

International Atomic Energy Agency

# BOARD OF GOVERNORS GENERAL CONFERENCE

GOV/2877-GC(40)/19  
22 August 1996

GENERAL Distr.  
Original: ENGLISH

Sub-item 7(b) of the Board's provisional agenda  
(GOV/2875)

Sub-item 18(b) of the Conference's provisional agenda  
(GC(40)/1)

## PERSONNEL QUESTIONS

### WOMEN IN THE SECRETARIAT (GC(39)/RES/20)

#### Introduction

1. Pursuant to paragraph 7 of resolution GC(39)/RES/20 ("Women in the Secretariat") adopted by the General Conference on 22 September 1995, the Director General presents in this report information on the measures taken to implement that resolution and statistical data on the status of women in the Secretariat. In order to avoid duplication, some material (text and data) relevant to the representation of women in the Secretariat which appears in document GOV/2876-GC(40)/18 ("Staffing of the Agency") is not reproduced in this report.

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

**Objectives set and measures taken**

**(a) Objectives set**

3. In resolution GC(39)/RES/20 the General Conference requested the Director General "to continue his efforts, in keeping with the provisions of Article VII of the Statute, to increase substantially, particularly at the senior and policy-making levels, as well as for scientific and technical posts, the number of female staff members, particularly from developing countries and from those Member States which are under-represented".

4. Also, it called on the Director General "to examine the Platform for Action developed at the United Nations Fourth World Conference on Women and to integrate, where applicable, the elements of this platform into the Agency's relevant policies and programmes".

5. In addition, it invited the Director General "to establish a focal point for gender concerns in the Secretariat and for the implementation of the Platform for Action."

**(b) Measures taken to increase the number of female staff members**

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

(i) The implementation of resolution GC(39)/RES/20 was regularly reviewed at Director General's Meetings on the basis of reports presented by the Director of Personnel. On several occasions, the Director General restated the policy that female applicants - especially those from developing Member States and other Member States that are under-represented - should be given preference, in keeping with the provisions of Article VII of the Statute, in cases of comparable qualifications and suitability, and he requested Department Heads to bear this policy in mind when making selections.

(ii) The Director of Personnel closely monitored the selection process and referred appointment proposals back to Departments in cases where, in his opinion, female applicants - and especially female applicants from developing Member States and other Member States that were under-represented - had not received

the appropriate special attention. In addition, the Advisory Panel on Professional and G-8 Staff reviewed appointment proposals with this policy in mind.

- (iii) A roster of suitably qualified women is being used by the Division of Personnel in dealing with vacant fixed-term Secretariat positions.
- (iv) There has been considerable effort to increase the number of women carrying out expert missions for the Agency and the number of fellowships awarded to women. The percentage of missions performed by female experts in 1995 was 7.5%, compared with 7.1% in 1993 and 2.2% in 1981. There was an increase in the percentage of fellowships awarded to women from 17.0% in 1981 to 21.9% in 1993 and 23.4% in 1995. During the same period, the percentage of training course participants who were women rose from 9% in 1981 to 22.8% in 1993 and 23.9% in 1995, and the percentage of female project counterparts rose from 12.3% in 1981 to 14.4% in 1993 and 15.6% in 1995. In April 1996, the Director General requested Department Heads to help increase the number of women participating in Agency meetings, training courses and fellowship programmes, serving as consultants and field experts, etc.
- (v) A Member State provided a cost-free expert for a period of six months starting 29 May 1995 to advise on and assist with the implementation of an action plan (approved by the Director General on 17 May 1995) for improving the status and representation of women in the Secretariat. The cost-free expert, together with a senior female Agency representative, attended the United Nations Fourth World Conference on Women, which took place in Beijing in September 1995. In addition, she visited Ghana and Japan in order to present the Secretariat efforts directed towards improving the representation and advancement of women.
- (vi) Work continued on the development of a roster of recruitment sources (including associations of women working in science and technology), especially in developing countries and other countries which are under-represented, with a view to establishing and maintaining direct contacts with well-qualified candidates who might be interested in applying for a position in the Secretariat. For this purpose, a Junior Professional Officer was provided by a Member State for a period of one year starting in January 1995.

Following the Junior Professional Officer's departure at the end of 1995, the Secretariat - using temporary assistance funds - recently recruited a Professional staff member to continue the job.

- (vii) Since the launching, in April 1995, of the Temporary Assignment Programme designed to help GS staff members broaden their experience and explore career options within the Secretariat while helping to meet temporary staffing needs in different Departments, more than 50 staff members - 40 of them women - have moved from their original positions to temporary assignments.
- (viii) The Secretariat has continued examining the Agency's recruitment process, particularly with regard to female applicants, and as a result the personal history form is being revised, vacancy notices are being modified and a recruitment brochure which emphasizes the interest of the Agency in receiving an increased number of applications from well-qualified women - and especially well-qualified women from developing countries and other countries which are under-represented - is being finalized for circulation to the aforementioned recruitment sources in Member States.
- (ix) As part of the Secretariat's staff development programme, five sessions of a "Leadership Skills for Women" course, three sessions of an "Interviewing Skills" course and two sessions of an "Effective Supervision Skills" course for staff in the GS category were held between September 1995 and July 1996 (almost 80% of the 151 participants were women). All three courses take into account gender concerns; and
- (x) The establishment of a Learning Resource Centre to assist staff, and especially women, in assessing their potential and their career options and to provide career choice guidance is near completion.

**(c) Implementation of the Beijing Platform for Action**

7. The aforementioned cost-free expert prepared a summary of the Platform for Action and identified the key points relating to the Agency.

8. In April 1996, the Platform for Action and the summary were brought to the attention of Department Heads with a request that they identify the elements of the Platform for Action which relate to the Agency's mandate and how those elements could be, or had been, integrated into relevant departmental programmes.

9. Responding to this request, most of the Department Heads indicated that they had already integrated some elements of the Platform for Action into their departmental programmes, where applicable, and also established departmental focal points for gender concerns (over and above the envisaged Secretariat focal point) and all of them indicated that they would endeavour - inter alia - to further increase the representation of women at Agency conferences, seminars and workshops and at other events organized by the Agency.

10. All comments and suggestions made by the Department Heads (relating - inter alia - to technical co-operation counterpart personnel, radiation protection, food and agriculture, and water resources) are being analysed by the Secretariat and will be discussed at the senior management level before departmental programmes are modified.

**(d) Establishment of a Secretariat focal point for gender concerns**

11. In April 1996, pursuant to paragraph 4 of resolution GC(39)/RES/20, the Director General assigned to Ms. Joyce Amenta, Director of the Division of Scientific and Technical Information, responsibility for acting as the focal point for gender concerns in the Secretariat. Ms. Beverley Young, Head of the Human Resource Unit in the Division of Personnel, was designated as her alternate.

12. The focal point functions are:

- to promote a supportive work environment and foster the changes in attitude necessary for a climate conducive to the equal participation of men and women in the work of the Secretariat;
- to address gender concerns raised by men and women, seek redress - where applicable - through the existing machinery and, if appropriate, recommend policy changes;
- to assist in the implementation of the action plan for improving the status and representation of women in the Secretariat;

- to monitor the progress made in the representation of women in the Professional and higher categories in the Secretariat with a view to identifying any adverse trends; and
- to monitor the implementation in the Secretariat of the Platform for Action approved at the United Nations Fourth World Conference on Women.

13. Working closely with the Director of Personnel and staff/management bodies such as the JAC Sub-Committee for the Advancement of Women<sup>1/</sup>, the two staff members in question will report on gender issues, as necessary, to the Director General and the Deputy Director General for Administration.

#### **Statistical data and review of progress**

14. In the statistical part of this document, the reference date is in most cases 1 August 1996. Information relating to the situation on two other reference dates (1 September 1989 and 1 August 1993) is also given in order that trends may be assessed. Although the main focus is on women in the Professional and higher categories, some of the data relate to female staff members in the GS category.

#### **(a) General staffing situation**

15. The total number of regular posts (both subject and not subject to geographical distribution) in the Professional and higher categories held by staff members appointed for a period of at least one year by the Director General following standard recruitment procedures (i.e. the circulation of a vacancy notice, competitive selection and government sponsorship) was 767 on 1 August 1996.

16. Of these 767 posts, 63 were vacant on 1 August 1996, so that the number of staff members in the Professional and higher categories on board as of 1 August 1996 was 704. The number of staff members in the GS category on board as of 1 August 1996 was 1299.

---

<sup>1/</sup> JAC - Joint Advisory Committee, the standing body for staff/management consultations.

**(b) Progress in improving the representation of women**

17. As can be seen from Annex I, the percentage representation of women in the Professional and higher categories increased during the period 2 September 1989-1 August 1996 from 12.6% to 18.0% - an increase of more than a third in six years. It increased from 17.2% to 18% between 2 August 1995 and 1 August 1996. During the period 2 September 1989-1 August 1996, the number of women at the levels P-5 and above increased from six to 16 (five holding a D grade) - an increase in the representation of women at these levels from 3.2% to 7.8%. As of 1 August 1996, the percentage representation of women in the GS category was 61.2%.

18. The percentage representation of developing Member States among the Agency's female staff members is 36.2% (Annex II).

19. During the period August 1995-August 1996, 79 persons were appointed to and 57 separated from regular posts - a net increase of 22. Of the appointees, 18 - or 22.8% - were women. Of those who separated from such posts, 8 - or 14.0% - were women.

20. As can be seen from Annex III, the percentage representation of women is far lower in scientific and technical areas (8.9%) than in administrative areas (31.0%). In particular, the percentage representation of women is low among Nuclear Engineers (8.2%), Nuclear Safeguards Inspectors (6.4%), and Nuclear Physicists and Physicists (17.9%), who account for more than 45% of the Agency's Professional staff.

21. Of the 2143 outside applications received during the period August 1995-August 1996 for 32 vacant administrative posts in the Professional and higher categories, 407 - 19.0% - were from women (Annex IV). Of these female applicants, 8.4% (34) were assessed as well-qualified; the percentage for the male applicants was 6.2% (107). Well-qualified female applicants accounted for 24.1% of the total number of well-qualified applicants, while 45.4% (10) of the 22 administrative posts for which selections were made were filled by female applicants, reflecting the affirmative action of the Secretariat in giving preference to women in cases of comparable qualifications and suitability.

22. Of the 1215 outside applications received during the period August 1995-August 1996 for 42 vacant engineering and scientific posts in the Professional and higher categories 132 - 10.9% - were from women (Annex IV). Of these female applicants, 6.8% (9) were assessed as well-qualified; the percentage for the male applicants was 10.1% (109). Well-qualified

female applicants accounted for 7.6% of the total number of well-qualified applicants, while 9.8% (4) of the 41 engineering and scientific posts for which selections were made were filled by female applicants. In the three occupational groups in question (Nuclear Engineers, Nuclear Physicists and Physicists, and Nuclear Safeguards Inspectors), applications from women accounted for only 4.9% of the total applications received and women accounted for only 4.9% of the well-qualified applicants. These low percentages reflect the continuing scarcity of well-qualified women in the nuclear field.

### **Conclusion**

23. The measures taken pursuant to resolution GC(39)/RES/20 have been instrumental in improving the representation of women in the Secretariat despite a scarcity of women in the nuclear field. The Secretariat, which will continue to take such measures, urges Member States - and particularly the developing countries among them - to nominate more well-qualified female candidates in order that further progress may be achieved.



# LIST OF ANNEXES

## **PROFESSIONAL AND HIGHER-CATEGORY REGULAR STAFF**

### ● **REPRESENTATION OF WOMEN ON THE SECRETARIAT STAFF**

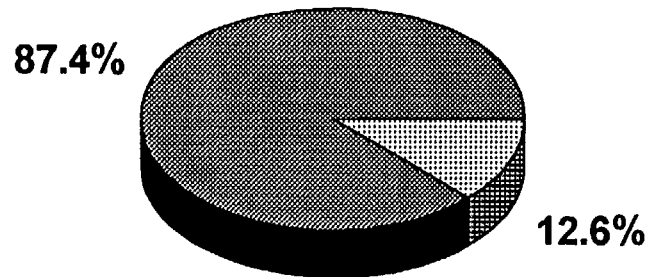
- Annex I Professional and higher-category regular staff by gender
- Annex II Distribution of female regular staff in the professional and higher categories by geographical area
- Annex III Representation of professional and higher-category regular staff by gender and occupational group
- Annex IV Outside applications for vacant regular posts for which the selection was completed between 2 August 1995 and 1 August 1996  
Page 1: Outside applications for administrative posts  
Page 2: Outside applications for scientific and engineering posts
- Annex V Regular staff in the professional and higher categories by gender and type of contract



# PROFESSIONAL AND HIGHER-CATEGORY REGULAR STAFF BY GENDER

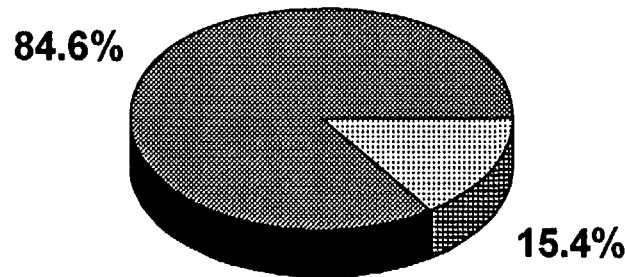


*1 September 1989*



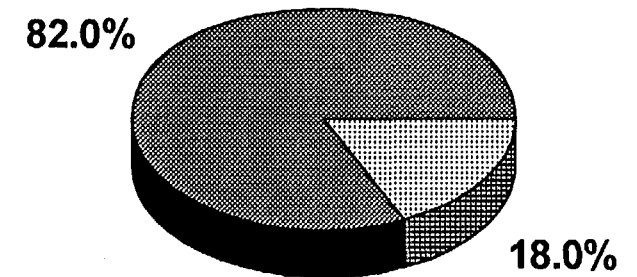
	MALE	%	FEMALE	%
DDG	5	100.0	0	0.0
ADG	0	0.0	0	0.0
D-2	8	100.0	0	0.0
D-1	21	100.0	0	0.0
P-5	145	96.0	6	4.0
P-4	224	92.2	19	7.8
P-3	155	79.9	39	20.1
P-2	27	58.7	19	41.3
P-1	6	75.0	2	25.0
<b>TOTAL</b>	<b>591</b>	<b>87.4</b>	<b>85</b>	<b>12.6</b>

*1 August 1993*



	MALE	%	FEMALE	%
DDG	5	100.0	0	0.0
ADG	0	0.0	0	0.0
D-2	11	100.0	0	0.0
D-1	17	94.4	1	5.6
P-5	152	91.0	15	9.0
P-4	202	91.0	20	9.0
P-3	142	73.6	51	26.4
P-2	23	62.2	14	37.8
P-1	4	100.0	0	0.0
<b>TOTAL</b>	<b>556</b>	<b>84.6</b>	<b>101</b>	<b>15.4</b>

*1 August 1996*



	MALE	%	FEMALE	%
DDG	5	100.0	0	0.0
ADG	2	100.0	0	0.0
D-2	8	88.9	1	11.1
D-1	21 <sup>*)</sup>	84.0	4 <sup>**)</sup>	16.0
P-5	153	93.3	11	6.7
P-4	207	87.0	31	13.0
P-3	153	72.5	58	27.5
P-2	24	53.3	21	46.7
P-1	4	80.0	1	20.0
<b>TOTAL</b>	<b>577</b>	<b>82.0</b>	<b>127</b>	<b>18.0</b>

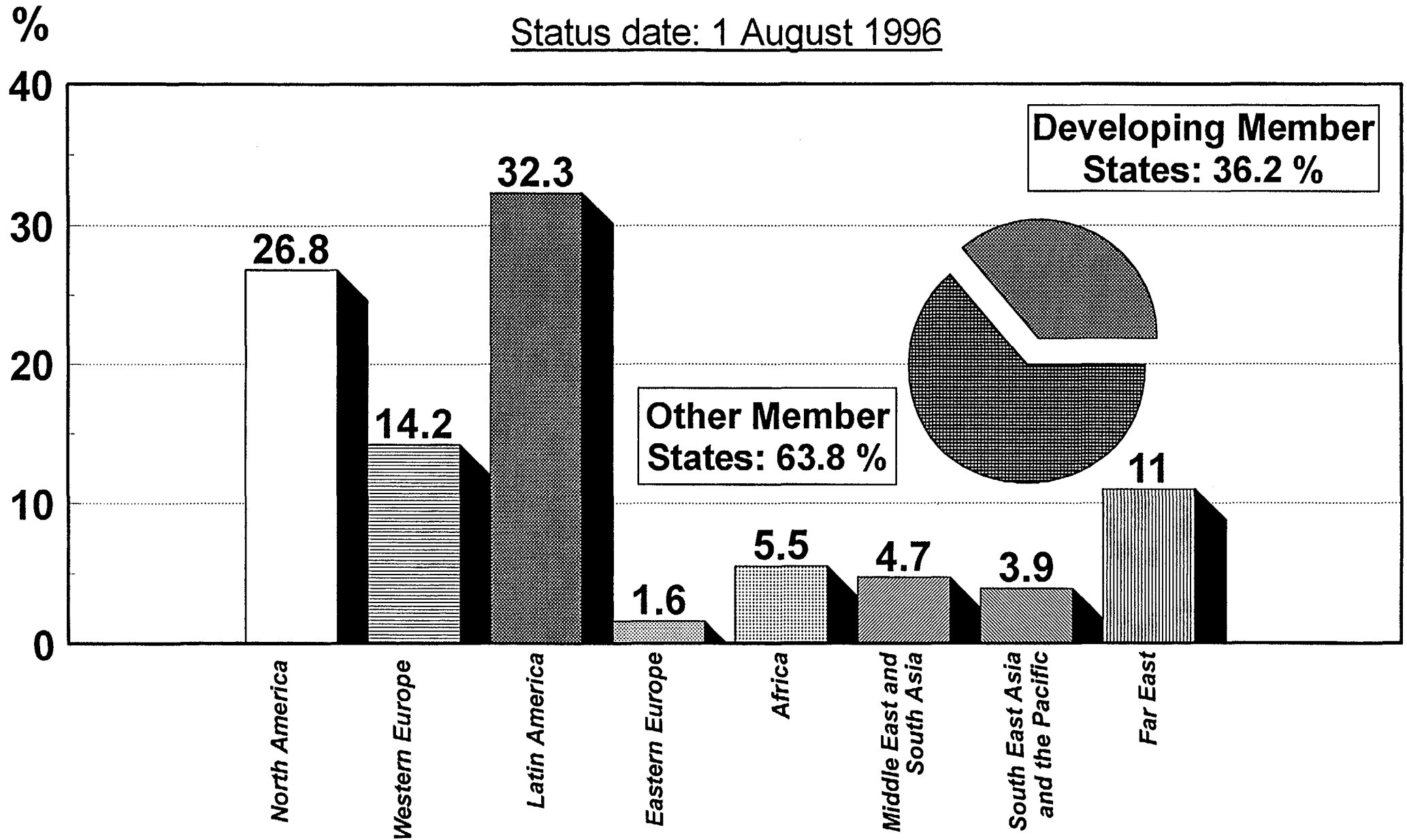
<sup>\*)</sup> Number of males on P-5 posts holding the personal grade of D-1: 5

<sup>\*\*)</sup> Number of females on P-5 posts holding the personal grade of D-1: 3



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

Status date: 1 August 1996



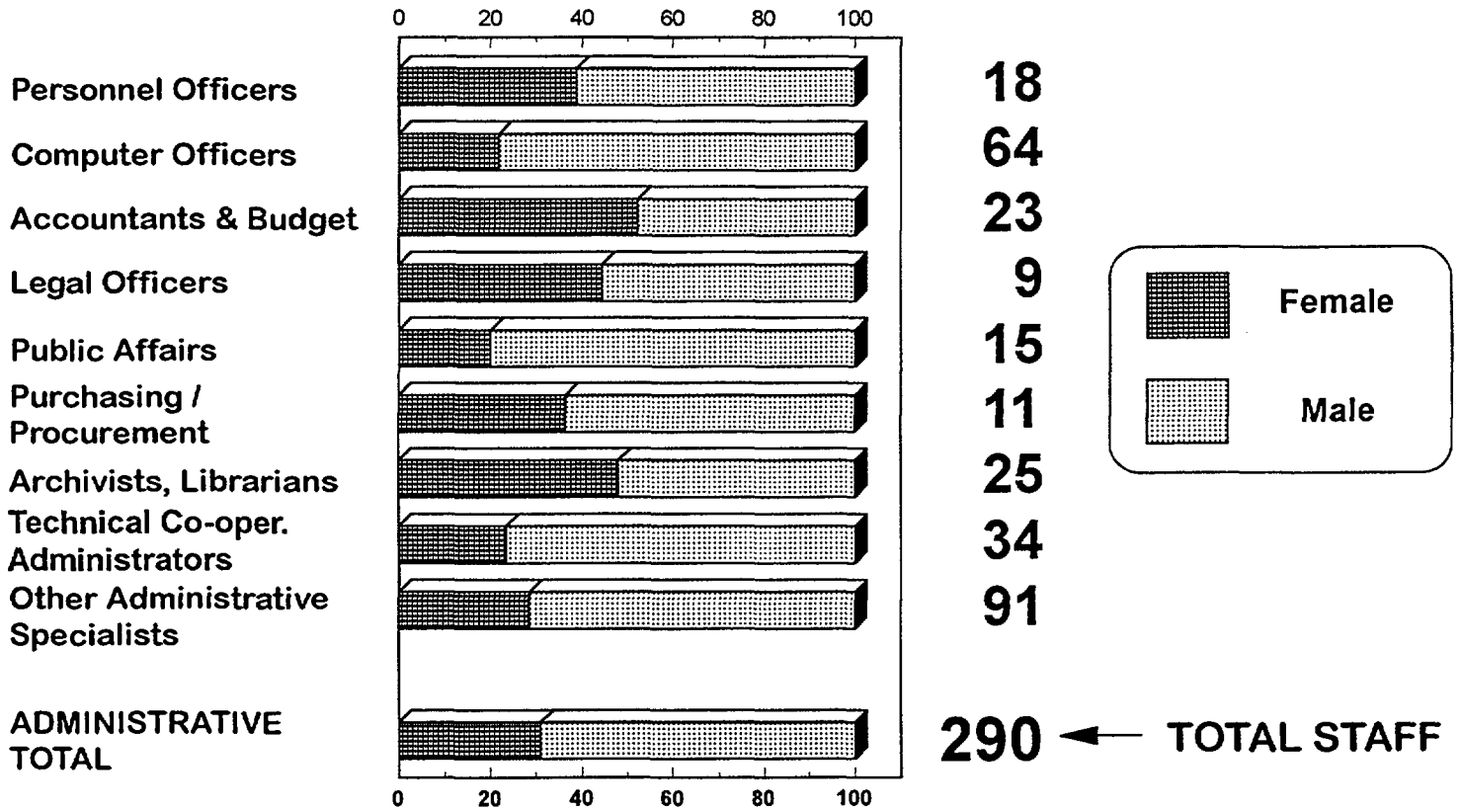


# PROFESSIONAL AND HIGHER-CATEGORY REGULAR STAFF REPRESENTATION BY OCCUPATIONAL GROUP

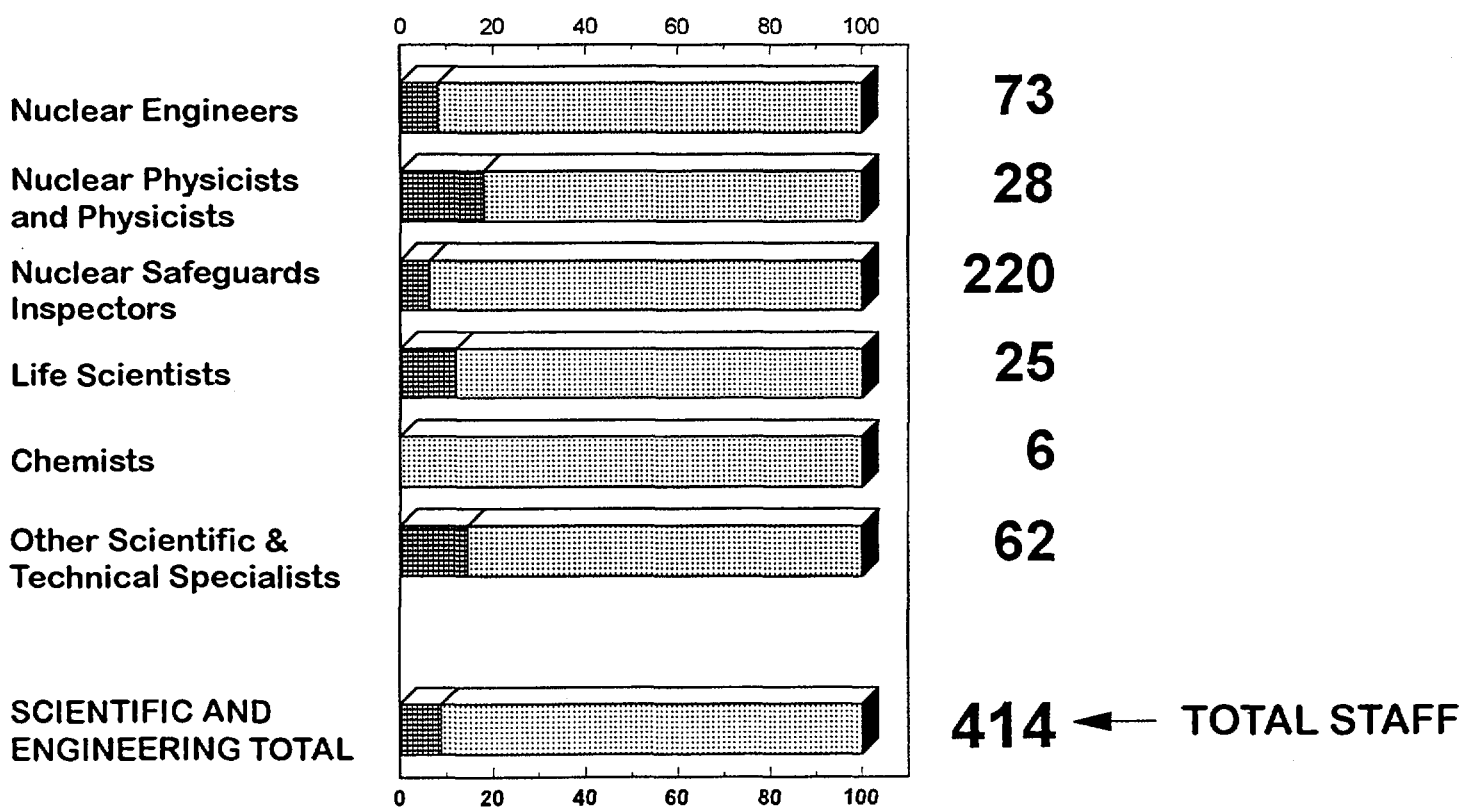
Female and Male

Status date: 1 August 1996

## Administrative Field



## Scientific and Engineering Field

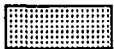



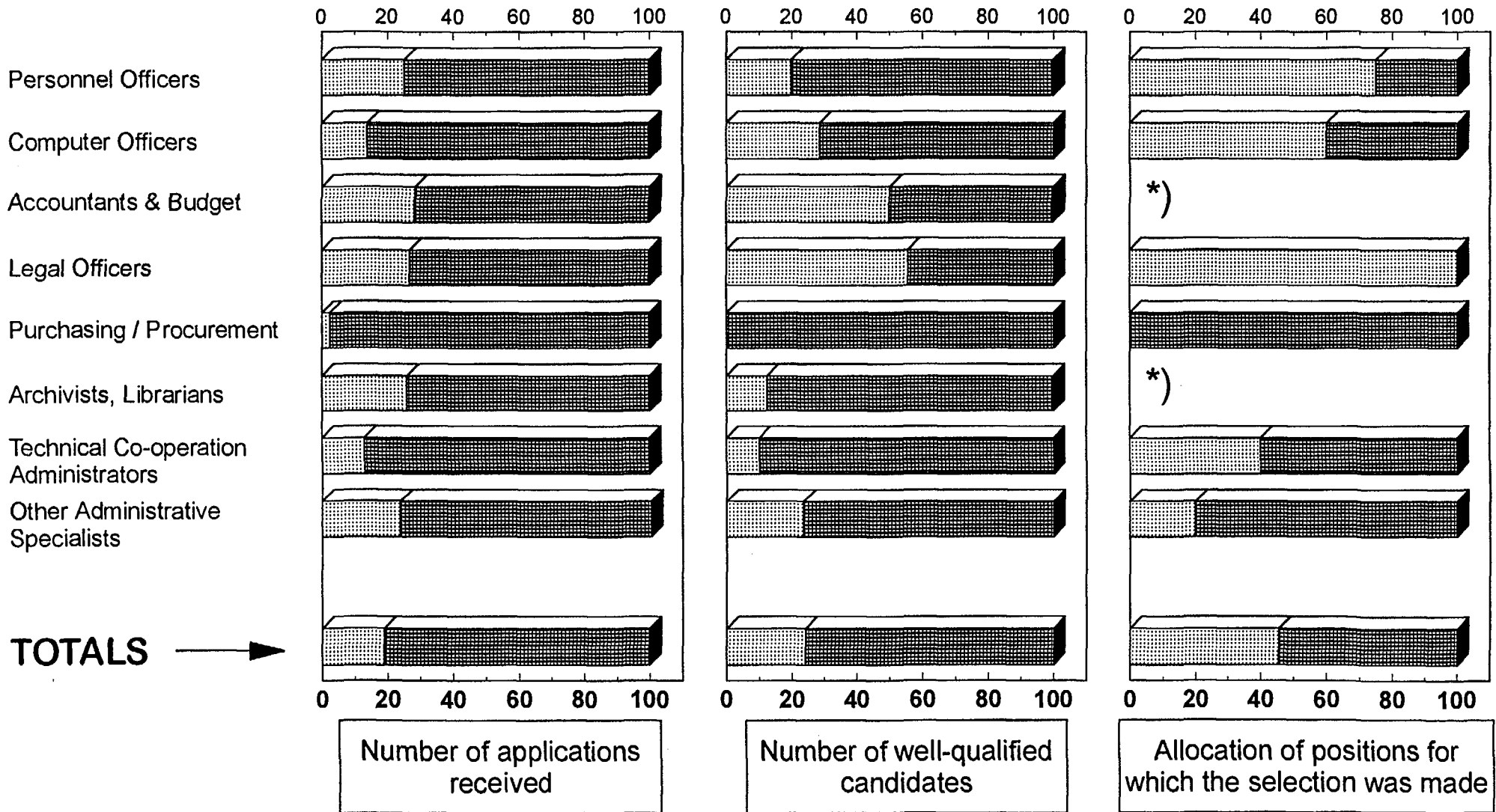




# PROFESSIONAL AND HIGHER-CATEGORY REGULAR STAFF

OUTSIDE APPLICATIONS FOR VACANT ADMINISTRATIVE POSTS FOR WHICH THE SELECTION HAS BEEN COMPLETED (2 August 1995 - 1 August 1996)

Female  and Male 

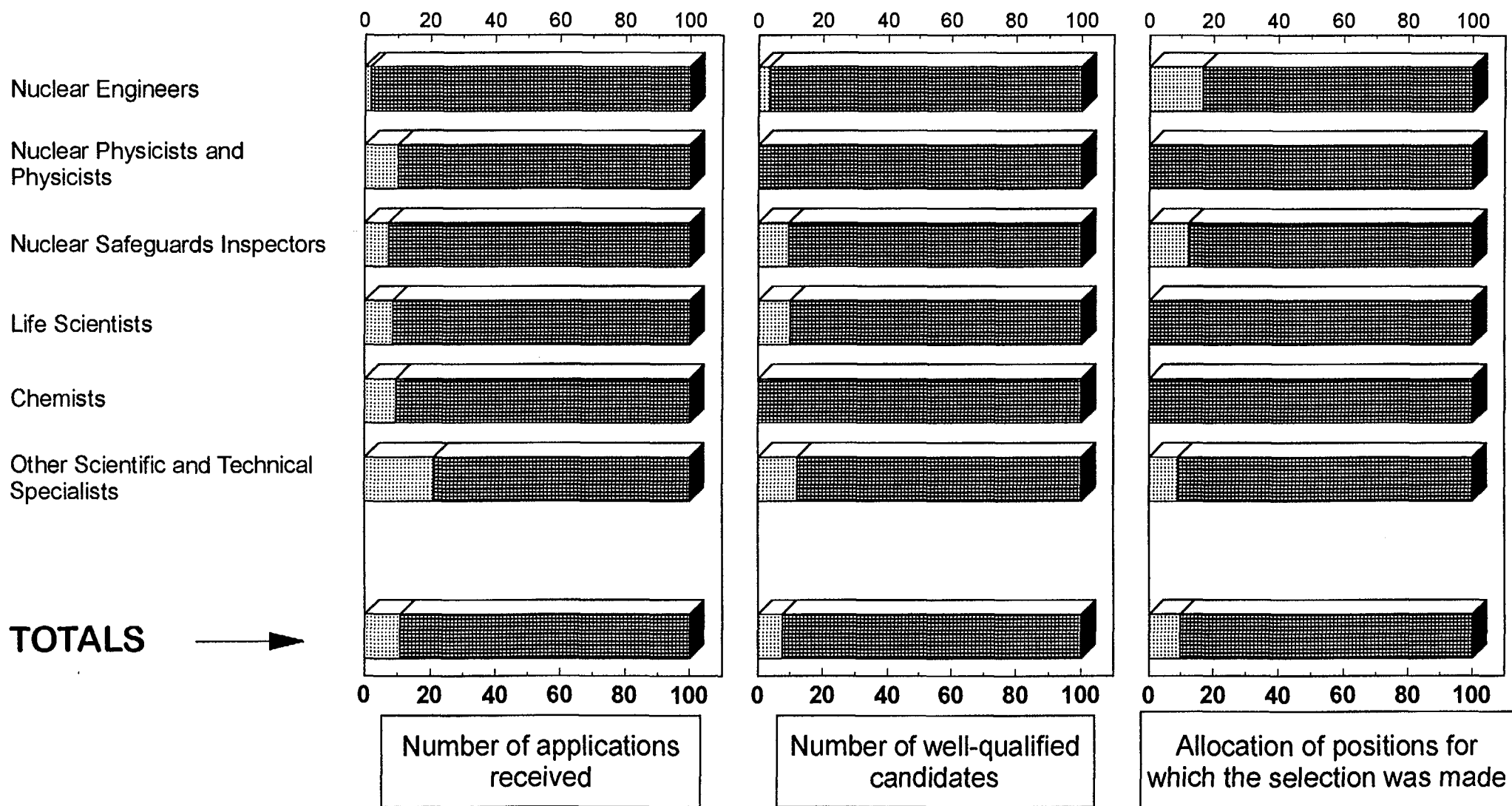


\*) In-house candidates were selected

# PROFESSIONAL AND HIGHER-CATEGORY REGULAR STAFF

OUTSIDE APPLICATIONS FOR VACANT SCIENTIFIC AND ENGINEERING POSTS FOR WHICH THE SELECTION HAS BEEN COMPLETED (2 August 1995 - 1 August 1996)

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



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

