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Personnel

Staffing of the Agency's Secretariat

Summary

- The purpose of this document is to present, pursuant to resolution GC(45)/RES/15.A (Staffing of the Agency's Secretariat) adopted by the General Conference on 21 September 2001, information on the measures taken to implement that resolution and to provide statistical data on the Professional staffing situation in the Secretariat. This document constitutes the report for the period 1 July 2001 to 1 July 2003.

Recommended Action

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

Personnel

Staffing of the Agency's Secretariat

A. Introduction

1. The data provided in this report relate to staff members holding posts subject to geographical distribution, which, in accordance with the practice followed throughout the United Nations system, essentially denotes staff members holding Regular posts in the Professional and higher categories who have been appointed for a period of one year or more by the Director General following standard recruitment procedures (i.e. the circulation of a vacancy notice and competitive selection). Excluded are staff members holding Professional posts which require specific linguistic skills (i.e. translators, revisers and editors), staff who have been appointed after inter-agency consultations (i.e. the physicians in the VIC Medical Service), those who have been recruited under special procedures (e.g. cost-free experts, extrabudgetary staff, temporary staff, consultants and technical co-operation experts) and staff members in the General Service category.
2. The total number of posts subject to geographical distribution as of 1 July 2003 was 806, of which 83 were vacant on that date. Consequently, the number of staff members holding posts subject to geographical distribution as of 1 July 2003 was 723 (as compared with 611 on 1 July 1991 and 681 on 1 July 2001).
3. The definition of 'developing countries' used in this report is the one used by the Statistics Division of the Department of Economic and Social Affairs of the United Nations Secretariat in its *World Economic and Social Survey 1998*.
4. The guiding principles for recruitment are laid down in Article VII.D of the Statute. The paramount consideration is to secure employees of the highest standards of efficiency, technical competence and integrity. Subject to this consideration, due regard is paid to the contributions of Member States to the Agency and the importance of recruiting staff on as wide a geographical basis as possible.

B. Objectives set

5. In resolution GC(45)/RES/15.A the General Conference requested the Director General, *inter alia*, to "continue to secure employees of the highest standards of efficiency, technical competence, and integrity and to intensify his efforts to increase accordingly, particularly at the senior and policy-making levels, and for Professional posts requiring specific skills, the number of staff members from developing countries and from those other Member States which are unrepresented or under-represented in the Agency's Secretariat" as well as "to strengthen, within available resources, the recruitment efforts in Member States".

C. Actions taken by the Secretariat

C.1. Affirmative measures

6. The detailed implementation of resolution GC(45)/RES/15 has been regularly reviewed by senior management, and individual appointments have been monitored to ensure that they are in line with the current policy of giving special attention to applicants from developing Member States and other unrepresented or under-represented Member States.

7. From 1 July 2001 to 1 July 2003, under the Junior Professional Officer (JPO) programme the Agency employed two JPOs from developing countries, who may later apply for Regular posts. In addition, the Agency has arrangements with individual Member States for the provision of JPOs.

C.2. Outreach measures

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

9. A series of meetings were organized with unrepresented and under-represented Member States to draw up joint action plans with a view to identifying sources of recruitment and means of attracting the most qualified candidates. The database on sources of recruitment has been continuously expanded.

10. The introduction of online applications in May 2002 has facilitated an increase in the number of applications for Professional posts. For the period May 2001 – April 2002, 7290 applications were received. Of these, 2831 (38.8%) were from candidates from developing Member States. For the period May 2002 – April 2003, a total of 15 642 applications for all Professional posts were received (11 533 were submitted online). Of these, 6250 (39.9%) were from candidates from developing Member States.

C.3. Internal improvements

11. The Secretariat continued to streamline and expedite the recruitment process. Pilot tests for a new interactive automated system to process and track the recruitment process have just been completed. The system, which will be launched later in 2003, will be accessible to officials involved in the selection process.

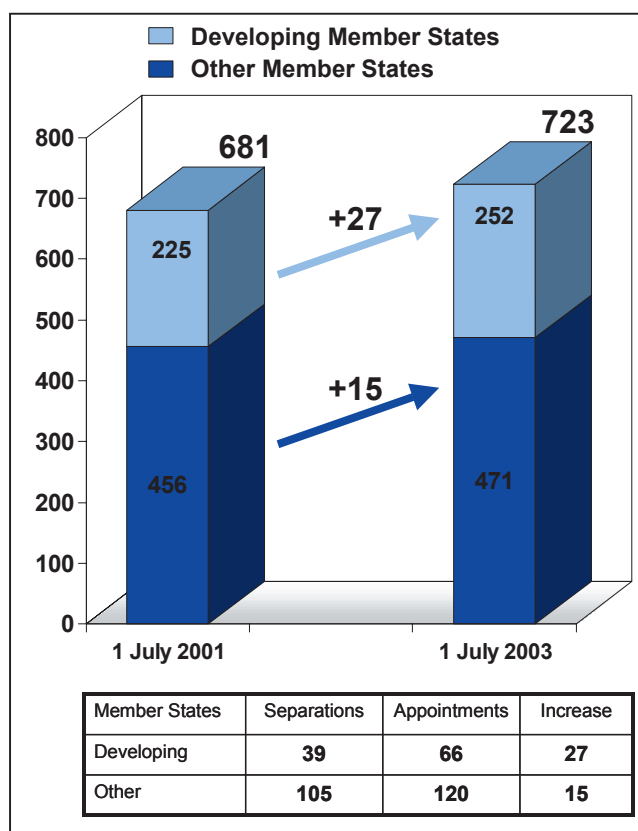
12. The introduction of videoconferencing for interview purposes has permitted full use of the latest technology on a cost-effective basis.

D. Statistical data

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

13. During the period from 1 July 2001 to 1 July 2003, 186 appointments were made to posts subject to geographical distribution while 144 staff members left the Secretariat. Of the total number of appointments, 66 were from developing Member States (representing 35.5% of the total) and 120 were from other Member States (see diagram below).

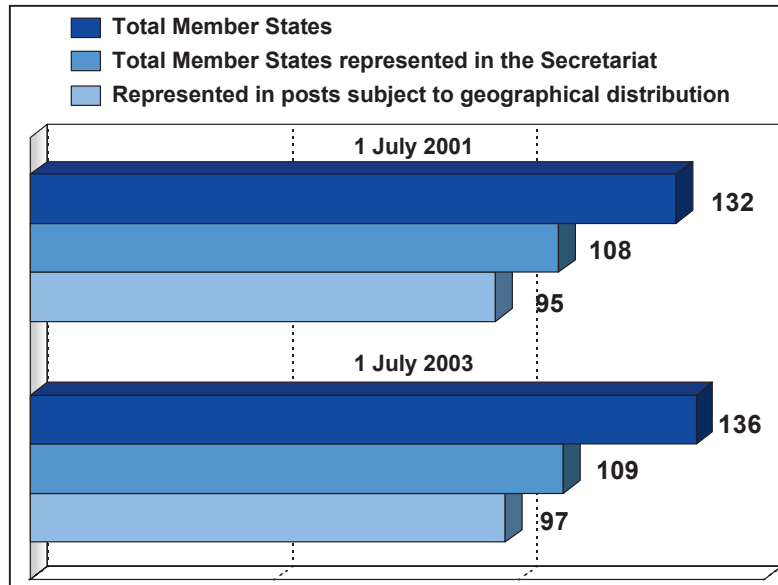
**Professional and Higher Category Staff
Developing and other Member States
July 2001 to July 2003**



D.2. Representation of Member States in the Secretariat

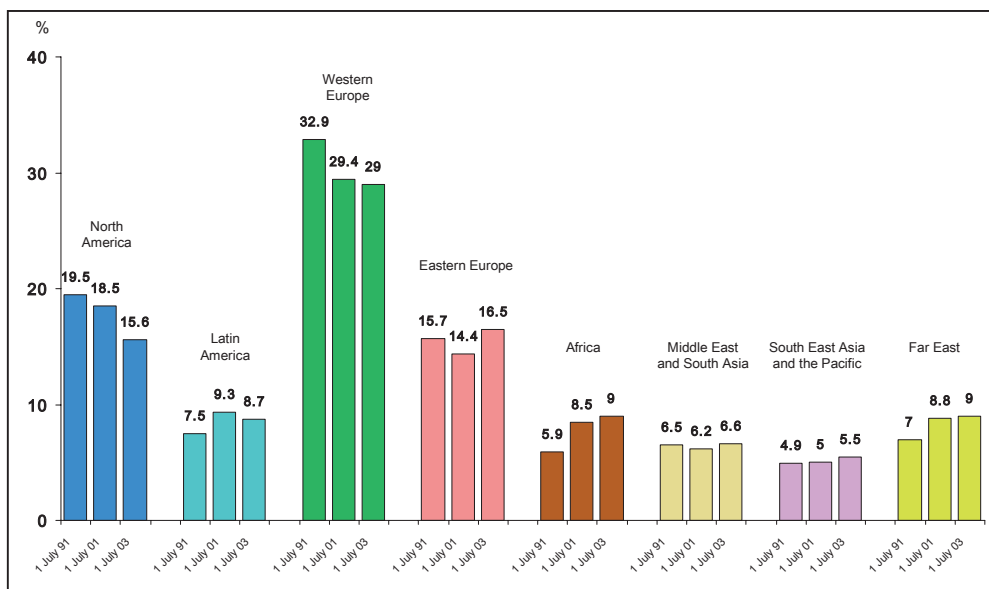
14. As can be seen below, the number of Agency Member States has increased from 132 to 136 over the period concerned and the number of Member States represented in posts subject to geographical distribution has increased from 95 to 97.

Representation of Member States in the Secretariat



15. During the period between 1 July 2001 and 1 July 2003, the representation of Africa, the Far East, the Middle East and South Asia, South East Asia and the Pacific, and Eastern Europe increased, whereas the percentage of staff drawn from Western Europe, North America and Latin America declined.

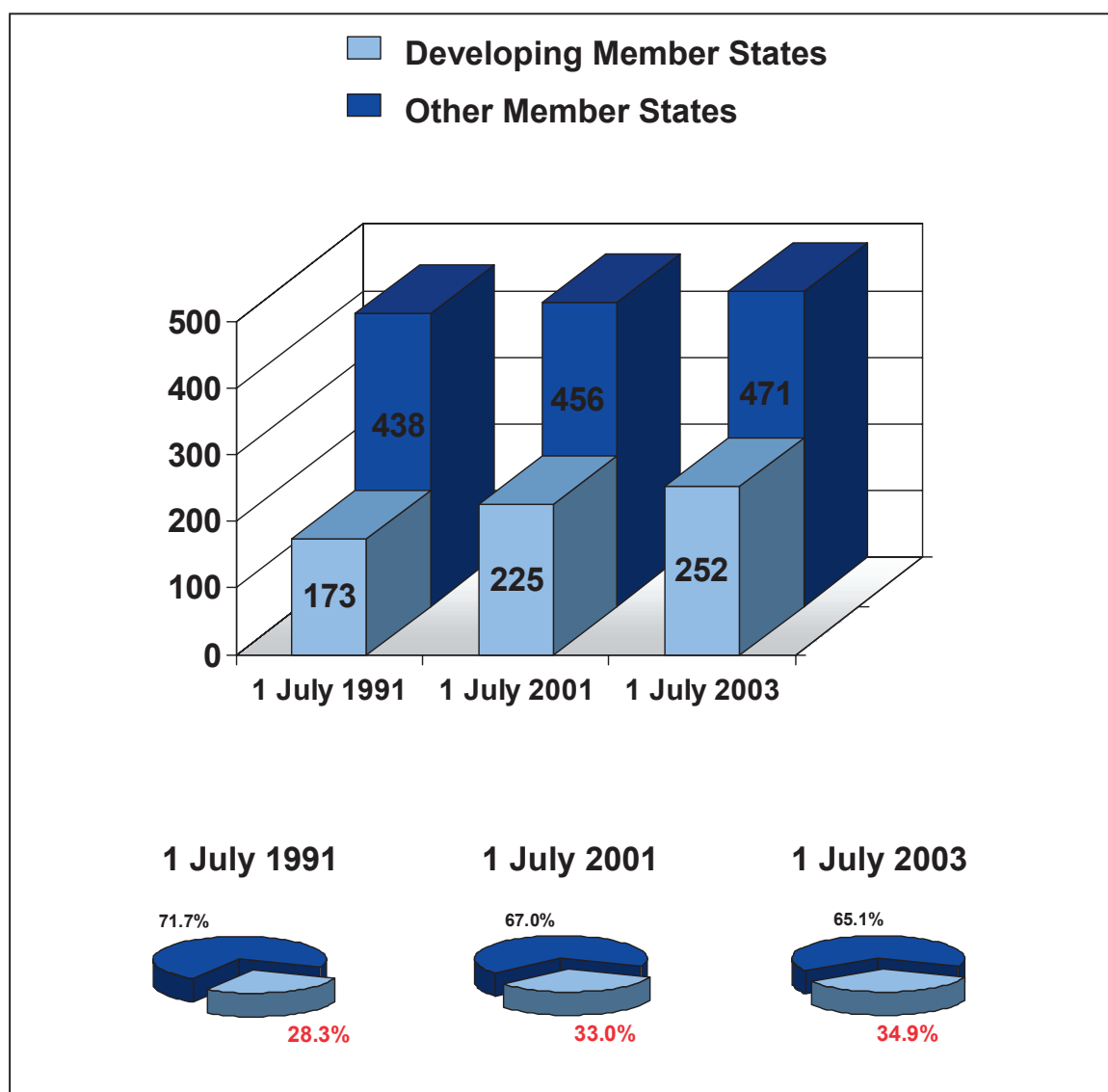
**Professional and Higher Categories Staff
by Geographical Area:
1 July 2003**



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

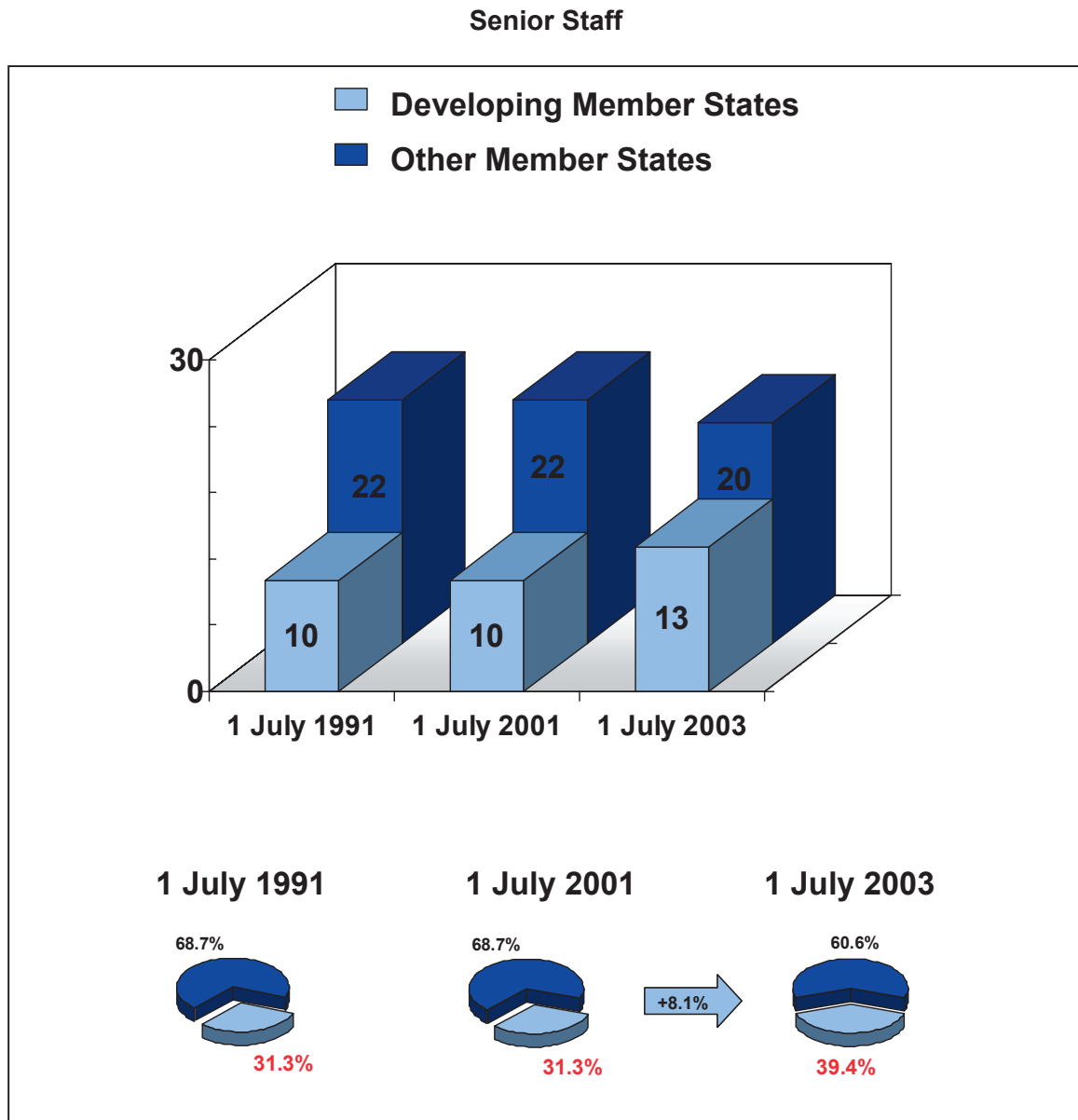
16. The measures taken by the Secretariat to increase the representation of developing Member States have proved effective. The chart below illustrates a positive trend: during the period from July 1991 to July 2001, the number of staff members drawn from developing Member States increased by 52 and from July 1991 to July 2003 the numbers increased by 79, resulting in an overall level of representation of 34.9%.

Professional and Higher Categories Staff



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

17. During the review period there were major changes in senior level positions: 16 senior staff left the Secretariat, 13 positions were advertised, and 17 appointments were made. The graph below depicts the number of senior staff from developing and other Member States, which as of 1 July 2003 was 39.4% and 60.6% respectively.

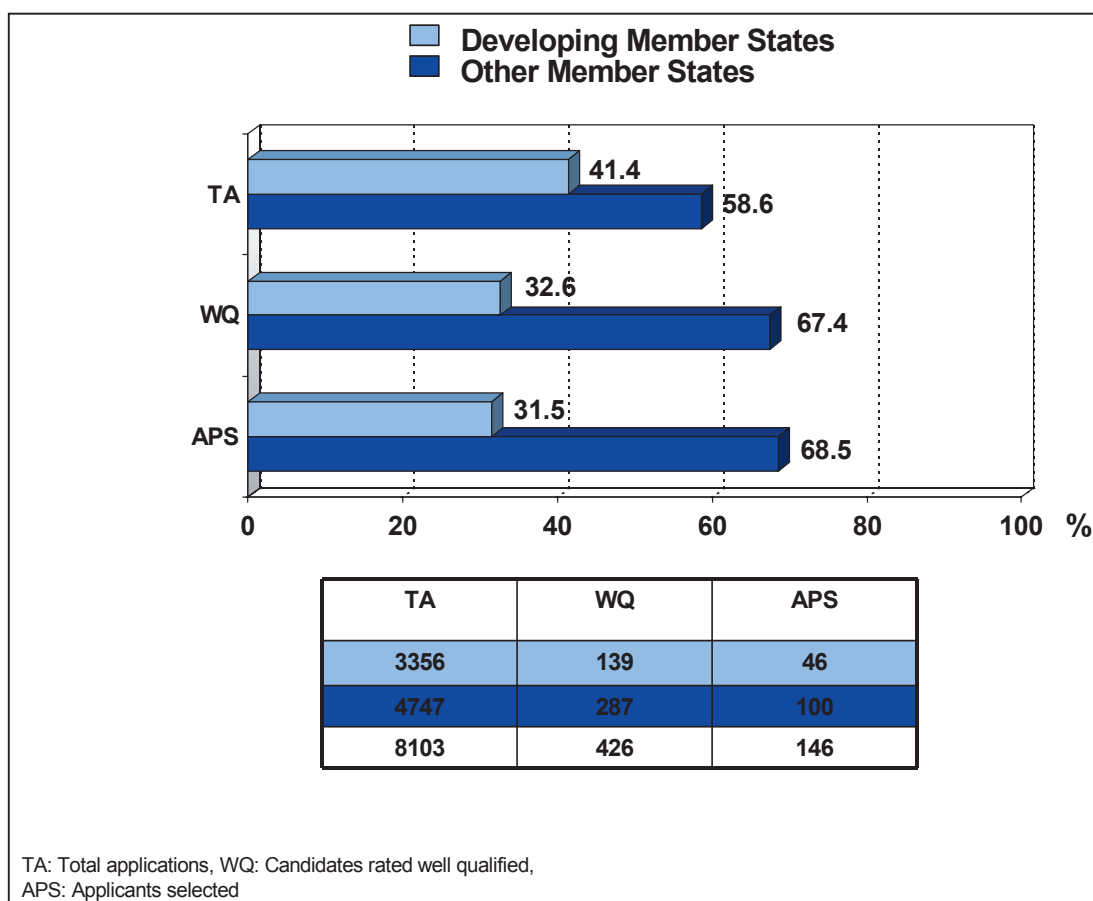


D.5. Applications

18. During the review period, 8103 outside applications were received for posts subject to geographical distribution where a selection was made; 3356 (41.4%) were received from nationals of developing Member States and 4747 (58.6%) from nationals of other Member States. Among those considered well qualified, 139 (32.6%) were from developing Member States, while 31.5% (or 46) of the selected candidates for vacant posts originated from developing Member States.

19. As in the past, almost half of all applications from developing countries come from a small group of Member States. Indeed, nine developing countries account for 49.7% of applications from this group.

**Outside Applications
Selections Completed between
1 July 2001 and 1 July 2003**



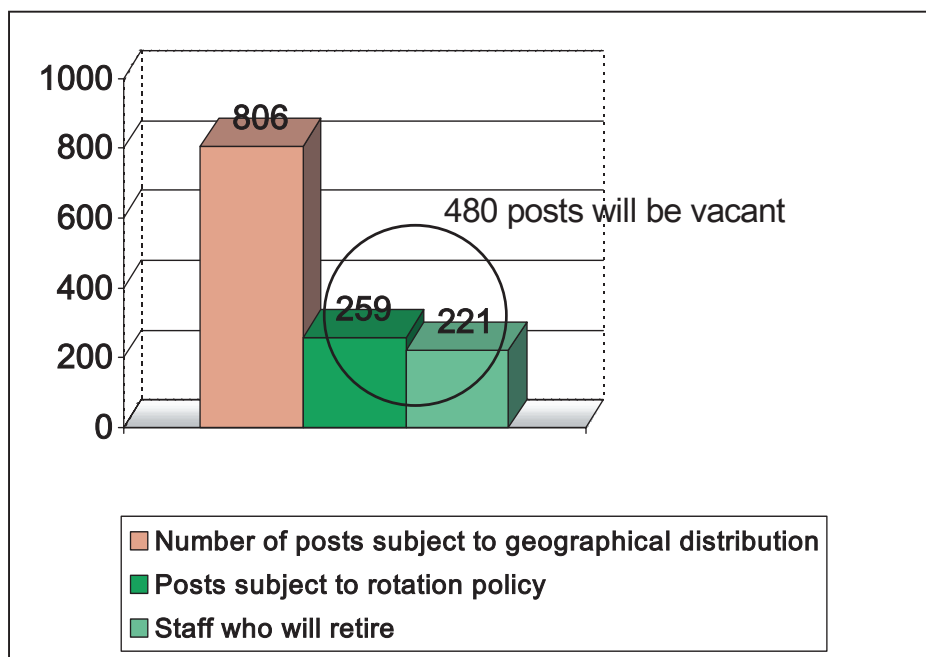
D.6. Staff drawn from unrepresented or under-represented Member States

20. Nationals of unrepresented or under-represented Member States accounted for 2218 (27.4%) of all applications received and constituted 83 (19.5%) of the total of well-qualified applications. At the same time, 34 (23.3%) of those selected were applicants from these Member States, demonstrating that the policy of giving preference in cases of comparable qualifications to applicants from unrepresented or under-represented Member States has generally been successful.

Forecast of anticipated separations

21. A projection of posts which will become available in the next seven years, broken down into those to become available due to staff retirement and those due to the application of the rotation policy, indicates that the Secretariat will face a major challenge: 480 (59.6%) of the posts subject to geographical distribution will become vacant.

**Professional and Higher Categories Posts
Projection of Posts (Subject to Geographical Distribution to become Vacant for the
Period 1 July 2003 – 1 July 2010)**



22. Of the current 723 staff on posts subject to geographical distribution, 73 will reach retirement age between 2004 and 2005 (10.1%), 55 in 2004 and 18 in 2005, mostly in the safeguards area.

23. Six countries will see 49% of their current staff leave the Secretariat due to retirement, while 5 other countries will see 29% of their staff retire.

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

E. Conclusions

25. The Secretariat hopes that the increasingly wide public recognition of the Agency and its programme should help to attract applicants with specialized skills, good managerial competence and a commitment to high standards and that this will help offset the worldwide reduction of candidates with a relevant nuclear background. The Secretariat urges all Member States to intensify their efforts to encourage suitably qualified candidates to apply for vacant posts.

Professional and Higher Categories Staff Subject to Geographical Distribution

NATIONALITY	DDG	D	P-5	P-4	P-3	P-2	P-1	TOTAL STAFF
AFGHANISTAN					1			1
ALBANIA				1	1			2
ALGERIA		1	1	2				4
ANGOLA								0
ARGENTINA		2	1	2	3			8
ARMENIA					2			2
AUSTRALIA		1	10*	2	3	1		17
AUSTRIA			1	6	10			17
AZERBAIJAN				1				1
BANGLADESH			1		2			3
BELARUS				2	5			7
BELGIUM	1	1	3	1	2			8
BENIN								0
BOLIVIA			1	1				2
Bosnia and Herzegovina				1		1		2
BOTSWANA								0
BRAZIL			2	5	5	1		13
BULGARIA			1	3	7			11
BURKINA FASO								0
CAMBODIA								0
CAMEROON					2			2
CANADA		1	5	11	8			25
CENTRAL AFRICAN REP.								0
CHILE			1	4	2			7
CHINA			1	4	3	1		9
COLOMBIA						1		1
COSTA RICA				1				1
COTE D'IVOIRE					1			1
CROATIA					1			1
CUBA			1	2	2			5
CYPRUS								0
CZECH REPUBLIC			1	3	1			5
DEM.PEOP.RP.OF KOREA				1				1
DEM.REP.OF THE CONGO				2				2
DENMARK				1				1
DOMINICAN REPUBLIC								0
ECUADOR				1				1
EGYPT			3	5	1			9
EL SALVADOR								0
ERITREA								0

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

NATIONALITY	DDG	D	P-5	P-4	P-3	P-2	P-1	TOTAL STAFF
ESTONIA								0
ETHIOPIA		1		1	1			3
FINLAND		1	2	7				10
FRANCE			11	8	12	3		34
GABON								0
GEORGIA								0
GERMANY	1	2	12*	10	7	1		33
GHANA		1			4	2		7
GREECE				2	1			3
GUATEMALA				1				1
HAITI				1				1
HOLY SEE								0
HONDURAS								0
HUNGARY			3	1	3	1		8
ICELAND		1	1					2
INDIA		2	3	7	2		1	15
INDONESIA				3	4	1		8
Iran, Islamic Rep. of			4	1	2			7
IRAQ				2				2
IRELAND			2	1	1	1		5
ISRAEL			1					1
ITALY			6	5	3			14
JAMAICA								0
JAPAN	1	1	4	6	7			19
JORDAN				1	3			4
KAZAKHSTAN					2			2
KENYA				1	2			3
KOREA, REP. OF		2	1	7	12	1		23
KUWAIT								0
LATVIA					1			1
LEBANON			1*	1	3			5
LIBERIA								0
LIBYAN ARAB JAM.						1		1
LIECHTENSTEIN								0
LITHUANIA				1	2			3
LUXEMBOURG								0
MADAGASCAR								0
MALAYSIA			2	1	5			8
MALI								0
MALTA								0
MARSHALL ISLANDS								0
MAURITIUS					1			1
MEXICO	1		3	3	2	1		10

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

NATIONALITY	DDG	D	P-5	P-4	P-3	P-2	P-1	TOTAL STAFF
MOLDOVA								0
MONACO								0
MONGOLIA				1		1		2
MOROCCO			2	1	1			4
MYANMAR				1				1
NAMIBIA								0
NETHERLANDS		1	2	2				5
NEW ZEALAND			1		1			2
NICARAGUA								0
NIGER								0
NIGERIA				4	3			7
NORWAY		1						1
PAKISTAN			2	1				3
PANAMA								0
PARAGUAY								0
PERU			3	2	2			7
PHILIPPINES				4	4	1		9
POLAND			2	4	3			9
PORTUGAL					1			1
QATAR								0
ROMANIA				2	5			7
RUSSIAN FEDERATION	1	1	4	21	8			35
SAUDI ARABIA								0
SENEGAL					1			1
SERBIA & MONTENEGRO				1	2			3
SEYCHELLES								0
SIERRA LEONE								0
SINGAPORE								0
SLOVAKIA			4	2	2			8
SLOVENIA			1	2	1			4
SOUTH AFRICA		1	4	2	2			9
SPAIN			4	3	3			10
SRI LANKA			1	1	4			6
SUDAN				1				1
SWEDEN			4*	5		1		10
SWITZERLAND						1		1
SYRIAN ARAB REPUBLIC				1				1
TAJKISTAN								0
THAILAND			1*		3			4
The F.Y.Rep. of Macedonia								0
TUNISIA			1					1
TURKEY			1	1	5	2		9
UGANDA				1		1		2

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

NATIONALITY	DDG	D	P-5	P-4	P-3	P-2	P-1	TOTAL STAFF
United Kingdom		1	17*	15	10	3		46
UKRAINE				1	3	2		6
UNIT.REP.OF TANZANIA		1			1			2
UNITED ARAB EMIRATES								0
URUGUAY			1	1				2
United States of America	1	3	32	27	24	1		88
UZBEKISTAN					2			2
VENEZUELA				4				4
VIETNAM				1	1			2
YEMEN								0
ZAMBIA		1				1		2
ZIMBABWE						2	1	3
TOTAL	6	27	176	245	234	33	2	723

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