

Board of Governors General Conference

GOV/2009/50-GC(53)/14

Date: 3 August 2009

General Distribution

Original: English

For official use only

Item 7 (b) (i) of the Board's provisional agenda

(GOV/2009/58)

Item 25 (a) of the Conference's provisional agenda

(GC(53)/1)

Personnel

Staffing of the Agency's Secretariat

Report by the Director General

Summary

- The purpose of this document is to present, pursuant to resolution GC(51)/RES/18.A (Staffing) adopted by the General Conference on 21 September 2007, information on the measures taken to implement that resolution, and to provide statistical data on the Professional staffing situation in the Secretariat. This document constitutes the report for the period 1 June 2007 to 1 June 2009.

Recommended Action

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

Personnel

Staffing of the Agency's Secretariat

Report by the Director General

A. Introduction

1. The data provided in this report relates to regular staff in the Professional and higher categories — defined as all staff who have been appointed in accordance with standard recruitment procedures through funds provided in the Regular Budget, and who hold a fixed term contract of a minimum of one year. This category does not include other staff such as cost free experts, consultants and staff paid from extrabudgetary funds, and staff members in the General Service category.
2. The total number of regular posts in the Professional and higher categories as of 1 June 2009 was 934 of which 177 were vacant. A breakdown of staff by Member State is included in the Annex.
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.
4. The guiding principles for recruitment are laid down in Article VII.D of the Agency’s Statute. The paramount consideration is to secure employees of the highest standards of efficiency, technical competence and integrity. Subject to this consideration, due regard is paid to the contributions of Member States to the Agency and the importance of recruiting staff on as wide a geographical basis as possible.

B. Objectives set

5. In resolution GC(51)/RES/18.A (Staffing), the General Conference requested the Director General, inter alia, to “continue to secure employees of the highest standards of efficiency, technical competence, and integrity and to intensify his efforts to increase accordingly, particularly at the senior and policy-making levels and for Professional posts requiring specific skills, the number of staff members from developing countries and from those other Member States which are unrepresented or under-represented in the Agency’s Secretariat.” The resolution further called on “Member States to continue encouraging well-qualified candidates to apply for vacant posts in the Agency’s Secretariat, including identifying relevant experts and increasing the number of well qualified candidates...”

C. Actions taken by the Secretariat

C.1. Affirmative measures

6. The detailed implementation of GC(51)/RES/18.A (Staffing) 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. Eight Member States have arrangements with the Agency pursuant to which they provide Junior Professional Officers (JPO) (individual Member States funded a total of 24 JPOs during the reporting period) and the Agency has discussed establishing similar arrangements with five additional Member States. From 1 June 2007 to June 2009, under the programme the Agency employed four JPOs from developing countries, who may at a later point in their careers apply for regular posts.

8. Also, as part of its efforts to inform young people of the work of the Agency and future employment opportunities, the Secretariat has expanded its Fellowship Programme, targeted for the technical cooperation area. The Secretariat has also revitalized its Internship Programme and thus far in the reporting period, 200 young people have participated, 27.5% of whom came from developing Member States.

C.2. Outreach measures

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

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

11. The Secretariat utilizes a web-based application system for advertised vacancies. Since the implementation of the system in 2002, the number of applications submitted has more than doubled. On average, the Secretariat received approximately 90 applications for each vacancy notice, 98% of which were submitted via the Internet. Approximately 45.6% of these applications were from developing countries.

C.3. Improvements since 2007

12. Further refinements have been made to the Agency's automated recruitment and selection process. These improvements have expedited the process. In particular, the Secretariat has been able to conduct a greater number of interviews using video conferencing opportunities.

13. As requested in GC(51)/RES/18.A (Staffing), the Secretariat has undertaken six recruitment missions (i.e. making presentations at conventions, meetings and other gatherings focusing on scientific and technological subjects) during this period. Given the limited resources, each of these missions continues to be at the invitation and financial sponsorship of a Member State.

14. During the period, the Secretariat has also continued to make special presentations at Agency sponsored meetings in the Vienna International Centre or other locally conducted conferences. In

operating a recruitment booth at such events, the Secretariat has increased the visibility of employment opportunities to conference and meeting participants.

D. Statistical Data

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

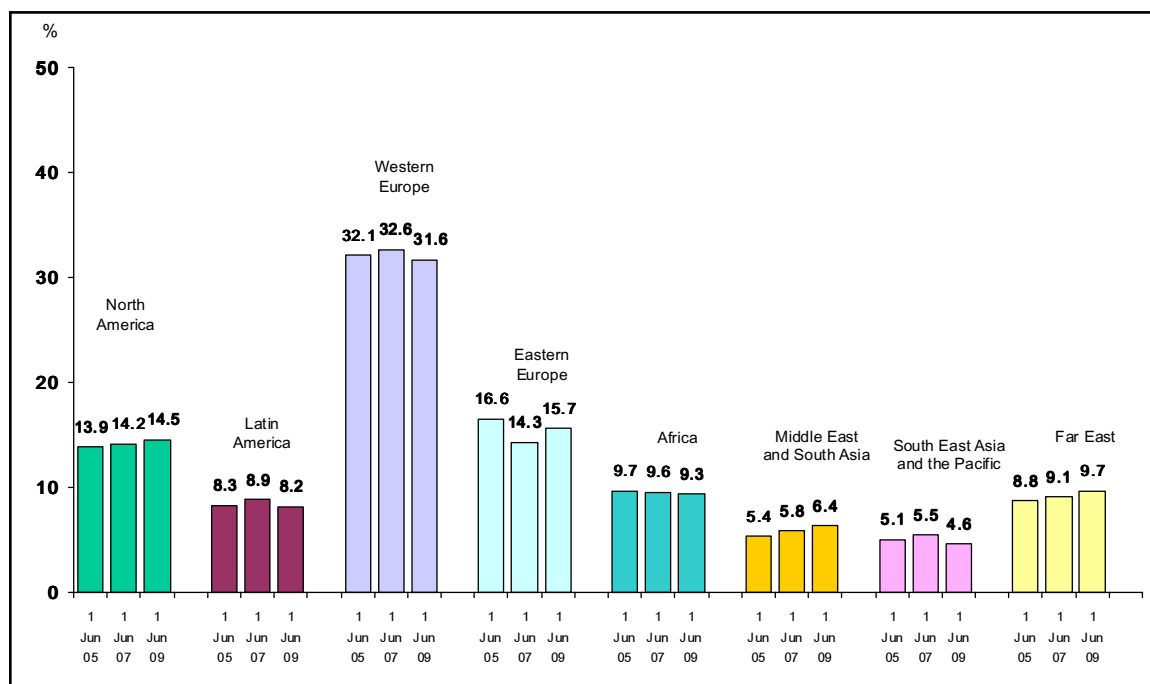
15. During the period from 1 June 2007 to 1 June 2009, 129 appointments were made to regular posts while 163 staff members left the Secretariat. Of the total number of appointments, 37 were from developing Member States (representing 28.7% of the total) and 92 were from other Member States.

D.2. Representation of Member States in the Secretariat

16. The number of Agency Member States increased from 144 to 146 over the period concerned and the number of Member States represented in regular posts was maintained at 102.

17. In the reporting period, the representation of North America, Eastern Europe, Middle East and South Asia and Far East increased, whereas the percentage of staff drawn from Latin America, Western Europe, Africa and South East Asia and the Pacific declined.

Professional and Higher Categories Staff By Geographical Area:



D.3. Staff drawn from developing Member States

18. The number of staff members drawn from developing Member States marginally decreased over this reporting period, resulting in an overall representation of 33.6%, compared to 34.2% in the previous reporting period.

19. In accordance with GC(51)/RES/18.A (Staffing), the Secretariat has analysed those geographic regions that are under-represented and the number of positions by which each region is short of achieving the pro forma guidance. North America and the Far East as regions are both under-represented by 20 staff members.

20. The Agency received applications from a broad range of countries — 135 out of 146 Member States. During this period, the Agency received applications from 86 of the 92 developing Member States. However, about 90% of all applications from developing Member States came from 40 of these Member States.

21. During the review period there were changes in senior level positions: 11 senior staff left the Secretariat, and nine appointments were made. As of 1 June 2009, 30% of senior staff were from developing Member States, compared to 33.3% in 2007.

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

22. Nationals of unrepresented or under-represented Member States accounted for 4607 (33.8%) of all outside applications received and constituted 123 (38.8%) of the total of well qualified applications. At the same time, 56 (40.6%) of those selected were applicants from these Member States.

D.5. Forecast of anticipated separations

23. A projection of posts which will become available in the next seven years, as a result of staff retirement and the application of the rotation policy, indicates that the Secretariat will continue to face a major challenge: 413 (44.2%) of the regular posts will become vacant between now and 2016.

24. Of the current 782 staff on regular posts, 109 will reach retirement age between 2009 and 2011, 35 in the safeguards area. Nine Member States will see 50% or more of their nationals who are currently staff members leave the Secretariat due to retirement, while 16 other Member States will see 25% to 50% of their nationals on the Agency's staff retire.

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

E. Summary

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

Regular Staff in the Professional and Higher Categories

NATIONALITY	ADG	DDG	D	P-5	P-4	P-3	P-2	P-1	TOTAL STAFF
Afghanistan									0
Albania					2				2
Algeria			1		2	1			4
Angola									0
Argentina			1	4	3	2			10
Armenia					2	1			3
Australia				9	6	6			21
Austria				5	11	7	1		24
Azerbaijan					1				1
Bangladesh						4			4
Belarus				1	2	4			7
Belgium			1	4	2	1			8
Belize									0
Benin					1				1
Bolivia					1				1
Bosnia and Herzegovina									0
Botswana									0
Brazil			2	4	5	6			17
Bulgaria				1	5	4			10
Burkina Faso									0
Cameroon					2	1		1	4
Canada			2	3*	12	4	1		22
Central African Republic									0
Chad									0
Chile				2		1			3
China			1	3	5	6			15
Colombia				1	2	2			5
Costa Rica			1	1	1				3
Côte d'Ivoire					1				1
Croatia					3	1			4
Cuba					5		1		6
Cyprus									0
Czech Republic				2	3	2	1		8
Democratic Republic of the Congo				1	1				2
Denmark				1					1
Dominican Republic									0
Ecuador				1					1
Egypt				2	4	2			8
El Salvador									0
Eritrea									0
Estonia									0
Ethiopia				2		4			6
Finland		1		3	3				7
France			2	15	13	15	2		47
Gabon									0
Georgia									0
Germany		1	2	10*	12	2			27
Ghana			1		2	3			6
Greece					1	1	1		3
Guatemala									0
Haiti					1				1
Holy See									0
Honduras									0
Hungary	1			3	6	2			12
Iceland				1					1

NATIONALITY	ADG	DDG	D	P-5	P-4	P-3	P-2	P-1	TOTAL STAFF
India			1	3	7	3			14
Indonesia					2	3			5
Iraq					1	1			2
Ireland				3	2				5
Islamic Republic of Iran				2*	1		1		4
Israel					1	1			2
Italy			2	8	7	8			25
Jamaica							1		1
Japan		1	2	3	7	11			24
Jordan					4				4
Kazakhstan					2				2
Kenya					1				1
Korea, Republic of				4	13	6			23
Kuwait									0
Kyrgyz Republic									0
Latvia					1				1
Lebanon					1	3		1	5
Liberia									0
Libyan Arab Jamahiriya				1					1
Liechtenstein									0
Lithuania					3				3
Luxembourg									0
Madagascar									0
Malawi									0
Malaysia				2	1	4			7
Mali				1					1
Malta									0
Marshall Islands									0
Mauritania									0
Mauritius					1				1
Mexico		1		4	1	3			9
Moldova						1			1
Monaco									0
Mongolia					1	2			3
Montenegro									0
Morocco				2*	1	1			4
Mozambique									0
Myanmar					1				1
Namibia						1			1
Nepal									0
Netherlands			1	3	2				6
New Zealand			1	1					2
Nicaragua									0
Niger									0
Nigeria				2	4	1			7
Norway			1						1
Oman									0
Pakistan				2	3		1		6
Palau									0
Panama					1				1
Paraguay									0
Peru				2					2
Philippines					5	3	1		9
Poland				4	4	2			10
Portugal					1				1
Qatar									0
Romania				1	4	3			8

NATIONALITY	ADG	DDG	D	P-5	P-4	P-3	P-2	P-1	TOTAL STAFF
Russian Federation		1	1	4	15	8			29
Saudi Arabia				1					1
Senegal					1				1
Serbia				1	2				3
Seychelles									0
Sierra Leone									0
Singapore									0
Slovakia				1	4				5
Slovenia				2	2				4
South Africa			1	4	5	2			12
Spain				7	6	5			18
Sri Lanka				1		1			2
Sudan					1	2			3
Sweden			2	5	2	2			11
Switzerland					2				2
Syrian Arab Republic				1	2	1	1		5
Tajikistan									0
Thailand									0
The former Yugoslav Republic of Macedonia						2			2
Tunisia				2					2
Turkey					4	5	2		11
Uganda					1	1			2
Ukraine					3	4			7
United Arab Emirates									0
United Kingdom			2	18	16	13			49
United Republic of Tanzania			1						1
United States		1	3	30*	33	21	3		91
Uruguay					1				1
Uzbekistan						1			1
Venezuela					3				3
Vietnam						2			2
Yemen						1			1
Zambia					1				1
Zimbabwe			1			2			3
TOTAL STAFF	1	6	33	204	307	212	17	2	782

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