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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(49)/RES/16A (Staffing of the Agency's Secretariat) adopted by the General Conference on 30 September 2005, 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 2005 to 30 June 2007.

Recommended Action

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

Personnel

Staffing of the Agency's Secretariat

Report by the Director General

A. Introduction

1. The data provided in this report relates to regular staff in the Professional and higher categories — defined as all staff who have been appointed in accordance with standard recruitment procedures through funds provided in the Regular Budget, and who hold a fixed term contract of a minimum of one year. This category does not include other staff such as cost free experts, temporary assistants, 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 30 June 2007 was 912 of which 98 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(49)/RES/16A, 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" and "to strengthen, within available resources, the recruitment efforts in Member States". 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(49)/RES/16A 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 19 JPOs during the reporting period) and the Agency has discussed establishing similar arrangements with 4 additional Member States. From 1 July 2005 to 30 June 2007, under the programme the Agency employed 4 JPOs from developing Member States, 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 2006 and 2007, 89 young people have participated, 27% of which 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, 95% of which were submitted via the internet. Approximately 45% of these applications are from developing countries.

C.3. Improvements since 2005

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

13. As requested in GC(49)/RES/16A, during this period the Secretariat has undertaken four recruitment missions (i.e. making presentations at conventions, meetings and other gatherings which focused on scientific and technological subjects). Because of unavailability of resources, these missions continue to be at the invitation and financial sponsorship of the Member State.

14. During the period, the Secretariat has also continued to make special presentations at Agency sponsored meetings in the Vienna International Centre and at 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)

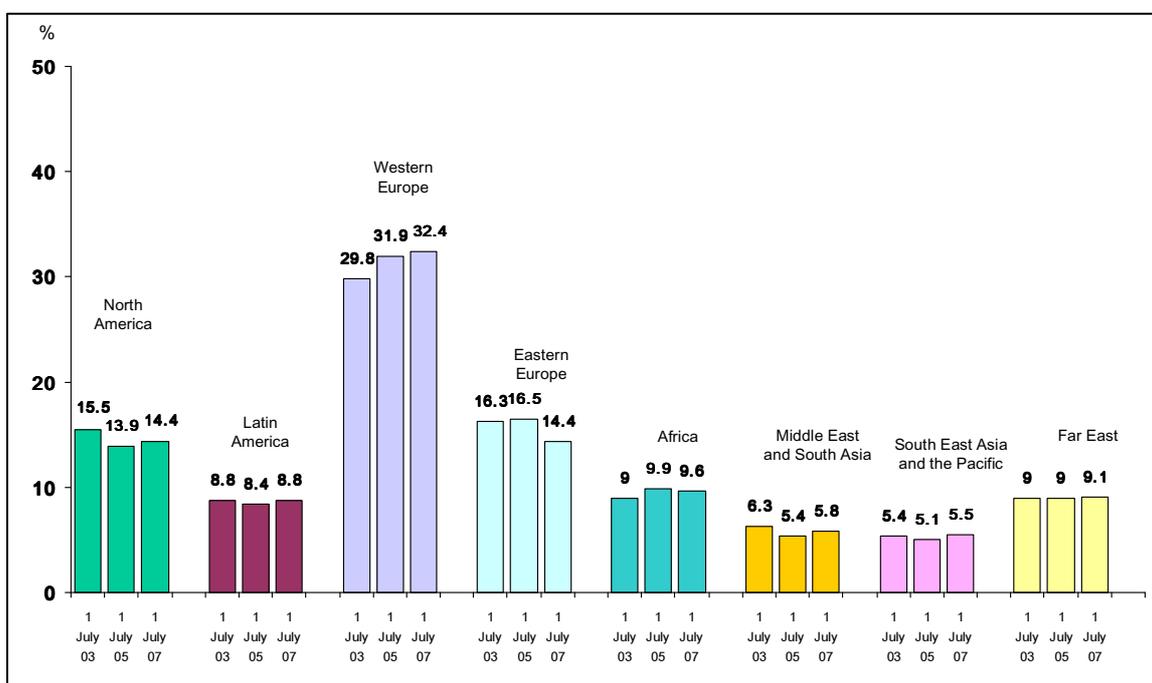
15. During the period from 1 July 2005 to 30 June 2007, 163 appointments were made to regular posts while 139 staff members left the Secretariat. Of the total number of appointments, 53 were from developing Member States and 110 were from other Member States.

D.2. Representation of Member States in the Secretariat

16. The number of Agency Member States has increased from 138 to 144 over the period concerned and the number of Member States represented in regular posts has increased from 99 to 102.

17. In the reporting period, the percentage of staff drawn from Eastern Europe declined; all other geographical areas experienced marginal changes.

**Professional and Higher Categories Staff
By Geographical Area:**



D.3. Staff drawn from developing Member States

18. The measures taken by the Secretariat to ensure the representation of developing Member States have proved effective. The number of staff members drawn from developing Member States increased over this reporting period by 10, resulting in an overall level of representation of 34.2%. Over the longer period of July 1991 to June 2007, the numbers increased by 85.

19. During the review period, 11 800 outside applications were received for regular posts for which selections were made: 43.5% were received from nationals of developing Member States and 56.5% from nationals of other Member States.

20. The Agency received applications from a broad range of countries — 137 out of 144 Member States. During this period, the Agency received applications from 85 of the 90 developing Member States. However, about 85% of all applications from developing Member States came from 33 Member States.

21. During the review period there were changes in senior level positions: 7 senior staff left the Secretariat, and 13 appointments were made. As of 30 June 2007, 33.3% of senior staff were from developing Member States, compared to 30.6% in 2005.

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

22. Nationals of unrepresented or under-represented Member States accounted for 2559 (25.1%) of all outside applications received and constituted 73 (26.3%) of the total of well qualified applicants. In those instances where an external candidate was selected, and applicants from unrepresented or under-represented Member States were among candidates rated 'well qualified', a well qualified person from this group of Member States was selected for the position in 82% of cases.

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 face a major challenge: 478 (52%) of the regular posts will become vacant between now and 2014.

24. Of the current 814 staff on regular posts, 73 will reach retirement age between 2007 and 2009, 42 in the safeguards area. 29 Member States will see 50% or more of their nationals who are currently staff members leave the Secretariat due to retirement, while another 25 Member States will see 30% to 49% of their nationals on the Agency's staff retire.

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

D.6. Recommendations for the future

26. Access to the Internet has expanded exponentially worldwide. The vast majority of applicants find Agency vacancies on the Internet and, indeed apply via this means, including from developing countries. Therefore the Secretariat continues to strongly encourage applications via the Internet.

E. Summary

27. 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 has taken a series of proactive steps to counteract this trend. Nevertheless, 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	DDG	D	P-5	P-4	P-3	P-2	P-1	TOTAL STAFF
Afghanistan								0
Albania				1	1			2
Algeria		2		3				5
Angola								0
Argentina		1	4	3	3			11
Armenia				1	2			3
Australia		2	8	5	7	1		23
Austria			4	11	13	2		30
Azerbaijan				1				1
Bangladesh			1		4			5
Belarus				2	4			6
Belgium		1	4	2	3			10
Benin				1				1
Bolivia			1	1				2
Bosnia and Herzegovina				1				1
Botswana								0
Brazil		1	4*	6	5	1		17
Bulgaria			1	3	5			9
Burkina Faso								0
Cameroon					2			2
Canada		1	3	11	5			20
Central African Republic								0
Chad								0
Chile			1	3	2			6
China			3	5	4			12
Colombia				3	2			5
Costa Rica		1	1					2
Côte d'Ivoire				1				1
Croatia				1	2			3
Cuba				6	1			7
Cyprus							1	1
Czech Republic			3	4		1		8
Democratic Republic of the Congo				2				2
Denmark			3	1				4
Dominican Republic								0
Ecuador				1				1
Egypt			3	5	2			10
El Salvador							1	1
Eritrea								0
Estonia								0
Ethiopia			2		4			6
Finland	1		4	3				8
France		2	14	18	15	2		51
Gabon								0
Georgia								0
Germany	1	1	11*	10	3	1		27
Ghana		1		2	3	2		8
Greece				1	1			2
Guatemala				1				1
Haiti				1				1
Holy See								0
Honduras								0
Hungary		1	3	4	3			11

NATIONALITY	DDG	D	P-5	P-4	P-3	P-2	P-1	TOTAL STAFF
Iceland		1	1					2
India		2	3	7	2	1		15
Indonesia				3	4			7
Iraq				1	1			2
Ireland			1	3	1			5
Islamic Republic of Iran			2*		2			4
Israel				1				1
Italy		1	5	8	5	1		20
Jamaica								0
Japan	1	2	3	9	10			25
Jordan				2	2			4
Kazakhstan				1	1			2
Kenya				2				2
Kuwait								0
Kyrgyz Republic								0
Latvia				1				1
Lebanon					4			4
Liberia								0
Libyan Arab Jamahiriya			1		1			2
Liechtenstein								0
Lithuania				1	1			2
Luxembourg								0
Madagascar								0
Malawi								0
Malaysia			1	3	5			9
Mali								0
Malta								0
Marshall Islands								0
Mauritania								0
Mauritius				1				1
Mexico	1		4	3	3			11
Moldova								0
Monaco								0
Mongolia				1	2			3
Montenegro								0
Morocco			3	1				4
Mozambique								0
Myanmar				1				1
Namibia						1		1
Netherlands			2	1				3
New Zealand		1	1					2
Nicaragua								0
Niger								0
Nigeria			1	6	1			8
Norway		1						1
Pakistan			2	1	1			4
Palau								0
Panama								0
Paraguay								0
Peru			2	1				3
Philippines				6	2	1		9
Poland			3	3	4			10
Portugal				1	1			2
Qatar								0
Republic of Korea		1	3	9	10			23
Romania				3	2			5
Russian Federation	1	1	6	19	6	1		34
Saudi Arabia			1					1

NATIONALITY	DDG	D	P-5	P-4	P-3	P-2	P-1	TOTAL STAFF
Senegal				1				1
Serbia				2	1			3
Seychelles								0
Sierra Leone								0
Singapore								0
Slovakia			1	2	1			4
Slovenia			1	2	1			4
South Africa		1	4	5	3			13
Spain		1	4	3	5	1		14
Sri Lanka			1		1			2
Sudan				1	1			2
Sweden		2	6	1	3			12
Switzerland				1				1
Syrian Arab Republic			1	1	1	1		4
Tajikistan								0
Thailand		1			2			3
The Former Yugoslav Republic of Macedonia								0
Tunisia			2					2
Turkey				4	4	3		11
Uganda					2			2
Ukraine				2	5			7
United Arab Emirates								0
United Kingdom		2	17*	21	17	3		60
United Republic of Tanzania		1						1
United States of America	1	3	32*	34	25	2		97
Uruguay			1	1				2
Uzbekistan					1			1
Venezuela				2				2
Vietnam				1	1			2
Yemen					1			1
Zambia		1			1			2
Zimbabwe					1	1		2
TOTAL STAFF	6	36	193	307	244	26	2	814

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