies made by other organizations primarily concerned with economic questions. Paragraphs 43 - 44 and 47 - 50 of the initial programme and budget, relate this economic evaluation function to reactor development programmes.

(i) Economic studies

92. The division has already begun a general study of available publications concerning nuclear economics, methodology of nuclear reactor economics, estimates of world demand and supply of fissionable materials and their production costs. In carrying out this work the division has established contacts with national and international organizations, and arranged for representation of the Agency at meetings of the regional economic commissions of the United Nations. It is also planning to co-operate with the specialized agencies in studying the economic aspects of the peaceful applications of atomic energy in specific fields. At the request of ECOSOC the division will study and comment on the Report of the Secretary General of the United Nations on the Economic Applications of Atomic Energy.(9)

93. This work, which occupies four of the professional staff provided for by the Preparatory Commission, is of a continuing nature and will expand in 1959. It is also planned to publish, where appropriate, the result of the economic and statistical studies made by the division.

(ii) Evaluation

94. As requests for assistance from the Agency are received, the division will have to evaluate these projects in terms of their economic impact and feasibility. While this function is a relatively minor one in 1958, it will expand rapidly as Agency projects are developed by the different technical divisions.

95. In 1958, economic evaluations will be made with regard to the survey of requirements for regional training centres.

96. It is proposed to organize in the third quarter of 1959, in co-operation with the Division of Scientific and Technical Information, a symposium of experts to review the latest developments in the economics of nuclear energy and to exchange information and data on this subject. The United Nations and appropriate specialized agencies will be invited.

(iii) Technical assistance

97. In the field of technical assistance the division will advise on the establishment of priorities in the light of specific economic factors. Besides taking part in the planning of such assistance by the other technical divisions it will assume the main responsibility for the despatch of fact-finding teams which will be sent on request to Member States to assist them in evaluating local problems in which atomic energy might help to contribute

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(9) United Nations Publication No. 1957:II.B.2.

to a solution. Such assistance, it is envisaged, will be a first step to providing requesting Governments with the information necessary to enable them to formulate more specific requests for assistance by the Agency in developing an atomic energy programme. It is expected that in 1959 several such teams, each composed of approximately four experts and one member of the Secretariat will be required. The trips should be so arranged as to make it possible for each team to visit a number of countries in the same region. Each team would spend approximately an average of two weeks in each country. The teams would assemble in Vienna for briefing before proceeding to the first country and return to Vienna for approximately one month after completion of the trips in order to write their reports. It is hoped that half of the membership of the teams would be made up of consultants whose services have been offered to the Agency by Member States without expense. The Agency would, however, bear the international travel costs, while expenses for travel and subsistence within the countries visited should be paid by the requesting Governments.

98. While at any one time, one member of the staff will be fully occupied with the fact-finding teams, an additional staff member will be required to help in dealing with the specific requests for technical assistance from member countries. Requests for technical assistance have already been received from eight countries and the indications are that there will be a great many more during the rest of 1958 and 1959.

99. The division will also be responsible for planning, in co-operation with other technical divisions, economic assistance in the form of limited amounts of equipment. This assistance should be granted as a follow-up to the fellowship and training programmes of the Agency in order to ensure that a minimum amount of equipment will exist in the less developed countries for use by scientists who have been trained by the Agency. It is proposed to use part of the operating fund II for this purpose, and to supplement this assistance where appropriate by contributing in kind. Arrangements will be negotiated with recipient countries for partial reimbursement in local currency, or other forms of participation as outlined in chapter III, paragraph 300.

### 3. DIVISION OF REACTORS

Grade	1958 Budget	Current Staffing Plan	Proposed Increase	Proposed 1959 Budget
D-1/2	1	1	-	1
P-5	5	3	-	3
P-4	-	3	-	3
P-3	-	1	-	1
P-2	<u>4</u>	<u>2</u>	<u>-</u>	<u>2</u>
Subtotal	10	10	-	10
GS	<u>4</u>	<u>4</u>	<u>2</u>	<u>6</u>
Total	14	14	2	16

#### (a) Functional responsibilities

100. The Division's responsibilities are to:

- (a) Provide advice and assistance to Member States in connexion with their reactor programmes;

- (b) Make technical evaluations of applications from Member States for reactor projects;
- (c) Encourage and promote reactor building; and
- (d) Collect and disseminate information on reactor design and technology.

(b) Programme of work

101. Paragraphs 48 - 51 of the initial programme and budget recommended that the Agency's reactor programme should concentrate on the collection and dissemination of information on reactor technology and related economic factors, reactor types and available training and irradiation facilities. In addition, the Agency should provide Member States with technical assistance, evaluate their requests for reactor projects, and assist and encourage special reactor programmes.

102. It is therefore all the more important that while the phase of experimental development of different reactor types in the advanced countries continues, the division should be prepared to keep Member States currently informed of all developments in the reactor field. As a first step towards collection and dissemination of information two questionnaires on power reactors and research reactors have been sent to Members; one further questionnaire dealing with experimental reactors will be sent out during 1958. The replies to these questionnaires will lay the foundation for a directory of reactors which will be kept constantly up-to-date.

103. After the Geneva Conference, in which Members of the division will take part, it will be necessary to undertake a careful and thorough study of the results of the Conference, so that the relevant conclusions can be drawn and made available to Member States.

104. The division will also study the work of other international organizations whose fields of activities are related to those of the Agency, such as the World Power Conference, which has already, at previous sessions in Vienna in 1956 and in Belgrade in 1957, studied problems of the use of nuclear energy to produce electric current and industrial heat.

105. As regards technical assistance the division will participate in the work of the Division of Economic and Technical Assistance, in the fellowship programme of the Division of Exchange and Training and in the work of the Department of Research and Isotopes. The division must furthermore be prepared to supply special technical advice to the Division of Safeguards and the Division of Health and Safety with respect to the formulation of standards and the development of inspectability designs, tamper-proof instruments and regulations for the protection of health and safety against radiation.

106. Although the rhythm of recruitment is at present being kept at a relatively slow pace in order to achieve some savings, the work will require the full staff complement in the latter part of 1958. The staff will be grouped in three sections:

- (a) A physics and chemistry section, to study theoretical questions such as calculations connected with reactivity and kinetics, and with chemical dissociation and deterioration under radiation;
- (b) A reactor building section, to deal with engineering problems, e.g. properties of building and operational materials; control and safety equipment; and

(c) A nuclear energy section, to study the use of reactors for the production of useful heat and electricity - in particular whether reactors of a particular design should be built, behaviour of reactors during operation, and the economics of investment and operation.

107. In 1959 the division is expected to be in a position to make technical evaluations of reactor projects. The present staff will be able to study three such projects per year; but if additional projects should be submitted to the Agency it would be necessary to recruit one official at P-5 and one at P-3 level for each additional group of three projects and probably to call in consultants.

108. The only staff increase at present proposed is the assignment of two additional General Service posts to the division, since the expected volume of reports and information documents to be prepared by the Professional staff will exceed the capacity of the very limited General Service staff provided for the year 1958.

109. In addition to specific studies relating to particular requests for assistance, the Division of Reactors will have to undertake the general study contemplated in the initial programme and budget on means of assisting in and encouraging the building and installation of nuclear reactors. For that purpose it will have to analyze the steps which should logically be followed in a programme for the establishment of reactors in Member States, taking into account the conditions peculiar to the less advanced among them. The division will in the first place consider what types of small training reactors could be profitably developed and what part they can play in the training of technicians. It will offer advice on the places where the installation of such reactors will appear desirable. It will proceed in the same way with regard to research reactors for more advanced training and study the question of promoting some standardization of reactors for training and research purposes. These studies will be conducted in conjunction with the Department of Research and Isotopes on the one hand and the Division of Training and Exchange on the other.

110. The Division of Reactors will also devote itself during 1959 to the study of small- and medium-power reactors, the need for which may appear to be justified in certain less developed areas. This study will be based inter alia on economic criteria and carried out in conjunction with the Division of Economic and Technical Assistance. These investigations will be facilitated by the wide range of expertise now represented among the staff of the Division of Reactors. Such investigation shall serve as the essential preliminary to any subsequent activity the Agency may wish to undertake within the framework of a special reactor programme.

111. On the basis of a thorough consideration of the economic circumstances, the division will have to recommend to any country submitting a request, a reactor type suitable to local conditions and the particular building site, and supply whatever assistance is requested with the detailed design and equipment of the reactor, from the point of view of the requirements of research, experimental work, safety, and possibly the production of electric power.

4. DIVISION OF TECHNICAL SUPPLIES

Grade	1958 Budget	Current Staffing Plan	Proposed Increase	Proposed 1959 Budget
D-1/2	1	1	-	1
P-5)		2	-	2
P-4)	2	-	1	1
P-3)		-	1	1
Subtotal	3	3	2	5
GS	3	3	-	3
Total	6	6	2	8

(a) Functional responsibilities

112. The Division's responsibilities are to:

- (a) Deal with the technical and financial aspects of procurement of materials, equipment, facilities and services offered to the Agency;
- (b) Arrange for the receipt from and supply to Member States of materials, equipment, facilities and services made available to the Agency; and
- (c) Provide information and advice to Member States in connexion with the supply of materials, equipment, facilities and services.

(b) Programme of work

113. The activities of the division which are derived from Articles III.A.2, III.A.7, IX, X and XI of the Statute are related to two distinct subject matters, the supply of materials and the supply of equipment.

(i) Materials

114. At the first special session of the General Conference and during the subsequent months the Agency was granted an option to acquire fissionable, source and other materials by a number of Member States. The work of the division therefore began with the collection of detailed information about the physical and chemical characteristics of these materials and with the circulation of as complete information as possible to Member States. As a next step the division, in co-operation with the Division of External Liaison and the Legal Division will negotiate general agreements with the offering countries in which the terms and conditions for the supply of these materials to the Agency or to Member States will have to be determined.

115. As soon as requests are received, the division will have to assume responsibility for the verification and analyses of the materials to be delivered to or by the Agency. It will have to specify the methods of delivery and transport and to deal with questions of storage where this is necessary. These responsibilities apply both to fissionable and source and structural materials. Considering the range of materials with which the Agency will have to deal, it will be necessary to recruit two staff members with different qualifications.

116. The very limited staff provided for in the initial programme and budget permits the recruitment of an expert with experience in the handling of special fissionable materials who will be concerned with the development of standards regarding methods of delivery and transport of materials, providing

technical information to Member States on materials problems, arranging for laboratory analyses of products delivered, advising on and developing standards for storage. It also allows for the recruitment of a specialist in source and other materials who will perform similar functions with respect to those materials and who should have knowledge and experience in the fields of metallurgy and chemistry.

117. As soon as the operations of the Agency develop it will be necessary to expand this minimum staff by adding an expert for the chemical control of materials whose special responsibility would be the performance of analyses in the service laboratory of the Agency. In 1959 it is, however, deemed possible as a transitional measure to use a chemist from one of the other technical divisions for this task.

118. It is assumed that during 1959 six agreements regarding fissionable and source materials will be prepared and implemented and that advice of a technical nature will have to be provided regarding materials and equipment for Agency projects. It is also assumed that negotiations may have to be conducted to arrange for the processing of some fuel materials and for the adaptation of these materials to particular projects. On the other hand, it is not anticipated that the Agency will have to assume any responsibility for storage of fissionable materials or for the transport of irradiated fuel in 1959.

(ii) Equipment

119. The division will have to participate in negotiations for the acquisition of service facilities and equipment for the Agency. The Division of Technical Supplies will have to assist the Division of Economic and Technical Assistance in implementing technical assistance programmes. It must be prepared to advise Member States on the types of equipment that would be required in carrying out specific projects. Furthermore, the division will have to determine the type of equipment, instruments and apparatus that could usefully be accepted in the form of voluntary contributions by the Agency for such programmes. This task will require a first officer with expert knowledge in electronics. To this effect, a new post has to be created since the staff provided for in the initial programme and budget only barely suffices to carry out the functions mentioned in paragraph 92.

120. The division must compile comprehensive information of commercial sources of supply in Member States for equipment and facilities in order to be able to provide this information upon request to Member States. For this purpose, an officer with an engineering background had to be added to the division by transfer and such a post should be added to the manning table of the division for 1959. In addition to his responsibilities for compiling and distributing information to Member States this officer will also assist the first officer above especially when practical engineering knowledge is needed.

5. DIVISION OF HEALTH AND SAFETY AND WASTE DISPOSAL

Grade	1958 Budget	Current Staffing Plan	Proposed Increase	Proposed 1959 Budget
D-1/2	1	1	-	1
P-5	3	3	2	5
P-4	2	2	3	5
P-3	2	2	1	3
Subtotal	8	8	6	14
GS	5	8	-	8
Total	13	16	6	22

(a) Functional responsibilities

121. The Division's responsibilities are to:

- (a) Establish standards of health and safety for operations by the Agency or under the Agency's auspices and to evaluate the specific hazards of each project submitted to the Agency;
- (b) Undertake studies leading to the establishment of regulations for the international transport of radioactive material;
- (c) Undertake studies, promote research and develop standards with respect to waste disposal and to provide or arrange for services, including the monitoring of soils, waters and foods and the analysis of waste; and
- (d) Co-ordinate internationally work in the field of health and safety, including international aspects of liability, insurance and waste disposal.

(b) Programme of work

122. The programme of work derives from the broad allocations of responsibility made in the initial programme and budget. However, development of more detailed concepts of the scope of the tasks to be carried out have enlarged the body of work foreseen and have called for staff increases. In general, at this stage of the Agency's development attention must first be given to the requirements of the small user of isotopes. This affects the approach of the division to its basic responsibilities, since particular consideration must be given to providing a large number of users with technical advice in addition to filling a regulatory role with respect to reactors and other major installations.

123. In keeping with the above general consideration the division proposes to carry out work in two areas not specifically mentioned in the initial programme and budget. The first specialized area to which additional emphasis is directed in this programme is the assistance to less developed countries having special health and safety problems, particularly those which are incidental to accidents which occur in isotope work. A typical specific problem is the examination of biological material and human wastes for isotope contamination. The scope of the problem to a less developed country concerned with evaluating the seriousness of an accident to an isotope user is seen when it is realized that ICRP currently lists twenty-six isotopes as being of high toxicity and is planning to expand the list considerably. At present, routine procedures are readily available for only three or four of these isotopes. New procedures may need considerable trial work before reliable results are available. It is hardly economic for a small country to set up and train staff in a wide variety of procedures which are never likely to be required but which must be on hand for a possible emergency. In part the division would set up a service by which samples arising from accidents could be passed to laboratories in the advanced countries able and willing to carry out such work. The Agency service laboratory as proposed in chapter III(10) will also be used for this purpose and would provide a valuable complement to this service.

124. The other field of work which it is proposed to emphasize is waste disposal with special reference to ocean studies. There are many competent bodies and groups studying the oceans and there is no intent to compete with

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(10) Paragraphs 304 and 305.



them. However, to specialists in oceanography and marine biology the problem of radioactive waste disposal is only an adjunct to their major interest. There appears to be a need to co-ordinate the practical considerations affecting the production and handling of radioactive wastes and the scientific studies of the properties of the sea and its organisms. Some body must ensure that in areas where such sciences or disciplines come together, nothing significant is overlooked. The United Nations Conference on the Law of the Sea which was held in Geneva in April 1958 emphasized the role of the Agency in this respect. The resolution adopted at that time

"Recommends that the IAEA, in consultation with existing groups and established organs having acknowledged competence in the field of radiological protection should pursue whatever studies and take whatever action is necessary to assist States in controlling the discharge or release of radioactive materials to the sea, promulgating standards and in drawing up internationally acceptable regulations to prevent pollution of the sea by radioactive material in amounts which would adversely affect man and his marine resources."

It is expected that the division's chief task in the immediate future in implementing this resolution will be to collect the information and basic knowledge on which it will be possible to draw up proposals for internationally acceptable recommendations or regulations on disposal of waste to the sea.

125. The implementation of the programme set forth in paragraphs 86 - 100 of the initial programme and budget requires activities in six major fields which are closely interrelated and partly overlapping. For this reason, rather than to assign specific functions to each staff member, the recruitment effort must be directed towards the composition of a team possessing a wide range of scientific skills. The majority of the posts are chosen to provide competence in the sciences most essential to a well-rounded health and safety programme and will, of course, be filled gradually as the need for them becomes apparent. In a scarce field like health physics, any programme of staffing must in addition be adjusted to the availability of suitable personnel.

126. In 1958 there will be two specialists in codes and regulations, with a background of practical experience in health and safety, general practice and administration, a medical officer with scientific status in radiation medicine, a chemist with experience in waste disposal problems, a physicist with a wide background of basic health physics, a biologist with experience in isotopes and fisheries research and a meteorologist (who will not be added until late in the year). In 1959 further scientists will be added: one nuclear physicist, a health physicist with experience of health and safety planning for the small users, a health physicist with experience in technical co-ordination and government administration, a soil chemist, a physicist or electronics specialist with knowledge of instrumentation and a junior health physicist with a general background. Of these it is expected that two need not be added until the last quarter of 1959 if requests to the Agency are slow in developing. The position of a nuclear physicist to be added in 1959 is rather special and comparable to that of the medical officer as he does not have any particular area of organizational responsibility. However, his skills are necessary in connexion with practically all the work carried out in the division. The range of work proposed and the fundamental importance of its validity as an expression of the opinion of the leading international organization in atomic energy would more than justify the provision of such an officer as the key member of the health and safety team.

(i) Establishment of standards of safety for the Agency's operations and operations under the Agency's auspices

127. Priority must be given to the elaboration and drafting of codes in 1958 and three officers will be assigned to this task. In 1959 the work will tend to differentiate and one officer will become more concerned with the aspects involving harmonization of existing codes and international liaison, while the other two will concentrate on user problems of application. In addition to the elaboration and revision as necessary of existing codes these latter will, as demand develops, provide a field advisory service on health and safety matters to isotope users. This assistance to the user in applying codes is quite different from an inspection service because it requires persons with a wide background in health and safety and should prove the most valuable means the Agency has of conveying to the users the special knowledge they will require.

128. Three other officers, who will also assist in code work, will have the following chief responsibilities: One will be a junior radiation hazard control officer essential if the Agency handles any radioactive material directly. It is expected that the need may not develop until late in 1959 but the position must be available to be filled at any time if the Agency is to meet its responsibility for protecting its own staff and the citizens of the host country. The other two officials in this group are dealt with more particularly in paragraphs 133 and 135.

(ii) Evaluation of Agency projects

129. While this function can be carried out on an ad hoc basis by the director and other senior officers during 1958, it will be necessary to provide for assigned staff to deal with project requests in 1959. Since it is difficult to anticipate the number and types of requests that might be received by the Agency, it is proposed to use consultants to supplement a minimum permanent staff, particularly in so far as reactor projects are concerned. It is expected that evaluation of radiation hazards will be required primarily with respect to laboratories and experiments involving the use of isotopes in medicine, agriculture and industry, and from the use of radiation sources since these are the atomic energy applications most likely to prove useful to the less developed countries in the immediate future. It is proposed to add one staff member, a health physicist, in 1959 on the basis of this requirement.

(iii) Co-ordination of international work with respect to health and safety standards

130. Because of the pressing character of the problem, a great number of international and regional organizations are already concerned with the formulation of health and safety codes. The co-ordinating function of the Agency is particularly important in this field, since it is essential that standards are uniform and no serious divergencies exist between different codes. The Agency is clearly interested in the formulation of codes for atomic energy establishments. On the other hand ILO is already concerned with the protection of industrial workers and WHO with the public health aspects of radiation. Pending the conclusion of formal relationship agreements, informal working relationships with these two specialized agencies have already been established in order to ensure that codes and standards proposed by them will take into account the point of view of the Agency. Similarly, the Division is keeping abreast of work done in regional organizations. These tasks will primarily be the responsibility of staff appointed in 1958.

131. It will often be found that techniques and instruments for radiation protection developed and used satisfactorily in advanced countries may prove unsuitable under the conditions prevailing in the less advanced countries. Selection, modification and possibly some developments may have to be provided in the field of health and safety instrumentation. The division should also promote the establishment of international standards for measurement of health and safety techniques, since at the present time the findings of different groups are rarely commensurate. Co-ordination of research in health and safety on an international scale could best be promoted by exchange of information and symposia. A physicist specializing in instrumentation will be required to carry out this work in 1959.

132. The division will also have to assist Member States, upon their request, to secure technical services needed to implement health and safety regulations. To this end a preliminary survey of the availability of such services in the advanced countries is planned. In addition, the service laboratory of the Agency when it is created may be used to provide on a reimbursable basis some such services not readily available elsewhere.

133. A particularly important aspect will be the organization of emergency aid in case of radiation accidents. The division should be prepared to act as a co-ordination centre which will endeavour to ensure that rapid responses from the advanced countries will be forthcoming in the specific field where the emergency has arisen. To this effect the division will maintain a list of specialists and of analytical equipment and facilities available in advanced Member States. One of the health physicists to be appointed in 1959 will be needed for this work. Moreover, a feasibility study will be carried out by the use of an expert panel in order to determine whether and on what conditions additional help could be supplied to Member States upon request in the form of radiation emergency assistance. Such a study would probably involve enquiring into three aspects of the problem: What advanced countries have already done internally for their own protection; what form of help could be made available by each country in case of need; and what arrangements would be acceptable to the responsible authorities in the recipient countries to ensure most effective use of any assistance offered. As a first step the division will endeavour to compile existing experience and to circulate information to Member States.

134. Contacts have been established with the United Nations Scientific Committee on the Effects of Atomic Radiation in order to ensure co-ordination of future activities, in particular with regard to the technical aspects of environmental monitoring. These consultations also extend to WMO for consideration of the use of their network of field stations. Furthermore, close relations will be developed with ICRP and ICRU. The scope of the division's possible work in this field will be determined by the Board in the light of the result of these consultations and the decisions to be taken by the General Assembly of the United Nations concerning the future terms of reference of the Scientific Committee. No special staff requirements are foreseen for this function.

(iv) Transport of radioactive materials

135. The panel of experts called together in Vienna in 1958 among other matters considered regulations for transport of isotopes and called attention to the need for substantial further work. In addition the division will have to promote the harmonization of existing codes and the rules established by regional organizations such as the Central Office for International Railway Transport. UPU and the Transport and Communications Commission of ECOSOC have expressed interest in the work of the division in this field. This function will be carried out by the staff appointed in 1958.

(v) Waste disposal

136. The activities of the division in this area will include studies of the technical aspects of the problem of the release of effluents into the atmosphere, into fresh waters and into the sea. These studies will have to extend to the problems of packaging and transport of waste and consideration must be given to the hazards associated with deep-sea disposals, both in transit and after release, and to coastal release and problems associated with reactor-propelled ships.

137. The division will also endeavour to provide assistance to less developed Member States through the despatch of experts to study disposal sites from the point of view of special biological factors and ecology, and through the supply, to the extent possible, of special instruments. It will assist in the conclusion of arrangements with the advanced countries for monitoring and waste analyses. Services of this type could also be provided on a reimbursable basis by the service laboratory of the Agency. One soil chemist will be added in 1959 to be responsible for aspects of the above studies coming within his field of specialized knowledge and in addition assist in carrying the large load of work in the overall field of waste disposal.

138. The division will collect and examine information from advanced countries which are actually engaged in major waste disposal research. To the extent that the results of this work will not be immediately applicable to the needs of the less advanced countries or where it is too specialized, the division will supplement this work. Particular attention will be given to research studies of methods of safe handling of low-level wastes arising from the application of isotopes. The division will encourage research in oceanography and marine biology where it is needed to specifically assist in the solution of some aspects of the waste disposal problem.

139. The division is interested in the Seminar on Waste Disposal which will be organized by WHO in 1959. It is expected that this project can usefully be supplemented by a seminar dealing not only with the medical and public health aspects, but also with problems directly related to the atomic energy industry.

#### 4. Department of Research and Isotopes

##### 1. OFFICE OF DEPUTY DIRECTOR GENERAL FOR RESEARCH AND ISOTOPES

Grade	Current Staffing Plan	Proposed Increase	Proposed 1959 Budget
DDG	1	-	1
P-3	-	1	1
P-1	-	1	1
Subtotal	1	2	3
CS	1	-	1
Total	2	2	4

##### 2. DIVISION OF RESEARCH

Grade	1958 Budget	Current Staffing Plan	Proposed Increase	Proposed 1959 Budget
D-1/2	1	1	-	1
P-5		4	2	6
P-4	6	-	1	1
P-3		2	2	4
Subtotal	7	7	5	12
GS	4	4	4	8
Total	11	11	9	20

##### (a) Functional responsibilities

140. The Division's responsibilities are to:

- (a) Assist Member States in assessing their needs for research in the field of peaceful uses of atomic energy;
- (b) Promote co-ordination and further development of existing research work and the possible initiation of new research;
- (c) Take measures for the preparation and distribution of standard radioactive samples, and for the standardization of methods of measurements and the calibration of measuring equipment;
- (d) Place research contracts, where appropriate, in support of the statutory functions of the Agency; and
- (e) Eventually undertake research programmes in connexion with its statutory functions.

### 3. DIVISION OF ISOTOPES

Grade	1958 Budget	Current Staffing Plan	Proposed Increase	Proposed 1959 Budget
D-1/2	1	1	-	1
P-5	9	6	1	7
P-4	-	3	1	4
Subtotal	10	10	2	12
GS	7	7	3	10
Total	17	17	5	22

#### (a) Functional responsibilities

141. The Division's responsibilities are to:

- (a) Assist Member States in assessing their needs for research with respect to the various applications of radioisotopes;
- (b) Collect and disseminate information on the applications of radioisotopes and radiation sources; and
- (c) Provide Member States with technical assistance to promote the use of radioisotopes and radiation sources in agriculture, biochemistry and medicine.

#### (b) Programme of work of the Department

142. The work of the Division of Research and the Division of Isotopes is overlapping in many fields especially as isotopes are a valuable tool in research. It therefore has been found practicable to combine the staff of the two divisions for many projects. The work itself is being divided according to subject matter and it has been found most convenient to subdivide it in the biological sciences aspects and the physical sciences aspects. Paragraphs 143 to 152 deal with the physical sciences aspects and paragraphs 153 to 155 with the biological sciences aspects.

143. According to paragraph 31 of the initial programme and budget one of the most important tasks of the Agency is to give advice to the lesser developed Member States on all applications of radioisotopes and large radiation sources in agriculture, industry and medicine. Potential applications of radioisotopes to agriculture include their use to determine the efficient use of fertilizers and to avoid losses of grain in storage from grain weevils by utilizing the sterilizing effect of radiation from large radiation sources. On the industrial side isotopes are important; for example in the detection of leaks in long distance pipe lines, the measurement of flow in these pipe lines, the non-destructive testing of welds, and the continuous measurement of the thickness of sheet material and many others. The accomplishment of this task will involve the setting up of special isotope investigation teams which will, upon request, make a full assessment of the needs of particular countries.

144. The industrial and practical applications of radioisotopes will be one of the fields in which under-developed and semi-developed countries can benefit immediately. A good case could therefore be made for having a particularly strong team in this field which could give the necessary advice on the many possible practical industrial applications of radio-

activity. Under the 1958 budget only one senior post could be allocated to this important task and therefore one additional professional officer at the P.3 level is required.

145. It is intended to follow up the work done by the isotope teams by giving advice on the purchase of equipment, the installation of laboratories and on specific applications of radioisotopes by carrying out short-term, on-site studies. Many of these studies would involve quite simple operations, such as the measurement and identification of radioactive samples. The mobile laboratories may be used for this work in addition to that outlined in chapter III paragraph 299. Those laboratories are fully equipped and can easily be moved from one location to another obviating the necessity of setting up laboratories in each country where these short term studies are necessary.

146. Large radiation sources will become available during the next few years all over the world; the first such sources have already been, or are being brought into use in a number of countries. Research in the use of such strong radiation sources is being carried out in several centres and covers many diverse applications including sterilization of antibiotics, sterilization of hospital equipment and sutures, sterilization or pasteurization of food, changes in plastics, influencing the speed of chemical reactions, production of new chemical compounds, genetic mutations (especially the creation of new mutants of great agricultural significance) and so on. Due account will be taken of the work performed in some of those fields by FAO. To be able to co-ordinate international activities, it seems to be of the utmost importance that the Agency should have at least one good scientist to cover those very wide fields and therefore a P.4 post is essential. Although there will most likely be a great demand on this service it is hoped that some of the applications mentioned can be handled by general experts available elsewhere in the department.

147. To support the general statutory functions of the Agency and to encourage and assist research on the development and practical application of atomic energy for peaceful uses throughout the world, a number of research contracts will be prepared and placed with various national or regional institutions. It is intended that these contracts should relate to projects which are of particular interest to Member States. From the work of the isotope teams there will in the future undoubtedly follow a number of research contracts concerned with important development work in the countries visited. The staff who will be concerned with this programme of work will be drawn from the department as a whole.

148. In paragraph 34 of the initial programme and budget emphasis is given to the work on standardizing radioisotopes. Work of this type is going on in many national laboratories and ICRU has acted in the past as one of the centres for such research. ICRU, however, does not want to be the body for the distribution of international radioactive standards and discussions relating to the transfer of part of its activities to other bodies are at present being held. A meeting has been convened following the second United Nations International Conference on the Peaceful Uses of Atomic Energy at which the Agency will be represented, and it is clear that this would be a convenient time to discuss the initial implementation of this part of the Agency's functions which are clearly outlined in the initial programme and budget. If the Agency is to carry out the functions with which it has been entrusted, it must be properly staffed. An additional post (P-3) is proposed to assist with this work which obviously has to start on a small scale owing to the absence of proper laboratory facilities.

149. No provision has been made in 1958 for an analytical chemist. Analytical chemistry plays an important part from the start in any atomic energy project. Methods to control the purity of the materials involved, such as graphite, heavy water, beryllium and uranium are of great importance; at later stages the analysis might involve many other materials, like plutonium. It is therefore essential to have at least one general analytical chemist (P-5) who can give advice on this very important subject. At the same time such a chemist would be very useful for giving advice immediately on radioactivation methods which are used mainly to determine tracer amounts in living matter, techniques which are becoming of increasing significance. These techniques have recently been proved so important that the Radioactivity Commission of the International Union of Pure and Applied Chemistry has decided to hold a special symposium on the subject.

150. Radiation chemistry has not only a bearing on reactor construction but is also of very great importance in the application of many isotopes. A Radiation chemist has to deal with a great variety of subjects, and it is considered essential to have at least one such scientist (P-5) on the Agency's permanent staff, especially as the advice of such a scientist might be very profitable to those Member States who are now beginning to establish an atomic energy team and one of the first tasks of such a team consists in getting acquainted with radioactive techniques.

151. It is a function of the department to carry out any operation or initiate or assist in any service useful for research in countries that so request, to advise on and assist national research programmes, to co-ordinate research into the production of radioactive materials and to plan and initiate international programmes of research. The division is also identifying further research projects and beginning to plan such projects as may be suitable for international collaboration.

152. According to the initial programme and budget, it is a function of the Agency to recommend standard methods of packing and shipping isotopes which will be recognized throughout the world.

153. The medical applications of radioisotopes will be useful to all lesser developed countries. The department will therefore have to be prepared to assist Member States in assessing their needs in this field and to promote programmes for the medical use of radioisotopes, taking due consideration of the work already performed in this field by WHO. The applications comprise four distinct fields, diagnosis, preparation of isotopes for therapy, therapy itself and medical research. Whilst the Agency has one senior medical expert and one junior medical physicist on this year's manning table it is thought essential to have one additional P-4 to assist with medical applications. This man in particular should have a bias towards the therapeutic applications of radioisotopes which is surely one of the fields which can be of greatest benefit to Member States. Considering that the department will have to provide staff, not only for the travelling isotope teams but also for other missions which may be of some duration where advice on the use of isotopes in hospitals is involved, the proposed increase is not considered to be an over-estimate.

154. Microbiology is becoming even more important, since all radiations affect the microbiological environment, and as there is no microbiologist on this year's manning table it is essential to have one general expert (P-5) in this field for the coming year.



155. The department will assist the Division of Training and Exchange in awarding fellowships and also the Division of Technical Information in preparing conferences and symposia on all isotope work and in research work on specialized topics.

5. Department of Safeguards and Inspection

1. OFFICE OF THE INSPECTOR GENERAL

Grade	Current Staffing Plan	Proposed Increase	Proposed 1959 Budget
IG	1	-	1
P-1	<u>-</u>	<u>1</u>	<u>1</u>
Subtotal	1	1	2
GS	<u>1</u>	<u>-</u>	<u>-</u>
Total	2	1	2

2. DIVISION OF SAFEGUARDS

Grade	1958 Budget	Current Staffing Plan	Proposed Increase	Proposed 1959 Budget
D-1/2	1	1	-	1
P-5	2	4	-	4
P-4	2	2	-	2
P-3	<u>3</u>	<u>1</u>	<u>-</u>	<u>1</u>
Subtotal	8	8	-	8
GS	<u>4</u>	<u>4</u>	<u>-</u>	<u>4</u>
Total	12	12	-	12

(a) Functional responsibilities

156. The Division's responsibilities are to:

- (a) Develop the safeguards standards, methods and policies of the Agency including procedures for accountability, storage and inspection;
- (b) Maintain a continuing review of these standards and procedures in the light of technological development and operating experience; and
- (c) Undertake research to further the methodology of safeguards and encourage such research in Member States.

(b) Programme of work

157. The first phase of the work of this division will be of a preparatory character and begin with the collection and analysis of background information on the technical and scientific aspects of safeguards which is available from Member States advanced in the peaceful uses of atomic energy. It may also place research contracts where further studies appear to be necessary.

158. Rules and criteria will be developed in order to prepare for the implementation of the safeguards functions of the Agency as set forth in Article XII of the Statute. This work will be carried out pursuant to paragraphs 80 - 85 of the initial programme and budget. Its particular importance consists in the fact that the establishment of the Agency's requirements and criteria for safeguards should ensure the requisite harmonization of international controls, which are at present being elaborated on a bilateral or regional basis, and thus facilitate the transfer of the administration of bilateral or regional safeguards to the Agency.

159. The preparatory work of the division will in particular involve studies of the following questions, as prerequisites for the implementation of a safeguards system:

- (a) Records to be maintained of materials received, shipped and on inventory;
- (b) Reports to be submitted to the Agency or, in the case of its own activities, by the Agency;
- (c) Sampling and measurement methods to verify the quantities of material received, shipped and on inventory;
- (d) Statistical evaluation of material quantity data to establish the reliability of the data; and
- (e) Removal of material from inventory, e.g. measured discards.

160. A basis will be developed for the division's own evaluation of the adequacy of the safeguards system. In this evaluation consideration must be given to the suitability of the system in terms of size and type of plant, type of activity performed and types of material handled and to the graduated adaptation of controls, both to the specific character of each individual project as well as to the degree of potential risk of material diversion. A determination must also be made of the acceptability of any inventory discrepancies and of differences which occur between the supply and the receipt of materials.

161. Work will be begun to develop the specific types of standards and procedures which are needed. These will include:

- (a) Standard reference materials which provide a common basis for evaluating chemical and physical methods of measurement. These reference materials would have critically-determined and authoritatively-assigned values for source and special fissionable material content and, where appropriate, for isotope composition;
- (b) Standard procedures for sampling solutions and solids; and
- (c) Non-destructive procedures for verifying the source and special fissionable material content of items that cannot be sampled, e.g. fuel elements.

### 3. DIVISION OF INSPECTION

Grade	1958 Budget	Current Staffing Plan	Proposed Increase	Proposed 1959 Budget
D-1/2	1	1	-	1
P-5	1	1	-	1
P-4	<u>2</u>	<u>2</u>	<u>-</u>	<u>2</u>
Subtotal	4	4	-	4
GS	<u>2</u>	<u>2</u>	<u>-</u>	<u>2</u>
Total	6	6	-	6

#### (a) Functional responsibilities

162. The Division's responsibilities are to:

(a) Implement the Agency's safeguards and, to the extent appropriate, assist with work to ensure observance of its physical security and health and safety standards;

(b) Report on and make recommendations for the correction of any failure to adhere to the safeguards system or to health and safety standards, and of any inadequacies in the methods and techniques devised to meet the objectives of the safeguards and health and safety regulations; and

(c) Acquaint Member States receiving assistance from the Agency with the objectives and requirements of the safeguards system and applicable health and safety standards.

#### (b) Programme of work

163. In order to permit the staff to acquire experience and an understanding of the problems and responsibilities inherent in the safeguards functions, a series of inspections for training purposes should if possible be planned of existing installations including a research reactor, a power reactor, a fuel fabrication plant and a chemical re-processing plant. Procedures and techniques should be established for such activities as:

(a) The audit of records and reports for materials received, shipped and on inventory; and

(b) The review and evaluation of the technical and scientific validity of sampling and measurement methods used in the determination of quantities.

164. It will also be necessary to establish criteria for reviewing reactor and other technical designs from the point of view of inspectability.

165. The division will have to be sufficiently staffed to assume responsibility for carrying out inspections under bilateral agreements, but the rhythm of recruitment will be determined by foreseeable needs. In addition to the scientific staff provided for in the initial programme and budget who must cover the fields of chemistry, reactor technology and mathematical statistics, two auditors are required as well as an additional junior chemist and an additional reactor engineer who has specialized in the review of construction designs from the point of view of inspectability. In this connexion it may be possible during the preparatory period to make use to some extent of staff in the Safeguards Division.

6. Department of Administration, Liaison and Secretariat

1. OFFICE OF DEPUTY DIRECTOR GENERAL FOR ADMINISTRATION, LIAISON AND SECRETARIAT

Grade	Current Staffing Plan	Proposed Increase	Proposed 1959 Budget
DDG	1	-	1
P-5	-	1	1
P-2	<u>1</u>	<u>-</u>	<u>1</u>
Subtotal	2	1	3
GS	<u>1</u>	<u>1</u>	<u>2</u>
Total	3	2	5

2. SECRETARIAT OF THE GENERAL CONFERENCE AND THE BOARD OF GOVERNORS

Grade	1958 Budget	Current Staffing Plan	Proposed Increase	Proposed 1959 Budget
P-5	1	1	-	1
P-4	2	5	-	5
P-2	<u>1</u>	<u>1</u>	<u>-</u>	<u>1</u>
Subtotal	4	7	-	7
GS	<u>4</u>	<u>4</u>	<u>-</u>	<u>4</u>
Total	8	11	-	11

(a) Functional responsibilities

166. The Secretariat's responsibilities are to:

(a) Serve all meetings of the General Conference and the Board of Governors and of their committees; and

(b) Ensure that the substantive work of the Secretariat is related to the directives received from the General Conference and the Board of Governors.

(b) Organization

167. This Secretariat has been established within the manning table provided for in the initial programme and budget for the executive office of the Director General. Four interpreters have been transferred to this Secretariat from the Division of Languages. One P-4 position provided in paragraph 118 of the initial programme and budget has been transferred to the Division of External Liaison and up-graded to P-5.

(c) Programme of work

168. In view of the fact that the Provisional Rules of Procedure state that the Board shall be so organized as to enable it to function continuously, the task of providing substantive and secretariat services for it will continue

without interruption throughout the year. As a subsidiary function, the servicing of the committees which the Board may set up from time to time (four such committees had been established by May 1958) is a task that must be undertaken on an ad hoc basis.

169. The services which this Secretariat supplies for the two principal organs of the Agency can be considered as being of three types. Preparatory work includes the drafting and circulation of the provisional agenda, the co-ordination of the preparation by the division of the Secretariat concerned of all the required working papers, the editing of these papers and the taking of all measures necessary to ensure that the resulting documents are duly translated and circulated by the required dates. The Board of Governors, if it follows the same rhythm as in 1958, is expected to hold about one hundred meetings in 1959, which the Secretariat has to service. The sessions of the General Conference are expected to occupy the staff of the division, together with other divisions which provide secretarial services for some of the committees for about one month per year. The Secretariat will, in particular, be responsible for assisting the Deputy Director General in charge of Administration, Liaison and Secretariat to provide services for plenary meetings and those of some of the committees, as well as for the general co-ordination of the work of the Conference at the Secretariat level. At the conclusion of a session of the General Conference or the end of a series of meetings of the Board, the Secretariat is responsible for the issue of records, resolutions and decisions adopted and for assisting the Director General and the Deputy Director General in charge of Administration, Liaison and Secretariat in their task of co-ordinating the implementation of these resolutions and decisions by the substantive divisions of the Secretariat.

170. The broad scope of the Secretariat's work demands the maintenance of close relationships with the majority of the other divisions and services of the Secretariat, and especially with the technical divisions whose activities stem from directives furnished by the General Conference or the Board, and the results of whose work must from time to time be reported to these organs. In addition, close and continuing liaison must be maintained with the Division of External Liaison and Protocol where the nature of the day-to-day work is to a large extent determined by the decisions of the Board.

171. The Secretariat is also responsible for organizing and administering the Secretariat's interpreting services. It is foreseen that the scope of this function will increase in 1959 since, as the work of the scientific and technical divisions expands, the Agency can be expected to hold an increasing number of conferences, seminars, and symposia for which interpretation will be required. The Secretariat has a further responsibility for editing and co-ordinating the issue of internal Secretariat documents.

3. DIVISION OF EXTERNAL LIAISON AND PROTOCOL AND OFFICE OF THE REPRESENTATIVE OF THE DIRECTOR GENERAL AT THE UNITED NATIONS HEADQUARTERS

Grade	1958 Budget	Current Staffing Plan	Proposed Increase	Proposed 1959 Budget
D-1/2	2	2	-	2
P-5	-	2	1	3
P-4	1	1	-	1
P-3	<u>1</u>	<u>1</u>	<u>-</u>	<u>1</u>
Subtotal	4	6	1	7
GS	<u>4</u>	<u>5</u>	<u>5</u>	<u>10</u>
Total	8	11	6	17

(a) Functional responsibilities

172. The Division's responsibilities are to:

- (a) Maintain liaison with Member States and international organizations, including non-governmental organizations;
- (b) Maintain continuing liaison with the United Nations in implementation of the Relationship Agreement between the Agency and the United Nations;
- (c) Advise on external policy aspects of the operations of the Agency;
- (d) Prepare and participate in negotiations with international organizations and Member States; and
- (e) Provide liaison with the host Government and protocol services.

(b) Organization

173. This division has been established within the manning table provided for the Executive Office of the Director General in the initial programme and budget. As mentioned in paragraph 167 above, one P-4 post was transferred to it from the Secretariat of the General Conference and the Board of Governors and upgraded to P-5. Furthermore, one P-3 post was transferred from the Division of General Services.

(c) Programme of work

174. The volume of work of this division in 1958 has been considerably greater than appears to have been envisaged in the initial programme and budget. Channels of communications between the Agency on the one hand and its Member States, international organizations and non-governmental organizations on the other hand, had to be established. For this purpose a Correspondence Unit was created. The division has the responsibility of advising on all external policy aspects of the operations of the Agency, and through this function it has an important role to play in the internal co-ordination of the substantive work of the technical and non-technical divisions under the direction of the Director General and the Deputy Director General for Administration, Liaison and Secretariat. Therefore the head of the division is frequently called upon to undertake special assignments such as the preparation of periodical and annual reports for the Secretariat as a whole.

175. The division is responsible for maintaining liaison between the Agency and delegations of Governors and Representatives and, jointly with the office of the Director General, for the relations between the Agency and the host Government and arranges for the representation of the Agency at international conferences. As the Agency's substantive programme develops in 1959, it is expected that the scope of those activities will increase. In particular, problems of co-ordination with other organizations will become more complex and the development of the Agency's technical programme will require more frequent consultation and communications with Member States, including negotiations of arrangements and agreements for specific technical projects. An additional experienced Senior Officer is therefore required to assist the director in supervising this work. It is also expected that the division's responsibilities in regard to the maintenance of relations with the host Government and relations with non-governmental organizations will expand considerably in 1959. Informal contact with intergovernmental organizations will also be a new field.

176. The volume of correspondence and material received from and sent to the United Nations and the specialized agencies is considerable. All documents sent to the Agency have to be screened in order to determine the Agency's interest, and the attention of the General Conference, the Board or the appropriate technical or non-technical division concerned must be drawn to any development of specific interest to it. Conversely, the Agency's communications with other organizations are expanding and require the preparation of a considerable volume of correspondence and other material and central arrangements for the orderly distribution of documents. This work occupies fully the staff member transferred from the Secretariat of the General Conference and the Board of Governors.

177. The meetings of the General Conference, the periodic meetings of the Board and the permanent residence in Vienna of a growing number of delegations to the Agency require the performance of a variety of work of a protocol and liaison character. This includes arrangements for the implementation of the Headquarters Agreement such as the registration of members of delegations, the issue of identity cards, and arrangements in connexion with official functions. Similar tasks have to be carried out in respect of the Agency's staff. The staff complement provided in the initial programme and budget already proved inadequate in the spring of 1958 because of the various responsibilities mentioned in paragraph 174. The permanent creation of a post of Second Officer to carry out all duties of a protocol nature and to maintain informal relations with non-governmental organizations was therefore urgently required and achieved by transfer from the Division of General Services.

178. The additional General Service posts are needed in order to provide stenographers for the Central Correspondence Unit which will be responsible for:

- (a) The typing and addressing of all general communications between the Agency and Member States, international organizations, etc. This will include arrangements for translation, reproduction of multiple letters, etc.; and
- (b) The maintenance of a register of the names, addresses and form of address to be used in communication with Member States, Members of the Board, Resident Representatives and atomic energy departments in Member States.

179. The representative of the Director General at the United Nations has, among his many important responsibilities, the task of attending all the meetings of the different organs of the United Nations in New York, whose work is of interest to the Agency. Since these meetings frequently overlap it is necessary for him to have a deputy of sufficiently senior status to be able to represent the Agency at some of these meetings. It has therefore proved necessary to regrade to P-5 the post provided in the initial programme and budget at the P-3 level. This adjustment should also ensure that the liaison office at the United Nations can report on significant developments with respect to legal questions concerning the peaceful uses of atomic energy.

180. One additional General Service post is also required for the Liaison Office at the United Nations which has to handle an increasing volume of correspondence, since it is to supply the Agency regularly with all relevant documentation produced at the United Nations Headquarters.

#### 4. LEGAL DIVISION

Grade	1958 Budget	Current Staffing Plan	Proposed Increase	Proposed 1959 Budget
D-1/2	1	1	-	1
P-5	1	2	-	2
P-4	1	-	-	-
P-3	<u>1</u>	<u>1</u>	<u>-</u>	<u>1</u>
Subtotal	4	4	-	4
GS	<u>4</u>	<u>4</u>	<u>-</u>	<u>4</u>
Total	8	8	-	8

#### (a) Functional responsibilities

181. The Division's responsibilities are to:

- (a) Prepare draft legal instruments as required by the Agency;
- (b) Provide for the registration of all agreements pursuant to Article XXII.B of the Statute;
- (c) Handle the legal aspects of current internal administrative work;
- (d) Provide advice on all legal questions and interpretation of legal documents;
- (e) Undertake studies on the legal aspects of the regulatory functions of the Agency;
- (f) Undertake studies on comparative legislation in the field of atomic energy; and
- (g) Perform any other legal work and such studies of a legal nature as the Agency requires.

#### (b) Programme of work

182. The programme of work of the division falls into the following two distinct areas:

- (i) Current legal work with respect to internal administration and external operation

183. The internal administration of the Secretariat requires on a current basis legal advice in particular with respect to financial rules and regulations, staff rules and regulations, budgetary questions, the implementation of the Headquarters Agreement and the interpretation of the Statute. In the external field the division has to participate in negotiations for relationship agreements with international organizations, and has to assist in the drafting of agreements with Member States and of other legal instruments. This current legal work completely occupies two staff members besides the Director of the division.

- (ii) Legal studies

184. Paragraph 100 of the initial programme and budget states that the Agency should afford an opportunity for the consideration of international action with respect to third party liability, insurance and international legal aspects of waste disposal. As a first step towards the implementation of



this mandate, the Legal Division, in connexion with the Division of Scientific and Technical Information, should collect information from Member States and analyze the legal documentation that can be assembled from the point of view of the statutory functions of the Agency. It will be important not only to obtain copies of actual national legislation, but also of preliminary drafts in order to encourage the harmonization of legislative provisions. In particular the corresponding legal activities of regional organizations should be carefully reviewed and analyzed in order to enable the Agency to exercise a co-ordinating influence in the fields of its statutory interests. One method would be the calling of symposia and conferences.

185. The preparation of the Agency's regulatory activities in fields such as safeguards, health and safety and waste disposal will require intensive legal studies. This is especially so with respect to the development of the Agency's programme in the field of safeguards, where standards and procedures are already being elaborated by Member States in bilateral and multi-lateral agreements. The establishment of the Agency's own policy with regard to their effectiveness and their harmonization must be based on the legal studies recommended in paragraph 84(c) of the initial programme and budget.

186. The same is true with respect to the development of the Agency's programme in the field of health and safety. The legal aspects of reactor siting, waste disposal, transport of radioactive materials, mobile reactors, and pollution of the seas, must be studied in collaboration with the Division of Health and Safety and Waste Disposal on the basis of national legislation as well as of the actual international actions taken in this respect. Here again, the calling of a symposium, in due course, might be helpful to realize the co-ordination recommended in paragraph 97 of the initial programme and budget.

187. Since neither the technical divisions nor the Divisions of Safeguards and Health and Safety were granted a post for a legal officer, all legal work will be concentrated in the Legal Division. Therefore, four professional officers are the minimum initial requirements for an organized team of lawyers which has at its disposal no proper research assistance but just one secretary for each officer. The co-operation in such a relatively small team must, to cover such a broad area, rely upon the professional qualifications and scientific experience of each member in both international and atomic law and the up-grading of one P-4 post to P-5 is therefore deemed necessary.

## 5. DIVISION OF PUBLIC INFORMATION

Grade	1958 Budget	Current Staffing Plan	Proposed Increase	Proposed 1959 Budget
P-5	1	1	-	1
P-4	-	3	-	3
P-3	1	1	1	2
P-2	-	-	1	1
Subtotal	2	5	2	7
GS	2	6	2	8
Total	4	11	4	15

(a) Functional responsibilities

188. The Division's responsibilities are to:

- (a) Publicize the contribution which the Agency will make to the development of atomic energy for peaceful purposes;
- (b) Plan, produce and publish a non-technical bulletin;
- (c) Supply information on the Agency's activities to the public;
- (d) Maintain continuous liaison with information media; and
- (e) Arrange for press, radio, film and television coverage of the sessions of the General Conference of the Agency, and, as appropriate, of the Board of Governors, and of other conferences and meetings held under Agency auspices.

(b) Organization

189. The division has been established in accordance with the manning table proposed in the initial programme and budget for the Executive Office of the Director General. The minimum strength of the staff required to carry out the division's operations in 1958 was achieved by permanent transfers of three Professional posts from the Division of General Services.

(c) Programme of work

190. The activities of the division can be divided into the following fields:

(i) News issuance

191. The division is issuing communiqués in the four working languages of the Agency and in German on meetings held and decisions taken by the General Conference and the Board of Governors. It also issues releases on all significant developments in the Agency's work. It establishes and maintains mailing lists in order to ensure distribution of information material to all Member States. For this purpose it uses the information services of the United Nations.

(ii) Public relations

192. The division maintains current liaison with information media in Vienna and, through correspondence and visits, with information media in Member States. It supplies information on the Agency's activities to correspondents and answers enquiries received from the public. It receives visitors, makes arrangements for visiting groups to Headquarters and organizes press conferences, radio and television interviews and lectures.

(iii) Publications

193. The division produces a periodical non-technical bulletin on the activities of the Agency. It prepares and issues pamphlets on significant aspects of the Agency's work and contributes articles to encyclopaedias, yearbooks and to the periodical press.

(iv) Special media

194. The division maintains a photographic library (the main responsibility for the film library resting with the Division of Scientific and Technical Information). It makes arrangements for the photographic coverage of the Agency's activities and assists in the production of radio films and television programmes of the Agency. It also arranges for Agency exhibits at international conferences.

195. The manifold aspects of the functions of the division require diversified personnel. In order to adapt the information material to the interests and tastes of the various regions of the world and in order to take account of the fact that the Headquarters of the Agency are located in a German-speaking country, broad geographical and language representation is essential within the division. It is therefore necessary to increase the staff for 1959 by two additional Press Officers, since the manning table for 1958 has only allowed for the appointment of one junior Press Officer. One of these posts must already be filled on a consultant basis for the second regular session of the General Conference.

#### 6. DIVISION OF BUDGET AND FINANCE

Grade	1958 Budget	Current Staffing Plan	Proposed Increase	Proposed 1959 Budget
D-1/2	1	1	-	1
P-5	2	2	-	2
P-4	1	1	1	2
P-3	3	3	1	4
P-2	2	2	-	2
P-1	<u>1</u>	<u>1</u>	<u>-</u>	<u>1</u>
Subtotal	10	10	2	12
GS	<u>12</u>	<u>12</u>	<u>2</u>	<u>14</u>
Total	22	22	4	26

#### (a) Functional responsibilities

196. The Division's responsibilities are to:

(a) Provide financial services for the Agency in relation to both administrative expenses and receipts and to expenses and receipts under Article XIV.B.2 of the Statute;

(b) Prepare the annual budget of the Agency, make budgetary estimates of the Agency's operations and provide other budgetary services to the Agency; and

(c) Provide management and planning services to the Agency.

#### (b) Programme of work

197. The division has the responsibility of ensuring the proper financial administration of the Secretariat in accordance with the financial rules and regulations. Although the operations of the Agency will expand in 1959, no staff increase in the Financial and Budget sections is anticipated since the present staff will have gained sufficient experience and established working procedures which will make it possible to deal with the heavier load of work.

198. It is, however, deemed necessary to provide for a Management Unit which was not foreseen in the initial programme and budget. Such a Management Unit would, in the light of the experience gained by other international organizations, contribute materially to efficiency and economy of administration. Its functions would be:

(a) To provide consultant services in matters of administrative management to the staff of the operating divisions;

- (b) To conduct management surveys including organization methods and procedures studies;
- (c) To advise in other matters related to administrative practice as required; and
- (d) To prepare, in connexion with the other administrative divisions, an Administrative Manual for the Agency.

## 7. DIVISION OF PERSONNEL

Grade	1958 Budget	Current Staffing Plan	Proposed Increase	Proposed 1959 Budget
D-1/2	1	1	-	1
P-5	1	2	-	2
P-4	-	1	-	1
P-3	2	1	-	1
P-2	1	-	-	-
P-1	<u>-</u>	<u>-</u>	<u>1</u>	<u>1</u>
Subtotal	5	5	1	6
GS	<u>10</u>	<u>10</u>	<u>2</u>	<u>12</u>
Total	15	15	3	18

### (a) Functional responsibilities

199. The Division's responsibilities are to:

- (a) Carry out the personnel policy of the Agency;
- (b) Recruit, in consultation with the heads of the departments, the staff of the Agency, including registration and handling of applications;
- (c) Administer the staff under the Provisional Staff Regulations and Interim Staff Rules and Staff Regulations; and
- (d) Develop personnel policies.

### (b) Programme of work

200. Recruitment of the staff, both permanent and temporary, was the most important function of the Division of Personnel during 1958. It was necessary to register and classify a very considerable number of applications, to organize procedures for the selection of the staff and to proceed with the filling of a large number of posts. It is anticipated that by the end of 1958 most of the posts provided in the budgetary estimates of the initial programme and budget will be filled. However, recruitment will continue to represent a very heavy workload during 1959. The inflow of new applications, both those submitted by governments and those coming from individuals, is expected to be large and will require the attention of one Professional officer and two General Service staff members. A number of new posts provided in the present budgetary estimates will have to be filled. Very considerable recruitment for temporary employment in connexion with meetings of the General Conference and the Board of Governors will take place. There will no doubt be an increase of work related to the engagement of consultants and experts. New procedures and policies will have to be devised as, for instance, for the testing of candidates for General Service posts, and for posts requiring linguistic skills. As far as Professional posts are concerned the emphasis will be on recruitment of specialists with scientific

and technical qualifications. This is expected to require an increasing amount of preparatory work with a view to locating qualified candidates through contacts with governments and various institutions, arranging interviews and obtaining references.

201. In the field of staff administration and staff relations the workload in 1958 did not reach the level at which it is expected to maintain itself at a later stage. The main task was to establish the conditions of service of newly recruited staff and determine their assignments. An initial programme for the linguistic training of the staff has been organized and steps taken to call into being the Staff Council as provided in Provisional Staff Regulation 10.01. The programme of work in 1959 with respect to administration of the Staff Regulations and Staff Rules and the development of staff relations will increase very considerably. Personnel procedures and the processing of personnel actions will have to be thoroughly revised and developed. The administration of the various entitlements under the Staff Regulations, such as annual, sick and home leave, non-resident's allowance, education grant, assignment allowances, service benefits, etc., will acquire an increased importance. In a large number of cases probationary periods of staff serving under permanent appointments will come to expiration and a final determination concerning the retention or the separation of the staff concerned will have to be arrived at in accordance with predetermined policies. In an increasing number of cases the question of renewal of expiring fixed-term appointments will have to be dealt with. Recommendations for promotion will necessitate a careful review of staff on a comparative basis. The training programme, particularly as far as linguistic skills are concerned, will have to be developed. The affiliation of the Agency to the United Nations Joint Staff Pension Fund will necessitate the processing of a large number of individual cases, including the provision of all required data to the Secretariat of the Fund. Recreational and other staff activities will require attention. The development of staff consultations and the creation of advisory bodies with staff participation, such as an Appeals Board and a Joint Disciplinary Committee, will further add to the workload of the division.

202. Personnel policies which are being applied during 1958 on a provisional and sometimes *ad hoc* basis will require considerable effort in 1959. The Provisional Staff Regulations and the Interim Staff Rules will have to be carefully reviewed with the aim of eliminating existing inconsistencies, adapting personnel policies to the particular needs of the Agency and developing new norms in fields which have so far been either not covered at all or covered insufficiently. Consultations with other international secretariats concerning the development of joint policies in personnel matters will be undertaken and will require a certain amount of preparatory work, as well as attendance at various inter-agency meetings, such as the meetings of the Consultative Committee on Administrative Questions.

203. In 1959 the Health Service will be engaged in the task of introducing and maintaining a system of pre-employment medical examinations. It will also develop, during that period, a system of periodic medical examinations of staff members already in the service. The medical classification of staff for the purpose of participation in the United Nations Joint Staff Pension Fund will also become an important task.

204. The new P-1 post is needed in order to ensure proper organization and maintenance of personnel records and additional assistance in the recruitment and placement of General Service staff. The incumbent will also be assigned to supervise the Applications Unit, whose functions are: the receipt, the registration and the acknowledgment of applications; maintenance

of an application file and the operation of a classification system; preparatory work in connexion with the review and selection of candidates. It should be noted that in 1958 the supervision of the work of the Applications Unit was performed by staff members loaned from other units of the Secretariat who, however, will have to be returned to their normal duties. On the other hand, the present Professional staff is already fully occupied and will have additional tasks in connexion with the implementation of the work programme for 1959.

205. Although the General Service staff of the division had to be increased by four units from the outset in order to handle the great volume of correspondence, and although these transfers could be made within the Department of Administration, Liaison and Secretariat without increase of the department's total strength, an additional two General Service posts are required for 1959, one incumbent to act as a receptionist in the Division of Personnel, the other to be assigned to the Health Service for the purpose of general clerical duties.

Administrative Office for Technical Assistance

Grade	1958 Budget	Current Staffing Plan	Proposed Increase	Proposed 1959 Budget
P-5	1	1	-	1
P-4	<u>1</u>	<u>1</u>	<u>-</u>	<u>1</u>
Subtotal	2	2	-	2
GS	<u>2</u>	<u>2</u>	<u>-</u>	<u>2</u>
Total	4	4	-	4

206. As technical assistance programmes are developed by the technical divisions of the Agency, the co-ordination of the administrative aspects of these programme becomes particularly important. Uniform practices must be developed in accordance, as far as possible, with those of EPTA. Arrangements must be made for the use of the resident representatives of TAB and as soon as the Agency joins EPTA, it must be represented in the meetings of TAB.

207. The Experts and Fellowship Unit provided for under the Division of Personnel in the initial programme and budget is therefore renamed Administrative Office for Technical Assistance. Since its co-ordinating functions are not solely related to the Division of Personnel but extend to the whole Department, this office is granted an autonomous status. No staff increase is, however, thereby necessitated.

208. The office will have to work in particularly close contact with the Division of Economic and Technical Assistance, where the substantive aspects of technical assistance programmes are developed, and the Division of External Liaison, which is responsible for the negotiation of relationship agreements with specialized agencies and for relations with Member States.

## 8. DIVISION OF CONFERENCE AND GENERAL SERVICES

Grade	1958 Budget	Current Staffing Plan	Proposed Increase	Proposed 1959 Budget
D-1/2	-	1	1	1
P-5	2	-	(2)	-
P-4	3	1	(2)	1
P-3	6	4	(2)	4
P-2	5	4	(1)	4
P-1	<u>1</u>	<u>1</u>	-	<u>1</u>
Subtotal	17	11	1(7)	11
GS	<u>75</u>	<u>73</u>	<u>24</u>	<u>97</u>
Total	92	84	25(7)	108
			= 18	

### (a) Functional responsibilities

209. The Division's responsibilities are to:

(a) Provide the conference and general services required for servicing the meetings of the General Conference and the Board of Governors; and

(b) Provide the general services required by the Secretariat, including procurement, transportation, communications, documents reproduction and distribution, registry, telecommunications and buildings management.

### (b) Organization

210. The Documents Reproduction and Distribution Unit, the Offset and Photography Unit and the Printing and Proof-reading Unit of the Division of Languages and Conference Services established in the initial Programme and Budget were, for reasons of economy and efficiency of operation, amalgamated with the old Division of General Services which is therefore re-named Division of General and Conference Services. Through this operation it was possible to abolish five Professional posts which were transferred to other divisions in the Department of Administration, Liaison and Secretariat.

### (c) Programme of work

211. In this division the general requirements of the Agency are established for documentation, including reproduction, offset press, and distribution facilities; building management service; purchase and transportation services; communications and records services; telecommunication service; and general management of the headquarters buildings.

212. During the first half of 1958, the Secretariat was mainly housed in the building of the Music Academy, for the operation of which it had no responsibility. The transfer in the latter part of 1958 to the former Grand Hotel will make this division responsible for the management, operation and maintenance of a large office building. Furthermore, the division will have to organize general services for the Board of Governors and a part of the Secretariat in a wing of the New Hofburg.

213. The establishment of office facilities, the purchase of office furniture and equipment and the customs clearance for supplies imported from abroad will continue in 1959. A Contract Review Board was established in order to review all major purchases to ensure that the financial rules and regulations of the Agency are adequately followed. Standards of procurement have been developed for paper, typewriters, furniture, filing cabinets and all related types of equipment. Co-ordination of purchase procedures was established with other international organizations in the United Nations family, particularly on the type of equipment being used. It was thus possible to determine the most economical sources of supply and, at the same time maintain common standards.

214. A system of communication by the use of telex equipment has been installed which enables the Agency to use the wireless communication network of the United Nations. The Agency's telex link with the United Nations network is from Vienna, Austria to Geneva, Switzerland. The telecommunication services of the Agency consist of planning, installing and controlling of all phases of technical telecommunication equipment, including simultaneous interpretation equipment.

215. The additional General Service posts are required in the following areas;

- (a) The Central Registry must expand in connexion with the increase of mail received and despatched by the Secretariat, which also creates additional work for classification, indexing and distribution;
- (b) The Reproduction and Distribution section must be expanded as a result of the efforts to reproduce internally the documents required for the Board of Governors' meetings, the General Conference and the Secretariat. This independence from more expensive contractual services, was achieved through the establishment of an Internal Offset Unit with the requisite equipment;
- (c) The workload of the Document Services is expected to increase in 1959 as a result of the expanding operations of the substantive divisions of the Secretariat and the staff therefore requires strengthening, if no delays are to occur; and
- (d) The operation of the Grand Hotel and the transfer of the meetings of the Board of Governors to the Hofburg as well as the establishment of part of the Secretariat in the Hofburg will require a corresponding increase in maintenance personnel.

## 9. DIVISION OF LANGUAGE SERVICES

Grade	1958 Budget	Current Staffing Plan	Proposed Increase	Proposed 1959 Budget
P-5	1	1	-	1
P-4		8	4	12
P-3	32	22	4	26
P-1	-	1	-	1
Subtotal	33	32	8	40
GS	21	23	10	33
Total	54	55	18	73



(a) Functional responsibilities

216. The division's responsibility is to provide language services required by the General Conference, the Board of Governors, their committees and the Secretariat of the Agency.

(b) Organization

217. Four interpreters were transferred to the Secretariat of the General Conference and of the Board of Governors and the Documents and Conference Services were transferred to the new Division of Conference and General Services.

(c) Programme of work

218. The division is organized in four translation sections and four steno-typing pools corresponding to the working languages of the Agency. The division services both the General Conference and the Board of Governors through the preparation, drafting and typing of provisional summary records, their translation into the working languages and their issue in final form. It provides the translation of all other documents required by the General Conference and the Board of Governors.

219. On the other hand, the division services the Secretariat by translating working papers, documents and correspondence. It will increasingly have to deal with translating arising from the Division of Scientific and Technical Information.

220. On the basis of present operational experience, the workload of the division for 1959 is estimated at 25,000 standard pages. In 1957-58 the Board of Governors' records and documents amounted to 53 per cent of the total workload and the General Conference documents to 12 per cent of the total workload, the remaining 35 per cent being attributable to the Secretariat. According to the arithmetical relationship between workload and manning strength generally arrived at through long experience in international organizations(11), the estimated annual workload of the four translation sections and typing pools will require the services of eight revisers, twenty-four translators and twenty-eight steno-typists. Up to the present, the division has relied heavily on temporary assistance to meet the workload. The proposed establishment of two extra posts per translation section and six steno-typists would reduce that reliance, although the new manning strength of the division would not be sufficient for peak workloads.

221. At present most of the administrative duties of each translation section, such as filing and distributing documents, keeping of records of personnel matters, distribution of work to translators and transmission of manuscripts to the pools, checking up references, etc. are done by the Senior Revisers of the translation sections. The Senior Revisers are also supposed to supervise the respective Typing Pools. As a consequence, the Senior Revisers are using a large proportion of their time to perform duties which belong to a General Service level of skill, while at the same time other duties - such as terminological and bibliographical compilations, guidance to newly recruited translators - which should be part of the normal functions of a Senior Reviser, are inadequately performed because of lack of time. In order to remedy this situation four General Service posts must be added for 1959, the incumbents to act as section secretaries. The six additional General Service staff are required to establish the standard ratio of one typist per translator which is essential in order that the output of the Professional staff can be met by the Typing Pool.

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(11) This relationship may be expressed in the following way: for the production of 3,000 standard pages, the services of one reviser, three translators and four typists are required.



CHAPTER III. THE BUDGET

Summary

I.	Administrative Fund		
	A. Expenditures		\$5,225,000
	B. Receipts: Assessments of Member States		5,225,000
II.	General Fund		
	A. Expenses: Transfers to Operating Funds		1,500,000
	B. Receipts: Voluntary contributions		1,500,000
III.	Operating Fund II (Projects for Member States)		
	A. Expenses: (a) Fellowship programme	}	1,100,000
	(b) Economic, technical and research assistance programme		
	(c) Projects for Members under agreements		
	B. Receipts: Transfers from General Fund		(1,100,000)
IV.	Operating Fund I (Agency Projects)		
	A. Expenses: Facilities for functional laboratories		400,000
	B. Receipts: Transfer from General Fund		(400,000)
V.	Total		
	A. Expenditures and Expenses		6,725,000
	B. Receipts: (a) Assessments of Member States	\$5,225,000	
	(b) Voluntary contributions	<u>1,500,000</u>	6,725,000

A. ADMINISTRATIVE FUND

1. Expenditures

Summary

Table 1

Item of expenditure	1958 Budget	1958 Estimate	1959 Estimate
Conferences, Meetings and Missions:			
1. General Conference and Board of Governors	\$ 300,000	\$ 220,000 <sup>a/</sup>	\$ 749,000
2. <u>Ad hoc</u> scientific advisory panels	-	-	51,500
3. Special missions	-	25,000 <sup>b/</sup>	200,000
4. Seminars and scientific meetings	100,000	-	100,000
The Secretariat:			
5. Salaries and wages	1,100,000	1,225,000	2,030,000
6. Temporary assistance	390,000	214,000	100,000
7. Consultants	=	75,000 <sup>b/</sup>	100,000
8. Common staff costs	500,000	717,000	873,000
9. Travel of staff	125,000	100,000	200,000
Common Services and Equipment:			
10. General expenses (including supplies)	440,000	307,000	304,000
11. Hospitality	10,000	5,000	7,500
12. Permanent equipment	400,000	355,000	110,000
13. Scientific supplies and equipment	-	-	50,000
14. Contractual scientific services	-	90,000 <sup>b/</sup>	315,000
15. Contractual printing	100,000	10,000	10,000
16. Library acquisitions	-	-	25,000
<b>TOTAL</b>	<b>\$3,465,000</b>	<b>\$3,343,000</b>	<b>\$5,225,000</b>

<sup>a/</sup> Cost of Board of Governors funded from other sections of the budget in 1958. The total estimated cost of the General Conference and the Board of Governors in 1958 is \$763,000.

<sup>b/</sup> Costs actually funded from Temporary Assistance section in 1958, but are shown here for purposes of comparison.

222. It will be noted that estimated costs for 1958 are \$122,000 less than the funds appropriated for that year.

223. The apparent difference between the 1958 and 1959 estimates is \$1,882,000. However, the actual increase in the normal operating costs of the Agency is substantially less than this figure. In the first place it will be recalled that the estimate for the salaries and wages of the Secretariat in 1958 was reduced by 40 per cent due to an anticipated lag in recruitment. Without the application of this factor the actual budget for the Agency in 1958 would under normal operations have been \$700,000 higher, or \$4,165,000. Second, \$565,000 is included in the 1959 estimate of \$5,225,000 to cover special projects which enlarge the scope of the Agency's "normal" operations.

These projects are:

(a) Special Missions	\$200,000
(b) Special small research contracts	150,000
(c) Waste disposal studios	165,000
(d) Preparatory costs of two major conferences	<u>50,000</u>
	\$565,000

224. Subtracting the \$700,000 which must be added to the 1958 budget for the purpose of this comparison and the \$565,000 shown above from the apparent 1959 increase of \$1,882,000, the actual net increase over the true 1958 budget amounts to \$617,000 or approximately 18 per cent.

#### Expenditures by sections

225. The global figures given for each section are, wherever possible, broken down into their constituent parts. Furthermore, as a justification for these expenditures the basic assumptions are indicated on which the estimates were calculated. Both the breakdown and the assumptions should only be considered as working hypotheses and not as detailed programme determinations. The actual programme of work of the Agency will be developed within the framework outlined in Chapter II in accordance with the operating requirements that will arise in the course of the year.

#### 1. GENERAL CONFERENCE AND BOARD OF GOVERNORS

Table 2

Item of expenditure	1958 Budget	1958 Estimate <sup>a/</sup>	1959 Estimate
Salaries and wages	\$300,000	\$275,000	\$290,000
Temporary assistance	'	239,000	253,000
Travel of temporary staff	'	29,000	32,000
Common staff costs	'	160,000	129,000
Permanent equipment	'	15,000	-
Rental of furnishings and equipment	'	27,000	27,000
General expenses (including supplies)	'	12,000	12,000
Miscellaneous	'	<u>6,000</u>	<u>6,000</u>
TOTAL	\$300,000	\$763,000	\$749,000

<sup>a/</sup> The 1958 costs of the Board of Governors are budgeted under several different sections of the budget. The costs shown in this column are for purposes of comparison only.

#### (a) Assumptions

226. It is assumed that:

- Approximately 20 per cent of the costs of the Secretariat of the General Conference and Board of Governors are allocable to the General Conference and 80 per cent to the Board;
- The General Conference will sit for from fourteen to twenty-one days in 1958 and in 1959, and will hold a maximum of four plenary and committee meetings each day;
- In 1959 the Board will hold a similar number of meetings as in 1958;
- On the basis of experience to date the provision of documentary services will require the following equivalent full-time services of

members of the Division of Language Services (exclusive of temporary assistance):

- (i) For the General Conference - five professional and four general service posts, and
- (ii) For the Board - twenty professional and sixteen general service posts; and
- (c) The number of standard translation pages arising out of the General Conference in 1958 will be somewhat greater than in 1957, and some further increase will occur in 1959.

(b) Explanation of estimates

227. The initial programme and budget provided a budgetary section for the regular annual session of the General Conference but, contrary to the usual lay-out of the budgets of other international organizations, no section was provided for, nor mention made of the method of budgeting for the costs of meetings of the Board of Governors. However, since the Board meets more frequently than the equivalent bodies of other international organizations, it is important that the costs of its meetings should be budgeted and accounted for as they represent a significant part of the Agency's budget.

228. The consolidated estimates of the costs of the General Conference and of the Board have already been given in Table 2 above. The table which follows shows the distribution of these costs between the two organs:

Table 3

Item of expenditure	General Conference		Board of Governors		Total	
	1958	1959	1958	1959	1958	1959
Salaries and wages	\$ 55,000	\$ 58,000	\$220,000	\$232,000	\$275,000	\$290,000
Temporary assistance	145,000	145,000	94,000	108,000	239,000	253,000
Travel of temporary staff	7,000	7,000	22,000	25,000	29,000	32,000
Common staff costs	32,000	26,000	128,000	103,000	160,000	129,000
Permanent Equipment	-	-	15,000	-	15,000	-
Rental of Furnishings and Equipment	27,000	27,000	-	-	27,000	27,000
General Expenses	12,000	12,000	-	-	12,000	12,000
Miscellaneous	6,000	6,000	-	-	6,000	6,000
<b>TOTAL</b>	<b>\$284,000</b>	<b>\$281,000</b>	<b>\$479,000</b>	<b>\$468,000</b>	<b>\$763,000</b>	<b>\$749,000</b>

229. It has been possible to calculate the estimated costs of the General Conference and the Board with what is believed to be a reasonable degree of accuracy since these are two items of expenditure on which the Agency has had costing experience. In the case of the General Conference the 1957 costs were used as a basis for the 1958 estimate; for the Board the meetings which were held up to May 1958 have provided sufficient information on costs to develop reasonably firm estimates for the remainder of 1958 and for 1959.

230. Unfortunately the costs shown are not complete in that they do not reflect the portion of the Agency's general expenses (including supplies) which are allocable to the Board of Governors. The accounting system will not, at present, provide this data.

## 2. AD HOC SCIENTIFIC ADVISORY PANELS

Table 4

Item of expenditure	1958	1958	1959
	Budget	Estimate	Estimate
Honoraria	-	-	\$22,200
Travel of members	-	-	21,300
Daily expense allowances	-	-	8,000
<b>TOTAL</b>	-	-	<b>\$51,500</b>

### (a) Assumptions

231. It is assumed that:

(a) In 1959 several ad hoc scientific advisory panels, based on an average membership of ten and constituted on a broad geographic basis, will be convened in Vienna to advise the Director General on the implementation of the decisions of the Agency; and

(b) Members of the panels will be paid honoraria in appropriate cases and a daily expense allowance of \$15 during the period of their service to the Agency.

### (b) Explanation of estimates

232. The standard calculations produce average travel, honorarium and daily expense allowance costs of \$12,925 per panel, or approximately \$1,292 per panel member.

## 3. SPECIAL MISSIONS

Table 5

Item of expenditure	1958	1958	1959
	Budget	Estimate	Estimate
Special missions	-	\$25,000	\$200,000

### (a) Assumptions

233. It is assumed that:

(a) During the course of 1959 a number of special missions will be sent to Member States at their request in connexion with preliminary surveys and consultations intended to lead to the preparation of Agency projects or for the actual preparation of such projects;

(b) Some missions will devote themselves to economic, scientific and technological fact-finding studies in connexion with plans for the development of atomic energy programmes, whereas others will have a more specialized nature and be intended to assist Member States to develop programmes for the application of radioisotopes in the physical and life sciences including medical, agricultural and industrial uses. Specialists in training and research reactors will also be provided to advise Member States on the development of projects in this field;

(c) Where feasible, mixed teams intended to achieve several objectives will be dispatched;

(d) The development of regional nuclear training centres will require teams of experts in the principal fields of the peaceful uses of atomic energy to visit a number of countries in a given geographic region for the purpose of preparing an Agency project toward this end;

(e) In composing these teams appropriate use will be made of expert consultants offered without cost to the Agency by Member States; and

(f) Subsistence costs and the cost of travel within Member States by members of special missions will be borne by the host Governments, whereas, as a rule, international travel costs and consultants' fees will be borne by the Agency.

(b) Explanation of estimates

234. It is not possible to foresee with exactitude the number, size and composition of the special missions which will be required in 1959, since this will depend on the types of requests received by the Agency. After taking into consideration the cost factors mentioned in the previous paragraph and assuming an average team membership of five, the estimate of \$200,000 would provide for eight missions of various types to be sent to different geographic areas as well as for the despatch of a number of individual experts, as needed, on special missions which would be of the nature of follow-up visits. It is important that sufficient funds should be provided to ensure that the Agency does not find itself in the position of being unable to meet the demands of its membership for activities of this type in 1959.

4. SEMINARS AND SCIENTIFIC MEETINGS

Item of expenditure	Table 6		
	1958 Budget	1958 Estimate	1959 Estimate
Seminars and Scientific Meetings	\$100,000	-	\$100,000

(a) Assumptions

235. It is assumed that:

(a) Subject to considerations which may develop as a result of the Second International Conference on the Peaceful Uses of Atomic Energy, a number of symposia will be conducted under the Agency's auspices in 1959. For instance, symposia could be planned on radioactive isotope scanning, radioactive waste disposal, economic applications of atomic energy and documentation of scientific nuclear energy data. These symposia could have from twenty to forty participants each. The costs of travel of the discussion leaders to the place at which each symposium will be held and of a daily allowance for them will be borne by the Agency. Travel and expenses of other participants will be borne by them. The Agency will bear the costs incident to the preparation of agenda and other preparatory documents, translation and interpretation services and the printing and distribution of the scientific papers and the proceedings of the symposia. Each symposium will last approximately ten days inclusive of travel time;

(b) Following a small symposium on radioactive waste disposal planned for the early part of 1959, a major conference on this important topic for approximately 250 participants could be held in the latter half of the year. The Agency will bear the administrative costs of the conference and the travel and daily expense allowance of key participants;



and

(c) Preparatory work could be started in 1959 for two major scientific conferences, to be held in 1960, on the medical and biological application of radioisotopes, and on their scientific and industrial applications. Agency costs in 1959 will be limited to pre-conference expenses. Costs in 1960 will be limited to the travel and other expenses of the key participants, to translations and interpreter services and the printing and distribution of the proceedings of the conference including the scientific papers delivered by the participants.

(b) Explanation of estimates

236. The travel and daily expense allowances of symposia and conference discussions leaders are estimated at \$500 each, or \$5,000 per symposia or conference.

237. Administrative costs of four symposia are estimated at \$1,500 each, or \$6,000. An additional \$60,000 is estimated to be needed for a conference on radioactive waste disposal and for preparations for two major conferences to be held in 1960.

238. The administrative costs which must be incurred are those relating to rental of meeting places, local staff to assist in organizing and running the conference, printing and dissemination of notices, agenda (this applies mainly to larger conferences), rental and operation of projection equipment, employment of temporary staff as ushers, cloak attendants, etc.; provision of press facilities, reproduction and distribution of scientific papers, etc. The costs of preparing major conferences in 1960 would cover preliminary meetings of experts in Vienna to develop programmes for the conferences, and later meetings of groups of experts to review scientific papers, to advise on their acceptance or rejection and to advise on the detailed programme and presentation of the material.

239. An additional \$14,000 has been included in the budget to cover such additional expenses as might for instance arise if it should prove to be more desirable to conduct symposia in a city other than Vienna.

5. SALARIES AND WAGES

Table 7

Item of expenditure	1958 Budget	1958 Estimate	1959 Estimate
Salaries and wages	\$1,100,000	\$1,225,000	\$2,030,000
Staff: Professional	176	156	221
General Service	<u>217</u>	<u>217</u>	<u>278</u>
TOTAL	393	373	499 <sup>a/</sup>

<sup>a/</sup> Include the full-time or equivalent full-time staff of 31 Professional and 23 General Service staff required to service the General Conference and Board of Governors budgeted for under section 1.

(a) Assumptions

240. It is assumed that:

(a) Approximately 90 per cent of the positions provided in the approved staffing plan for 1958 will have been filled by the end of 1958;

(b) A recruitment lag factor of 10 per cent will be applicable to the additional professional and general service staff to be employed in 1959; and

(c) A post adjustment to class 2, effective as from 1 January 1958, will be applicable to salaries and wages in both 1958 and 1959 as a result of a recently completed cost of living comparison between Geneva and Vienna. This comparison indicates that in November 1957 the cost of living in both cities was approximately the same and that the cost of living in Geneva had risen by 5.9 per cent since the base period of January 1956.

(b) Explanation of estimates

241. The justifications for staff increases have been set forth in chapter II. Cost estimates therefore represent the salaries and wages of this additional staff after taking into account the assumptions in the preceding paragraph.

242. It will be noted that the expected costs of salaries and wages in 1958 exceed the amount provided in the budget by \$125,000. This is due to the fact that Agency staff has been and is expected to be recruited at a faster rate than was anticipated in the initial programme and budget. This deficit can be met from savings in other sections of the budget.

243. The following table shows the salaries and wages of professional staff by grade, and of general service staff budgeted for 1959.

Table 8

Post	Base Salary	Number of Posts	Total Costs
	\$		\$
Director General and other senior directing staff		24	360,000
Senior Officers (P-5)	8,750	47	411,250
First Officers (P-4)	7,300	62	452,600
Second Officers (P-3)	6,000	61	366,000
Associate Officers (P-2)	4,800	15	72,000
Assistant Officers (P-1)	3,600	12	43,200
General service staff (Estimated average)	1,800	278	<u>500,400</u>
			2,205,450
Deduct: 10 per cent recruitment lag factor for new posts			<u>55,000</u>
			2,150,450
Add: Provision for class 2 post adjustment ) Seniority salary increments ) Special post allowance )			<u>169,550</u>
			2,320,000
Deduct: Salaries and wages chargeable to the General Conference and the Board of Governors			<u>290,000</u>
Net cost of the Secretariat's salaries and wages			<u>2,030,000</u>

6. TEMPORARY ASSISTANCE

Table 9

Item of expenditure	1958	1958	1959
	Budget	Estimate	Estimate
Board of Governors	\$390,000 <sup>a/</sup>	\$ 94,000	a/
Consultants	-	75,000	a/
Contractual scientific services	-	90,000	a/
Special Mission	-	25,000	a/
Secretariat	-	120,000	\$100,000
TOTAL	\$390,000	\$404,000	\$100,000

<sup>a/</sup>The 1958 budget provides \$390,000 for "Temporary assistance, consultants and contractual scientific services". The present format of the budget provides separate sections of the budget for the temporary assistance requirements of the Board of Governors and for consultants and for contractual scientific services. It follows that the only item for consideration under this budget section in 1959 is the temporary assistance requirements of the Secretariat.

(a) Assumptions

244. It is assumed that:

(a) In order to expedite the initiation of certain of the Agency's programmes and to carry the Secretariat over peak periods of work not associated with either the General Conference or meetings of the Board of Governors it will be necessary to employ temporary assistance during 1959. An example is the need to establish the Agency's library at an early date. By May 1958, 40,000 volumes and documents had been received by the Agency and awaited sorting, cataloguing and indexing. Thousands of other documents were being held by Member States for forwarding on request when the library facilities were ready to receive them. The rapid disposal of this backlog of work will require the assistance of temporary staff in 1959.

(b) Temporary assistance will also be needed to augment the language staff during periods in which that staff is devoting its full time to meetings of the Board of Governors or the General Conference, since the delays in translating the Agency's programme documents which would otherwise ensue would seriously hinder its operations; and

(c) It will be necessary to employ temporary clerical and steno-typist assistance to service teams of experts in connexion with the preparation of surveys and other reports. A similar but smaller need will arise in connexion with the employment of consultants.

(b) Explanation of estimates

245. Costs of temporary assistance for the first four months of 1958, exclusive of requirements of the Board of Governors meetings are estimated at \$40,000. This indicates a requirement in 1958 of \$120,000.

246. It is to be presumed that as the staff of the Secretariat rises to its normal strength, temporary assistance requirements will decrease. The estimate for 1959 is \$20,000 less than that estimated as required for 1958 and is reflective therefore of a trend towards normalcy of operations. However, at this stage in the Agency's development it is not possible to assume that the

\$100,000 estimated as required for 1959 is any more than an informed judgement. Every effort will be made to resort to temporary assistance only in exceptional cases.

## 7. CONSULTANTS

Table 10

Item of expenditure	1958	1958	1959
	Budget	Estimate	Estimate
Consultant services (including travel and daily expense allowances)	- <sup>a/</sup>	\$75,000 <sup>a/</sup>	\$100,000

<sup>a/</sup>The 1958 funds are being budgeted under "Temporary assistance, consultants and contractual scientific services"; the 1958 estimate is therefore shown for purposes of comparison only.

### (a) Assumptions

247. It is assumed that some of the technical divisions and, in exceptional cases, the non-technical divisions of the Secretariat may require the services of consultants in 1959; to provide it with advice on such matters as the solution of problems in all fields of nuclear research, radioactive waste disposal, nuclear health and safety standards, safeguards, the economic and legal aspects of the peaceful application of atomic energy, nuclear education and training standards and availabilities, nuclear electronic instrumentation and the solution of problems connected with documentation and scientific and technical information services.

### (b) Explanation of estimates

248. Although it is known that consultant services will be required in all areas of activities set forth in the foregoing assumption and undoubtedly in other fields not currently envisaged, it is virtually impossible at this stage of the Agency's development to determine with any degree of exactitude just what consultant fees and travel costs will be required in 1959. Assuming an average travel cost of \$400, fees ranging from \$30 to \$50 per day plus an average daily expense allowance of \$15, and an average consultation period of one week results in a cost of \$785 per man-week of consultant service.

## 8. COMMON STAFF COSTS

Table 11

Item of expenditure	1958	1958	1959
	Budget	Estimate	Estimate
1. Staff pension fund contribution	\$500,000	\$ 63,000	\$185,000
2. Staff medical benefits contribution	'	20,000	26,000
3. Dependents allowance	'	53,000	112,000
4. Education grant	'	14,000	34,000
5. Non-residents allowance	'	58,000	78,000
6. Travel of staff and dependents on initial recruitment	'	122,000	57,000
7. Assignment allowance	'	82,000	157,000
8. Installation grants	'	133,000	61,000
9. Transportation of staff members' household effects or excess baggage	'	110,000	57,000
10. Other costs	'	62,000	106,000
TOTAL	\$500,000	\$717,000	\$873,000

(a) Assumptions

249. It is assumed that:

(a) By 1 January 1959 the Agency will have become a participating organization in the United Nations Joint Staff Pension Fund;

(b) Forty per cent of the general service staff will participate in the Austrian Krankenkasse medical plan and approximately 60 per cent of the professional staff and 60 per cent of the general service staff will participate in the Agency's medical insurance plan - Collegialitaet;

(c) The average professional staff member will have a wife and one child and three-fourths of the children will be of school age. The average general service staff member will have one dependent;

(d) One-third of the general service staff will be eligible for the non-residents' allowance;

(e) The professional staff will be recruited on a broad geographic basis; and

(f) Fifty per cent of the professional staff recruited in 1959 will be on fixed term appointments precluding them from the removal of their household effects but entitling them to the assignment allowance and the costs of excess baggage shipments.

(b) Explanation of estimates

250. Common staff costs are calculated according to the existing salary and allowance system approved by the Board of Governors. An explanation of each of the several staff costs will be found in annex IV.

251. The estimated costs of items 1 through 9 in Table 11 were derived through the application of simple arithmetic calculations based on the assumptions which have been stated and the staff proposed in the 1959 budget. Item 10 - other costs - covers travel of staff and dependents on home leave, termination indemnities and commutation of annual leave, service benefit, repatriation grants, travel of staff and dependents on separation, and reimbursement of national income tax. No significant operating experience exists in connexion with these expenditures. The estimate of their costs in 1958 and 1959 was developed by recourse to the experience of two of the specialized agencies. At UNESCO these common staff costs amount to 5 1/3 per cent of the total cost of salaries and wages. At FAO these costs amount to 8 per cent of the total cost of salaries and wages. The lower (UNESCO) percentage factor was used to obtain the estimate shown.

252. It will be noted that the estimate for 1958 exceeds the funds provided in the 1958 budget by \$217,000. This has been due in part to the fact that the anticipated 40 per cent lag in recruitment during 1958 has not occurred, and in consequence the amounts budgeted for salaries and wages as well as for common staff costs will be exceeded. As shown in the summary table of the budget these deficits can be covered by transfers of funds from budgetary sections in which savings are anticipated. Aside from this fact, however, the amount provided in the 1958 budget, would in any case be insufficient.

253. In 1958, common staff costs are expected to be 58 1/2 per cent of the costs of salaries and wages. This is 13 per cent higher than had been anticipated in the initial budget which provides common staff costs funds equivalent to 45 1/2 per cent of the estimated costs of salaries and wages.

This ratio will, however, fall as the staffing of the Secretariat is stabilized. Thus, in 1959, despite an expected staff increase of sixty-five posts (twenty unfilled vacancies in present staffing plus an increase of forty-five) common staff costs constitute 43 per cent of the cost of salaries and wages. It can be assumed that when the Agency reaches some degree of equilibrium in its operations common staff costs will be more nearly proportional to those of other international agencies. However, because there will be a substantial annual turnover in the scientific staff it is probable that the Agency's percentage of common staff costs to salaries and wages will always be somewhat higher than that of other international organizations.

9. TRAVEL OF STAFF

Table 12

Item of expenditure	1958	1958	1959
	Budget	Estimate	Estimate
Travel and daily expense allowances	\$125,000	\$100,000	\$200,000

(a) Assumptions

254. It is assumed that:

- (a) In 1959 there will be a substantial number of visits to Member States by staff members for the purpose of discussing the Agency's programme and the manner in which the Agency can serve them. Furthermore, the work of the fact-finding and isotope teams will require in certain cases follow-up-visits by a particular type of specialist needed to assist in the development of an Agency project;
- (b) It will be desirable for staff members to attend scientific conferences, symposia and seminars to represent the Agency and to keep abreast of the latest developments in their particular scientific disciplines in order that the Agency may at all times be fully current with the state of progress in the peaceful uses of nuclear energy;
- (c) Continuing liaison will be maintained and periodic meetings held with those specialized agencies whose activities are related to those of the Agency;
- (d) Staff members will make appropriate visits to the national nuclear research and education institutions of Member States for the purpose of establishing initial contact with such institutions and exploring the possible benefits which could be derived through various co-operative efforts particularly in the fields of training and the exchange of scientific information;
- (e) Staff members will visit Member States for the purpose of negotiating specific agreements in connexion with Agency projects, supply of materials and technical assistance; and
- (f) One inspection team will be formed in 1959 and, for the purpose of gaining experience, will conduct a series of inspections on an experimental basis of different types of nuclear energy installations.

(b) Explanation of estimates

255. In budgeting for costs of official travel great reliance has to be placed on prior operating experience. In the case of the Agency, this is

virtually non-existent. Costs of travel through April 1958 totalled \$33,650, approximately 27 per cent of the budgeted amount of \$125,000. Considering the accelerated pace at which the staffing of the Agency is now proceeding it can be assumed that requirements for official travel will greatly increase in the remaining two-thirds of the year and the total estimated cost of \$100,000 is believed to be a conservative one. It seems not unreasonable to assume that during 1959 when the Agency will have entered into its operational phase, travel requirements will increase by a factor of two.

256. In order to achieve the greatest possible economy and to combine wherever feasible travel plans and missions, a centralized travel control procedure has been established in the Secretariat which will be refined in the light of the valuable experience gained by the United Nations. For subsequent budgeting operating experience will be collected on the main categories of staff travel.

#### 10. GENERAL EXPENSES AND SUPPLIES

Table 13

Item of expenditure	1958	1958	1959
	Budget	Estimate	Estimate
Communications and transport	\$440,000	\$ 31,000	\$ 45,000
Maintenance of premises	'	95,000	101,000
Rental, maintenance and operation of furniture and equipment	'	16,000	15,000
Supplies and materials	'	128,000	117,000
Miscellaneous services and charges	'	37,000	26,000
TOTAL	\$440,000	\$307,000	\$304,000

##### (a) Assumptions

257. It is assumed that:

- (a) During the second half of 1958 and during all of 1959 the Secretariat will be housed in its new temporary headquarters (the former Grand Hotel) and in the Neue Hofburg;
- (b) Levels of costs of services and supplies will remain substantially unchanged from May 1958 levels; and
- (c) Growth of the Agency's staff will cause a proportionate increase in the need for common supplies.

##### (b) Explanation of estimates

258. The increase in communications and transport is attributable to anticipated increases of \$3,000 in postal charges, \$4,000 in telephone, teleprinter and telegram costs and \$7,000 in freight and cartage.

259. The estimate for the maintenance of headquarters building and of space made available for the Agency in the Neue Hofburg includes utility costs of \$45,000, maintenance costs of \$46,000 and an estimate of \$10,000 for minor alterations. The major adaptation costs for the new headquarters were borne by the Austrian Government. The utility costs estimate is based on prior operating expenses of the Grand Hotel after taking into account the changed character of the building's use.

260. The slight decrease between 1958 and 1959 in rental, maintenance and operation of furniture and equipment is the result of two factors. During the early months of operation the Agency was without automotive equipment and had to rent such equipment. This item of expense is virtually eliminated in the 1959 budget. However a partially offsetting increase occurs in connexion with the need to budget for maintenance of official automobiles and for increased maintenance and repair of office equipment such as typewriters, calculating machines, etc.

261. The apparent decrease in supplies and materials is due to the fact that in 1958 it was necessary to establish initial inventories of office supplies, stationery supplies and materials for internal reproduction, etc. After taking the value of these inventories into account there is actually an increase in costs for these items in 1959, made necessary by the staff increase.

262. The final item of miscellaneous services and charges includes insurance costs, bank charges and miscellaneous services not otherwise provided. The reduction in 1959 is due mainly to a saving in the costs of this last item. As the Agency regularizes its operations costs of such services can be expected to decline.

## 11. HOSPITALITY

Table 14

Item of expenditure	1958 Budget	1958 Estimate	1959 Estimate
Hospitality	\$10,000	\$5,000	\$7,500

### (a) Assumptions

263. It is assumed that:

(a) Funds for hospitality purposes will be required in 1959 both at headquarters, at the liaison office at the United Nations in New York and in connexion with field missions; and

(b) The funds budgeted under this section will be used to provide for reimbursement, with the approval of the Director General, of staff members who do not receive specific representation allowances for hospitality expenses incurred in the course of their official duties.

### (b) Explanation of estimates

264. Experience in requirements for these costs has been too meager to permit definitive estimates for either 1958 or 1959. The Secretariat has followed a very conservative policy in regard to expenditures for hospitality and this is reflected by the fact that it is estimated that only one half of the amount provided in the 1958 budget will be expended. This conservative policy will be continued and although the estimate of \$7,500 for 1959 can be hardly more than an informed judgement, it is believed to be a reasonable figure in the light of what can be anticipated. Only a substantial period of operating experience will establish the level of the Secretariat's need for hospitality funds.



12. PERMANENT EQUIPMENT

Table 15

Item of expenditure	1958	1958	1959
	Budget	Estimate	Estimate
Furniture and fixtures	\$400,000	\$160,000	\$ 60,000
Equipment and machines	-	185,000	50,000
Transportation equipment	-	10,000	-
<b>TOTAL</b>	<b>\$400,000</b>	<b>\$355,000</b>	<b>\$110,000</b>

(a) Assumptions

265. It is assumed that:

- (a) Practically all major operational equipment needed to service the Agency such as reproduction equipment, automobiles, etc. will have been procured in 1958;
- (b) Permanent equipment to be purchased in 1959 will generally be limited to standard office items such as desks, chairs, typewriters, calculating machines, dictaphones, etc. needed by the additional staff to be employed to carry forward the Agency's programmes;
- (c) A number of appropriate offices will be furnished to be available to consultants and advisers attached temporarily to the Agency; and
- (d) A special 1959 requirement will be shelving, catalogue cabinets and periodical display cabinets for the Agency's library, and the establishment of a small reserve of typewriters for replacement of machines needing repair.

(b) Explanation of estimates

266. It will be noted that in 1958 estimated costs are \$45,000 less than the budgeted amount.

267. The budget for 1959 is based on the foregoing assumptions and is \$290,000 less than the amount budgeted for 1958. As the staff will expand in 1959 and the Secretariat will be occupying larger premises, the estimate is very conservative and might prove to be slightly inadequate.

13. SCIENTIFIC AND TECHNICAL SUPPLIES AND EQUIPMENT

Table 16

Item of expenditure	1958	1958	1959
	Budget	Estimate	Estimate
Scientific and technical supplies and equipment	-	-	\$50,000

(a) Assumptions

268. It is assumed that:

- (a) Minor field studies of health, safety and waste disposal problems including studies in connexion with the evaluation of Agency projects will be conducted in 1959 and therefore certain portable technical equipment will need to be acquired;

- (b) The establishment of health and safety procedures for material handled by the Agency will require certain scientific equipment; and
- (c) The 1959 programme of the Agency may also develop needs for scientific equipment in other fields.

(b) Explanation of estimates

269. The exact nature and amount of the Agency's requirements for scientific and technical supplies and equipment in 1959 are difficult to foresee. However, it is certain that provision must be made for a minimum amount of equipment for carrying out health and safety procedures for radioactive materials handled by the Agency. Such equipment will cost approximately \$5,000.

270. Furthermore, portable technical equipment for field studies of health and safety problems will cost approximately \$3,000.

271. It may also be necessary to establish a small electronics shop to service equipment donated to the Agency by Member States. Minimum equipment costs for such a shop are \$15,000.

272. The balance of the estimate is required to provide additional scientific and technical supplies and equipment which may be needed in 1959.

14. CONTRACTUAL SCIENTIFIC SERVICES

Table 17			
Item of expenditure	1958 Budget	1958 Estimate	1959 Estimate
Small research projects	\$90,000 <sup>a/</sup>	\$90,000 <sup>a/</sup>	\$150,000
Waste disposal studies	-	-	165,000
TOTAL	\$90,000	\$90,000	\$315,000

<sup>a/</sup>The 1958 costs are being funded under the budget section for "Temporary assistance, consultants and contractual scientific services". These figures are therefore given for purposes of comparison only.

(a) Assumptions

273. It is assumed that:

(a) The Agency should begin in a modest way, both in 1958 and 1959, to carry out the first of the functions assigned to it in Article III.A.1 of the Statute namely "to encourage and assist research on, and development and practical application of, atomic energy for peaceful uses throughout the world";

(b) Waste disposal studies should be undertaken in 1959 with emphasis on:

- (i) Studies which will solve waste disposal problems of the less developed countries, and
- (ii) The questions brought to the Agency's attention by the resolution of the United Nations Conference on the Law of the Sea. (12)

(12) United Nations document A/CONF.13/C.2/L.144.

(b) Explanation of estimates

274. It is proposed, in 1959, to place from ten to twenty small contracts with various institutions. These contracts will be largely concerned with such matters as uniform calibration of equipment, standardized radioactive samples and other research in support of the Agency's safeguards functions under Article XIII of the Statute.

275. Consideration is also being given to granting small research contracts in connexion with health and safety matters, such as the investigation of the factors controlling the distribution of fission products in the biosphere, and the establishment of radioactive standards, or limits of short-term dosages of fission products, etc.

276. In 1959 a contract will be placed in connexion with the development of uniform nuclear terminology.

277. The estimated costs of the proposed waste disposal studies are as follows:

(a) Collection and assessment of information on waste disposal and recommended practices	\$16,500
(b) Support of studies of methods of safe handling of low level wastes for application to the needs of the less advanced areas	44,000
(c) Marine studies in relation to sea disposal	74,000
(d) Limnological studies in relation to waste disposal in fresh water with special reference to international rivers	12,000
(e) Collection and evaluation of information on the behaviour of isotopes in different soils	<u>18,500</u>
	\$165,000

15. CONTRACTUAL PRINTING

Table 18

Item of expenditure	Table 18		
	1958 Budget	1958 Estimate	1959 Estimate
Contractual Printing	\$100,000	\$10,000	\$10,000

(a) Assumptions

278. It is assumed that the Secretariat, using printing and reproduction equipment purchased from funds provided in the 1958 budget, will continue to reproduce the Agency's documents internally, including the Agency's proposed non-technical bulletin.

(b) Explanation of estimates

279. Experience of other international organizations has shown that the most economical means of reproducing their documents is by printing internally rather than by using commercial printing which is often more expensive by a factor of from 2 to 3. Early in 1958, therefore, suitable offset and other auxiliary printing equipment was procured. As of May 1958 no funds had been

obligated for contractual printing and the estimate shown for both 1958 and 1959 is in the nature of a contingency to provide for the possibility of a requirement for printing which would be beyond the capacity of the Secretariat's equipment. The estimate, as stated above assumes that the proposed non-technical bulletin will be produced internally by the Secretariat. If it is decided that commercial standards of production must be applied to the bulletin then a substantial increase in the above estimate will be necessary.

16. LIBRARY ACQUISITIONS

Table 19

Item of expenditure	1958 Budget	1958 Estimate	1959 Estimate
Books and periodicals	-	-	\$25,000

(a) Assumptions

280. It is assumed that:

(a) The Agency's library will be established as a current working library, i.e. the library will not attempt to acquire back series of scientific periodicals, or even, unless essential as working books, copies of books, etc., published some years ago. For these services a contract has been entered into with the central library of the Institute of Physics of the University of Vienna.

(b) The library will need also to establish an adequate collection of documents relating to economics and legal matters, particularly documentation concerning acts, laws, and regulations governing the peaceful uses of nuclear energy, and reference books, scientific encyclopedia, etc.;

(c) It will be necessary to acquire numerous text and reference books for use as regular working tools by the staff of the Secretariat; particularly standard reference books in the four working languages for use by the Division of Language Services; and books in the field of economic and technical assistance; and

(d) Although it is hoped that Member States will make free donations to the library of books and documents produced under the auspices of their Governments, it will be necessary even in following a conservative acquisition policy to purchase a number of books and documents produced privately by universities, industrial research organizations and private scientists, and in addition, to purchase certain documents produced by Governments.

(b) Explanation of estimates

281. The estimates provide for the purchase of approximately 1,750 text and reference books at an average cost of \$9.00; approximately eighty periodical subscriptions at an average cost of approximately \$22 and one hundred dictionaries at an average cost of approximately \$20, subscriptions to twenty abstract journals ranging between \$15 to \$350 and averaging \$50, and \$2,000 in purchases of annotated laws, regulations, acts and legislative histories. A small contingency of \$2,500 is provided for unforeseen requirements.

## 2. Receipts

Table 20

Item of receipt	1958 Budget	1959 Estimate
Assessed contributions of Member States	\$3,465,000	\$5,225,000
Income from the application of safeguards to bilateral and multilateral agreements	-	<u>pro memoria</u>
Income from the handling and storage of special fissionable materials	-	<u>pro memoria</u>
Miscellaneous income	-	<u>pro memoria</u>
TOTAL	\$3,465,000	\$5,225,000

282. It is not possible at this time to forecast any income to the administrative part of the budget other than that provided by the assessed contributions of Member States.

### B. GENERAL FUND

#### 1. Expenses

Table 21

Item of expenditure	1958 Budget	1958 Estimate	1959 Estimate
Fellowship programme	\$250,000	\$250,000	\$1,100,000
Transfer to Operating Fund II	-	-	
Transfer to Operating Fund I	-	-	400,000
TOTAL	\$250,000	\$250,000	\$1,500,000

283. The General Fund constitutes the depository of funds received by the Agency from voluntary contributions in accordance with Article XIV.F of the Statute.

284. Expenses in connexion with Operating Fund II (Projects for Members) and Operating Fund I (Agency Projects) are met by the transfer of financial credits from the General Fund to the Operating Funds.

285. The financial condition of the General Fund and the demands against it will be subject to continuing review by the Director General with a view to making submissions at regular intervals to the Board of Governors concerning the most effective allocation of the funds it contains. The suggested allotment of funds between Operating Fund I and II is therefore merely a provisional target.

286. In deciding the allocation of monies from the General Fund the Board will place first emphasis on funding the requirements of the fellowship and economic, technical and research assistance programmes, taking into account the extent of the requests made by Member States for services under these programmes and having regard to the availability of type II fellowships and gifts of equipment, and second emphasis on the Agency project for a central laboratory facility.

287. The Board and the Director General shall also bear in mind the desirability of building up a reserve in the General Fund.

288. Should the total available in the General Fund exceed the estimated amount the Board, upon appropriate recommendations from the Director General, is authorized to make additional allotments for the utilization of such excess amounts in the light of the considerations set forth in paragraphs 286 and 287 above.

289. Should the Agency in 1959 become a member of EPTA, the funds attributed to it under this programme will be accounted for separately but their impact on the Agency's programme will also receive appropriate consideration when making allotments from the General Fund.

2. Receipts

Table 22			
Item of receipt	1958 Budget	1958 Estimate	1959 Estimate
Voluntary contributions	\$250,000	\$250,000	\$1,500,000

290. It is assumed that Member States will make voluntary contributions in 1959 sufficient to permit transfer to Operating Fund II of \$1,100,000 to cover the fellowship and the economic, technical and research assistance programmes and to Operating Fund I of \$400,000 to cover the cost of facilities for functional laboratories.

291. In order to permit as early a determination as possible of the amounts that can be expected to be available for the planning of the Agency's important operational programmes in 1959 the Board suggests the holding of a pledging conference in connexion with the second regular session of the General Conference in September/October 1958.(13)

C. OPERATING FUND II

1. Expenses

Table 23			
Item of expenditure	1958 Budget	1958 Estimate	1959 Estimate
Fellowship programme	\$250,000	\$250,000	\$1,100,000
Economic, technical and research assistance programme	-	-	
Projects for Member States under agreements	-	-	
TOTAL	\$250,000	\$250,000	\$1,100,000

(a) Fellowship programme

292. To expand the training of skilled personnel and to increase the number of specialists in nuclear science and technology are two of the most urgent needs of Member States, particularly in the less-developed areas. In terms of its initial work, therefore, the Agency's fellowship and exchange programme

(13) Paragraph 22.

is one of its major activities (Article III of the Statute and paragraphs 75 to 78 of the initial programme). While this programme is not a non-recurring project but rather a permanent activity of the Agency, its volume depends on the General Fund as well as on the number of offers of type II fellowships from Member States.

293. In view of the time required by both Member States and the Agency to plan a programme of this kind, only a modest start can be made during the present year. In 1959, however, when Member States will have become conversant with the opportunities offered by the Agency and had time to make plans to use them, it is expected that requests for fellowship and exchange facilities will increase considerably.

294. It is explained in chapter II(14), that fellowships of two distinct kinds will be awarded under the programme - the majority for training and a small number for research. The exchange part of the programme is also outlined in that chapter(15), and it is only necessary to add that the holding of seminars and symposia on training problems is also foreseen as a complement to the other exchange arrangements.

295. On the basis of national experience as well as experience of other international agencies, the cost of various types of activities under the programme, including the expenses of international travel, are likely to be of the following average magnitude:

(a)	For each exchange of a scientist	\$4,000
(b)	For each training fellowship	5,000
(c)	For each research fellowship	10,000

296. The demand for fellowships and scientist exchanges in 1959 is expected to be heavy, since in 1958 one Member State alone has applied for twelve fellowships. The appropriation of \$1,100,000 for both the fellowship and economic, technical and research assistance programmes will provide the Board with the necessary flexibility to meet this demand taking into account in the implementation of the fellowship programme both the offers made of type II fellowships and the extent to which members utilize these offers, while at the same time being able as the next order of preference to render assistance to the less-developed Member States in the important ways described below.

(b) Economic, technical and research assistance programme

297. In its programme of helping the less-developed countries the Agency has undertaken to provide them with consultants to advise on more effective ways in which they could benefit from atomic energy applications. It has also provided for fellowships which would enable nationals of the countries concerned to acquire any additional necessary knowledge for the local development of atomic energy. Further, it intends to take the necessary steps to ensure that all the unrestricted information produced in the world will be available to those countries and to furnish suggestions and guidance to ensure the adequacy of their health and safety measures.

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(14) Paragraphs 59-65.

(15) Paragraphs 69 and 70.

298. But there is still an additional aspect to be taken into account in order to ensure that the less-developed countries will have the full benefit of the help given to them. Once these countries have developed atomic energy programmes and sent personnel abroad, they are often faced with difficulties in setting up local facilities and obtaining the necessary equipment including training and research reactors with which the specialists can apply the result of their training abroad. Sometimes they are unable to make sufficient allocations of money and sometimes problems of scarcity of foreign exchange prevent them from buying such needed equipment.

299. It is, therefore, very important for the Agency's full implementation of its programme of helping less-developed countries to have available funds for the purposes of supplying initial equipment including training reactors or their components and for carrying out training in the use of radioisotope equipment by means of mobile radioisotope laboratories.

300. With the help of the economic assistance given with these funds, it should be possible for some of the less-developed countries to embark immediately upon modest programmes of special projects in the peaceful uses of atomic energy. This assistance would be given by the Agency under a matching formula by which the recipient country would contribute some stipulated percentage of the cost of the equipment received. The contribution would not necessarily have to be in cash or foreign currencies but rather in providing suitable housing for the equipment shipping and installation expenses, etc.

301. It is expected that the need for important development work will arise following the visits of special missions to less-developed countries. It is also expected that it may be possible to carry out some of this development work in institutions and laboratories of the countries visited. For this reason, funds for granting research contracts must also be provided. It may be possible to place in such laboratories a number of small research contracts, particularly in the fields of plant genetics, animal husbandry, agrobiology, agronomy, etc. The techniques and results of such research efforts would, of course, be made known to all Member States.

302. As in the case of the fellowship programme no fixed amount for economic, technical and research assistance has been budgeted in 1959. The needs of Member States for such assistance will be met as fully as possible within the total amount budgeted for Operating Fund II, having taken into account the requirements of the fellowship programme. The possibility of supplementing this programme through contributions in kind is also envisaged. Thus, the Agency will circulate information about offers of equipment which may be made by certain Member States. The Agency will also examine the possibility, should a demand for this be revealed, of making available under this programme small reactors for training purposes.

303. Furthermore, funds will also be used under this section to operate the mobile radioisotope training laboratories, and, if necessary to employ staff that might be required in connexion with equipment in kind donated by Member States.

## 2. Receipts

Table 24

Item of receipt	1958 Budget	1958 Estimate	1959 Estimate
Transfer from General Fund	-	-	\$1,100,000



D. OPERATING FUND I

1. Expenses

Table 25			
Item of expenditure	1958 Budget	1958 Estimate	1959 Estimate
Facilities for functional laboratories	-	-	\$400,000

304. Facilities for laboratories are required by the Agency to carry out the functions described in Articles III.A. 2, 5 and 7 and IX.I. of the Statute(16), in particular those concerned with measurements, standardization and analysis of radioisotopes, those relating to the calibration of measuring equipment, and those functions relating to health and safety and facilities in connexion with general problems of research.

305. The foregoing estimate will provide for the minimal laboratory facilities initially needed. However, it is not intended to indicate that this is the total ultimate cost of this project. It is estimated that additional equipment will be required after 1959 to put the laboratories on a fully operational basis sufficient to meet the requirements of future years. These additional equipment requirements are estimated to total approximately \$200,000 making the total cost of the project \$600,000.

2. Receipts

Table 26			
Item of receipt	1958 Budget	1958 Estimate	1959 Estimate
Transfer from the General Fund	-	-	\$400,000

(16) Assuming that 6,000 cubic metres of building will be required, the estimated costs are as follows:

At \$31 per cubic metre the cost would be	\$185,000
This will provide for the building including installation of electricity, water, gas, etc.	
25 per cent for service roads, car park, lead-in channels for telephones, electricity, gas, water, etc.	46,250
10 per cent for planning, supervision of construction etc.	18,500
Equipment for the building	80,000
Ground (22,000 square metres)	2,550
Scientific equipment	<u>67,700</u>
TOTAL	\$400,000



ANNEX I

Approximate allocation of proposed expenditure to  
the principal activities of the Agency in 1959

Activity	Type of Expenditure		Total Expenditure
	Administrative	Operational	
General Conference and Board of Governors	\$750,000		\$750,000
General Administrative Expenses	1,400,000		1,400,000
Scientific Information and Conferences	550,000		550,000
Regulatory Activities	1,050,000		1,050,000
Technical Assistance	1,475,000	\$1,100,000	2,575,000
Supporting Technical Facilities		400,000	400,000
Total	\$5,225,000	\$1,500,000	\$6,725,000



## ANNEX II

Tentative manning table of the Secretariat for 1959

	DG	DDG	D	P-5	P-4	P-3	P-2	P-1	Total Prof.	Gen. Serv.	Grand Total
OFFICE OF THE DIRECTOR GENERAL	1		2			1			4	2	6
Office of Internal Audit				1					1	2	3
DEPARTMENT OF TRAINING AND TECHNICAL INFORMATION		1				1		1	3	1	4
Division of Exchange and Training of Scientists and Experts			1	2	6	1	1		11	9	20
Division of Scientific and Technical Information			1	1	7	7	3	4	23	29	52
DEPARTMENT OF TECHNICAL OPERATIONS		1				1		1	3	1	4
Division of Economic and Technical Assistance			1	2	2	4			9	6	15
Division of Reactors			1	3	3	1	2		10	6	16
Division of Technical Supplies			1	2	1	1			5	3	8
Division of Health, Safety and Waste Disposal			1	5	5	3			14	8	22
DEPARTMENT OF RESEARCH AND ISOTOPES		1				1		1	3	1	4
Division of Research			1	6	3	2			12	8	20
Division of Isotopes			1	6	5				12	10	22
DEPARTMENT OF SAFEGUARDS AND INSPECTION		1						1	2		2
Division of Safeguards			1	4	2	1			8	4	12
Division of Inspection			1	1	2				4	2	6
DEPARTMENT OF ADMINISTRATION, LIAISON AND SECRETARIAT		1		1			1		3	2	5
Secretariat of the General Conference and the Board of Governors				1	5		1		7	4	11
Division of External Liaison and Protocol and Office of the Representative of the Director General at United Nations Headquarters			2	3	1	1			7	10	17
Legal Division			1	2		1			4	4	8
Division of Public Information				1	3	2	1		7	8	15
Division of Budget and Finance			1	2	2	4	2	1	12	14	26
Division of Personnel			1	2	1	1		1	6	12	18
Administrative Office of Technical Assistance				1	1				2	2	4
Division of Conference and General Service			1		1	4	4	1	11	97	108
Division of Language Services				1	12	24		1	38	33	71
Total	1	5	18	47	62	61	15	12	221	278	499
Approved Manning Table for 1958	1	4	18	42	53	42	13	3	176	217	393
Difference		1		5	9	19	2	9	45	61	106



## ANNEX III

Salary scales for General Service staff

Grade	N e t a n n u a l s a l a r i e s (Austrian schillings)										
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
G-1	22,660	23,188	23,716	24,244	24,772	25,300	25,828	26,356	26,884	24,412	27,940
G-2	26,620	27,280	27,940	28,600	29,260	29,920	30,580	31,240	31,900	32,560	33,220
G-3	31,240	32,120	33,000	33,880	34,760	35,640	36,520	37,400	38,280	39,160	40,040
G-4	36,850	37,950	39,050	40,150	41,250	42,350	43,450	44,550	45,650	46,750	47,850
G-5	42,900	44,165	45,430	46,695	47,960	49,225	50,490	51,755	53,020	54,285	55,550
G-6	50,600	52,140	53,680	55,220	56,760	58,300	59,840	61,380	62,920	64,460	66,000
G-7	59,400	61,215	63,030	64,845	66,660	68,475	70,290	72,105	73,920	75,735	77,550





## ANNEX IV

### Explanation of common staff costs

Common staff costs are calculated in accordance with the Provisional Staff Regulations, as approved by the Board of Governors and the Interim Staff Rules as promulgated by the Director General to implement these regulations. The several allowances and other costs shown in table 11 of chapter III of the budget are described briefly as follows:

- (1) Staff pension fund contribution. (See Provisional Staff Regulations, Article VIII, Regulation 8.01, SEC/INS/23). The Agency contribution in the case of permanent staff members is 14 per cent of the base salaries. In the case of fixed term appointments the Agency contribution is 4.1/2 per cent. However, on conversion of a fixed term to a permanent appointment an employee may elect to validate for pension purposes the period of fixed term appointment services. In such case the Agency pays into the pension fund an amount equal to 14 per cent plus interest, of the employee's base salary for the period of service validated less the 4.1/2 per cent already contributed.
- (2) Staff medical benefits contribution. (See Provisional Staff Regulations, Article VIII, Regulations 8.02 and 8.03, SEC/INS/23). There are two staff medical benefit plans. The first known as the "Collegialitaet" is open on a voluntary basis to all staff members to whom the cost varies depending on the number of dependents. The cost to the Agency also varies for the same reason. The average cost is \$48 per employee per year. The second plan is the Austrian "Krankenkasse" and is applicable on a mandatory basis to all members of the staff who are Austrian nationals. The cost to the Agency is 6 per cent of the base salaries.
- (3) Dependents allowance. (See Provisional Staff Regulations, Article V, Regulation 5.03 and Annex I, SEC/INS/23). Professional staff members are entitled to an allowance of \$200 for a dependent wife or husband or where there is no dependent spouse a single annual allowance of \$200 for either a dependent parent, or dependent brother or dependent sister. In addition an allowance of \$300 is provided for each dependent child.

General Service staff members receive an allowance of AS 1200 (approximately \$46) for a dependent wife or other dependent as specified above and AS 3120 (\$120) for each dependent child.

- (4) Education grant. (See Provisional Staff Regulations, Article V, Regulation 5.04, SEC/INS/23). Pending completion of a period of operating experience sufficient to determine if the location of the Agency in Vienna requires a system of education grants different from that of the United Nations the latter's rules are being followed. A grant in the amount of \$400 is made to any internationally recruited Professional staff member for each dependent child under 21 in full-time attendance at a school or university in the staff member's home country. In addition the cost of one round trip (cabin or air tourist class) each scholastic year between the home country and Vienna is borne by the Agency for each such child. In the case of a child attending school outside the staff member's home country and the cost of tuition amounting to \$200 per annum

or less the Agency bears the full cost. Where the cost is more than \$200 per annum the Agency pays \$200 or one-half the cost whichever is greater, up to a maximum of \$400.

- (5) Non-resident's allowance. (See Interim Staff Rules, Annex I, SEC/INS/23). An annual allowance of AS 31,200 is paid to non-Austrian General Service staff members not having residence in Austria at time of recruitment.
- (6) Travel of staff and dependents on initial recruitment. (See Provisional Staff Regulations, Article IX, Regulation 9.01 and Interim Staff Rules, Annex II, Rules 107.1 and 107.21, SEC/INS/23). As indicated by the title of this item, the Agency pays for the transportation of an internationally recruited employee and his eligible dependents to his post of duty. Travel expenses in connexion with recruitment interviews are also chargeable to this item.
- (7) Assignment allowance. (See Provisional Staff Regulations, Article IX, Regulation 9.02 and Annex IV, SEC/INS/23). Internationally recruited Professional staff appointed for a fixed term period of one year or more but less than two years are entitled to assignment allowance but not to reimbursement for the removal of household effects. When appointed for a period of two to five years the above-mentioned Professional staff can as an alternative to reimbursement for removal of their household effects elect to receive the assignment allowance for a maximum of two years. This allowance is intended to cover the higher cost of renting furnished quarters or to assist in purchase of household effects and furniture. The allowance varies between \$800 and \$1,400 depending on grade and dependency status.
- (8) Installation grants. (See Interim Staff Rules, Annex I, Rule 107.20, SEC/INS/23 and SEC/INS/32). This grant is a payment towards the initial extraordinary expenses incurred by a staff member and his eligible dependents immediately following their arrival at the duty station. It consists of payment of a per diem allowance of 25 days for staff members without dependents. For staff members with dependents 45 days per diem is at present being paid plus a lower per diem for each dependent. The necessity of maintaining this period at 45 days is being kept under review, in consultation with the United Nations and other agencies forming part of the United Nations family.
- (9) Transportation of staff members' household effects or excess baggage. (See Provisional Staff Regulations, Article IX, Regulation 9.02, SEC/INS/23). Internationally recruited staff members appointed for a period of no less than two years are entitled to reimbursement for transportation of their household effects, subject to loss of any entitlement to assignment allowance. Reimbursement is limited to 1080 cubic feet for employees without dependents and 1800 cubic feet for employees with dependents unless extraordinary circumstances are shown to exist. Staff members on fixed term appointments for less than two years are not entitled to the removal of their household effects but are entitled to transportation of excess baggage by land and/or sea amounting to 440 pounds in the case of the member, 330 for the first dependent and 220 pounds for each additional dependent.

Other Common Staff Costs:

- (10) Termination indemnities and commutation of annual leave. (See Provisional Staff Regulations IV, Regulation 4.03 and Annex I, SEC/INS/23).

Except in instances of summary dismissal and certain other exceptions staff members having served a certain minimum period (other than those on fixed term appointment) are entitled to a termination indemnity ranging from one to nine months of pay depending on years of service and nature of the employment contract. Staff members with fixed term appointments of six months' duration are, when the appointment is terminated before the expiration date, normally entitled to one week's indemnity pay for each month of completed service. Commutation of annual leave to a maximum of 12 weeks is paid upon separation of a staff member in lieu of accrued annual leave.

- (11) Service benefits. (See Provisional Staff Regulations, Article VI, Regulation 6.02, SEC/INS/23). Staff members on fixed term appointments may be paid a service benefit amounting to 4 per cent of base salary during service in his home country and 8 per cent during service outside his home country for each year of service. The purpose of this benefit is to provide funds to permit an employee to continue membership in his own public or private pension plan.
  - (12) Repatriation grants. (See Provisional Staff Regulations, Article VI, Regulation 6.01 and Annex V, SEC/INS/23). On separation from service a staff member whom the Agency is liable to repatriate is, if he is not entitled to a service benefit, entitled to repatriation grant which, subject to a certain ceiling, can vary from 4 to 28 weeks of base salary or wage depending on length of service away from his home country and his dependency-status.
  - (13) Reimbursement of national income tax. (See Provisional Staff Regulations, Article V, Regulation 5.02, SEC/INS/23). Salaries and emoluments of staff members of the Agency are deemed to be exempt from national income taxes. To the extent such taxes are levied against staff members they will, unless otherwise specified in the letter of appointment, be reimbursed by the Agency.
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ANNEX V

Draft resolutions

A. BUDGETARY APPROPRIATIONS FOR THE EXPENSES OF THE AGENCY IN 1959

A

The General Conference.

Approves the recommendation of the Board of Governors that the total appropriations for the administrative expenses of the Agency in the year 1959 shall amount to US \$5,225,000 as follows:

<u>Expenses</u>	<u>Amount in US dollars</u>
Conferences, meetings and missions:	
1. General Conference and Board of Governors	749,000
2. <u>Ad hoc</u> scientific advisory panels	51,500
3. Special missions	200,000
4. Seminars and scientific meetings	100,000
The Secretariat:	
5. Salaries and wages	2,030,000
6. Temporary assistance	100,000
7. Consultants	100,000
8. Common staff costs	873,000
9. Travel of staff	200,000
Common services and equipment:	
10. General expenses (including supplies)	304,000
11. Hospitality	7,500
12. Permanent equipment	110,000
13. Scientific supplies and equipment	50,000
14. Contractual scientific services	315,000
15. Contractual printing	10,000
16. Library acquisitions	<u>25,000</u>
TOTAL	5,225,000

B

The General Conference.

1. Approves the recommendation of the Board of Governors that the target for contributions to the General Fund in 1959 shall be fixed in the amount of US \$1,500,000 to meet expenses of the Agency in accordance with Part II.A. of Chapter III of the programme and budget as follows:

<u>Expenses to be met from</u>	<u>Amount in US dollars</u>
The Operating Fund, Part II (For projects for Members)	1,100,000
The Operating Fund, Part I (For Agency projects)	400,000
TOTAL	<u>1,500,000</u>

2. Urges Member States to provide funds for this purpose by making voluntary contributions to the General Fund in accordance with Article XIV.F of the Statute.

#### B. USE OF THE WORKING CAPITAL FUND IN 1959

##### The General Conference,

Having reviewed its resolution of 22 October 1957 establishing the Working Capital Fund(1), as well as the operation of the Fund during the first year of the Agency;

1. Approves the recommendation of the Board of Governors that amount of the Working Capital Fund should continue to be US \$ 2 million during 1959;
2. Urges those Member States that have not yet paid their advances to the Fund to do so as soon as possible; and
3. Approves the recommendation of the Board of Governors:
  - (a) That the Fund shall be financed, administered and used in 1959 in accordance with the relevant provisions of articles VI and VII of the Financial Regulations, and
  - (b) That in addition the Director General shall be authorized to make advances from the Fund not to exceed a total of US \$25,000 at any time to provide temporary financing for projects or activities of a strictly self-liquidating character. A statement of such advances shall periodically be submitted by the Director General to the Board of Governors.

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(1) GC.1(S)/RES/7.



