



International Atomic Energy Agency

PROGRAMME  
AND BUDGET  
FOR 1961

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## LIST OF ABBREVIATIONS

ACABQ	Advisory Committee on Administrative and Budgetary Questions (of the United Nations General Assembly)
Agency	International Atomic Energy Agency
Board	Board of Governors (of the Agency)
D	Director
DG	Director General
DDG	Deputy Director General
EPTA	Expanded Programme of Technical Assistance (of the United Nations)
FAO	Food and Agriculture Organization of the United Nations
GS	General Service (staff)
IBRD	International Bank for Reconstruction and Development
ICAO	International Civil Aviation Organization
ICRP	International Commission on Radiological Protection
ICRU	International Commission on Radiological Units and Measurements
IDA	International Development Association
IG	Inspector General
ILO	International Labour Organisation or Office
IMCO	Inter-Governmental Maritime Consultative Organization
M & O	Maintenance & Operatives Service (staff)
P	Professional category (staff)
SAC	Scientific Advisory Committee (of the Agency)
TAB	Technical Assistance Board (of the United Nations)
TAC	Technical Assistance Committee (of the United Nations Economic and Social Council)
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNSCEAR	United Nations Scientific Committee on the Effects of Atomic Radiation
WHO	World Health Organization
WMO	World Meteorological Organization

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### NOTE

All sums of money are expressed in United States dollars.





## CHAPTER I. INTRODUCTION

### A. GENERAL

1. In accordance with Article XIV.A of the Statute, the Board of Governors hereby submits to the General Conference the budget estimates for the expenses of the Agency in 1961.

2. These estimates were originally prepared by the Director General. On the basis of a first progress report the Board supplied general policy guidance with respect to areas of new activity and the size of the operational budget during its meetings in March-April 1960, and instructed its Administrative and Budgetary Committee to review and examine in detail the budget estimates prepared by the Secretariat and the justification for these estimates. This review took place during the second half of May, and on the basis of the report submitted by the Committee, the Board, at meetings held between 14 and 16 June 1960, gave final consideration to the programme and budget estimates.

3. Some of the principal scientific activities of the Agency, such as its scientific meetings, and part of its publications and research programmes have been reviewed by SAC which met in Vienna from 25 to 27 April 1960. The Committee's views have been taken into consideration in elaborating those parts of the programme and budget covering the activities which it reviewed.

4. The programme proposed for 1961 is essentially a continuation of the programme approved by the General Conference for 1960. The Board's policy of keeping functional programme activities during that year from expanding too far beyond the level of 1959 has proved sound in that initial operations could be consolidated and to some extent stabilized. In addition, the experience of the past twelve months has provided some indication as to which programme activities should gradually be expanded and which could be reduced. The budget for 1961 reflects these adjustments without any substantial departure from the present pattern of operations.

5. In developing the programme, which is described in detail in Chapter II, the Board has taken into account the views expressed on the 1960 programme during the third regular session of the General Conference and the continued growth in momentum of the activities initiated in earlier years.

6. The Board is of the belief that the programme proposed for 1961 presents a proper balance as between activities of particular interest to those areas of the world that are less advanced in the utilization of atomic energy, and activities which are of general interest and usefulness to all Member States. A review of the whole programme, which endeavours to make this clear, appears as an Introduction to Chapter II.

7. The Board recommends the adoption of the programme and budget by the General Conference. In recommending adoption of the operational budget, it wishes specifically to direct the attention of the General Conference to the fact that approval of the target for voluntary contributions should imply the willingness of the Member States to meet the target by such contributions. It regrets to report that, unless a sharp reversal of present prospects takes place during the remainder of 1960, voluntary contributions from Member States will, for the third consecutive year, fail to reach the target figure. Unless there is a greater response by Member States to the growing need for voluntary contributions, the Board is seriously concerned regarding the extent to which the Agency will be able to achieve the successful fulfilment of its statutory responsibilities.

### B. COMPARISON OF THE BUDGET ESTIMATES FOR 1960 AND 1961

8. The total regular budget for 1960 was \$5 843 000. The estimates for 1961 total \$6 168 000, an increase over 1960 of \$325 000. The requirements for the operational budget

have also increased, rising from \$1 590 000 to \$1 800 000. Detailed explanations of these increases will be found in Chapter III.

9. In order to provide a more valid comparison between probable expenditures in 1960 and the estimates for 1961, transfers between sections of the budget authorized by the Board up to the time of the printing of this document have been included.

10. Staff increases have been kept to an absolute minimum. Although an increase in the manning table of the Secretariat of nine Professional posts is proposed, all of these posts are justified on economic grounds. The salary and other costs of these nine posts will be more than offset by decreases in temporary assistance costs.

11. On the other hand, it has been necessary to propose an increase of 20 posts in the General Service category. Five of these, however, are also justified on economic grounds and of the remaining 15 all but two are required in the scientific and technical departments of the Secretariat where increased programme activities have necessitated additions to the clerical and secretarial staffs, even though to the extent possible, secretarial and typing services have been pooled in an effort to relieve the present shortage.

12. In keeping with the General Conference resolution urging that the need for expansion in certain departments be met through transfers of posts,<sup>[1]</sup> certain requirements for additional Professional staff in the technical divisions of the Secretariat are being met by utilization of existing authorized posts within the manning table approved for 1960.

13. As in previous years, the manning tables do not provide for posts to cover all possible activities. In certain specialized fields, the Board believes that recourse should be had to consultants and funds have been budgeted for this purpose.

#### C. DEVELOPMENTS AFFECTING THE AGENCY'S TEMPORARY HEADQUARTERS

14. At the present time the Secretariat is housed partly in the premises formerly known as the new Grand Hotel and partly in a section of the Neue Hofburg, where the Boardroom and facilities ancillary thereto are also located.

15. In the later part of 1959 the Austrian Government indicated its willingness to place at the disposal of the Agency, on the same terms as in the case of the new Grand Hotel, the whole of the old Grand Hotel, suitably renovated, in exchange for the space it at present occupies in the Neue Hofburg. The old Grand Hotel is immediately adjacent to and can be connected floor by floor with the present headquarters building.

16. Recognizing the important advantages offered by the proposal, namely that it would permit housing the entire Secretariat in one building, would provide a reserve of office space for possible future needs, and would allow for the Boardroom to be located in the headquarters building, the Board authorized the Director General to proceed with the necessary negotiations with the Austrian authorities to effect this exchange of space on the understanding that none of the measures undertaken would in any way prejudice the question of the Agency's permanent headquarters.

17. Work is now proceeding to adapt the old Grand Hotel to appropriate standards for an office building, at an estimated cost to the Austrian Government of \$1 300 000. The non-recurring cost to the Agency, estimated to be \$187 000 arises in connexion with its obligation to pay for renovations to meet its special requirements such as fitting out a new Boardroom, enlarging staff facilities such as the restaurant, and purchasing office furniture to replace that in the Neue Hofburg building which is owned by and rented from the Austrian Government.

[1] GC/(III)/RES/51, part A, paragraph 3(b).

18. It is expected that by July 1961 all renovations in the old Grand Hotel building will have been completed and the entire Secretariat housed in what will then be, in effect, a single building.

#### D. CONDITIONS OF SERVICE

19. On the basis of a survey of best prevailing conditions of employment in Austria conducted in 1959 and at the beginning of 1960, the Director General has established, with the approval of the Board of Governors, a new salary scale for the staff in the General Service category, with effect from 1 January 1960, to replace the provisional salary scale heretofore in force. On the other hand, the Director General has decided to reduce the amount of the non-residents' allowance, payable to the non-locally recruited staff members in the General Service category, from AS 31 200 to AS 26 000 per annum. The additional net expenditure resulting from these changes, estimated at approximately \$20 000, has been reflected in the estimates for salaries and wages and common staff costs for 1961.

#### E. FORM OF THE PROGRAMME AND BUDGET

20. The form of presentation adopted in previous years, which has been favourably commented on by ACABQ, has been maintained with a few small refinements. An effort has been made to avoid duplication in the narrative parts of Chapters II and III. For the same reason, the general observations regarding the development of the Agency's programme which were set forth in sections A.I, II and III of Chapter II of the Programme and Budget for 1960 have been eliminated, since they can more appropriately be presented to the General Conference in the form of a preface to the Board's annual report. These steps have made it possible to shorten the budget document.

21. As in the budget for 1960, the main functional activities carried out under the regular budget have been grouped together. These activities include panels and committees; special missions; seminars, symposia and conferences; distribution of information; and scientific and technical services, including certain types of laboratory services. However, the estimates for these functional activities reflect only part of the cost of the respective programmes, since a number of cost elements including such major items as salaries and wages, common staff costs and common services and supplies, cannot be segregated on a functional basis in a secretariat which is working as an integrated team. Therefore, the estimates in other parts of the regular budget cannot be considered as general administrative expenses but are related to a large extent, directly or indirectly, to functional programme activities.

22. The minor refinements mentioned above include more precise determinations of the costs which should be charged to the General Conference and the Board of Governors, made possible by operating experience and the maintenance of work performance data.

23. In conformity with the practice of the United Nations, the estimate of the cost of consultant services has been included, like that of temporary assistance, as a sub-item of the section covering salaries and wages.

24. Previous budgets have included the anticipated share of the Agency in EPTA as an integral part of the operational budget. The budget for 1961 shows EPTA funds for purposes of information only and does not include them in the request for budgetary appropriations. The reason for this change in presentation is that EPTA funds are administered by the Agency in accordance with EPTA regulations and are allotted to it by TAC on the basis of country requests. While they should obviously be taken into account when determining the desirable level of the operational programmes of the Agency, it is considered inappropriate to consider them as an integral part of the operational budget.

## F. FINANCING OF REGULAR BUDGET EXPENSES

25. The regular budget expenses are financed from contributions for which Member States are assessed in accordance with the Statute and the Financial Regulations. In accordance with the recommendation of the General Conference at its second regular session,[ 2 ] the General Conference will be asked to approve a scale for 1961 based on the 1960 scale of the United Nations. Proposals to this effect will, as in previous years, be submitted to the General Conference by the Director General.

26. The Director General will also report on the collection of contributions and advances to the Working Capital Fund for the year 1960. At the end of 1959, 1.8 per cent of advances to the Working Capital Fund, 11.3 per cent of contributions to the 1959 regular budget, and 2.8 per cent of contributions to the 1957/1958 regular budget were still outstanding.

27. Under the Agency's Financial Regulations any cash surpluses which accrue in a given financial year are retained in the Administrative Fund as a provisional surplus for 12 months. At the end of this 12-month period, any arrears of assessed contributions from previous years received during the 12-month period are added to the provisional surplus, as are any savings on the unliquidated obligations of the preceding financial year. The cash surplus, as thus determined, is then allocated among Member States in accordance with the scale of contributions for the period to which the surplus relates.

28. The individual allocations to Member States whose contributions for the financial year in which the surplus arose have been paid in full are applied to liquidate first, any debt due to the Working Capital Fund, secondly, any arrears of contributions, and thirdly, contributions due for the financial year then commencing. The allocations to the remaining Member States are similarly applied after their contributions for the period to which the surplus relates have been paid in full.

29. A cash surplus will be allocated for the first time in 1961. The financial period covered is 1958.

30. The cash surplus for 1958 is as follows:

Budget surplus	221 214	
Contributions by new Members	<u>25 760</u>	
	246 974	
Saving on 1958 obligations	<u>34 308</u>	281 282
Unpaid 1958 contributions		<u>114 976</u>
Cash surplus		166 306
Add: Miscellaneous income		<u>6 115</u>
Total cash surplus		172 421

31. The General Conference at its third regular session approved the establishment of a Publications Revolving Fund to which are credited receipts from the sale of Agency publications and the sale or rental of visual media produced or acquired by the Agency. The Fund is used to finance reprints of Agency publications and visual media, and to promote the programme for the distribution of information. As at 31 March 1960, \$6 964 had been credited to the Fund.

## G. FINANCING OF OPERATIONAL BUDGET EXPENSES

32. The principal source of funds for the Agency's operational expenses is voluntary contributions by Member States to the General Fund. At its third regular session the

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[ 2 ] GC(II)/RES/33.

General Conference approved the recommendation of the Board that the target for contributions to the General Fund in 1960 should be \$1.5 million and urged Member States to make the voluntary contributions required to meet this target. [ 3 ]

33. The General Conference also established a Committee for Pledges of Voluntary Contributions to the General Fund. At the meeting of this Committee during the third regular session 23 Member States announced pledges for 1960 totalling \$910 176 while the representative of one Member State announced its support in principle without being able to indicate a specific amount. By 31 May 1960 seven Member States had announced additional pledges totalling \$34 761.

34. As indicated by the above figures the dependence of the operational programme of the Agency on voluntary contributions gives rise to uncertainty about the extent to which the planned programme can be carried out in a given year. Since the programme groups different activities in a way designed to give the best balance as between different requirements, it must necessarily suffer if sufficient funds are not forthcoming to execute in full the various parts of the total programme. Furthermore, since the regular budget is drawn up each year in conjunction with the budget for the operational part of the programme, a full and economical utilization of staff and the facilities approved under one part of the budget cannot be achieved if the other part falls short of the approved target.

35. For the foregoing reasons, the Board reiterates that approval by the General Conference of a specific target for contributions to the General Fund in 1961 should also reflect the willingness of the Member States to make voluntary contributions up to that amount. In 1959, unexpected revenues and special contributions permitted the planned programme to be carried out in full and a modest reserve to be carried forward, although pledged voluntary contributions to the General Fund fell \$317 000 short of the \$1.5 million goal. Through May 1960 only \$944 937 had been pledged towards a 1960 goal of the same amount and there are no indications of any special contributions or exceptional revenue.

36. Some revenue to the General Fund may accrue in 1961 from charges levied in connexion with the supply of materials by the Agency or the rendering of scientific services to other bodies or Member States by the permanent laboratory which is expected to begin operations early in 1961. No specific amount can, however, be estimated at this stage.

37. It can be expected that the laboratory will undertake, on a wider scale, work in the fields of health, safety, standardization, calibration, safeguards, etc., which is now being done in the provisional laboratory. Under Article XIV.B of the Statute, the cost of such work is considered an "administrative" expense to be funded under the regular budget. Other activities of the permanent laboratory will require funding under the operational budget. Only operating experience will permit a precise determination of what proportion of the total expenses of the laboratory should be borne by each budget. It is believed conservative, however, to estimate that in 1961 40 per cent of the expenses of the Agency's laboratory operations will require funding under the regular budget and appropriate provision has been made to meet this requirement.

38. With regard to preliminary assistance and survey missions, the Board considers that no final judgment is yet possible regarding the allocation of their cost between the operational and the regular budgets. It is proposed, in 1961, to continue to charge these expenses to the regular budget.

#### H. PARTICIPATION IN THE UNITED NATIONS EXPANDED PROGRAMME OF TECHNICAL ASSISTANCE

39. In 1959, the first year of the Agency's participation in EPTA, the Agency received a lump sum allocation of \$200 000 from EPTA funds. Further, the Executive Chairman of

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[ 3 ] GC(III)/RES/51, part B, paragraphs 1 and 2; and GC(III)/RES/55, paragraph 3.

TAB was authorized to allocate an additional amount of up to \$200 000 out of his contingency fund for Agency projects. Because of difficulty in obtaining experts requested by countries participating in the programme, it was only possible to utilize \$278 402 of the total thus made available.

40. In 1960 the Agency had time to bring its programming under EPTA into line with the established country programming procedure, and was able to submit preliminary sub-totals for inclusion in country planning targets of 30 countries. In that year TAB decided to raise the global planning figure of the Agency to \$600 000. An additional \$84 000 was made available to cover identifiable administrative and operational services costs to the Agency for carrying out projects under EPTA.

41. Under the new biennial system of programming for EPTA, which first comes into effect for the years 1961/1962, the Agency's total planning share has been established at \$1 533 300 for the two year period. This is based on sub-totals for 39 countries of \$730 050 in 1961 and \$693 100 in 1962; for regional activities a planning share of \$110 150 is included. While it is assumed that half of the latter amount will be used in each year, the actual division of funds will not necessarily have to amount to exactly 50 per cent. The total planning share includes administrative and operational services costs amounting to approximately \$70 000 for 1961, which the Board proposes should be used to provide additional technical assistance to requesting countries. The draft appropriations resolution indicates that the regular budget of the Agency for 1961 includes funds to cover administrative expenses arising out of its participation in EPTA.[ 4 ]

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

42. As with budgets for previous years and in accordance with Article XVI of the Relationship Agreement with the United Nations, after adoption by the General Conference, the administrative part of the budget after adoption by the General Conference, will be reviewed by ACABQ which will subsequently submit its report thereon to the General Assembly. In developing the budget for 1961 careful consideration has been given to the observations of ACABQ, in the previous year on the form of the budget, and the Agency's administrative and financial practices.

#### J. THE WORKING CAPITAL FUND

43. The level of the Working Capital Fund was originally fixed at \$2 million by the General Conference, at its first special session in 1957,[ 5 ] on the basis of a recommendation by the Preparatory Commission. Despite the budgetary increases which have occurred since then, a continuing favourable pattern of payment by Member States of their assessed contributions has made it unnecessary to propose any increase in this level. On the expectation that a substantial amount of assessed contributions will continue to be paid by Member States in the first half of the fiscal year, the Board considers that no change in the level of the Working Capital Fund need be proposed for 1961.

44. The Board has, on several occasions, considered the question of emergency assistance to Member States in cases of radiation accidents. It believes that the Agency should provide this service subject to reasonable financial limitations. However, rather than providing, from year to year, a specific appropriation in the regular budget which, it can be assumed, would seldom be utilized, it recommends that provision be made for advances from the Working Capital Fund for this purpose.

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[ 4 ] See Part A.1 of the resolution set forth in Annex III.

[ 5 ] GC.1(S)/RES/7, Appendix I, paragraph 1.

45. Accordingly, the draft resolution on the use of the Working Capital Fund authorizes the Director General, with the prior approval of the Board, unless in the opinion of the Director General the situation requires immediate action in advance of such approval, to advance from the Working Capital Fund, to meet the cost incurred by the Agency in organizing and rendering emergency assistance to Member States in connexion with radiation accidents, up to \$50 000 in each case.

## CHAPTER II - THE PROGRAMME

### A. MAJOR ACTIVITIES UNDER THE PROGRAMME

#### I. GENERAL

46. The proposed programme for 1961 provides for a continuation of the programmes embodied in previous budgets. The diversity of the statutory functions and the balance between them are maintained with a certain shift of emphasis, however, to the operational programmes, scientific services and research activities which have a particular potential for growth. As the scientific staff is increasing and is gaining in experience, the Agency is attaining a position where it can render more scientific and advisory services with its own resources although it naturally continues to rely on the assistance and experience of the most advanced Member States. As in previous years, the Board is of the opinion that the programme gives due weight to the needs of the less-developed Member States and at the same time provides for activities intended to create a basis for general progress in the safe utilization of atomic energy for peaceful purposes which is of concern to all Member States. Thus the delay in the advent of generally economic nuclear power is used to build up the necessary technological infra-structure in the less-developed countries and to establish an international framework of norms and regulations which an orderly and safe development of widespread nuclear industries will require.

#### II. TECHNICAL ASSISTANCE

47. The development of the Agency's technical assistance activities reflects the increasing demand from less-developed Member States. The programme embraces all the standard types of technical assistance but a special additional feature is research assistance. Because of the relatively early stage in the development of atomic energy for peaceful purposes, the Agency has followed a policy of making an initial and broad assessment of requirements through the despatch to various regions of the world of preliminary assistance missions. These missions make a general and technical survey of the nuclear activities, plans and aspirations of the countries visited and obtain such basic information as may have a bearing on the possible utilization and application of atomic energy in these countries and the appropriate type of Agency assistance in support of national developments. The missions are composed of technical experts as well as administrators and the great majority of technical assistance requests emerge from the recommendations of these missions.

48. The Agency also organizes similar missions to groups of Member States wishing to receive a preliminary appraisal, by an international team of experts, of their facilities or their programmes concerned with specific subjects such as isotopes, power or training.

49. In addition, short visits are made by staff members to countries whose initial requests need clarification on the spot; these visits prove most efficacious and constitute an important link in the relations between the Agency and the recipient countries.

50. It is now possible to say that this initial policy of making such broad assessments of requirements and potentialities has proved its worth. While the time has not yet come at which this process of assessment can be considered completed, emphasis has begun to shift towards the support of specific projects in Member States or groups of Member States and this phase is now in the process of steady amplification. Experts for country programmes are mainly drawn from technically more developed Member States and procedures for notification of vacancies have been established with a view to accelerating recruitment. In general, experts are requested for periods of up to one year, though in a few cases requests have been for two-year periods.



51. Increasing demands are made on the Agency for equipment. Because of the special importance of the equipment component for the technical assistance activities of the Agency, the Board has recommended that the relevant EPTA criteria be applied with the necessary flexibility. It is a general requirement that such equipment should form part of an integrated technical assistance project.

52. Participation in EPTA is beginning to be increasingly felt as an important part of the Agency's technical assistance planning and activities. If the Governments of the 39 countries for which TAB agreed to propose Agency sub-totals for the years 1961 and 1962 make full use thereof, the Agency will obtain from EPTA funds, for technical assistance activities, \$1 533 300, including \$110 150 for regional projects. The Agency's share in EPTA is, however, still modest as compared with that of other agencies; if the full amount of \$1 533 300 were to be allocated to the Agency by TAC, its share in EPTA funds in 1961 and 1962 would amount to about 2.6 per cent.

53. The fellowship programme has expanded to the point where all the financial means made available for it can be utilized. Increasing use is also being made of free training facilities put at the Agency's disposal by Member States possessing specialized schools and institutions. Agency fellows are now returning from their studies in increasing numbers and helping to strengthen the body of qualified technicians and assistants in their respective countries.

54. It is realized that the training programme should not only comprise studies abroad but also in the Member States concerned. Visiting professors make an important contribution to the stimulation of research and studies which can be carried out locally in many Member States. This method is advantageous in that a large number of students can be trained in situ and the professors can select and recommend the most promising ones for Agency fellowships. Thus, this aspect of the programme effectively combines the exchange of teaching personnel with training.

55. For the same reasons training courses in specific fields of nuclear science will be more frequently organized by the Agency in various parts of the world, often with the welcome support of some of the specialized agencies. Furthermore, the Agency's two mobile radioisotope laboratories provide for trainees in many countries an opportunity to become familiar with techniques and equipment not locally available.

### III. DISTRIBUTION OF INFORMATION

56. The Agency's contribution to the distribution of information on the peaceful uses of nuclear energy has increased considerably. Its scientific and technical publications are beginning to receive recognition by the scientific community. The work on the compilation and publication of bibliographies and efforts at standardization of terminology will continue to expand.

57. The holding of scientific conferences, seminars and symposia provides one of the most effective means of spreading knowledge. Within the last 12 months approximately 1 000 scientists, technicians and administrators took part in meetings organized by the Agency. Several thousand people have been reached by the Agency's documentation and library services. Nuclear information was also disseminated through the loan of films, and by visits of staff members abroad and of scientists visiting the headquarters of the Agency.

### IV. THE SUPPLY OF MATERIALS AND EQUIPMENT

58. Despite the many problems inherent in transactions in nuclear raw materials, there are signs that the Agency may gradually become increasingly involved in the supply of such materials by and to Member States. An initial transaction in 1959 involving the supply of natural uranium has been followed by several requests for the

supply of special source and fissionable material and on the basis of supply agreements concluded with some of its Member States the Agency can expect to become more and more engaged in this activity.

59. In connexion with activities for the procurement and supply of equipment for technical assistance, research work, etc., specific data on sources of supply, technical characteristics, etc., of a large range of equipment have already been collected and classified. This information, apart from being utilized within the Secretariat, is also available to Member States.

## V. REGULATORY ACTIVITIES

60. Many problems of health and safety, arising out of the use of atomic energy, are essentially international in character. The establishment of international standards and regulations for all operations involving radiation and radioactive materials continues, therefore, to be one of the most important activities of the Agency, beneficial to its membership as a whole.

61. This activity can be described under three main headings:

- (a) The establishment of basic standards. The Agency is at present engaged in the preparation of basic standards of safety to be applied to its own operations and to projects carried out under its auspices.
- (b) The formulation of specialized regulations. With the co-operation of other interested international organizations the Agency undertakes the formulation of specialized regulations for selected operations such as the transportation of radioactive materials and the safe release of radioactive waste material into the sea. Some of these recommendations may be incorporated into existing conventions, especially those dealing with transport; others may in due course become a suitable subject for new conventions.
- (c) The compilation of manuals, codes of practice and recommended procedures. These publications, dealing with such topics as the safe handling of radio-isotopes, the safe operation of research reactors and critical assemblies and low level radioactive waste disposal techniques, are of particular help to smaller establishments.  
The drafting of model legislation on radiation protection based on the experience of the advanced countries will also, it is hoped, serve as a useful guide to countries which are faced with the task of framing legislation, but which do not have the requisite experience to draw upon.

62. In terms of its Statute, the Agency is developing safeguard procedures which will be used to ensure that nuclear materials and facilities assigned for peaceful uses are not diverted to further military purposes.

63. The Agency will apply these procedures to assistance furnished by it, to assistance provided under bilateral or multilateral agreements, whose safeguards provisions are being implemented by the Agency, and to nuclear materials and facilities in States which have requested the Agency to apply safeguards to such materials and facilities.

## VI. RESEARCH AND SCIENTIFIC SERVICES IN SUPPORT OF THE OPERATIONAL PROGRAMME

64. In order to fulfil its statutory function - "To encourage and assist research on, and development and practical application of, atomic energy for peaceful uses throughout the world" - the Agency continues to place research contracts with institutions in Member States which are capable of undertaking research on subjects of interest to the Agency's own activities. Emphasis has been placed on health physics, radiation protection,

radiobiology, radioactive waste disposal, and safeguards, and on studies concerning small and medium power reactors. In addition, research in the application of radioisotopes to medical and agricultural problems which are of significance to less-developed countries is being supported.

65. The Agency's provisional laboratory has been fully operational for some time and carries out work on the standardization of radioisotopes and the measurement of environmental radioactivity. When the permanent laboratory commences operations early in 1961 it will be able to perform services upon requests by Member States and also carry out measurement and analysis in support of the Agency's own programme in the fields of safeguards and health and safety. The laboratory will carry out controls of special materials for nuclear technology. It will calibrate and adapt measuring equipment and it will serve as a centre for the co-ordination of activities under the programme for the world-wide determination of the tritium concentration in natural water. The laboratory will be able to accept a limited number of trainees under the Agency's own fellowship programme.

## B. PROGRAMME OF WORK OF THE SECRETARIAT

66. In this section the programme of work of each division of the Secretariat is described in relation to the main functions of the Agency.

67. The functions and responsibilities of divisions are again stated, but the description of their past and current work is not repeated in detail unless it is necessary to do so in order to link it with changes or new developments and proposals.

68. To facilitate comparison, and in order to provide a parallel to the budget presentation in Chapter III, the authorized staff for the years 1959 and 1960 is tabulated under each office and division and shown against the proposed staff for 1961. Explanatory statements on staff are provided in justification of proposed changes.

69. A comparative staffing table for the years 1960 and 1961 is set forth in Annex II.

# I. OFFICE OF THE DIRECTOR GENERAL

## 1. Office of the Director General

Table 1

Grade	1959 Staff	1960 Staff	Proposed change	Proposed 1961 staff
DG	1	1	-	1
D-1/2	2	1	-	1
P-3	1	1	-	1
Sub-total	4	3	-	3
GS	2	2	-	2
Total	6	5	-	5

## 2. Office of Internal Audit

Table 2

Grade	1959 Staff	1960 Staff	Proposed change	Proposed 1961 staff
P-5	1	1	-	1
P-3	-	1	-	1
Sub-total	1	2	-	2
GS	2	2	-	2
Total	3	4	-	4

### (a) Functions and responsibilities

70. The functions of the office are to review financial and other transactions in order to ensure:

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

### (b) Programme of work for 1961

71. As the activities of the Agency expand, the number of financial transactions to be reviewed also increases but the present staff has now gained sufficient experience to handle the increased workload. One Professional staff member continues to act as Secretary of the Agency's Staff Pension Committee, preparing documentation for the Committee and for the United Nations Joint Staff Pension Fund.

## II. DEPARTMENT OF TRAINING AND TECHNICAL INFORMATION

### 3. Office of Deputy Director General for Training and Technical Information

Table 3

Grade	1959 Staff	1960 Staff	Proposed change	Proposed 1961 staff
DDG	1	1	-	1
P-3	1	1	-	1
P-1	1	1	-	1
Sub-total	3	3	-	3
GS	1	1	-	1
Total	4	4	-	4

### 4. Division of Exchange and Training of Scientists and Experts

Table 4

Grade	1959 Staff	1960 Staff	Proposed change	Proposed 1961 staff
D-1/2	1	1	-	1
P-5	2	2	-	2
P-4	5	7	-	7
P-3	-	1	-	1
P-2	-	1	-	1
Sub-total	8	12	-	12
GS	9	14	2	16
Total	17	26	2	28

#### (a) Functions and responsibilities

72. The functions and responsibilities of the division are:

- (a) To administer the Agency's fellowship programme and direct all activities associated with it, whether financed from the Agency's own funds or from other sources;
- (b) To direct and administer the Agency's exchange programme for scientists, experts and visiting professors; and
- (c) To award research and special grants, organize training courses and render assistance to Member States in the organization and operation of regional training courses and co-operatively financed regional training centres.

#### (b) Programme of work for 1961

73. The practical administration of a fellowship programme is not bound to the annual calendar. This is demonstrated by the following table which reflects the position, as at 1 January 1960, of applications received and awards made under the 1958 and 1959 programmes:

	1958 <u>Programme</u>	1959 <u>Programme</u>
Total applications received	287	576
Member States who sent applications	30	45
Type I awards	102	203
Type II awards	108	142
Total awards made	210	345
Fellowships completed	33	2
Fellows actively studying	111	77
Fellows placed who have not yet commenced studies	42	128
Fellows still awaiting placement	9	138
Fellows withdrawn	15	-

74. On 1 January 1960, therefore, the fellowships unit of the division was active on behalf of 505 fellows who were either studying or about to begin their studies or for whom placement was still under negotiation. In addition, the division expects to receive during 1960 approximately 700 applications and to award about 500 fellowships.

75. By 1961, it must be assumed that the number of applications to be dealt with will have risen to 900. If the carry-over from previous years is in approximately the same proportion as that reflected in the table in paragraph 73 above, the division may have between 1 000 and 1 200 individual cases under active administration during that year. This includes the initial careful study of candidates' dossiers, development of suitable study programmes, negotiations with appropriate training institutions and laboratories, arrangements for travel and payment of stipends, followed by supervision of their activities during study, consultations with professors and scientists with whom the fellows are working, and the study and analysis of their monthly - and ultimately final - reports.

76. In addition, although only one research fellowship was awarded in 1959, there is budgetary provision for four to six such awards in 1960, and it is expected that it will be necessary to award at least the same number in 1961.

77. The exchange programme did not start until 1959, when the division arranged visits of eight scientists for durations varying from one to 12 months. Fourteen more such requests, received during 1959, are currently being processed for 1960. It must be expected that further requests will be received during 1960, the execution of which will at least partly fall into 1961. By 1961, the number of visits to be arranged is expected to rise to 25.

78. Training courses and related activities also began in 1959 with two courses. One course on the application of radioisotopes in agriculture and medicine, jointly sponsored by the Government of Argentina and the Agency, took place in Argentina; another, under the joint sponsorship of FAO and the Agency, on the application of radioisotopes in agriculture, took place at Cornell University, USA.

79. Currently, the division is engaged in arranging the following four courses to be held in 1960:

- (a) Application of radioisotopes in agriculture (New Delhi, India) jointly with UNESCO;
- (b) Reactor engineering (Bombay, India);
- (c) Carbon-14 dating (Greece); and
- (d) Application of radioisotopes in medicine (Leopoldville, Republic of the Congo).

80. In 1961, it is expected that the Agency will be requested to assist in establishing at least five training courses. The division also plans to organize during that year a seminar on education and training in nuclear science.

81. It is also anticipated that the Agency may be called upon to conduct further studies of the need for establishing regional training centres and, as a result of the studies already made, to assist in the organization of regional training courses in national or regional centres and to render other forms of assistance in the planning and operation of regional training centres, co-operatively financed by Member States.

82. The Board decided in June 1960 to endorse a request by the Government of the United Arab Republic for the establishment in Cairo of a Middle Eastern regional radioisotope centre for the Arab countries, subject to the provisions that the Director General arrange a series of training courses in Cairo and report to the Board on a draft project agreement in the light of the results of these training courses. The Board decided to defer until September requests from Belgium (on behalf of the Congo), Greece and Turkey for the establishment of such centres and an offer by Israel to act as host for such a centre if the Board so wished.

(c) Explanatory statement on staff

83. As far as Professional staff is concerned, no change will be required in 1961 in spite of the anticipated increase in work described above. In respect of General Service staff, however, the present position is unsatisfactory in that a large part of the clerical work has to be performed on an over-time basis. To deal with the additional applications and awards expected by 1961, and in order to limit the load to not more than 100 cases per staff member in the fellowships unit - which is the maximum one employee can efficiently handle - two additional posts are required.

5. Division of Scientific and Technical Information

Table 5

Grade	1959 Staff	1960 Staff	Proposed change	Proposed 1961 staff
D-1/2	1	1	-	1
P-5	1	1	-	1
P-4	7	9	-	9
P-3	7	7	-	7
P-2	3	3	-	3
P-1	4	4	-	4
Sub-total	23	25	-	25
GS	29	33	6	39
Total	52	58	6	64

(a) Functions and responsibilities

84. The division's responsibilities are:

- (a) To administer the Agency's programme of scientific conferences, symposia and seminars;
- (b) To administer the Agency's programme of publishing scientific and technical information on the peaceful applications of atomic energy;
- (c) To provide to Member States bibliographical and scientific reference services, to organize the preparation and editing of series of scientific reviews and bibliographies on development in the field of nuclear energy;



- (d) To acquire published material on the subject of the peaceful applications of atomic energy and to organize this material into a usable collection, for the use of Member States and the staff of the Agency; and
- (e) To maintain active liaison with Member States and to encourage the exchange of scientific information on the peaceful uses of atomic energy.

(b) Programme of work for 1961

85. In general the programme of work of the division for 1961 will follow the lines of previous years. It is anticipated that at least three conferences and nine seminars and symposia on various subjects will be held in 1961. This programme is similar in extent to that already in effect in 1960, but does not include possible co-sponsorship of conferences organized in the field of peaceful applications of atomic energy by the United Nations or the specialized agencies. The division will continue to issue lists of conferences, meetings and training courses and will maintain liaison regarding the sponsorship by the Agency of conferences organized by other organizations. It will also continue to publish the proceedings of conferences and symposia and to issue further volumes of the various series already started.

86. The division will continue to provide secretarial services to the Publications Committee which advises the Director General on the publications programme of the Agency. It is planned to convene in 1961 a small panel of experts to advise on the latest techniques with regard to the distribution of scientific information on nuclear energy.

87. In regard to documentation work the division will continue the editing of reviews and the preparation of bibliographies, reference lists and other documentation material. Arrangements will be made for the preparation and editing of 24 issues of the List of References on Nuclear Energy, of about 15 reviews and five extensive bibliographies. Liaison will be maintained with other organizations on documentation questions and on the development of classification systems. Assistance to less-developed Member States to create information centres will be given.

88. The division will also continue to augment its collection of books, journals, documents and miscellaneous information material and to distribute information through special accessions lists, reading lists, micro or full-sized copies of references, etc. Two information service and library training workshops are planned for the Mediterranean region. Close co-operation will be maintained with other nuclear science libraries. The division will carry out and further promote the exchange of publications.

(c) Explanatory statement on staff

89. Experience has shown that editing, sub-editing and proof-reading cannot successfully be sub-contracted or carried out by temporary staff. The Agency's publications programme represents one of its most important functions; the publications have been consistently praised and scientists and technicians are utilizing them more and more. It is therefore essential that the high standard of style and presentation be maintained. The United Nations and the specialized agencies with equivalent publications programmes, maintain a relatively large staff of Professional officers, apart from those employed as translators.

90. With the growing demand for multi-language publications, a balanced provision of staff should now be made. The present establishment of one officer-in-charge (P-4); one senior editor (P-4); one plasma physics journal editor (P-4); one junior scientific editor (P-2) and one sub-editor (P-1) should be increased by three P-3 posts for the editing of French, Russian and Spanish texts, and two P-1/2 posts for sub-editing and proof-reading of English scientific texts, the quantity of which is still, and will no doubt remain for some time, very much higher than the texts in the three other languages. Editing and proof-reading of scientific texts cannot be separated, and must be done by the same people, in accordance with the practice of commercial publishers, who estimate one hour a page for

editing, copy-preparing, proof-reading and consultation with authors. Two additional General Service posts are required to assist the extra Professional staff and to type revised and corrected manuscripts.

91. The increased work in connexion with documentation, particularly the typing of manuscripts for photo-offset reproduction, necessitates an increase of three typists; one of these will have to assist, when required, in the work connected with conferences and meetings.

92. A Professional librarian (P-2) and a General Service assistant are required in the library to deal with the extended reference work, the higher rate of acquisition and the increased number of enquiries.

93. As will be seen from the staffing plan for this division presented in Table 5 above, the additional Professional posts will be provided by utilizing existing vacancies in other parts of the Secretariat, in accordance with the provisions of resolution GC(III)/RES/51, part A.

### III. DEPARTMENT OF TECHNICAL OPERATIONS

#### 6. Office of Deputy Director General for Technical Operations

Table 6

Grade	1959 Staff	1960 Staff	Proposed change	Proposed 1961 staff
DDG	1	1	-	1
P-3	1	1	-	1
P-1	1	1	-	1
Sub-total	3	3	-	3
GS	1	1	1	2
Total	4	4	1	5

94. The organization of the activities of the department has increased the volume of administrative and clerical work in the Office of the Deputy Director General to a degree which already demands the continuous employment of temporary assistance. One additional General Service post in 1961 is considered essential.

#### 7. Division of Economic and Technical Assistance

Table 7

Grade	1959 Staff	1960 Staff	Proposed change	Proposed 1961 staff
D-1/2	1	1	-	1
P-5	2	3	-	3
P-4	2	6	-	6
P-3	4	4	-	4
P-2	-	2	-	2
Sub-total	9	16	-	16
GS	6	9	2	11
Total	15	25	2	27

##### (a) Functions and responsibilities

95. The division has two major responsibilities, namely:

- (a) Technical assistance; and
- (b) Economic studies and evaluations.

96. In regard to technical assistance, the responsibilities are:

- (a) To provide technical assistance to requesting countries under the Agency's technical assistance programme and EPTA;
- (b) To assist Member States in preparing suitable projects for assistance from the Special Fund and other financing institutions;
- (c) To plan and organize missions, such as preliminary assistance missions and special survey missions;

- (d) To assist Member States in making arrangements to receive technical assistance from other Member States; and
- (e) To co-ordinate the substantive aspect of the work relating to technical assistance with other divisions of the Agency.

97. The responsibilities in connexion with economic studies and evaluations are:

- (a) To undertake economic evaluations of technical assistance projects;
- (b) To undertake studies relating to the economics of the peaceful applications of atomic energy, particularly in regard to nuclear power;
- (c) To conduct or arrange economic surveys relating to the Agency's projects and technical operations; and
- (d) To assist Member States, where possible, in making arrangements to secure external financing for projects sponsored or aided by the Agency, e.g., from IBRD and IDA.

98. Studies and surveys referred to above are undertaken, where appropriate, in co-operation with the United Nations and the specialized agencies.

(b) Programme of work for 1961

(i) Technical assistance

99. In the discussions during the third regular session of the General Conference representatives of the Member States reiterated their desire to see a further expansion of the Agency's activities related to technical assistance and in the organization of special missions to enable the Agency to meet the increasing requirements of less-developed countries in the peaceful uses of atomic energy.

100. It is anticipated that the Board, under the Agency's 1960 operational programme, will have approved requests involving the services of approximately 30 experts. Most of these projects will be implemented in 1960, but owing to delays in recruitment, a few experts may not enter on duty until 1961. During 1960 the Agency is also implementing a field programme under EPTA involving the services of 26 experts.

101. Many of the technical assistance projects, the implementation of which started in 1960, will continue in 1961. Some of the requests received during 1959-60 required further clarification from the Governments concerned and will be considered for implementation in 1961.

102. It is expected that, in addition to requests arising from visits of Agency missions of various types, a large number of technical assistance requests will be received for implementation in 1961 and 1962 in response to the Director General's circular letters concerning the Agency's programme for 1961 and projects under EPTA for 1961-62.

103. Finally, some expansion in technical assistance activities may take place in 1961 as a result of possible Special Fund projects and regional activities under EPTA sponsored by the Agency.

104. Consequently, the need will arise in 1961 for approximately 600 man-months of technical assistance requiring the services of some 70 field experts in various peaceful uses of atomic energy.

105. It is anticipated that in 1961 requests for scientific and technical supplies and equipment as an integral part of technical assistance requests will increase further. The evaluation of such requests, and the procurement of equipment for approved projects, will increase in 1961 the work of both the Division of Economic and Technical Assistance and the Division of Technical Supplies.

106. So far, 27 countries have been visited by preliminary assistance and preparatory missions. In the second half of 1960 another preliminary assistance mission is expected to visit about five countries, bringing the total of countries visited to approximately 32. It is felt that, on the completion of this programme, the need for visits by such missions will have been adequately met except in Africa and Latin America. It is therefore intended to concentrate mainly on these two areas in 1961.

107. Africa consists of a very large number of States and dependent territories but only a few States are at present Members of the Agency. As a result of some territories acquiring independence, the number of Member States in this area is expected to increase in the near future. The establishment of the United Nations Economic Commission for Africa may be of some importance in this connexion. It is, therefore, desirable to take into account the need for one preliminary assistance mission to interested African countries in 1961. One such mission has accordingly been planned.

108. Latin America comprises a large number of countries and territories, in some of which atomic energy organizations are being set up for the first time. It is likely that requests for a preliminary assistance mission may be received somewhat late in 1960, and provision has accordingly been made for the visit of one such mission to this area in 1961.

109. The countries in South East Asia and the Far East were visited by preliminary assistance missions and preparatory missions in the early part of 1959. It will be desirable for the Agency to re-establish direct contacts with these countries in order to ascertain the progress in their programmes for the development of atomic energy, and to determine the role that the Agency can play in connexion with specific technical assistance projects. It is, therefore, planned to organize a few short follow-up missions in connexion with specific technical assistance projects. It is estimated that these missions will require altogether the services of six experts for an average period of three weeks each.

(ii) Economic evaluation and studies

110. In line with the nuclear power studies undertaken in 1959 and 1960, some of which derive from resolutions GC(II)/RES/27 and GC(III)/RES/57, it is planned to organize in conjunction with the Division of Reactors, two nuclear power survey missions to prepare for participation in two specific nuclear power projects.

111. The economic studies on nuclear power initiated in 1959 and continued in 1960 will be further accelerated in 1961 by expanding programmes already under way and as the result of the increasing availability of technical and economic information on nuclear energy production. The need for such studies will arise mainly in connexion with the preparation for the nuclear power survey missions and participation in specific nuclear power projects. These studies will be undertaken, as appropriate, in co-operation with the United Nations and its regional economic commissions.

112. A second category of economic studies will relate to other industrial applications of atomic energy, such as:

- (a) Economics of radioisotopes production and consumption;
- (b) Economics of multi-purpose (power and heat) reactors; and
- (c) Economics of other atomic energy uses, including process heat and ship propulsion.

It is expected that one of these studies will be completed in the course of 1961 and that a panel will be convened to review the study.

113. Available information on nuclear power costs will be collected, evaluated and summarized on a continuing basis and periodic reports on the subject will be prepared.

114. A panel on nuclear power costing was organized in 1960. A similar panel is planned for 1961 to deal with the current status of the costing of nuclear power, and the development of systematic methods of costing. The panel will be organized in collaboration with other interested divisions.

(iii) Other work

115. The Division of Economic and Technical Assistance will continue to assist in the work of the Technical Assistance Committee of the Board of Governors to ensure the speedy review of technical assistance requests. The division will also service the inter-departmental Co-ordination Committee for Technical Assistance established by the Director General within the Secretariat for reviewing and co-ordinating technical assistance activities of the Agency.

116. In 1961 the Agency's field programme for technical assistance will be well under way. It is estimated that about 60 experts will be in the field under the Agency's programme of technical assistance and EPTA. Delivery of equipment and supplies will have acquired momentum, and it will be necessary to follow-up, on the spot, the implementation of projects in a number of cases. Some of the senior officers of the division will therefore have to visit the regions concerned in 1961.

(c) Explanatory statement on staff

117. No staff increase in the Professional category is contemplated.

118. The unit dealing with economic evaluation and studies consists of three officers, who are fully engaged in this work. Besides, they are likely to be away from headquarters from time to time to participate in various missions. It will be necessary, therefore, to supplement, as appropriate, the existing staff by occasional recruitment of consultants.

119. With the expansion of the programmes the volume of secretarial and clerical work has increased substantially. The processing of 16 reports of preliminary assistance missions, including the preparation of preliminary drafts and the preparation of various panel papers and documents for the Board of Governors for which this division is directly responsible, in addition to the normal routine, has placed a heavy burden on the General Service staff. With two additional preliminary assistance missions and two special power survey missions planned for 1961, the existing clerical staff will not be in a position to deal with this volume of work.

120. The secretarial work incidental to the recruitment of experts, attending to their requirements while in the field and processing their periodical reports is very heavy. It is significant to note that the recruitment of a single expert involves an exchange of as many as 20 letters. There is also a considerable amount of clerical work involved, including maintenance of individual files, rosters, card-indexes etc., in respect of the experts contacted, interviewed and recruited.

121. Measures have already been taken to remedy the situation by the creation of a pool of General Service staff within the division. This will, however, not suffice to deal with the additional work load foreseen in 1961. It is, therefore, considered essential that two additional General Service posts be provided in 1961 to enable the division to carry out its activities in a satisfactory manner.

## 8. Division of Reactors

Table 8

Grade	1959 Staff	1960 Staff	Proposed change	Proposed 1961 staff
D-1/2	1	1	-	1
P-5	3	3	-	3
P-4	3	3	-	3
P-3	1	1	-	1
P-2	2	2	-	2
Sub-total	10	10	-	10
GS	4	6	-	6
Total	14	16	-	16

### (a) Functions and responsibilities

122. The division's responsibilities are:

- (a) To provide advice and assistance to Member States concerning their reactor programmes or projects and encourage reactor construction;
- (b) To evaluate the technical feasibility, design, technology, and economics of various reactor systems, as well as the operational experience therewith, and to study their application to meet given needs;
- (c) To collect and distribute information on the design, safety, technology and costs of reactors; and
- (d) To evaluate the safety of various reactor systems and to conduct expert reviews on reactor hazards.

### (b) Programme of work for 1961

123. The division's activities are mainly concerned with power reactor applications, reactor engineering, reactor physics, reactor safety, technical assistance and information.

#### (i) Power reactor applications

124. The Division of Reactors collaborates closely with the Division of Economic and Technical Assistance, particularly in the implementation of resolutions GC(II)/RES/27 and GC(III)/RES/57 dealing with the nuclear power needs of less-developed countries. The division will continue to carry out preliminary studies and, upon request by Member States, to provide advice with regard to specific nuclear projects. An instance is a nuclear power study initiated with the Government of Finland in 1960 which aims at determining the prospects of nuclear power in that country within the next ten years. Some of the nuclear power studies initiated in 1960 by the Agency, either alone or jointly with Member States, will be continued in 1961 and, in case of favourable results, may possibly lead to the preparation of nuclear power projects.

125. In addition, it is estimated that a limited number of further studies regarding power reactor applications will be initiated during 1961. Whereas the technical aspects of these studies are the sole concern of the Division of Reactors, the economic aspects will continue to be studied jointly with the Division of Economic and Technical Assistance.

126. In 1960, a conference will be held on small and medium power reactors, to discuss their technical feasibility, economics and suitability for situations in less-developed countries. It should be noted that in late 1960 and during the year 1961, a number of new

nuclear power stations will come into operation and that consequently technical and economic estimates of the application of nuclear power to less advanced countries will become easier and will be based on more recent experience in construction and operation. As regards the different power reactor systems already well developed, the survey undertaken of their applicability to meet given needs, for instance for use in less-developed areas, will continue in 1961.

(ii) Reactor engineering

127. While a number of reactor systems have already attained a fair degree of technical reliability and are being presently built on an industrial scale in a number of advanced countries, there still remains considerable and extensive research and development work to be done on other types of reactors which may provide equally or even more promising systems in the future. Examples are the liquid and suspension fuel reactors and the fast breeders. For these types of reactors on which very substantial experimental programmes have already been carried out in some more advanced countries, the impression is growing that a grouping of efforts in a joint undertaking or, at least, a close co-ordination of, and a full exchange of information on, national research programmes is needed. Such co-operative efforts have already been undertaken by several groups of countries. It is proposed that the Agency, because of its international character, be utilized by the advanced countries concerned as the focal point where this collaboration, in whatever form it is carried out, should take place. The Division of Reactors will explore the possibilities of such collaboration, and, if appropriate, take the first steps in 1961 towards its realization.

128. The Agency has been invited by the United States of America to follow the development of their 20 MW reactor programme. This will begin with the early stages of design in 1960 and will extend through 1961. This division will be in charge of the implementation of the related activities.

129. It is anticipated that the Agency's reactor programme will indicate those areas where it would be desirable to conduct research or technical studies of general interest, particularly in regard to conditions prevailing in less-developed countries. This would then warrant the granting of research contracts in the reactor field.

(iii) Reactor physics

130. A symposium on programming of research reactors will take place in 1961 as a part of the division's activities concerning research, test and experimental reactors. This symposium will supplement the meetings on research with pile neutrons convened for late 1960 by the Division of Research and Laboratories and will be organized in close collaboration with that division.

131. In continuation of the annual meetings of experts on reactor physics (Heavy Water Lattices in 1959, Codes for Reactor Computations in 1960), a seminar on physics of intermediate and fast reactors will be held in the summer of 1961; this meeting may also be related to joint activities of the type suggested in paragraph 127 above, should the advanced reactor type selected be the fast breeder.

(iv) Reactor safety

132. The hazard evaluations of reactor plants will be continued on request from Member States. The Agency has already acted upon several such requests and it may be assumed that they will continue to arrive throughout the year.

133. The symposium on nuclear ship propulsion in 1960 will undoubtedly generate suggestions for more specific topics to be discussed by later meetings. It is expected that one panel meeting on these subjects will be organized in 1961, for instance on safety procedures for nuclear powered ships entering harbours. In connexion with this activity the close co-operation of IMCO will be invited.



- (v) Participation in technical assistance activities and co-operation with other divisions

134. The preliminary assistance missions which may be organized in 1961 will also include members of this division; the organization of the special nuclear power survey missions that are envisaged will be mainly its responsibility.

135. It is expected that staff of the division will also take part in the Agency's international technical and scientific conferences on subjects connected with the division's activities.

136. The division will be associated with other divisions in various activities, such as the panel on nuclear power costing and that on the economic aspects of some special reactor materials, both of which will be organized by the Division of Economic and Technical Assistance; the panel on standardization of fuel elements to be organized by the Division of Technical Supplies; and the panel on nuclear data of special interest to reactor design to be organized by the Division of Research and Laboratories.

137. Owing to the highly technical nature of the division's activities, it is most important for the staff members to keep abreast of recent developments in the more advanced Member States. It will therefore be necessary for them frequently to meet with the nuclear energy experts of these countries.

(vi) Information

138. In 1961, the division will bring the Directory of Nuclear Reactors up to date by issuing supplementary volumes, containing descriptions of new reactor designs and data on reactors not included in the preceding volumes.

139. The division will also do the scientific editing of the proceedings of various conferences, symposia and panels which it will be organizing.

9. Division of Technical Supplies

Table 9

Grade	1959 Staff	1960 Staff	Proposed change	Proposed 1961 staff
D-1/2	1	1	-	1
P-5	2	3	-	3
P-4	1	1	-	1
P-1	1	1	-	1
Sub-total	5	6	-	6
GS	3	3	1	4
Total	8	9	1	10

(a) Functions and responsibilities

140. The division's responsibilities are:

- (a) To deal with the procurement of scientific and technical equipment, materials, facilities and services provided by the Agency to Member States;
- (b) To provide information and advice to Member States in connexion with the supply of such materials, equipment and facilities;
- (c) To arrange for the receipt from, and supply to, Member States of such materials, equipment and facilities as are made available to the Agency; and

- (d) To furnish technical advice and information to Member States on prospecting, mining and processing of nuclear raw materials, and on all phases of nuclear cycles, excluding reactors.

(b) Programme of work for 1961

141. The evaluation of requests for, and the procurement and supply of, equipment will continue to be an important activity of the division. It will also, as required, take part in preliminary assistance missions or other special missions.

142. Member States will, on request, be provided with advice on nuclear raw materials, fissionable and special reactor materials, as well as on suitable instruments for use in laboratories. The division will organize and supervise the technical information desk and the scientific exhibits at the fifth regular session of the General Conference.

143. It may be anticipated that the Agency will be increasingly concerned with the supply of fissionable and other materials and facilities, and arrangements for the processing, fabrication, shipment and delivery thereof. This activity may need to be extended to nuclear raw materials. Under its Statute the Agency has responsibility for the analysis and technical control of such materials and such operations will be included in the work of the division, whether these services are undertaken in the Agency's laboratory or contracted out.

144. Among other activities of a continuing nature will be:

- (a) The collection and classification of information on sources of supply and technical characteristics of scientific and technical equipment and instruments;
- (b) The technical evaluation, procurement, and supply of scientific and technical equipment for the Agency's own use, e.g. in its laboratories and for its technical assistance programmes; and
- (c) The preparation of handbooks on equipment and instrumentation.

145. The work of the division in the evaluation and supply of scientific and technical equipment has brought an increased realization of the significant developments which have taken place in nuclear electronics, particularly as applied to measurement and instrumentation. Recent progress in solid state physics has enabled application of techniques which were just being developed a few years ago. Substantial progress has been made in the use of transistors in instruments. Such developments justify a review of electronics as applied to nuclear energy. It is proposed, in collaboration with other appropriate divisions, to organize a relatively large conference on nuclear electronics in the first half of 1961 to discuss these developments. It is intended to restrict the conference to those problems of nuclear electronics which are of special importance to nuclear energy, for example, detection and pulse techniques, and health monitoring. Attention will be given to the possibilities of standardization. In association with the conference, it is proposed to hold an exhibition of instruments which will be the subject of papers delivered at the conference.

146. Many of the countries requesting equipment under the Agency's technical assistance programme are situated in tropical areas and it is necessary for them to be supplied with equipment which can operate satisfactorily in conditions of high temperature and humidity. The procurement of such equipment presents problems mainly because no specifications have been established by which its suitability for use in tropical conditions can be assessed. A panel will be convened in 1961 to discuss this subject and instrument specialists and persons experienced in the use of instruments under tropical conditions will be invited to participate. The feasibility of proposing standards for tropicalized instruments will be discussed.

147. Much attention has been devoted recently to the possibility of aiming at a certain degree of standardization of fuel elements in order to facilitate transactions in nuclear fuel and the reprocessing of irradiated fuels, as well as to lower fuel costs. The extent to

which such standardization can and should be achieved at the present time will be the subject of discussion by a panel which it is proposed to hold during 1961 in association with other divisions.

148. The division will be associated with other divisions in the symposium on radiation damage in solids and reactor materials and in the panel to deal with economic aspects of nuclear materials.

149. It is proposed that the Agency examine the possibility of making natural and enriched fuel elements available to universities for use in subcritical facilities, subject to the observance of standard Agency procedures. If such materials could be made available on lease or loan, they would provide a valuable means for research and training, particularly in the less-developed countries. There are, however, a number of financial and legal implications in this connexion, which continue to be studied.

150. With respect to currency difficulties experienced by Member States in the procurement of nuclear equipment, investigations have been made with a view to the introduction of a coupon scheme. The investigations have shown that the only practicable scheme which would not involve the Agency in financial commitments would be one to ease local administrative difficulties particularly as these affect procurement of small items of equipment and replacement of small parts. Since the UNESCO coupon scheme may be utilized for the purchase of equipment, the use of this scheme by Member States would seem an appropriate means for securing the objective. The Division of Technical Supplies will therefore endeavour to promote the use of the UNESCO coupon scheme by Member States for the purchase of nuclear equipment.

(c) Explanatory statement on staff

151. Notwithstanding the considerable increase in current work and the development of new activities, no increase is proposed in the Professional staff. However, the classification and analysis of the increasing volume of literature on technical instrumentation now requires the full-time attention of one clerk in the General Service category. This leaves only two secretaries between the six Professional staff members, including the Director. It is, therefore, necessary to add one new post in the General Service category in 1961.

10. Division of Health, Safety and Waste Disposal

Table 10

Grade	1959 Staff	1960 Staff	Proposed change	Proposed 1961 staff
D-1/2	1	1	-	1
P-5	5	5	-	5
P-4	5	5	-	5
P-3	3	3	-	3
Sub-total	14	14	-	14
GS	8	8	-	8
Total	22	22	-	22

(a) Functions and responsibilities

152. The responsibilities of the division are:

- (a) The establishment of standards of health and safety for operations by the Agency and under Agency auspices;

- (b) Studies in connexion with the establishment of international standards or regulations for health and safety, and co-operation with other international organizations to achieve harmonization and co-ordination of international action in this field;
- (c) Studies and associated tasks in the field of waste disposal with special reference to problems arising in the less-developed areas or requiring international action;
- (d) The evaluation of health and safety hazards associated with projects submitted to the Agency and the application of health and safety standards to operations carried out by the Agency or under Agency auspices; and
- (e) The organization, provision and, where appropriate, operation of health and safety services for Member States.

153. In view of the impossibility of clearly differentiating between basic research and applied research and studies related to health physics, waste disposal and related dosimetry, very close co-operation is maintained with the Department of Research and Isotopes.

(b) Programme of work for 1961

- (i) The establishment of standards of health and safety for operations by the Agency or under Agency auspices

154. It is expected that the recommendations of the panel convened in 1960 and meeting for the second time in 1961 to discuss the basic safety standards of the Agency will be issued in 1961. The recommended standards will then be kept under review.

155. The production of handbooks and codes of practice dealing with selected topics in the safe use of radioactive materials will be continued and expanded. While such handbooks will be used as guides to operations undertaken by the Agency or carried out under its auspices, they will be primarily designed to serve the needs of countries in which nuclear activities are just being started. The following topics will be dealt with in 1961:

- (a) Safety features in the design of radioisotope laboratories;
- (b) Laboratory monitoring techniques; and
- (c) The establishment of health physics services, in a small nuclear energy organization or centre.

In each case the staff of the division will prepare a working draft. For topics (a) and (b) the drafts will be submitted to individual specialists for their comments, whereas for topic (c) the draft will be discussed by a panel of experts.

156. The Agency's manual on the Safe Handling of Radioisotopes, and the addenda thereto, may require revision during 1961. This will be dealt with by correspondence with experts outside the Agency.

- (ii) Studies in connexion with the establishment of international standards or regulations for health and safety

157. In 1959 several Governments submitted for comment proposed national legislation dealing with the use of radioactive substances. It is hoped that this practice will continue as it provides a means towards harmonizing national regulations.

158. Liaison will also be maintained with international and regional organizations concerned with health and safety problems with a view to harmonizing standards and regulations. It is proposed to prepare, in co-operation with the Legal Division, model legislation dealing with the safe use of radioactive materials and protection against radiation.

159. The Agency's specialized regulations for the transport of radioactive materials will have been formulated during 1960 and it will be necessary to keep them under review during 1961 and to maintain liaison with all interested national and international bodies.

(iii) Studies and associated tasks in the field of waste disposal

160. The division will continue to be responsible for studying and preparing recommendations to Member States on health and safety measures for monitoring of wastes and limitation of contamination of the environment associated with the operation of establishments using and producing radioactive substances, and the implementation of such measures; where appropriate, this will be done in conjunction or co-operation with other organizations concerned.

161. The report of the Panel on Radioactive Waste Disposal into the Sea which was completed by mid-1960 will be considered by the Board in late 1960 or early 1961. The division will have the responsibility of implementing such decisions as the Board may make on the recommendations of the panel.

162. A panel is planned for late 1960 to consider problems related to the release of radioactive wastes into fresh water, and it is probable that the work of this panel will extend into 1961.

163. It is proposed, with the collaboration of the Department of Research and Isotopes, to set up an expert committee to help in the evaluation of analytical methods of monitoring the sites of disposal of radioactive materials in the sea and the standardization of these methods throughout the world. Close co-operation of FAO and WHO will be sought.

164. The development of methods of pre-treatment could noticeably influence the cost of the disposal of high level radioactive waste and hence the utilization of nuclear energy for power installations in the less-developed areas. It is planned, therefore, to convene a symposium on the pre-treatment of such high level wastes.

165. A manual will be prepared on low level waste disposal techniques. The preparation of this manual, which will be of special interest to those who use, on a small scale, radioactive materials in less advanced areas, will require the convening of a panel to discuss the working draft of the division.

166. The division will be responsible for the Agency's measures for the safe release of any radioactive wastes from its own laboratories.

167. In conjunction with the Department of Research and Isotopes, research will be encouraged on various subjects related to waste disposal including:

- (a) Methods of monitoring radioactive wastes;
  - (b) Sampling of environment;
  - (c) Radioassay and radiochemical analysis of samples; and
  - (d) The movement of radioactive waste substances through the food chain.
- (iv) The evaluation of health and safety hazards associated with projects submitted to the Agency and the application of health and safety standards to operations carried out by the Agency or under Agency auspices

168. All operations undertaken by the Agency or carried out under Agency auspices, such as the supply of source and fissionable material, will be examined in accordance with the measures approved by the Board.[ 6 ] It is expected that the number of projects dealt with during 1961 will show some increase over 1959 and 1960.

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[ 6 ] INFCIRC/18.

169. In accordance with the above-mentioned procedures it may be necessary for certain projects which have been approved during 1960 to be followed up in 1961 to verify that the actual operating conditions do not introduce significant health hazards not anticipated. While it is expected that most of the problems arising in the evaluation of hazards can be dealt with by the Agency, it may be necessary in certain cases to secure the services of experts from outside the Agency.

- (v) The organization, provision and, where appropriate, operation of health and safety services for Member States

170. Advice on matters concerning health and safety will continue to be provided to Member States seeking assistance from the Agency. It is expected that the number of such requests will continue to increase. The majority will be dealt with by the staff, but some may have to be referred to expert consultants outside the Agency.

171. An important activity of the division will be to assist Member States, and more particularly those in the less advanced areas, in the implementation of the Agency's standards and specialized regulations for health and safety. Consideration will be given to arranging for the provision of services and facilities including the radiochemical analysis of human excreta and a film badge service.

172. In co-operation with the Division of Technical Supplies, the survey of the facilities and services available in the more advanced countries will continue and requests for technical assistance in implementing the health and safety standards will be directed to the appropriate sources.

173. It is stated in the Programme for 1959 that one of the important tasks of the Agency is the provision of international aid in the event of an accident involving radioactive materials. [ 7 ]

174. The first steps in this connexion are the collection from Member States of information on the type of assistance which they would be able to make available to other States in the event of a radiation accident, and the channels through which requests for assistance should be submitted. It is expected that by collating this information the Agency will be able to act as an information centre for Member States.

175. In the case of an emergency and if requested, the Agency could arrange for the country in need to receive appropriate assistance with a minimum of delay. The assistance might comprise such services as emergency engineering, decontamination, radiation monitoring - including the provision of special high-range monitoring equipment - radiochemical analysis, medical services and the provision of expert advice on administrative problems arising from the accident. It may be that the Agency will assume the responsibility for organizing and directing the assistance operations with the help of special teams from Member States.

176. To enable the Agency to initiate immediate action upon receipt of a request for aid, it is proposed to make funds available for this purpose from the Working Capital Fund.

177. Radiation hazard control will be provided by the division for all operations in the Agency's laboratories; technical advice will be provided to other divisions of the Agency and to other international organizations.

178. Educational and training activities will be undertaken in conjunction with the Department of Training and Technical Information. Adequate training of technicians in the safe handling of radioactive substances is essential in order to prevent unnecessary exposure of personnel to radiation and to prevent the spread of contamination to the environment and

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[ 7 ] GC(IE)/36, paragraph 133.

to sensitive measuring instruments. It is planned to organize courses in health and safety techniques and to supplement practical work with the help of films illustrating the important features of established techniques. Instructional films of this type, prepared by major atomic energy establishments are available on a commercial basis but where none can be found dealing with a particular topic, the division plans, as part of its responsibility for the organization of health and safety services to Member States, to produce a suitable film. This and similar instructional films on health and safety could also be lent or leased to Member States and would be of particular interest to technically less-developed areas. Apart from their value as an educational tool, such films may also be of help to technical assistance missions which do not include a health physics specialist. Further, it is planned to undertake the preparation of a series of educational guides and codes covering selected topics in the safe handling and uses of radioactive materials (e.g. the use of small sources for demonstration in schools).

179. Problems of health and safety arise in connexion with most of the work on atomic energy and for this reason the division is at all times concerned with supplying advice on this part of the Agency's work. The division, for example, will be co-operating with other divisions in the conferences on radioisotopes in the biological sciences and on nuclear electronics; in the symposium on whole body counting, and in panels on the subject of nuclear ship safety; tropicalization of nuclear instruments; standardization of radiological dosimetry of external radiation; the fixation of radionuclides by ion exchange; world-wide determination of tritium in natural water; and the collection and analysis of contaminated samples.

(c) Explanatory statement on staff

180. Although activities will increase both at headquarters and in the field, no additional staff is proposed. However, as in previous years, the division, in carrying out its responsibilities will have to rely to a certain extent on the use of consultants' services.

181. When the permanent laboratory is in operation, it will be necessary to assign a health physicist to look after its health and safety requirements. While performing these services, the health physicist should be responsible to the Division of Health, Safety and Waste Disposal. This is the established procedure in radiation laboratories in order to guarantee an independent judgment.

#### IV. DEPARTMENT OF RESEARCH AND ISOTOPES

##### 11. Office of Deputy Director General for Research and Isotopes

Table 11

Grade	1959 Staff	1960 Staff	Proposed change	Proposed 1961 staff
DDG	1	1	-	1
P-3	1	1	-	1
P-1	1	1	-	1
Sub-total	3	3	-	3
GS	1	1	-	1
Total	4	4	-	4

182. It is not possible to draw a sharp dividing line between the functions and responsibilities of the two divisions constituting this department. Experience has shown that the most efficient and economic way of dividing the activities of the department between the physical and biological sciences has been to assign the various responsibilities to six units in which staff members were grouped according to the following subjects: chemistry, physics, medicine, agriculture, radiation protection research and research contracts. This reorganization has been developed to avoid duplication. Accordingly, in the description of the work programmes of the two divisions which follow, this grouping has been used.

##### 12. Division of Research and Laboratories

Table 12

Grade	1959 Staff	1960 Staff	Proposed change	Proposed 1961 staff
D-1/2	1	1	-	1
P-5	6	6	-	6
P-4	1	1	-	1
P-3	4	4	-	4
Sub-total	12	12	-	12
GS	6	8	-	8
Total	18	20	-	20

##### (a) Functions and responsibilities

183. The division's responsibilities are:

- (a) To assist and advise Member States in assessing their needs for research and development and programming their research activities in the chemical, biochemical, physical and industrial applications of radioisotopes and radiation;



- (b) To promote co-ordination and further development of existing research and initiate new research which may be of assistance to these Member States, to promote international research projects in the above-mentioned fields, and to carry out studies with special emphasis on the needs of lesser developed countries;
- (c) To assist in the exchange of information especially by means of scientific meetings and the preparation of scientific surveys;
- (d) To prepare the programme of work for the Agency's laboratories in close collaboration with other divisions, to assist and advise the staff of the laboratories in the performance of their work;
- (e) To assist and advise other divisions in the performance of their tasks in the above-mentioned fields; and
- (f) To co-ordinate and deal with research contracts in support of the Agency's statutory functions.

(b) Programme of work for 1961

184. In general the activities of the division will follow the same lines as in 1959 and 1960. However, with the establishment of the Agency's permanent laboratory, this division will have to devote a considerable amount of time to planning its initial operations in collaboration with other divisions. The programme of work of the laboratory is described in Chapter III.

185. In order that the members of the division may keep up to date with the latest developments in their subject, it will be necessary for them to pay short visits to the main centres concerned with nuclear energy. This is of particular importance as members of the division participating in the Agency's missions must keep abreast of the latest techniques. Members of the division will also continue to attend relevant scientific meetings.

(i) Chemistry

186. A symposium on the use of tritium as a tool in physics, chemistry and biology is planned for the beginning of 1961, probably in collaboration with the International Union of Pure and Applied Chemistry. Tritium is being increasingly used as a tracer both in research and in industry, and this symposium will give a comprehensive survey of the potentialities of this radioisotope. Since biochemistry will be included in the programme of the conference on the use of radioisotopes in biological sciences and medicine, some assistance will be provided in the organization of the conference.

187. The initial programme of the permanent laboratory requires the setting up of an analytical tracer laboratory. The chemistry unit will therefore undoubtedly assist in studies, such as that on the role of chemistry in connexion with the quality control of special materials used in nuclear technology.

188. The programme for the world wide determination of tritium in natural water will be continued and near the end of 1961 it will be necessary to convene a panel to advise on and assess the results obtained so far.

189. It is planned to bring up to date the International Directory of Radioisotopes and Labelled Compounds and to publish a new edition.

190. It is hoped that it may be possible to make a thorough investigation of different types of reactors for the purpose of using gamma-radiation for industrial purposes. This study would be undertaken in collaboration with the Divisions of Reactors and Economic and Technical Assistance.

191. It is foreseen that there will be more requests for small special missions consisting of two or three experts to advise on specialized isotope programmes.

(ii) Physics

192. A major part of the activities of the physics unit will be devoted to the organization of scientific meetings. It is expected that in 1961 the time will be ripe for an international conference on controlled thermonuclear fusion. In the field of solid state physics in connexion with nuclear reactors, it is planned to hold a symposium on radiation damage in solids and reactor materials. In collaboration with the Division of Reactors a panel is being planned to discuss the subject of nuclear data of interest in reactor design; it is desirable in the future to establish international correlation for nuclear data.

193. Another principal activity of this unit will be the correlation of research in those branches of physics which are closely connected with the peaceful uses of nuclear energy. It is planned to improve the correlation of research with small and medium size reactors and to extend this activity to research with medium and low energy accelerators. For this reason one panel on the subject is being planned.

194. Concerning the practical application of radioisotopes and radiation in physical sciences and industry, it is planned to assist Member States in the promotion of this work and to advise on the type of application particularly suited to local economic conditions.

(iii) Research contracts

195. The department will continue to place research contracts under the regular budget, on subjects connected with the statutory functions of the Agency. As in 1960, there will be, in addition, research contracts financed from the operational budget which will also be administered by this unit. A plan for co-ordination on an international level of national research that is of interest to the Agency will be developed. Considerable attention will be given to asking institutions in Member States to carry out research in specific problems, as was done in the case of the non-destructive analysis of irradiated fuel elements.

196. Although the specialists of various divisions are responsible for the scientific evaluation of research contract proposals considered by the Agency, experience has shown that it would be desirable to set up a small unit to supervise the proper execution of the contracts by both the Agency and the institution concerned. This work will consist of preparing contracts for signature by the Director General, arranging payments through the Division of Budget and Finance, clearing legal and external liaison questions with the relevant divisions, selecting equipment in co-operation with the Division of Technical Supplies, evaluating progress and final reports and preparing these reports for publication by the Division of Scientific and Technical Information in co-operation with the responsible specialist.

13. Division of Isotopes

Table 13

Grade	1959 Staff	1960 Staff	Proposed change	Proposed 1961 staff
D-1/2	1	1	-	1
P-5	7	8	-	8
P-4	4	4	-	4
Sub-total	12	13	-	13
GS	7	9	1	10
Total	19	22	1	23

(a) Functions and responsibilities

197. The division's responsibilities are:

- (a) To assist and advise Member States in developing practical applications of radioisotopes in medicine, agriculture and biology, and of research on radiation protection, radiobiology and waste disposal;
- (b) To carry out studies, to undertake research programmes and to place research contracts where appropriate in support of the Agency's statutory functions;
- (c) To assist in the exchange of information, especially by means of scientific meetings and the preparation of scientific surveys;
- (d) To assist and advise other divisions where their work concerns the subjects mentioned in sub-paragraph (c) above; and
- (e) To assist and advise the staff of the Agency's laboratories in the performance of their work.

(b) Programme of work for 1961

198. It can be expected that the activities of the division will expand in 1961 along the lines which have been followed in preceding years. Members of the division will continue to assist in the preparation and execution of the technical assistance and training programmes of the Agency and since these are expected to gain further momentum, the work of the division will increase.

199. Experience has shown that in addition to the normal provision, under technical assistance projects, of experts in isotope applications, there is a separate need for short-term visits lasting not more than two weeks, such as those carried out in the past, in connexion with the installation and first stages of operation of radiocobalt teletherapy units. Many small but crucial problems in medicine and agriculture which can often delay the successful continuation of a project for many months, can be solved by providing advice on the spot. Such assistance can only be given if administrative delays are minimized. Whenever possible, requests from a number of countries in the same region will be grouped together so as to save expenditure on travel.

200. Members of the division will continue to attend international and national scientific conferences as well as meetings organized by FAO, WHO and UNSCEAR which are of particular interest to the Agency. They will also continue to pay visits to national research institutions in connexion with the Agency's research contracts.

201. The main event in the conference programme of the division for 1961 will be the conference on radioisotopes in the biological sciences, to be jointly convened by FAO, WHO and the Agency. The staff of this division will have the major responsibility for the preparation of the scientific programme and the editing of the proceedings; however, it will not be possible to do this work without the assistance of consultants recruited from outside, whose main task will be to act as scientific secretaries for the various sessions.

(i) Medicine

202. In addition to the above-mentioned conference, the division will organize a small symposium on the subject of whole body counting which Member States as well as individual scientists have requested the Agency to organize. Recent technical developments should enable a greatly increased number of medical institutions to carry out research with an extremely small amount of radioisotopes which, in turn, would make a whole group of new isotope applications possible. The subject, which is also of considerable importance in health physics work, has not yet been discussed at an international level and an exchange of information on experience so far gained with these techniques is urgently required.

203. Studies on the scientific, technical and economic problems of radioteletherapy with radiocobalt and radiocaesium sources will be continued. Initiated in 1959, these studies

have already resulted in the preparation of an international directory on radioisotope teletherapy equipment, a bibliography and a survey of the present status of this subject. A panel of experts convened jointly with WHO has also studied these problems and made recommendations thereon. In 1961, specific studies will include technical requirements for suitable housing of such equipment, with particular reference to adequate radiation protection measures and, in co-operation with WHO, the question of standardization of radiological dosimetry of external radiation. This latter subject will be discussed by a panel of experts which will be jointly convened with WHO and ICRU and it is expected that the preparatory documents and the collation of relevant data prepared by the division, as well as the recommendations made by the panel will be published as a continuation of the series of documents published on this subject in preceding years. The study will be extended in 1961 to the technical problems of whole body irradiation with multiple radioisotope sources with particular reference to dosimetry.

204. A study for which preparations have been started in 1960 will be concerned with the economics of importing and distributing radioisotopes. The study will include an evaluation of the economics of isotope production in research reactors which will come into operation in a number of countries that have to rely at present on imports from abroad. It is hoped that this study, which will be undertaken jointly with the Division of Economic and Technical Assistance, will result in recommendations addressed to such bodies as national atomic energy commissions and ministries of commerce and finance.

205. The programme of international standardization of thyroid radioiodine uptake measurements, started in 1960 with the co-operation of ICRU, will continue on an expanded scale in 1961 and it is hoped that by the end of that year the majority of the countries requesting this service will have been visited.

206. It is expected that the programme of promoting the production and application of the isotope Ca-47 will have achieved its goal by the end of 1960. A panel of the principal investigators who are working under a research contract with the Agency will be convened early in 1961 to compare the results so far obtained and to co-ordinate further research. It is planned subsequently to devote some attention to another isotope or labelled compound where, as in the case of Ca-47, its potential value as a research or diagnostic tool is already established but the costs of production preclude the widespread application it deserves.

207. The programme of placing research contracts with medical institutions in tropical countries will continue on an expanded scale if funds for this purpose become available in the operational budget. A number of scientifically worthwhile projects of considerable interest to such countries had to be rejected in 1960 because of lack of funds.

#### (ii) Agriculture

208. The study of the use of radioisotopes in plant nutrition and crop fertilization, initiated in 1960 will be continued in 1961, and is expected to result in certain recommendations which will be submitted to a panel of experts to be convened jointly with FAO.

209. A further study, also to be carried out in co-operation with FAO, will be concerned with the use of radioisotopes in studying the action of fungicides and insecticides, particularly systemic insecticides, of importance in controlling certain plant diseases which affect crops vital for food production in the less-developed Member States. The results of this study will also be submitted to a panel of experts.

210. The programme of promoting agricultural research projects and placing research assistance contracts to be financed from the operational budget will be expanded, with preference being given to isotope studies on the action of fertilizers and to the eradication of plant pests.

(iii) Radiation protection research and radiobiology

211. In view of the current progress in research on molecular biology, it is planned to organize a symposium on the effects of ionizing radiation on the molecular level. The Agency has received an invitation from the Government of Czechoslovakia to hold this meeting in Brno.

212. A study will be carried out on the fixation of radionuclides by ion exchange with special emphasis on natural ion exchange processes. It is planned to submit the results of this study, which will be of importance to the Agency's programme of promoting research on the safe disposal of radioactive waste, to a panel which is expected to make recommendations to the Director General on future activities of the Agency in this field. This will complement the work of the panel on pre-treatment of waste organized by the Division of Health, Safety and Waste Disposal.

213. The survey of the procedures followed in various laboratories for the collection and analysis of contaminated samples, which was initiated in 1960 will be continued in 1961, with particular emphasis on the methods of identifying and measuring particularly toxic and/or currently important radioisotopes. The object of this study, which will be carried out in collaboration with FAO and WHO, is to develop suggestions for the standardization of procedures for the measurement of low-level contamination. Suggested standard procedures will be prepared for submission to a panel for their review and recommendations.

214. Following the recommendations of the panel on the chronic toxicity of low-level contamination with Sr-90, efforts will be directed towards promoting and co-ordinating research on radiation protection where a most urgent need for further knowledge is indicated. Particular attention will be given to new methods for the removal of internal contamination which appear to be promising. This will be done by supporting relevant research projects and by promoting the exchange of information.

215. The unit will continue to sponsor research contracts on health physics and waste disposal, in collaboration with the Division of Health, Safety and Waste Disposal. Particular attention will be given to new methods of radioactive decontamination, the dosimetry of low-level gamma, neutron and mixed radiation, and the measurement of absorbed and internal dose. Research on matters of fundamental radiobiology and on the immediate radiation effects and the effects of low doses of radiation will be continued. Such research, initiated by the Agency in 1958, has received wide recognition and may prove of considerable importance in radiation protection.

(c) Explanatory statement on staff

216. The project for the international standardization of thyroid radioiodine uptake measurements, mentioned in paragraph 205 above, will require visits of an expert, of about two weeks' duration each, to Member States requesting this service. Since it is expected that between 30 and 40 Member States will avail themselves of the opportunity, the project will continue into 1962. The expert will have to be recruited as a regular staff member at the P-4 level since no one from the division can be spared for the purpose. After the project has been successfully completed, the post can be abolished unless, meanwhile, the workload increases to a level which would justify its continuation.

217. Three Professional officers are at present dealing with the work concerning the use of radioisotopes in agriculture. In order to release these highly specialized scientists from some of the time-consuming routine work, it is proposed to recruit an additional Professional officer at the P-2 level.

218. Considerable difficulties have been experienced in 1960 by the lack of supporting General Service staff. In view of the further increase in the work of the division that is expected in 1961, one additional General Service post is required.

219. As will be seen from the staffing plan for this division set out in Table 13 above, the additional posts are to be provided by utilizing existing vacancies in other parts of the Secretariat for this purpose in accordance with the provisions of resolution GC(III)/RES/51, part A.

## V. DEPARTMENT OF SAFEGUARDS AND INSPECTION

### 14. Office of the Inspector General

Table 14

Grade	1959 Staff	1960 Staff	Proposed change	Proposed 1961 staff
IG	1	1	-	1
P-1	1	1	-	1
Sub-total	2	2	-	2
GS	-	-	-	-
Total	2	2	-	2

### 15. Division of Safeguards

Table 15

Grade	1959 Staff	1960 Staff	Proposed change	Proposed 1961 staff
D-1/2	1	1	-	1
P-5	4	4	-	4
P-4	2	2	-	2
P-3	1	1	-	1
Sub-total	8	8	-	8
GS	4	4	-	4
Total	12	12	-	12

#### (a) Functions and responsibilities

220. The division's responsibilities are:

- (a) To develop safeguards procedures for the accounting, measurement, inventory control and storage of source and special fissionable materials and equipment;
- (b) To provide technical assistance to Member States in setting up and improving their own safeguards method; and
- (c) To conduct and sponsor research, in conjunction with the Division of Research and Laboratories, to improve safeguards procedures, techniques and instrumentation.

#### (b) Programme of work for 1961

221. During 1959 and 1960 the initial safeguards procedures were prepared and the principles and procedures for the application of Agency safeguards that will be required in the immediate future were developed. The division prepared a manual and provided technical assistance to Member States on methods for accounting, measurement, inspection and storage of nuclear materials. Research was sponsored and co-ordinated in several States on methods of measurement of nuclear materials.

222. In 1961 the division will develop procedures for the application of Agency safeguards to types of nuclear facilities which are not included in the existing procedures and which may be required in the next few years.

223. The division will prepare additional sections of the Nuclear Materials Management Manual, i. e., the Agency manual on methods of accounting and storage of nuclear material. The new sections will cover recommended procedures in some more complex types of nuclear facilities that were not included in the initial manual.

224. The division will continue to provide technical assistance to Member States in establishing and improving their procedures for accounting and storage of nuclear material.

225. In collaboration with the Division of Research and Laboratories, the division will continue to sponsor research to develop improved techniques for the measurement of nuclear material. These measurement techniques are required by the Agency for the application of safeguards and will assist many States in the operation of their nuclear energy programmes. A panel of experts will meet to discuss this problem and the research sponsored by the Agency.

#### 16. Division of Inspection

Table 16

Grade	1959 Staff	1960 Staff	Proposed change	Proposed 1961 staff
D-1/2	1	1	-	1
P-5	1	1	-	1
P-4	2	2	-	2
Sub-total	4	4	-	4
GS	2	2	-	2
Total	6	6	-	6

##### (a) Functions and responsibilities

226. The division's responsibilities are:

- (a) To apply the appropriate safeguards to Agency projects;
- (b) To apply, at the request of participating countries, safeguards controls for materials and equipment supplied under bilateral agreements; and
- (c) In connexion with (a) and (b) above, to report on any condition constituting a health and safety hazard or which might indicate that satisfactory control was not being exercised. This activity will be carried out in close collaboration with the Division of Health, Safety and Waste Disposal.

##### (b) Programme of work for 1961

227. When the initial staff of the division has been recruited and trained, the division will develop inspection procedures for various types of nuclear installations in conjunction with the Division of Safeguards.

228. The division will apply safeguards as required to Agency projects and to bilateral or multilateral agreements that are transferred to the Agency for the application of safeguards. It may also apply safeguards to the nuclear facilities of some States, if, at the request of the States, the Agency undertakes these duties.



229. The division will continue to develop inspection procedures for nuclear facilities as the need for such procedures for each type of facility becomes evident.

230. The division will develop and maintain at Agency headquarters the accounting records of the material, equipment and facilities to which Agency safeguards are applied.

# VI. DEPARTMENT OF ADMINISTRATION, LIAISON AND SECRETARIAT

## 17. Office of Deputy Director General for Administration, Liaison and Secretariat

Table 17

Grade	1959 Staff	1960 Staff	Proposed change	Proposed 1961 staff
DDG	1	1	-	1
P-5	1	1	-	1
P-2	1	1	-	1
Sub-total	3	3	-	3
GS	2	2	-	2
Total	5	5	-	5

## 18. Secretariat of the General Conference and the Board of Governors

Table 18

Grade	1959 Staff	1960 Staff	Proposed change	Proposed 1961 staff
D-1/2	-	1	-	1
P-5	1	-	-	-
P-4	5	5	4	9
P-2	1	1	-	1
Sub-total	7	7	4	11
GS	4	4	-	4
Total	11	11	4	15

### (a) Functions and responsibilities

231. The division's responsibilities are:

- (a) To serve all meetings of the General Conference and the Board of Governors and of their committees, and to co-ordinate the provision by other branches of the Secretariat of the additional services needed for such meetings;
- (b) To ensure that all decisions taken by the General Conference and the Board are brought to the attention of the officers responsible for their implementation and of co-ordinating the timely preparation and issue of all documents required for these two organs;
- (c) To collaborate with the Division of Scientific and Technical Information in the preparation and co-ordination of the schedule of meetings of all types which the Agency is to sponsor and co-sponsor; and
- (d) To provide the Agency with interpretation services.

(b) Programme of work for 1961

232. As the activities of both the General Conference and the Board continue gradually to become more technical in character, the demands being made on this division reflect a corresponding change; but it is only in the provision of interpretation services that any considerable increase in the scope of its tasks is foreseen for 1961. In the programme for 1960 it was pointed out that these services were beginning to be needed for meetings other than those of the General Conference and the Board.[ 8 ] Evidence of the continuation of this trend is provided by the fact that it is intended to hold 12 international meetings of different types in 1960 as against the six that the Agency sponsored in 1959, and that interpretation into two or more of the official languages will be required in the case of some 16 advisory panels in 1960 as compared with the eight that required such services in 1959.

233. Simultaneous meetings of two or more bodies will be a new development in 1960: early in September two scientific conferences will be held at the same time, and two scientific panels are expected to meet during the fourth regular session of the General Conference because they cannot be accommodated at any other time. Such situations are increasingly liable to recur in 1961 and subsequent years as the scope of the Agency's activities grows, thus adding further to the task the interpretation services will be called upon to undertake.

(c) Explanatory statement on staff

234. It was mentioned in the programme for 1960 that the economic break-even point between the permanent engagement of additional interpreters and the employment of temporary staff for that work had been reached.[ 9 ]

235. It is calculated that in 1960 interpretation services will be required on 240 days, without taking into account such meetings of the Board's committees as cannot yet be scheduled. This represents an increase of about 30 per cent and the economic break-even point has now been clearly passed. Taking into account the planned programme of scientific meetings and conferences in 1961, there is a demonstrable saving in the employment of permanent staff as against temporary interpreters.

236. An increase of four Professional posts in the P-4 grade is accordingly proposed in order to provide a full team of eight interpreters.

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[ 8 ] GC(III)/75, paragraph 272.

[ 9 ] Ibid., paragraph 275.

19. Division of External Liaison and Protocol and Office of  
the Representative of the Director General at  
United Nations Headquarters

Table 19

Grade	1959 Staff	1960 Staff	Proposed change	Proposed 1961 staff
D-1/2	2	2	-	2
P-5	3	3	-	3
P-4	1	1	-	1
P-3	1	2	-	2
P-2	-	1	-	1
Sub-total	7	9	-	9
GS	10	11	-	11
Total	17	20	-	20

Headquarters Office

(a) Functions and responsibilities

237. The division's responsibilities are:

- (a) To maintain liaison with Member States (including the host Government), the United Nations, the specialized agencies and other inter-governmental and non-governmental international bodies by:
  - (i) Advising on and assisting in matters of external policy concerning the work of the Agency and negotiations, communications and consultations with Member States or other bodies; and
  - (ii) Arranging and co-ordinating the representation of the Agency at meetings of the United Nations and other international organizations and arranging notification of representation at other meetings;
- (b) To provide the protocol services required by the Agency and by representations of Member States;
- (c) To compose and edit periodical reports to the Board, the General Conference and the relevant organs of the United Nations; and
- (d) To prepare the documents for the General Conference and the Board on matters of external relations and assist in providing Secretariat services to the General Conference.

(b) Programme of work for 1961

238. During 1959 and 1960, as the Agency's technical work expanded and its operating procedures became more standardized, the various tasks that the division must perform under normal circumstances have crystallized into work under the following main headings:

- (a) Relations with Member States;
- (b) Relations with the United Nations and specialized agencies;
- (c) Protocol;
- (d) Relations with non-governmental organizations;

- (e) Relations with inter-governmental organizations outside the United Nations framework; and
- (f) Preparation of reports and arrangements for covering conferences of international organizations.

239. It is expected that the nature of the division's work will remain substantially the same as in 1960, but its amount will be directly related to the scope of the Agency's technical activities. There will thus be some increase in the following areas:

- (a) The continued expansion of the Agency's technical activities will cause some increase in the work of maintaining relations with Member States and international organizations. In order to facilitate the co-ordination of the work of the Agency with that of the United Nations and the specialized agencies arrangements have to be made and implemented to ensure appropriate consultations whereby the Agency and the United Nations and the specialized agencies are kept fully informed of each other's activities of mutual interest;
- (b) The protocol office will assume more responsibility for liaison with the host Government;
- (c) It is expected that more non-governmental organizations will be granted consultative status, and the number of contacts with them will increase. The liaison officer for non-governmental organizations serves as a central point of contact between these organizations and the technical divisions of the Agency;
- (d) An increase is expected in contacts with inter-governmental organizations; and
- (e) The division will process more multiple communications to other organizations as well as to Member States. While the communications are often similar in substance, the complexity and amount of work will increase. The division has to ensure that all such correspondence is carried on through proper channels and in conformity with standard usage.

240. To some extent these increases will be offset by the fact that little further work is foreseen in negotiating relationship agreements with the specialized agencies [10] and routine procedures have now been established for dealing with several matters such as the grant of consultative status to non-governmental organizations and arrangements for co-ordination with the specialized agencies. On the other hand, the development of the activities of new organizations, such as the United Nations Special Fund and IDA, may require the assumption of additional liaison functions and the negotiation of new agreements.

241. It should also be noted that the preparation of periodical reports continues to impose a greater burden on the section concerned than it can properly carry with the existing staff, and assistance must therefore be arranged from the Division of Language Services.

Office of the Representative of the Director General at United Nations Headquarters

(a) Functions and responsibilities

242. The functions and responsibilities of the office are:

- (a) To assist the Director General and the Secretariat in implementing the relationship agreement between the Agency and the United Nations;

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[10] Relationship agreements have been concluded with ILO, FAO, UNESCO, WHO, ICAO and WMO. The possibility of a relationship agreement with IMCO is being considered.

- (b) To represent the Director General as required at meetings of the organs of the United Nations and other meetings, and to give assistance to any representative of the Agency designated for those meetings by the Director General;
- (c) To ensure prompt and complete exchange of documents and information on matters of interest to the Agency and to the United Nations;
- (d) To report promptly on all activities of the United Nations in which the Agency might have an interest, taking the necessary measures to ensure the Agency's association with or participation in these developments;
- (e) To assist in preparing and transmitting reports which the Agency is required to submit to different organs of the United Nations;
- (f) To seek to develop and maintain a close working relationship between the Agency's Secretariat and that of the United Nations in all matters of mutual interest, particularly technical assistance, effects of atomic radiation, economic studies and surveys related to energy resources, scientific conferences and administrative matters;
- (g) To maintain a close working relationship with the liaison offices of the specialized agencies at United Nations headquarters; and
- (h) To advise the Director General on policy matters pertaining to relations between the Agency and the United Nations.

(b) Programme of work for 1961

243. It is anticipated that the programme of work in 1961 will continue along much the same lines as for 1959 and 1960. With the expansion of the Agency's activities in fields close to those of the United Nations and the specialized agencies, the number of meetings of the United Nations organs, of secretariat working groups and of regional bodies in the western hemisphere that need to be covered by the office, will continue to increase. It must be noted in this connexion that the main preoccupation of the office during 1959 and 1960 was with economic problems (technical assistance, United Nations Special Fund, and assistance to less-developed countries) and that reporting to headquarters on meetings of United Nations organs on economic questions was one of its main tasks.

244. With the increased activity of the Agency in support of the work of UNSCEAR, the liaison function of the office in this regard has also gained in importance.

245. Participation in preparatory work for the meetings of ACC and its Preparatory Committee is also increasing to the extent that the secretariat of ACC is developing its consultations on these matters with the liaison offices at United Nations headquarters.

246. Public information work, which started in 1960 through the transfer of an information officer's post from the Division of Public Information at headquarters to the New York office, will be further developed in 1961.

## 20. Legal Division

Table 20

Grade	1959 Staff	1960 Staff	Proposed change	Proposed 1961 staff
D-1/2	1	1	-	1
P-5	2	2	-	2
P-4	-	1	-	1
P-3	1	1	-	1
Sub-total	4	5	-	5
GS	4	5	-	5
Total	8	10	-	10

### (a) Functions and responsibilities

247. The division's responsibilities are:

- (a) To prepare draft legal instruments as required by the Agency and to deal with problems of interpretation and application of such instruments;
- (b) To advise other departments and divisions on legal matters;
- (c) To deal with legal aspects of Agency co-operation with other organizations;
- (d) To undertake comparative studies of national legislation on atomic energy, and to render the advice requested by Governments on such legislation;
- (e) To register agreements pursuant to Article XXII. B of the Statute and to the regulations adopted by the Board; [ 11 ] and
- (f) To perform any other legal work and carry out such studies of a legal nature as the Agency requires.

### (b) Programme of work for 1961

248. The work of the division in 1961 will, as in previous years, consist of executing the Agency's programme in so far as it relates to matters of a legal nature, and of dealing with the legal aspects of other parts of the programme.

249. Part of the Agency's programme arises out of the work of panels of experts. The panel on third-party liability for atomic hazards has completed its work, and the documents have been submitted for comments to all Member States. Further procedure at the inter-governmental level may lead to the calling of a diplomatic conference in 1961 to draft and approve an international convention. Other panels of legal experts, convened either by the Agency alone or jointly with other organizations, may explore the legal problems connected with mobile reactors, insurance, etc. Moreover, the scientific panels set up by the Agency have now completed work on transportation of radioactive materials and on radioactive waste disposal into the sea. The division will consider, after consultation with other organizations concerned, the question of giving legal effect to the scientific conclusions reached.

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[ 11 ] INFCIRC/12.

250. The programme of the Agency will also presumably include the provision of technical assistance in the drafting of national legislation on atomic energy. Two requests for such assistance have already been approved by the Board in 1960, and the number of requests are likely to increase as more States are confronted with the legal problems arising out of the use of nuclear energy. One of the most useful results of such assistance will be the harmonization of the law of the country requesting assistance with the laws of other countries and with international developments in this type of law. In order to achieve such harmonization, and since in any case advice on legal issues cannot be given without constant access to extensive reference materials, assistance in the drafting of national legislation must be co-ordinated and to a large extent performed in the Legal Division at headquarters.

251. The division will continue to bear a substantial burden in assisting in the negotiation and drafting of project agreements, supply agreements and other agreements to which the Agency is to become a party. It may also be expected to continue dealing with the legal aspects of safeguards, health and safety, technical assistance and all forms of help given by the Agency to States, and the Agency's research programme. Legal problems will also arise in 1961 during the early stages of the permanent laboratory's operations. Finally, work may be expected in connexion with privileges and immunities, and relations with the host Government.

(c) Explanatory statement on staff

252. In 1960 the staff of the division was increased by the addition of one Professional and one General Service post. The expanded staff of five Professional officers is barely adequate for present functions, which during some periods cannot be performed without delay and much overtime work.

253. If the Agency is called upon to give more technical assistance in legal matters and if the number of Agency projects increases, an expansion of the legal staff will be unavoidable. Nevertheless, no such request is being made for 1961, in order that further experience may be obtained to permit a reassessment of the probable permanent work load of the division. It is expected, however, that some use of consultants will have to be made in that year.

21. Division of Public Information

Table 21

Grade	1959 Staff	1960 Staff	Proposed change	Proposed 1961 staff
P-5	1	1	-	1
P-4	3	3	-	3
P-3	2	2	-	2
P-2	1	-	-	-
Sub-total	7	6	-	6
GS	8	7	-	7
Total	15	13	-	13

(a) Functions and responsibilities

254. The functions and responsibilities of the division are:

- (a) To provide information to the general public as well as to interested specialized groups on the plans, programmes and progress of the Agency; and



- (b) To provide, in the context of Agency activities, information to the general public and to specialized groups on various aspects of the peaceful uses of atomic energy.

(b) Programme of work for 1961

(i) Information bulletins and press releases

255. There were 72 press releases in 1958. In 1959 that number was more than doubled. An even greater number is expected to be issued as a consequence of the Agency's expanding activities, in 1961. World-wide news outlets are scarce in Vienna, but it is hoped that this handicap will be partially overcome by the outposting of an information officer to the Agency's liaison office at United Nations headquarters in New York. This post was authorized by the Board and the General Conference as from 1960 and was filled in mid-February of this year. There is already evidence that a wider coverage of the Agency's activities has followed.

256. The quarterly bulletin has been well received and is at present issued in approximately 9 000 copies. It is distributed according to specific requests or mailing lists submitted by appropriate authorities in Member States. The bulletin will continue to give information on important Agency activities in more detail than is normally possible in press releases and also deal with atomic energy developments in Member States. Material from the bulletin is reproduced both by the press and radio.

257. The importance of the Agency's activities, as information and news material, is being increasingly recognized, particularly by the scientific and technical press. To meet this specialized demand more effectively it is proposed to issue in 1961 a periodic newsletter as a service to the technical press. Such a newsletter would merely consist of a few mimeographed pages and would not therefore cost much to produce.

258. Background material will be distributed in connexion with the Agency's scientific conferences and other appropriate projects.

259. Some feature articles designed to explain the scientific work of the Agency in popular terms, were produced in 1959 and it is proposed somewhat to expand this activity in 1960 and 1961.

260. The second edition of a leaflet on the Agency's purpose and activities was issued in January 1960; the demand so far amounts to approximately 25 000 copies. It will be necessary to publish a revised version in 1961.

(ii) Liaison

261. Continuous and close liaison is maintained with representatives of information media and with interested governmental and non-governmental organizations.

262. Personal contacts with and briefing of individual press correspondents and representatives of other information media, in addition to formal and informal press conferences, will remain an effective means of ensuring wide and accurate reporting of the Agency's programmes and the progress made in implementing them.

263. Special articles and background information are supplied to the periodical press and to yearbooks. Arrangements are made for lectures and group visits, and enquiries from the public are answered. The United Nations and the specialized agencies continue to render valuable help both from their headquarters and in the field.

(iii) Visual information.

264. It is proposed to continue giving television news coverage of Agency activities, particularly in connexion with scientific conferences. The experience of 1959 (216 reels)

shows that this service is well received and is a valuable contribution to the efforts to make the Agency better known.

265. Still photographs depicting Agency activities and events are distributed regularly (some 6 000 prints of 155 photographs in 1959) and it is expected that more use can be made of this service with the growth of field projects.

266. The Agency receives many requests for exhibition and display material. Most of these requests have had to be declined, as the cost and work involved would have been more than available resources would permit. Preparations are now under way for the designing of a simple exhibit that can be transported easily and cheaply, and plans are being made for a set of posters which could be used for educational purposes and which could be printed internally.

#### (iv) Radio

267. In 1959, 117 radio recordings were made and distributed, in addition to those made by outside correspondents. In 1961 it is hoped to intensify the work considerably, bearing in mind that radio is a major information medium in many countries. The Agency's technical assistance activities are particularly suitable for radio coverage. There now exists a modest recording studio at headquarters, and it is hoped that it will be possible to make increasing use of this facility.

#### (v) Documentation

268. The weekly news digest will continue in 1961, and it is hoped that it will be possible to increase the sources from which it is composed. The digest is distributed to delegations and within the Secretariat. The documentation files are made available to writers and journalists.

#### (vi) Education

269. It is recognized that the major responsibility for scientific education lies with UNESCO. The joint Agency/UNESCO project for a teachers' guide on the theory and practice of the peaceful uses of atomic energy will be completed in 1960.

270. The film on the peaceful uses of atomic energy now being produced as a United Nations Visual Information Board project is also expected to be completed in 1960

271. The division will provide technical services in connexion with a proposed training film on health and safety in the use of isotopes which is proposed for 1961. This film, in 16 mm black and white, is designed for induction courses for laboratory and medical personnel and should be of particular interest to countries now embarking on their first atomic energy programmes. The Agency co-operates closely in the activities of the Visual Information Board of the United Nations and it is hoped that it will be possible to interest other United Nations organizations in such films.

272. Lectures on the Agency's activities will, as in the past, be arranged for special groups.

## 22. Division of Budget and Finance

Table 22

Grade	1959 Staff	1960 Staff	Proposed change	Proposed 1961 staff
D-1/2	1	1	-	1
P-5	2	2	-	2
P-4	2	3	-	3
P-3	4	4	-	4
P-2	2	2	-	2
P-1	1	1	-	1
Sub-total	12	13	-	13
GS	14	20	-	20
Total	26	33	-	33

### (a) Functions and responsibilities

273. The division's responsibilities are:

- (a) To provide financial services and controls for the Agency in relation to expenditures and receipts under the regular, operating and EPTA programmes;
- (b) To prepare the annual budget and financial plans of the Agency, make budgetary estimates of the Agency's operations and provide other budgetary services to the Agency; and
- (c) To provide management and planning services to the Agency.

### (b) Programme of work for 1961

274. The work of the division continues to increase in proportion to the activities of the rest of the Secretariat, but the additional work has so far been absorbed without any significant increase in staff. Some idea of the increasing work load in the finance branch can be gained from the following figures:

	<u>1958</u>	<u>1959</u>
Travel authorizations	843	1 273
Purchase orders	577	981
Miscellaneous obligations	193	680
Payment vouchers	5 056	9 853
Receipt vouchers	556	2 266
Journal vouchers	391	983
Bank accounts	6	18[ 12 ]
Allotment advices	294	446
Allotment control accounts	429	954

275. Attendance at Secretariat meetings, where financial advice and guidance are frequently needed, continues to absorb more and more time of the Professional officers of the division, and this necessarily increases the responsibilities of the senior General Service staff, some of whose work would be more appropriate to junior Professional grades. The rate at which the work load will continue to rise during 1960 and 1961 will depend mainly on the extent of the operating programmes approved for those years.

[ 12 ] By 1 April 1960 this number had increased to 36.

276. Work in the field of budgetary control and cost accounting will also have to keep pace with any increase in the amount and complexity of the total budget and, in view of the Agency's determination not to add significantly to its total staff in 1961, the task of the management unit in advising on methods of rationalizing Secretariat working procedures will increase considerably.

### 23. Division of Personnel

Table 23

Grade	1959 Staff	1960 Staff	Proposed change	Proposed 1961 staff
D-1/2	1	1	-	1
P-5	2	1	-	1
P-4	1	2	-	2
P-3	1	1	-	1
P-1	1	1	-	1
Sub-total	6	6	-	6
GS	12	13	1	14
Total	18	19	1	20

#### (a) Functions and responsibilities

277. The division's responsibilities are:

- (a) To carry out the personnel policies of the Agency and to assist in the development and review of such policies;
- (b) To recruit, in consultation with the heads of the departments, the staff of the Agency, and to register and review all applications; and
- (c) To administer the Provisional Staff Regulations and the Staff Rules.

#### (b) Programme of work for 1961

278. The programme of work of the division in 1961 is expected to follow closely the one established for 1960 and described in detail in the Programme and Budget for 1960. [ 13 ] The work load of the division will, however, be affected by several special factors.

279. The scientific nature of the Agency's work and the rapid growth of knowledge in the field of nuclear energy makes it desirable to engage many staff members on fixed-term contracts rather than as permanent employees. Because of this, active steps will have to be taken in 1961 to recruit a considerable number of replacements. In addition, a thorough review of the Professional staff will be initiated in order to select a modest number of staff members to whom the Director General would wish to offer permanent appointments.

280. During 1959, the Agency was responsible for arranging a number of scientific and technical conferences, panels and symposia, for which it has been necessary to recruit a considerable number of short-term staff. The frequency of such meetings will greatly increase in 1960 and a further increase is expected in 1961. This, in addition to the regular recruitment of short-term staff to service meetings of the General Conference and

[ 13 ] GC(III)/75, paragraphs 330 to 342.

the Board of Governors, involves a substantial amount of work for the division: correspondence, preparation of contracts, arrangements for travel and the installation and eventual release of such short-term staff. The work of the division has been further increased in view of the fact that many of these conferences are being and will be held outside Vienna.

(c) Explanatory statement on staff

281. The division has found it necessary to appoint an additional secretary-clerk in 1960, as temporary assistance, to deal with the substantially increased correspondence and administration entailed in the appointment of short-term staff referred to above. While the proposed increase in the number of regular linguistic staff in the Agency will to some extent relieve the pressure for increased use of temporary assistance to service the rapidly expanding programme of meetings of the Agency, no reduction of personnel work in connexion with recruitment and administration of temporary staff is anticipated, and it will therefore be necessary to retain, on a permanent basis, the temporary secretary-clerk recruited in 1960, for which purpose an additional General Service post is required.

24. Administrative Office of Technical Assistance

Table 24

Grade	1959 Staff	1960 Staff	Proposed change	Proposed 1961 staff
P-5	1	1	-	1
P-4	1	1	-	1
P-3	-	1	-	1
Sub-total	2	3	-	3
GS	2	3	-	3
Total	4	6	-	6

(a) Functions and responsibilities

282. This office provides administrative support for the technical assistance activities of the Agency.

283. In consultation with the technical divisions concerned, the office is responsible for the submission to TAB of a consolidated programme of the Agency's technical assistance activities financed from EPTA funds and for the financial administration of the programme.

284. In carrying out these functions, the office:

- (a) Co-ordinates the administrative, financial, legal and personnel matters connected with the Agency's technical assistance activities, in consultation with the administrative offices concerned;
- (b) Ensures uniformity of administrative practices regarding technical assistance and fellowships, as far as appropriate, with those of the United Nations and the specialized agencies in accordance with the relevant relationship agreements and accepted patterns of international practice;
- (c) Prepares for and presents to TAB and its working parties detailed information and data required for country programming under EPTA, and in this connexion and with respect to administrative and financial

matters relating to the implementation of the programme, corresponds with the resident representatives of TAB, for whom it is the initial point of contact in the Agency;

- (d) Reports periodically to TAB, in co-operation with the Division of Budget and Finance, on the financial position of the Agency's technical assistance activities and fellowship programme under EPTA and assembles material for TAB's annual report to TAC;
- (e) Co-ordinates the negotiation and execution of technical assistance agreements with the participating Governments and makes contractual arrangements with the technical experts after they have been selected by the substantive divisions concerned; and
- (f) Provides the substantive divisions responsible for implementing the Agency's technical assistance and fellowship and training activities with full and complete information on EPTA rules and procedures.

285. Because a number of technical divisions in different departments are concerned with the development and execution of technical assistance projects and the fellowship programme, it is important to provide centralized administrative support to ensure uniformity in the application of Agency and EPTA regulations and procedures. At the same time, it is necessary to have one office from which at any time complete information can be obtained on the broad position of the Agency's entire technical assistance programme. The staff of the office can be kept to a minimum because in co-ordinating administrative support to the technical assistance programmes of the Agency it makes full use of the services of the different administrative divisions, in particular the Division of Budget and Finance, the Legal Division and the Division of External Liaison. The Board, however, recognizes the need for a continuing review of the work and functions of this office in the light of further operating experience.

286. The participation of the Agency in EPTA entails the responsibility for obtaining and administering EPTA funds and implementing EPTA financed projects in accordance with EPTA legislation and procedures, and of making reports to TAB on the implementation and financial status of the programme as a whole, i. e. as a single complete scheme for providing experts, equipment and fellowships in accordance with the system of country programming. This constitutes a major task requiring the office, on the one hand, to ensure that funds are available before programme obligations are undertaken and, on the other, to maintain a central pool of savings on expert posts, equipment and fellowships for use in accordance with TAB rules and procedures. While the actual accounts are being maintained by the Division of Budget and Finance, it is the function of the office constantly to review the entire financial situation of the Agency's EPTA programme.

287. Finally, the office is responsible for co-ordinating the implementation of those provisions of the Relationship Agreement with the United Nations which provide for the co-ordination of the technical assistance activities of the Agency with those of the United Nations and the specialized agencies.

(b) Programme of work for 1961

288. Operational experience has made it possible to define more clearly the work which this office has to perform in the execution of the general tasks mentioned above. With respect to the Agency's own technical assistance programme, the office, in 1961, will continue to co-ordinate the preparation and negotiation of technical assistance agreements with Governments in collaboration with the Legal Division and the Division of External Liaison, the establishment and implementation of standard administrative procedures for project personnel, contractual arrangements for project personnel (salaries, allowances, travel, arrangements for medical examinations) and the administrative briefing of and support to project personnel. It will also co-ordinate the arrangements for the provision of administrative support by Governments receiving technical assistance and will, in the performance of all these tasks, make maximum use of the resident representatives and other field officers of TAB.

289. In addition, with respect to the Agency's participation in EPTA, this office, in conformity with EPTA regulations and TAB procedures, will be responsible for:

- (a) Establishing recommended Agency sub-totals for different countries in consultation with the divisions concerned, their consolidation for submission to TAB and subsequent reporting to the Board of Governors;
- (b) Negotiating - through resident representatives or otherwise - with recipient Governments on their annual country programme requests;
- (c) Consolidating and submitting these requests to TAB after they have been examined by the divisions concerned, and subsequently reporting to the Board of Governors;
- (d) Establishing a preliminary over-all programme in the working party of TAB;
- (e) Participating in final programme decisions in TAB;
- (f) Financial management of a pool of savings, if any, on EPTA projects;
- (g) Processing contingency fund applications, if any, and requests for EPTA funds for operational purposes; and
- (h) Submitting to TAB, on the basis of information and statistical data collected from the divisions concerned, monthly, quarterly, annual and special reports on technical assistance projects, savings, use of inconvertible currencies, financial status of the programme and connected questions, which are required by TAB for its annual report to TAC on the implementation of the Agency's EPTA programme.

## 25. Division of Conference and General Services

Table 25

Grade	1959 Staff	1960 Staff	Proposed change	Proposed 1961 staff
D-1/2	1	1	-	1
P-4	1	1	1	2
P-3	4	5	(1)	4
P-2	4	4	-	4
P-1	1	2	-	2
Sub-total	11	13	-	13
GS	63	69	1	70
M & O	104	106	-	106
Total	178	188	1	189

### (a) Functions and responsibilities

290. The division's responsibilities are:

- (a) To provide centralized administrative support for all conferences and meetings of the Agency including meetings of the General Conference and the Board of Governors;
- (b) To provide a buildings management service for the Agency's headquarters and technical advisory services for building construction and renovation;
- (c) To provide a telegraph and cable service, a diplomatic mail pouch service and all telecommunication services;

- (d) To provide reproduction facilities for reports and publications of the Agency either by contractual printing or by use of the Agency's own reproduction equipment;
- (e) To provide a distribution and sales service for all documentation and publications, whether produced internally or externally;
- (f) To provide the services for procurement of non-scientific equipment and expendable supplies required by the Agency, to assist in procuring scientific equipment, and to maintain control records of equipment and supplies;
- (g) To provide a central registry service to process incoming, outgoing, and internal correspondence; and
- (h) To provide other general administrative services as required.

(b) Programme of work for 1961

291. During 1960, techniques and procedures for the administrative services provided by this division have been organized to furnish expanded services in 1961 without the need of additional staff.

(i) Publications programme and Documents Services

292. During the last months of 1959 the sales unit of the Documents Services was established to give effect to the arrangements with 22 sales agents for the sale of Agency publications and also to process sales orders received by the Agency. The two General Service posts established in the budget of 1960 will, if deemed necessary and justified by the income, be augmented by temporary staff to handle the expected increase in sales in 1960 and 1961. The following statistics reflect sales completed for 1959 and expected sales for 1960 and 1961.

	<u>1959</u>	<u>1960</u>	<u>1961</u>
Publications distributed	11	20	20
Copies sold or on consignment and estimated future sales	13 318	80 000	80 000

293. The following information indicates the progressive work load of the Documents Services for 1961:

	<u>1959</u>	<u>1960</u>	<u>1961</u>
<u>Board of Governors and its Committees</u>			
Printed pages - mimeo	7 070 836	8 000 000	8 000 000
Printed pages - offset	1 229 570	1 500 000	1 500 000
<u>General Conference and its Committees</u>			
Printed pages - mimeo	2 420 957	3 000 000	3 000 000
Printed pages - offset	2 835 872	3 250 000	3 250 000
<u>Secretariat</u>			
Printed pages - mimeo	2 967 867	3 250 000	3 250 000
Printed pages - offset	4 332 547	6 500 000	6 500 000



	<u>1959</u>	<u>1960</u>	<u>1961</u>
<u>Publications</u>			
Printed pages - mimeo	642 311	750 000	750 000
Printed pages - offset	3 739 180	8 000 000	8 000 000
Total - mimeo	13 101 971	15 000 000	15 000 000
Total - offset	12 137 169	19 250 000	19 250 000
Grand Total	25 239 140	34 250 000	34 250 000

(ii) Conferences, seminars, symposia and panels

294. The number of conferences, seminars, symposia and panels to be held in 1961 will place a heavy demand on this division in providing a centralized administrative service; when necessary temporary assistance will be used. The following table shows the increase in meetings from 1959 to 1961.

	<u>1959</u>	<u>1960</u>	<u>1961</u>
Seminars and Symposia	6	10	9
Conferences	2	2	3
Advisory panels and committee meetings	16	18	22

The division also provides administrative services for the meetings of the Board of Governors and the General Conference.

(iii) Registry services

295. As will be seen from the figures below the expansion in the scientific, technical assistance, and fellowship programmes has increased the amount of correspondence and this process will no doubt continue.

<u>Month</u>	<u>Incoming and outgoing letters</u>		<u>Month</u>	<u>Incoming and outgoing letters</u>	
	<u>1958</u>	<u>1959</u>		<u>1958</u>	<u>1959</u>
January	1 501	6 171	July	7 277	8 941
February	1 783	7 793	August	6 030	8 998
March	1 970	8 083	September	6 157	10 476
April	2 934	8 772	October	6 640	11 132
May	3 748	7 591	November	7 118	10 926
June	4 756	9 896	December	7 062	12 673

(iv) Maintenance and engineering services

296. In addition to daily maintenance of the headquarters buildings and the provision of telecommunications facilities it is also necessary to provide technical advisory services for building construction and renovation of the office facilities required for moving the staff from the Neue Hofburg.

(v) Procurement services

297. The procurement services provide the various divisions with supplies and equipment, and carry out additional duties managing the commissary and restaurant. The number of purchase orders, invoices certified for payment and stock record cards maintained was as follows:

	<u>1958</u>	<u>1959</u>
Purchase orders	1 688	2 043
Invoices certified	3 700	4 500
Stock record cards	450	900
Number of customs declarations processed	670	1 376

(vi) Travel

298. The number of travel authorizations processed and visas obtained by the travel office in 1959 reflects the expanding activities of the Agency, especially in connexion with the fellowship and technical assistance programmes.

	<u>1958</u>	<u>1959</u>
Number of travel authorizations issued	826	1 168
Visas obtained	324	663

(c) Explanatory statement on staff

299. Reclassification of the post held by the officer in charge of procurement services from P-3 to P-4 is proposed. To the responsibilities of this post new duties have been added during 1959, namely responsibility for the Agency's travel office and assisting the Division of Technical Supplies in executing its programme for the procurement of scientific and technical equipment which is of a particularly complex nature. Comparable posts in other organizations are generally graded at the P-4 if not the P-5 level.

300. The maintenance and engineering services of the division which will have to deal with additional work in connexion with the planning and execution of the renovation of the old Grand Hotel, will also have to provide increasing services to meetings including technical services in connexion with film projection and radio. These duties will require one additional General Service post.

26. Division of Language Services

Table 26

Grade	1959 Staff	1960 Staff	Proposed change	Proposed 1961 staff
P-5	1	1	-	1
P-4	12	12	-	12
P-3	24	24	5	29
P-1	1	1	-	1
Sub-total	38	38	5	43
GS	33	34	5	39
Total	71	72	10	82

(a) Functions and responsibilities

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

(b) Programme of work for 1961

302. The division is organized in four language sections and four steno-typing units, corresponding to the working languages of the Agency (although translations to and from other languages are also performed according to the needs of the Secretariat), a German translation unit and editing, terminology and documentation units.

303. It services both the General Conference and the Board through the preparation, drafting and typing of provisional records, their translation into the working languages and their editing in final form. It provides the translation of all other documents required by the General Conference and the Board. It also assists the Division of External Liaison and Protocol in its function of composing and editing periodical reports to the Board, the General Conference and relevant organs of the United Nations. Although this task requires special drafting skill and is likely to occupy one P-3 editor almost full time, no additional post is requested at this stage for the purpose. The Director General, if necessary, proposes to utilize an existing vacancy in another part of the Secretariat.

304. The division also services the Secretariat by translating or editing working papers, documents and correspondence, and drafts, edits and types the discussion records of the scientific conferences, seminars, symposia, panels, etc. organized by the Agency. It is also responsible for translating into other working languages, as required, texts published under the Agency's publications programme. As necessary, it arranges for external translation services. The steno-typing units act as a central typing pool to the extent possible and are also given some specialized typographical work for the internal printing of certain publications.

305. It is estimated that in 1961 the work load of the Division of Language Services will reach 42 000 standard pages for translation, drafting and editing and 90 000 standard pages for typing. The increase in the work load that these figures reflect by comparison with 1959 and 1960 will result mainly from the following activities:

- (a) The extensive programme of scientific conferences, symposia, seminars, panels, etc., for which the division will have to provide précis-writing, drafting and editing services; and
- (b) The translation services which the Agency's publications programme may require.

(c) Explanatory statement on staff

306. The manning table of the division established in 1958 allows for a maximum output capacity of 25 000 standard pages for translation, drafting and editing and 50 000 for typing. It is evident that the division is under-staffed and will show in 1961 an output capacity deficit equal to 17 000 translated standard pages and 40 000 typed standard pages. The increase in the division's work load during the past two years and the estimated work load for 1960 and 1961 is shown in the following table:

	<u>Standard Pages</u>	
	<u>Translation, drafting or editing</u>	<u>Typing</u>
1958 (approximate)	24 500	47 500
1959 (actual)	36 727	74 444
1960 (estimated)	40 000	85 000
1961 (estimated)	42 000	90 000

307. Apart from the gain in efficiency, the engagement of permanent staff is to be preferred on economic grounds to the recurrent engagement of temporary assistance when certain limits have been reached. This is the case at present in the Division of Language

Services. The proposed increase of one P-3 post for each language section and one GS post for each steno-typing unit will result in at least an equivalent reduction of temporary assistance during the General Conference, meetings of the Board of Governors and other peak periods, while it will make available to the Agency the all-year-round services of the staff members concerned.

308. The fifth P-3 post requested will be filled by a translator into German. Up to the present, the requests for translation into German have been met in an ad hoc manner by using temporary assistance and the services of translators in other sections, but the increased pressure of work and the need for speed in the German service particularly for the production of press releases, make it necessary to entrust this task to an appointed translator. He will also assist the terminology and documentation units - essential aids for the efficient work of the division - which up to now have been unable to function adequately because of the absolute lack of staff.

309. The fifth General Service post is required to provide the German translator-terminologist with the necessary typing services. The incumbent will also help the English steno-typing unit at peakload periods and thus reduce the need for temporary assistance.

# CHAPTER III. THE BUDGET

## A. THE CONSOLIDATED BUDGET

Table 27

### Expenditures

	1959 Actual <sup>a/</sup>	1960 Estimate	1961 Estimate
	\$	\$	\$
Regular budget	4 494 610	5 843 000	6 168 000
Operating Fund I			
Laboratory facilities	600 000	50 000	349 000
Operating Fund II			
Fellowship and training programme	431 163	826 000	800 000
Technical and research assistance programme	448 566	484 000	600 000
Projects under agreements	-	pro memoria	pro memoria
Mobile radioisotope laboratories	12 619	40 000	51 000
<b>Total</b>	<b>5 986 958</b>	<b>7 243 000</b>	<b>7 968 000</b>

### Receipts

Regular budget			
Assessed contributions of Member States	4 787 652 <sup>b/</sup>	5 843 000	6 168 000
Application of Agency safeguards	-	pro memoria	pro memoria
Handling and storage of special fissionable material	-	pro memoria	pro memoria
Transfer from the Publications Revolving Fund	-	pro memoria	pro memoria
Income from investments	27 471	27 000	27 000
Miscellaneous income	11 887	12 000	12 000
General Fund			
Voluntary contributions	1 183 044	1 300 000	1 800 000
Special contributions	600 000	pro memoria	pro memoria
Charges for laboratory services	-	pro memoria	pro memoria
Charges in connexion with Agency projects	107 991	pro memoria	pro memoria
Income from investments less bank charges and loss on exchange	23 654	16 000	16 000
<b>Total</b>	<b>6 741 699</b>	<b>7 198 000</b>	<b>8 023 000</b>

<sup>a/</sup> Includes unliquidated obligations as of 31 December 1959 and funds earmarked for approved technical assistance projects.

<sup>b/</sup> As of 31 May 1960.

310. It will be noted from the foregoing table that savings achieved in the execution of the programme under the regular budget in 1959 amounted to a cash surplus of \$293 042 as of 31 May 1960, inclusive of income from investments and miscellaneous income. Expenditures and outstanding obligations as of 31 December 1959 totalled \$4 494 610 and payments of assessed contributions by Member States as of 31 May 1960 amounted to \$4 787 652.

311. As mentioned in Chapter I, the cash surplus of \$172 421 in the regular budget for the financial period ending 31 December 1958 will be allocated to Member States in accordance with the Agency's Financial Regulations. The allocations will reduce the assessed contributions of Member States to the 1961 budget except in those cases where they must be applied to pay a debt to the Working Capital Fund or to pay any arrears of contributions to the 1959 or 1960 budgets. No allocations can be made to Member States who are in arrears for the 1958 financial period.

312. It will be noted that estimated expenditures in 1961 are \$55 000 less than estimated receipts; this difference represents anticipated income from investments and other miscellaneous income, and to the extent that it accrues under the regular budget, it will subsequently be allocated to Member States as described above. Income accruing under the operational budget can be used to help in meeting any shortfall in voluntary contributions or to increase the reserve in the General Fund.

313. It should be pointed out that, although it is estimated that payments of voluntary contributions in 1960 will amount to \$1 300 000, actual pledges through 31 May 1960 amounted to only \$944 937. The estimate of \$1 300 000 assumes that Member States which pledged voluntary contributions in 1959 and which had not done so through 31 May 1960 will in fact do so, and in the same amounts, before the end of 1960. Even on this assumption there will be a shortfall of approximately \$200 000 in achieving the 1960 target of \$1.5 million.

314. Table 27 reflects the funds available to the Agency from its own resources. Through participation in EPTA it secures additional funds for the provision of technical assistance in the form of fellowships, experts and equipment to requesting countries. These funds are dealt with in a separate part of the operational budget in Table 55 and paragraphs 617 - 621.

## B. REGULAR BUDGET ESTIMATES

### Expenditures

#### Summary

Table 28

Budget parts and sections	1959 Actual	1960 Budget <sup>a/</sup>	1961 Estimate
	\$	\$	\$
I. General Conference and Board of Governors			
1. General Conference	248 759	267 000	254 000
2. Board of Governors	445 473	499 000	570 000
Sub-total	(694 232)	(766 000)	(824 000)
II. Functional programme activities			
3. Panels and committees	109 063	133 000	154 000
4. Special missions	88 789	175 000	130 000
5. Seminars, symposia and conferences	52 388	175 000	170 000
6. Distribution of information	135 475	184 000	255 000
7. Scientific and technical services and laboratory charges	364 896	502 500	703 000
Sub-total	(750 611)	(1 169 500)	(1 412 000)
III. The Secretariat			
8. Salaries and wages	1 845 948	2 401 500	2 396 000
9. Common staff costs	724 127	959 000	949 000
10. Duty travel of staff	96 056	150 000	132 500
11. Hospitality	6 296	7 500	7 500
Sub-total	(2 672 427)	(3 518 000)	(3 485 000)
IV. Common services, supplies and equipment			
12. Common services	198 114	207 000	240 000
13. Non-technical supplies	70 285	107 500	90 000
14. Non-technical permanent equipment	108 941	75 000	117 000
Sub-total	(377 340)	(389 500)	(447 000)
Total	4 494 610	5 843 000	6 168 000

<sup>a/</sup> Adjusted to reflect transfers between sections approved by the Board up to 30 June 1960.

315. The proposed regular budget for 1961 is \$325 000 or 5.6 per cent higher than that for 1960. However, approximately \$187 000 of this increase involves a non-recurring expenditure in connexion with the Agency's occupancy of the old Grand Hotel in exchange for the space it presently occupies in the Neue Hofburg. The Austrian Government has agreed to adapt the old Grand Hotel building to appropriate office standards at an estimated cost to the Government of \$1 300 000. The Agency, on the other hand, must bear the expense of special adaptations, such as furnishing and equipping a new Board room and facilities auxiliary thereto. It must also purchase office furniture for the use of the staff that will be moved from the Neue Hofburg since the furniture which is now in use is the property of and is rented from the Austrian Government. Expansion of certain staff facilities such as the restaurant will also be required.

316. When this expenditure of \$187 000 (which is explained in more detail in sections 2, 12 and 14) is deducted, the increase in the proposed budget for 1961 is \$138 000 or 2.4 per cent. This compares with an increase between 1959 and 1960 of \$618 000 or 11.8 per cent.

317. In determining where a modest expansion was warranted in 1961, the Board endeavoured first of all to compensate as far as possible increases in one part of the budget by reductions in others. As will be seen from Table 29 (which excludes the non-recurring expenditure of \$187 000) it was possible to effect reductions in three parts of the budget and thus substantially to offset the increase recommended in the functional programme which provides the principal services rendered by the Agency to Member States under the regular budget. It would be inappropriate to consider that in the third operational year of the Agency a levelling-off point for functional programme activities had been reached.

Table 29

Budget parts		1960	1961	Difference
		\$	\$	\$
I.	General Conference and Board of Governors <sup>a/</sup>	766 000	731 000	(35 000)
II.	Functional programme activities	1 169 500	1 412 000	242 500
III.	The Secretariat	3 518 000	3 485 000	(33 000)
IV.	Common services, supplies and equipment <sup>a/</sup>	389 500	353 000	(36 500)

<sup>a/</sup> Less non-recurring cost of housing the Secretariat in the expanded temporary headquarters building and furnishing and equipping a new Board room.

318. In general the budget for 1961 reflects a trend towards the stabilization of staff and costs associated therewith offset by some increases in the Agency's functional work programmes. The Board believes this trend to be in the right direction.

319. As explained in Chapter I, the format of the regular budget for 1961 differs only slightly from that for 1960 and brings the Agency's budget into closer conformity with that of the United Nations.

320. As in the case of previous budgets, wherever operating experience has made it possible and estimates are clarified by doing so, the several sections have been broken down to reflect the estimated requirements for each of the activities or items of expenditure covered by the section. Further, the assumptions upon which the estimates have been developed have been set forth. However, it must be recognized that these estimates are in respect of a budget year which ends 21 months after the initial elaboration of the budget; the implementation of the programme for 1961 is therefore subject to all of the variables and limitations necessarily inherent in the development of a programme and budget so far in advance.



# I. SESSIONS OF THE GENERAL CONFERENCE AND THE BOARD OF GOVERNORS

## 1. The General Conference

Table 30

Item of expenditure	1959 Actual	1960 Budget	1961 Estimate
	\$	\$	\$
Salaries and wages	65 019	75 000	75 000
Common staff costs	28 062	31 000	32 000
Temporary assistance	78 662	80 000	70 000
Rental of space and equipment	32 214	35 500	35 000
Common services	20 030	20 000	20 000
Printing and office supplies	17 470	20 000	19 000
External audit	7 302	5 500	3 000
Total	248 759	267 000	254 000

### (a) General

321. The estimates cover all identifiable expenses in connexion with the fifth regular session of the General Conference in 1961. In accordance with the practice of other international organizations, the estimated cost of the annual audit of the Agency's accounts is also included in this section.

### (b) Assumptions

322. It is assumed:

- (a) That the General Conference will meet for two weeks in 1961 and will hold a maximum of four plenary or committee meetings each day;
- (b) That, on the basis of experience at the third regular session, salaries and common staff costs of the administrative staff of the Secretariat of the General Conference and the Board of Governors are allocable in the proportion of 27.5 per cent to the General Conference and 72.5 per cent to the Board of Governors;
- (c) That based on a similar pattern of work as in 1959 and a forecast of other interpretation requirements of the Secretariat, the salaries and common staff costs of the permanent interpreting staff are allocable in the proportions of 6 per cent to the General Conference and 44 per cent to the Board of Governors; the balance is related to functional activities but is borne by the budgetary provisions for the Secretariat;
- (d) That approximately 15 per cent of the salaries and common staff costs of the staff of the Division of Language Services is allocable to the General Conference budget to provide translation and editing services in the four working languages; and
- (e) That in 1961 approximately 6 250 000 pages of documentation will be required for the General Conference and that salaries and other costs proportionate to this amount of reproduction work are chargeable to the General Conference.

### (c) Explanation of estimates

323. Salaries and wages . . . . .	75 000
1960 . . . . .	75 000
1959 . . . . .	65 019

324. The estimate for 1961 is based on the above assumptions, taking account of an increase in the strength of the interpretation and language services, the additional cost of which is, however, only partly borne by the General Conference, since the Board of Governors and the Secretariat also share this cost. It is now apparent that some saving will result in actual requirements in 1960, on account of the Secretariat bearing a larger share of interpretation costs.

325. Common staff costs . . . . .	32 000
1960 . . . . .	31 000
1959 . . . . .	28 062

326. Common staff costs which include emoluments other than salaries and wages are related to the total cost of salaries. In terms of the above assumptions, a part thereof is allocable to the General Conference.

327. Temporary assistance . . . . .	70 000
1960 . . . . .	80 000
1959 . . . . .	78 662

328. The estimate for 1961 takes account of the experience during the third regular session of the General Conference. The employment of a sizeable temporary staff to service the General Conference necessitates fairly heavy travel costs, since many translators, interpreters and précis-writers have to be recruited internationally. Nevertheless, the estimates under this section are lower than in the previous year because of the increase in the permanent staff.

329. Rental of space and equipment . . . . .	35 000
1960 . . . . .	35 500
1959 . . . . .	32 214

330. The estimate for 1961 is based on the agreement concluded with the Austrian Government, in connexion with the third regular session in 1959, which provides a scale of charges for conference facilities in the Hofburg. It is expected that, with minor exceptions, the terms of this agreement will apply to the fourth and fifth regular sessions.

331. Common services . . . . .	20 000
1960 . . . . .	20 000
1959 . . . . .	20 030

332. In addition to the space, equipment and services provided by the Austrian Government under the agreement referred to above, provision has to be made for certain requirements outside the Conference area; such as the erection and dismantling and transport of partitions and counters; the renting of additional furniture and the setting-up of public information exhibits. An amount of \$7 500 has been provided for these purchases.

333. For communication services - including certain facilities for the press and other information media - and the cost of telephone calls and cables, \$2 000 is provided in addition to \$3 500 to cover postal charges for distributing approximately five million pages of mimeographed and printed documents.

334. A provision of \$2 500 is made for external printing work, and of \$500 for insurance cover on interpretation equipment. Photographic services are estimated to cost \$2 500 and miscellaneous administrative services \$1 500.

335. Printing and office supplies . . . . .	19 000
1960 . . . . .	20 000
1959 . . . . .	17 470

336. Based on experience in 1959, the production of approximately 6 250 000 pages of documentation by mimeograph and offset process will require \$11 000 to meet the cost of paper, offset plates, stencils, reproduction film, inks, lay-out and other supplies. On the same basis, the cost of stationery, other expendable office supplies and similar items is estimated at \$7 000.

337. An amount of \$1 000 is provided for miscellaneous supplies, including recording tapes, raw films, etc.

338. External audit . . . . .	3 000
1960 . . . . .	5 500
1959 . . . . .	7 302

339. The estimate reflects the decision of the Board of Governors[ 14 ] to reduce the number of external auditors to one by 1961, and provides for travel and per diem of one auditor for three short visits to the Agency's headquarters and of two assistants for a total period of 60 days to audit the Agency's accounts.

## 2. The Board of Governors

Table 31

Item of expenditure	1959 Actual	1960 Budget	1961 Estimate
	\$	\$	\$
Salaries and wages	233 902	255 000	270 000
Common staff costs	100 952	107 000	116 000
Temporary assistance	79 239	95 000	52 000
Official travel	-	1 000	1 000
Common services	14 750	18 000	17 500
Printing and office supplies	16 630	23 000	20 500
Sub-total	445 473	499 000	477 000
Permanent equipment for the new Board room	-	-	93 000
Total	445 473	499 000	570 000

### (a) General

340. The estimates in this section, which are based on the actual cost in 1959, cover all identifiable expenditure in connexion with sessions of the Board of Governors and meetings of its committees.

341. On account of the transfer of the Board's premises from the Neue Hofburg to the old Grand Hotel, expenditures for permanent equipment will increase normal cost estimates by \$93 000; but for this amount, the estimates for 1961 would have been below the appropriation for 1960.

### (b) Assumptions

342. It is assumed:

- (a) That based on experience in 1959, approximately 72.5 per cent of salaries and common staff costs of the Secretariat of the General Conference and the Board of

[ 14 ] GOV/DEC/13(II), decision number (146).

Governors are allocable to the Board's budget, while in respect of interpreters who also service meetings other than those of the Conference and the Board, 44 per cent of such costs are allocable to the Board;

- (b) That to provide translation and documents services for the Board and its committees, approximately 51 per cent of the salaries and common staff costs of the Division of Language Services is allocable to the Board; and
- (c) That in 1961 approximately 9 500 000 pages of documentation will be required for the Board and its committees and that salaries and other costs proportionate to this amount of reproduction work are chargeable to the Board.

(c) Explanation of estimates

343. Salaries and wages . . . . .	270 000
1960 . . . . .	255 000
1959 . . . . .	233 902

344. The estimate covers the salaries and wages of the Secretariat of the General Conference and the Board of Governors, the Division of Language Services and the Division of Conference and General Services, calculated on the basis of the assumptions stated above. It takes into account an increase in permanent interpreting staff as well as salary increments.

345. Common staff costs . . . . .	116 000
1960 . . . . .	107 000
1959 . . . . .	100 952

346. Common staff costs which include emoluments other than salaries and wages are related to the total cost of salaries. In terms of the above assumptions, a part thereof is allocable to the Board of Governors.

347. Temporary assistance . . . . .	52 000
1960 . . . . .	95 000
1959 . . . . .	79 239

348. The estimate for 1961 reflects the reduction in temporary assistance which will follow from increases in the permanent staff. Experience in 1959 indicates that requirements for 1960 will be below the budgetary appropriations for that year because it has been found possible to service the Board on a more economical basis and the estimate for 1961 is consequently believed to be sufficient, taking into account the increase in the permanent interpretation staff and the cost experience of 1959.

349. Official travel . . . . .	1 000
1960 . . . . .	1 000
1959 . . . . .	-

350. As in 1960, an amount of \$1 000 is provided to cover such official travel as the Chairman of the Board of Governors may be required to undertake in his capacity as Chairman, or such other travel which activities of the Board may require.

351. Common services . . . . .	17 500
1960 . . . . .	18 000
1959 . . . . .	14 750

352. The estimate provides \$8 000 for communications and transport, \$3 800 for rental, repair and maintenance of furniture and equipment, \$4 500 for utilities and \$1 200 for laundry and cleaning services.

353. Printing and office supplies . . . . .	20 500
1960 . . . . .	23 000
1959 . . . . .	16 630

354. The estimate for 1961 is below the appropriation for 1960 and takes account of the experience in 1959 when the actual volume of documentation produced for the Board was below that anticipated. Based on this experience, the provision for 1961 includes \$14 500 for reproduction supplies and paper, \$4 000 for stationery and office supplies, and \$2 000 for miscellaneous supplies.

355. Permanent equipment for the new Board room . . . . .	93 000
1960 . . . . .	-
1959 . . . . .	-

356. The contemplated transfer from the Neue Hofburg to the old Grand Hotel in 1961 will require extensive new installations for the interpretation services and the acquisition of furniture and equipment for the Board's new premises since the furnishings and equipment in the present Board room are the property of the Austrian Government.

357. The new facilities will consist of the Board room, a committee room, vestibule, lounge, writing room, Chairman's office and a small snack bar.

358. The requirements and their estimated cost are summarized below:

Simultaneous interpretation equipment	\$23 000
Air-conditioning	25 000
Furniture	24 000
Snack bar furnishings and equipment	10 000
Carpeting	9 000
Lighting fixtures	2 000
	<hr/>
	\$93 000
	<hr/>

## II. FUNCTIONAL PROGRAMME ACTIVITIES

### 3. Panels and committees

Table 32

Item of expenditure	1959 Actual	1960 Budget	1961 Estimate
	\$	\$	\$
Panels and committees	109 063	133 000	154 000

#### (a) General

359. The estimate covers expenses in connexion with meetings of SAC and meetings of ad hoc scientific and technical panels convened to advise and assist the Director General in the implementation of approved activities and to act as working parties of experts in the development of international standards, codes and regulations for the peaceful uses of atomic energy. It does not cover the salaries and other costs of the staff required to administer this programme activity.

360. Experience has demonstrated that one of the most effective and successful methods for furthering those parts of the Agency's programme which require a composite scientific judgment in a highly specialized field is to obtain the advice and guidance of panels of outstanding experts appointed because of their personal competence and drawn from various Member States, so as to represent a cross-section of the experience and knowledge available in that field. In 1959 ten panels were constituted and held 14 meetings. Two meetings of SAC were also convened. One panel, that on the use of large radiation sources in radiotherapy, was jointly sponsored with WHO.

361. The programme of panel meetings envisaged for 1961 has been described in Chapter II under the work programmes for that year. However, new problems, changing circumstances or changes in emphasis dictated by future developments may make it necessary to substitute other panels for those now planned. Further, it is not anticipated that the appropriation recommended will be sufficient to cover all of the panel meetings which are contemplated. The list which follows must therefore be considered as tentative. It includes topics the consideration of which may have to be deferred to a future year.

#### Scientific Advisory Committee

Review of an economic study in a major field of nuclear energy

Nuclear power costing

Nuclear ship safety

Standardization of fuel elements

Tropicalization of nuclear instruments

Basic safety standards

Review of handbook on the establishment of a health physics service in a nuclear organization or centre

Waste disposal into fresh water

Evaluation and standardization of analytical methods for monitoring waste disposal sites in the sea

Review of manual on low level waste disposal techniques

Dissemination of nuclear energy information

Classification, coding and documentation of nuclear energy literature

Correlation of research with small and medium-size accelerators

Nuclear data of special interest to reactor design

World-wide determination of tritium in natural water

Fixation of radionuclides by ion exchange

Standardization of radiological dosimetry of external radiation

#### Research applications of Ca-47

Radioisotopes in plant nutrition and crop fertilization

Radioisotopes in fungicides and systemic insecticides

Collection and analysis of contaminated samples

Research activities to be pursued in the field of safeguards

Co-ordination of laboratory work on thermo-chemical data

International action in connexion with transport of radioactive materials and disposal of radioactive waste

#### (b) Assumptions

362. It is assumed:

- (a) That 22 panel and committee meetings will be convened in 1961, with each meeting lasting approximately eight days inclusive of travel time;
- (b) That except in the case of SAC meetings, honoraria will be paid ordinarily only in instances of salary loss or loss of annual leave by reason of service with the Agency, or when, as in the case of a university professor, private practitioner or retired person, the panel member ordinarily receives fees for his services;
- (c) That panel and committee members will be drawn from a wide geographic area;
- (d) That transportation costs and a daily expense allowance of \$20 will be paid to each panel member; but that the Agency will not bear any costs for advisers or alternates who may accompany panel members; and
- (e) That certain miscellaneous administrative expenses will be incurred in connexion with each panel and committee meeting.

#### (c) Explanation of estimates

363. The average meeting in 1959 cost approximately \$7 100 exclusive of temporary assistance for interpretation and translation. It is expected that in 1961, because of an increase in the permanent staff, the cost of such assistance will be very much reduced. Assuming therefore that the same average cost holds true for 1961, the requirement for that year will be approximately \$154 000.

#### 4. Special missions

Table 33

Item of expenditure	1959 Actual	1960 Budget	1961 Estimate
	\$	\$	\$
Special missions	88 789	175 000	130 000

#### (a) General

364. The estimate covers expenses arising in connexion with the despatch of special missions to Member States, at their request, to conduct surveys and engage in consultations intended to culminate in Agency projects. It does not include the salaries and other costs (except travel) of staff participating in missions.

365. In 1959 four preliminary assistance missions and an isotope mission were despatched. In fact, however, the preliminary assistance missions covered the work of isotope missions as well, in conformity with the policy of using, whenever feasible, mixed teams to achieve several objectives. There was thus a considerable saving in the costs originally estimated for 1959. The programme for 1960 and 1961 has been elaborated in Chapter II. In brief,

the 1961 programme provides for two preliminary assistance missions, two power survey missions, two reactor power project missions, two library workshop missions and two isotope missions. In addition, one staff member will be travelling almost continuously on a world-wide mission in connexion with the international standardization of thyroid radio-iodine uptake.

366. The 1961 programme is, basically, a continuation of that for 1959 and 1960 but at a diminished level of activity because it is expected that fewer Member States will need the services of such missions.

(b) Assumptions

367. It is assumed:

- (a) That, when feasible, mixed teams intended to achieve several objectives will be despatched;
- (b) That in the composition of these teams appropriate use will be made of expert consultants offered on a total or partial cost-free basis to the Agency by Member States;
- (c) That while the composition of special missions will vary with the purpose of the mission, as will the length of time in travel status, the average team membership will be five, and the average duration of work in the field will be between four and five weeks and in Vienna for briefing and report writing two weeks; and
- (d) That except in the case of library workshop missions which will serve specific regions, ordinarily 50 per cent of the subsistence costs and the entire cost of travel within Member States will be borne by host Governments whereas international travel costs and consultants' fees will be borne by the Agency.

(c) Explanation of estimates

368. The cost of missions has varied from approximately \$5 000 to \$24 000. In 1959, the average cost of a mission was \$17 757. In 1961 the average cost as derived from the stated assumptions is approximately \$12 000. This lower average cost is due to the fact that a smaller number of the more costly preliminary assistance missions are planned. In addition, \$10 000 is provided for the special mission concerning the international standardization of thyroid radio-iodine uptake.

5. Seminars, symposia and conferences

Table 34

Item of expenditure	1959 Actual	1960 Budget	1961 Estimate
	\$	\$	\$
Seminars, symposia and conferences	52 388	175 000	170 000

(a) General

369. The estimate covers the costs of organizing and conducting seminars, symposia and conferences and other scientific meetings devoted to furthering the development and exchange of information on the peaceful uses of atomic energy. It also covers the Agency's financial contribution when it co-sponsors scientific meetings of interest to it, but does not include the salaries and other costs of the staff which administers the programme or which takes an active part in its conduct.



370. As was the case in connexion with the 1960 programme, SAC has been consulted with respect to the scientific meetings which it would be desirable to organize and has recommended for 1961 the following tentative programme:

- (a) Major conferences
  - (i) Controlled thermonuclear fusion
  - (ii) Nuclear electronics
  - (iii) Radioisotopes in the biological sciences
- (b) Symposia
  - (i) Detection and use of tritium in the physical and biological sciences
  - (ii) Effects of ionizing radiation at the molecular level
  - (iii) Experimental and test reactors[ 15 ]
  - (iv) Programming of research reactors
  - (v) Radiation damage in solids and reactor materials
  - (vi) Treatment of high level radioactive wastes
  - (vii) Whole body counting
- (c) Seminars
  - (i) Atomic energy and its educational problems[ 16 ]
  - (ii) Fast and intermediate reactors

371. In addition, budgetary provision has been made for a conference in 1961 to embody, in an international convention, the results of the Agency's work on civil liability for nuclear damage. It is expected that this conference will be held in Vienna, will be attended by the representatives of approximately 50 States, and will last for two weeks.

(b) Assumptions

372. It is assumed:

- (a) That within the overall programme outlined above two to three major scientific conferences, one regional symposium and seven to eight other meetings will be held in 1961. In addition, the Agency may convene or participate in one or two diplomatic conferences in connexion with third party liability with respect to land based reactors and nuclear propelled ships. The average duration of each meeting will be approximately ten days (inclusive of travel time);
- (b) That the Agency, on its own initiative or by invitation, will co-sponsor certain seminars or symposia, on subjects of direct concern to the Agency, organized and conducted by the other international agencies with which the Agency maintains relations;
- (c) That, except for the possible conferences to elaborate an international agreement on civil liability for nuclear damage, in which all participants' expenses are expected to be paid by their Governments, the costs of travel, in the case of discussion leaders and key participants, to and from the place where the seminars, symposia or conferences will be held, and of daily expense allowances will be borne where necessary by the Agency. Travel and expenses of other participants will be borne by them;

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[ 15 ] Brought forward from 1960.

[ 16 ] SAC recommends that UNESCO be invited to organize this seminar and that the Agency co-sponsor it.

- (d) That the cost of travel and salaries for scientific secretaries needed for some of these meetings will be borne by the Agency;
- (e) That the extra costs of conducting symposia organized on a regional basis to provide information on the most recent scientific developments on subjects of topical interest to certain Member States will be borne by the Agency except that the host Government will normally provide a suitable meeting place and auxiliary facilities;
- (f) That otherwise extra costs involved in organizing and conducting conferences held away from Vienna will be borne by the host Government; and
- (g) That the Agency will bear all incidental administrative costs such as those arising in connexion with documentation, translation and interpretation services.

(c) Explanation of estimates

373. Although in 1959 the Agency organized two conferences and six symposia and seminars, further experience is needed before it will be possible to develop reliable cost estimates for different types of meetings. It is likely, however, that the cost of major conferences held away from Vienna will be less than was anticipated.

374. The seminars and symposia organized or co-sponsored by the Agency have ranged in cost from \$2 100 to over \$13 000.

375. The budget for 1961 has been developed on the basis that the estimated cost of a major diplomatic conference to be held in Vienna would be \$42 000, that of a major scientific conference \$22 000, of a regional symposium \$18 000 and of seminars and symposia \$6 000 each. If these estimates prove valid, it may be necessary to defer one or more of the meetings planned for 1961 to 1962. However, the Board believes that by economizing to the extent feasible, it should be possible to accommodate the planned programme within the recommended appropriation.

6. Distribution of information

Table 35

Item of expenditure	1959 Actual	1960 Budget	1961 Estimate
	\$	\$	\$
Printing and paper	91 703	116 000	141 000
Authors' fees	4 000	5 000	10 000
Scientific editing	-	10 000	10 000
Translation services	163	8 000	20 000
Distribution costs	5 453	10 000	10 000
Library services	25 156	25 000	49 000
Films and exhibits	9 000	10 000	15 000
Total	135 475	184 000	255 000

(a) General

376. The estimate covers all costs of the Agency's programme of publications and distribution of information, including its library, except salaries and wages and other expenses of the documents and language services staff. It also does not cover the cost of reproducing documents for the General Conference and the Board of Governors, nor of the reproduction of documents prepared by the Secretariat and not intended for public distribution.

377. It is desirable that all publications of the Agency should be published in the four working languages, but for technical and financial reasons this may not always be possible. For instance, in connexion with the proceedings of seminars, symposia and conferences, it is planned to publish the scientific papers in the original language in which they are submitted with abstracts in all four languages. Certain specialized publications which are directed to a limited audience may be published in one or two working languages only, the language or languages being chosen so as to provide for the most effective use appropriate to the publication content. Other types of publications such as manuals on safety and safeguard procedures will be published in all working languages. The translation and production of official language editions might best be done under contracts with suitable institutions, e.g. atomic energy commissions of Member States. An increase of staff would thus be avoided, which is an important factor since such staff cannot be continuously employed. The contracts could also in certain instances incorporate arrangements for distribution and sales.

378. The funds provided for the distribution of information in 1959 were almost fully utilized, the expenditures and obligations of \$135 475 being only \$1 525 less than the total amount provided. Already, in the early months of 1960, it appears that the provision of \$184 000 for this year may be insufficient.

379. The programme for 1961 is a continuation of that for the preceding two years. Accordingly, the main types of the Agency's scientific and technical publications will include:

- (a) Scientific and technical manuals covering subjects of a regulatory character, representing further titles in the Safety Series;
- (b) Compilations prepared by the Secretariat from information received from Member States, e.g. further volumes of the Directory of Nuclear Reactors, revised editions of the International Directory of Radioisotopes, compilations on atomic equipment and instruments, and others;
- (c) Proceedings of scientific conferences, seminars, symposia and panels;
- (d) Serial and periodic publications, such as Atomic Energy: List of Conferences, Meetings and Training Courses, World List of Institutions Concerned with Atomic Energy, List of References on Nuclear Energy, bibliographies and the Review Series;
- (e) The International Journal on Thermonuclear Fusion and Plasma Physics, started in 1960, which will comprise about 800 manuscript pages in 1961, at an anticipated print-run of around 2 000 copies;
- (f) The Technical Report Series to make known the results of research contracts, contractual scientific services, or scientific studies carried out by the Agency's staff, consultants or contractors;
- (g) The Agency's Non-technical Bulletin which will be in its third year of publication; and
- (h) Miscellaneous publications, including programme and publicity leaflets, e.g. revised editions of Technical Assistance, Nuclear Science Fellowships, Assistance Through Exchange of Nuclear Scientists, publications catalogues, book announcements, etc.

380. Consideration is being given to the possibility of using commercial publishers to assume part of the burden of this publications programme. Some reduction in staff may be possible if this is done.

(b) Assumptions

381. It is assumed:

- (a) That the 1961 publications programme will result in approximately 12 000 pages of manuscript with an average tirage of 3 500 copies; and that approximately 9 000 pages of manuscript will be reproduced by commercial printers and approximately 3 000 pages by the Agency's press;
- (b) That approximately 1 000 pages of manuscript will be prepared under contract with authors, mainly for the Review Series, the International Journal on Thermonuclear Fusion and Plasma Physics, etc.;
- (c) That approximately 2 500 pages of manuscript, mainly for conference proceedings and technical publications, will be edited under contract with external scientific editors;
- (d) That approximately 3 500 pages will be translated into the official languages under contract with external scientific translators, mainly in connexion with the Journal on Plasma Physics and Thermonuclear Fusion and certain chapters of conference papers, abstracts, etc.;
- (e) That approximately one quarter of all publications produced will be distributed to Member States, another quarter in bulk to sales agents, and the remaining half in parcels or individual shipments to sales agents or to readers directly;
- (f) That in 1961 the Agency will produce a training film on health and safety measures in the use of radioisotopes and that the United Nations and one or more of the specialized agencies will co-operate in the project; and
- (g) That an inexpensive portable exhibit which is being assembled in 1960 will be on view in various Member States in 1961.

(c) Explanation of estimates

382. Printing and paper . . . . .	141 000
1960 . . . . .	116 000
1959 . . . . .	91 703

383. The estimate of printing costs is derived from the average cost price of \$14.25 a page at a print-run of 3 500 copies. It includes cost of paper, cover type-setting, block-making, print-run and binding. On the assumption that 9 000 pages will be printed externally, the total cost would be \$128 250 to which must be added \$9 000 for the cost of paper for the 3 000 pages to be produced internally, \$3 000 for the cost of films and plates for internal reproduction, and \$750 to cover the cost of external art work.

384. Authors' fees . . . . .	10 000
1960 . . . . .	5 000
1959 . . . . .	4 000

385. Most published material, particularly scientific papers submitted to Agency conferences and symposia, is received free of charge. There are, however, some special publications written by specialists at a fee, for example, the Review Series and certain contributions to the International Journal on Thermonuclear Fusion and Plasma Physics, draft reports on special terminological topics, and various articles and leaflets. Authors' fees vary greatly, depending on whether or not the manuscripts are reviews or original papers as well as on the prominence of the scientist, and may therefore vary from \$5 per page for reviews to \$15 per page for highly technical original works. An average of \$10 per page has been used in arriving at the above estimate. The increase in 1961 is mainly due to authors' fees in connexion with the Journal on Thermonuclear Fusion and Plasma Physics and a planned increase in the number of issues in the Review Series.

386. Scientific editing . . . . .	10 000
1960 . . . . .	10 000
1959 . . . . .	-

387. On the assumption that the additional editing staff is approved, no increase is proposed under this item.

388. Translation services . . . . .	20 000
1960 . . . . .	8 000
1959 . . . . .	163

389. In conformity with the requirement of publishing manuals and similar publications in the four working languages, the number of scientific texts to be translated will increase in 1961. The volume of such work is estimated at 2 700 pages, and it will be performed by external scientific translators. The average cost of scientific translation is estimated at \$7.50 for each standard page including typing.

390. Distribution costs . . . . .	10 000
1960 . . . . .	10 000
1959 . . . . .	5 453

391. With the appointment of sales agents in Member States, the number of bulk shipments has increased so that more books can be distributed at lower cost. Therefore, no increase under this item is proposed.

392. Library services . . . . .	49 000
1960 . . . . .	25 000
1959 . . . . .	25 156

393. In order to keep pace with the larger scientific and technical programme of the Agency and to provide reference books and periodicals for the laboratory facilities, which will come into operation in 1961, the purchase of scientific books, periodicals, reference books, dictionaries and legal publications will increase. Moreover, previous issues of some of the periodicals currently being received will have to be obtained. In case of some of the new periodicals to which the Agency will subscribe, the acquisition of back issues of at least five years will be necessary. Subscription charges have also been increased by the publishers. An increase of \$15 000 in the library's budget is; therefore, needed.

394. There is an increasing requirement for dictionaries, especially scientific and technical dictionaries in various languages, encyclopedias, compendia and other reference books of tables, etc., for use by the staff in their work. Provision of \$3 000 has been made for 1961 although an amount of this order need not be provided in future years.

395. The increasing scientific work of the Secretariat and the greater demand being made on the library, necessitates the building up of a reference collection which will be permanently available for consultation in the library. For this a sum of \$2 000 is provided.

396. The periodicals obtained by the library in previous years will have to be bound. An allocation of \$4 000 will be needed for this purpose in 1961.

397. Films and exhibits . . . . .	15 000
1960 . . . . .	10 000
1959 . . . . .	9 000

398. It is considered highly desirable in connexion with the Agency's work in the field of radiation health and safety to produce a training film on health and safety measures in the handling of radioisotopes. It is hoped that the United Nations and one or more of the specialized agencies will co-operate in this project. The cost to the Agency is estimated to be \$8 000. In the event of this particular project not materializing, it nevertheless would be desirable for the Agency to have funds available in order to be able to participate in the production of educational and training films having a bearing on the Agency's activities, which may be undertaken by the United Nations or one of the specialized agencies.

399. Film records of work on the Agency's projects, including its laboratory, should continue in 1961. The sequences which are shot will be made available to the United Nations and other film producers. Costs will be approximately \$2 000. Further, in connexion

with the Agency's programme of seminars, symposia and conferences, it will be desirable to continue making film sequences for television purposes to serve as background coverage for the subject matter of scientific meetings. The cost of this activity is estimated at \$2 000.

400. Under the budget for common services for 1960 it was planned to spend several thousand dollars to bring up to date and maintain two exhibits owned by the Agency. It now appears the wiser course to develop from the materials available in these exhibits and from new materials, a portable exhibit which can be displayed in Member States on occasions when Agency-sponsored meetings are being held in such States and on other appropriate occasions. This will cost less than the preparation of special exhibits for such occasions.

401. The estimate of \$3 000 for 1961 will cover funds required to keep the exhibit up to date and shipping costs to and from Member States.

## 7. Scientific and technical services and laboratory charges

Table 36

Item of expenditure	1959 Actual	1960 Budget	1961 Estimate
	\$	\$	\$
Research contracts	312 906	427 500	565 000
Technical contracts	2 000	10 000	22 000
Scientific supplies and equipment	49 990	-	-
Laboratory costs chargeable to the regular budget	-	65 000	116 000
Total	364 896	502 500	703 000

### (a) General

402. The estimate covers all costs, under the regular budget, of scientific and technical services - including technical and research contracts - necessary for carrying out the Agency's statutory functions, particularly those concerning health and safety, safeguards, and the distribution of scientific information, and those services performed in the Agency's functional laboratory which should properly be charged to the regular budget.

### (b) Assumptions

403. It is assumed:

- That a major proportion of the sums set aside for research contracts in 1961 will be required for the renewal of contracts placed in 1959 and 1960;
- That about the same number of new contracts in the fields of waste disposal, health physics and radiation protection, radiobiology and safeguards methods will have to be placed in 1961 as were placed in 1959;
- That technical studies in connexion with the programme of work on small and medium power reactors will need to be increased;
- That the requirements for technical services in respect of nuclear information will remain the same as in 1960 but that the Agency will award technical contracts up to a total value of \$12 000 to ICRP and ICRU to support the work of these organizations; and
- That 40 per cent of the total expenditures for the Agency's laboratories will involve work which should, under the Statute, be funded from the regular budget.

(c) Explanation of estimates

404. Research contracts . . . . . 565 000  
1960 . . . . . 427 500  
1959 . . . . . 312 906

405. In 1958 the Agency began, in a modest way, to carry out the first of the functions assigned to it under 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". A total of \$67 532 was expended or obligated in 1958 from the regular budget for defraying the costs of small research contracts in health physics and radiation protection, radioactive waste disposal and safeguards. In 1959 a larger appropriation made possible a substantial expansion and the programme covered, in addition to the above, research in radiobiology and medicine. A total of \$312 906 was expended or obligated on 37 new research contracts and on three contracts concluded in 1958 and renewed in 1959. The following table shows the distribution of expenditures and obligations between the various subjects of research during 1958 and 1959 and the estimates for 1960 and 1961.

Table 37

Subject matter of research	1958	1959	1960	1961
	Actual	Actual	Estimate	Estimate
	\$	\$	\$	\$
Safe disposal of radioactive waste	5 900	64 540	150 000	175 000
Health physics and radiation protection	25 132	148 586)	207 500	190 000
Radiobiology and medicine	-	68 780)		85 000
Safeguards methods	36 500	31 000	40 000	65 000
Small and medium power reactors	-	-	30 000	50 000
Total	67 532	312 906	427 500	565 000

406. In 1959 negotiations with the Government of the United States of America took place following an offer of co-operation and financial assistance from that Government to support research on the peaceful uses of atomic energy carried out under the auspices of the Agency by institutions or individuals in any Member State, pursuant to contracts concluded with the Agency. In 1960 the first contract with the Government of the United States was concluded to provide financial support for a research contract between the Agency and an institution in another Member State. It is anticipated that the Agency will be in a position to finance at least a few of those projects which would otherwise have to be rejected because of the insufficiency of the Agency's own funds, by making further use of this offer of co-operation in 1961.

407. Experience so far gained has shown that the great majority of projects necessitates research work spread over two or more years. Since research contracts are concluded for a one year period only, monies have to be set aside for the renewal of contracts upon receipt of satisfactory progress reports. Taking into account that not all contracts awarded in one year will have to be renewed in the following year and that frequently no further expenditure will have to be incurred for additional equipment, it is conservatively estimated that some 70 per cent of the research contract funds in a particular year will have to be spent for the renewal of contracts concluded in the preceding year. On this basis, approximately \$210 000 will have to be spent for the renewal of contracts entered into in 1959, leaving in 1960 about \$185 000 for the support of new projects in what are becoming the standard subjects for the Agency's research contract programme, namely health physics and radiation protection, radiobiology, radioactive waste disposal and safeguards.

408. During the second half of 1959 a considerable number of research projects which had been approved for their scientific merits had to be rejected because of lack of funds. The average cost of one research contract in 1959 was approximately \$7 950 so that with an

estimated \$185 000 available for new contracts in 1960, it can be anticipated that in 1960 the number of worth-while projects rejected for that reason may exceed the number of contracts concluded.

409. In arriving at an estimate of the funds required for the 1961 research contract programme, the following assumptions have been made:

- (a) That for the renewal of contracts concluded in 1959 and renewed in 1960, about 50 per cent of the amount expended and obligated in 1959 on these contracts will be needed for further renewal in 1961;
- (b) That for the renewal of contracts concluded in 1960 about 70 per cent of the sums spent in that year on these contracts will be needed in 1961; and
- (c) That the total sum to be set aside in 1961 for the renewal of contracts concluded in the preceding years will therefore be approximately \$300 000.

410. In view of the considerable expansion of the scientific and technical activities of the Agency foreseen for 1961, which will necessitate a corresponding increase in the support of research work of assistance to the Agency in carrying out its statutory functions, it is expected that a substantial number of new contracts will have to be concluded in 1961, in addition to those which will have to be renewed. Assuming that the average cost of one research contract will remain the same as in 1959, a sum of approximately \$265 000 will be required for that purpose, bringing the total sum for the research contract programme in 1961 up to \$565 000.

411. Assuming the average duration of a research project to be three years, requiring one initial contract and two renewals, it is expected that in the years following 1961 the fraction of the total available sum which will have to be set aside for contracts to be renewed will gradually decrease to a stabilized level of between 40 and 50 per cent, since an increasing number of projects will reach completion.

412. In 1959 the majority of the contracts awarded on the subject of safe disposal of waste were concerned with research on disposal methods; as the programme develops, more emphasis will be given to studies on the international aspects of radioactive waste disposal and it is hoped that it will be possible to co-ordinate research between various institutions in different countries on such problems as disposal into rivers or coastal waters. It is, therefore, expected that individual contracts will require larger sums of money, thereby reducing the number of projects which could be supported with the funds available.

413. Contracts awarded in 1959 under the headings Health Physics, Radiation Protection and Radiobiology support research on such subjects as low-level and immediate radiation effects, genetic mutations caused by radiation, and biological and chemical protection against radiation. Preference was given to radiobiological problems because of the urgent and generally recognized need for precise knowledge in this field to which UNSCEAR drew attention so strongly in its reports to the United Nations General Assembly. It is hoped that the results obtained through the assistance of the Agency will be of direct assistance to UNSCEAR.

414. The results achieved, and the interest shown by several Member States, in work on non-destructive analysis of irradiated fuel elements, which has been supported by the Agency in previous years, have indicated that research along similar lines should be continued. The programme should be expanded in 1961 to include research on quantitative analysis of source and special fissionable materials, on measurement of special fissionable materials, and on instrumentation that will decrease the frequency and length of inspections that may be required in connexion with the application of Agency safeguards. It is probable that some development work will be necessary in order to adapt existing tamper-resistant instruments so as to make them suitable for the specific nuclear facilities to be inspected.



415. The progress made in the study of the technology and economics of small and medium scale power reactors which the General Conference recommended to be carried out[ 17 ] justifies the continuation, on an expanded scale, in 1961 of the work which will be started in the latter half of 1960. The \$30 000 set aside in 1960 for this work will again be needed in 1961 for contract renewals and an additional \$20 000 will be needed in 1961 for expanding the programme.

416. Technical contracts . . . . .	22 000
1960 . . . . .	10 000
1959 . . . . .	2 000

417. Co-operation will be continued with other science libraries which furnish the Agency with services that otherwise would have to be duplicated by the Agency's library at much greater expense. The granting of contracts for the standardization of terminology and the development of suitable schemes for classifying the literature on nuclear sciences will also continue in 1961. Funds under this heading will also be used, as needed, for literature searches for the Agency by patent attorneys in connexion with patentable results of research work where the Agency reserves patent rights. An amount of \$10 000 has been included for all the foregoing activities.

418. In addition, it is planned to award technical contracts to ICRP and ICRU to support the work of these organizations, the results of which will have a direct bearing on the Agency's own activities in connexion with radiation protection and standardization of radioactive units and measurements. A total of \$12 000 is provided for this purpose.

419. Laboratory costs chargeable to the regular budget . . . . .	116 000
1960 . . . . .	65 000

420. In 1961 a substantial proportion of the activities of the laboratories will have to be financed from the regular budget. The experience gained in the operation of the provisional laboratory facilities in 1959 and 1960 and the requests already received for laboratory services chargeable to the operational budget, justify the assumption that about 40 per cent of the total expenditures for the laboratories in 1961 should be borne by the regular budget. The figure of \$116 000 therefore equals 40 per cent of the \$290 000 in operating costs shown under the section of the operational budget covering the laboratory facilities. This section sets forth a detailed explanation of the estimated costs.

421. The actual costs of laboratory operations chargeable to the regular budget will be determined through the use of standard commercial cost accounting techniques and these costs will be charged every month against this item.

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[ 17 ] GC(II)/RES/27.

## 8. Salaries and wages

Item of expenditure	1959 Actual	1960 Budget	1961 Estimate
	\$	\$	\$
Established posts	1 636 873	2 171 500	2 211 000
Overtime and night differential	38 533	30 000	30 000
Temporary assistance	89 930	100 000	65 000
Consultants	80 612	100 000	90 000
Total	1 845 948	2 401 500	2 396 000

422. The estimate covers the salaries and wages, overtime and night differential of all staff of the Secretariat and the costs of temporary assistance and consultants employed by the Secretariat except those costs properly chargeable to:

423. A tentative manning table for 1961 covering each office and division of the Secretariat appears as Annex II. The Director General, under his authority to effect transfers of posts within the Secretariat, in order to achieve maximum utilization of those authorized, may shift posts among the established offices and divisions so long as the total number of Professional posts filled does not exceed the total authorized for that category of employees, and the total authorized strength in all categories is not exceeded.

424. It is assumed:

- (a) That approximately 90 per cent of the Professional posts provided for in the staffing plan for 1960 will be filled by the end of the year, and approximately 95 per cent of such posts provided in the staffing plan for 1961 will be filled by the end of that year;
- (b) That a recruitment lag factor of 30 per cent will be applicable to additional staff to be employed in 1961; and
- (c) That a lapse factor (interval between termination of employment and recruitment of replacement) of two months for Professional staff and two weeks for General Service and Maintenance and Operatives Service staff will be applicable in replacement recruitment in 1961.

425. Salaries and wages . . . . .	2 211 000
1960 . . . . .	2 171 500
1959 . . . . .	1 636 873

426. The justifications for staff increases have been set forth in Chapter II. The cost estimate includes the salaries and wages of the additional staff after taking into account the foregoing assumptions.

Table 39

1959	1960	1961	Position	1959	1960	1961
				\$	\$	\$
1	1	1	Director General	20 000	20 000	20 000
5	5	5	Deputy Director General	75 000	75 000	75 000
18	18	18	Director (D-1/2)	211 500	211 500	211 500
48	49	49	Senior Officer (P-5)	420 000	428 750	428 750
59	69	74	First Officer (P-4)	430 700	503 700	540 200
62	66	70	Second Officer (P-3)	372 000	396 000	420 000
15	17	17	Associate Officer (P-2)	72 000	81 600	81 600
13	14	14	Assistant Officer (P-1)	46 800	50 400	50 400
221	239	248	Sub-total	1 648 000	1 766 950	1 827 450
244	271	291	General Service staff	414 800	460 700	519 435
104	106	106	Maintenance and Operatives Service staff	101 920	103 880	103 880
569	616	645	Total	2 164 720	2 331 530	2 450 765
Add: Special post and other allowances				39 936	45 000	45 000
Post adjustment				64 492	95 600	97 000
Seniority salary increments				84 520	134 000	142 000
Total				2 353 668	2 606 130	2 734 765
Less: General Conference				65 019	75 000	75 000
Board of Governors				233 902	255 000	270 000
Recruitment lag and lapse factor				417 874	104 630	178 765
Net total				1 636 873	2 171 500	2 211 000

427. Overtime and night differential . . . . . 30 000  
1960 . . . . . 30 000  
1959 . . . . . 38 533

428. Peak work periods which occur throughout the year necessitate overtime on the part of the majority of the staff of the Secretariat. Professional staff members are not paid for such overtime but General Service and Maintenance and Operatives Service personnel are recompensed when it is not possible to provide for compensatory leave. In addition, in accordance with general custom, a small night differential is paid to porters, char personnel telephone operators, etc., who are required to work other than ordinary hours.

429. It will be noted that the estimates for 1961 and the amount budgeted for 1960 are \$8 533 less than the actual expenditure in 1959. It is expected that increased staff efficiency and the policy of recompensing overtime by granting compensatory leave wherever possible in both 1960 and 1961 will limit these costs to the lower estimates shown.

430. Temporary assistance . . . . . 65 000  
1960 . . . . . 100 000  
1959 . . . . . 89 930

431. The need for temporary assistance arises for many reasons, including peak work periods in the documents, language and other services, vacation, home leave, extended illness and maternity leave replacements, etc. The reduction in this estimate in 1961 is due to the increase in the permanent staff of interpreters and translators.

432. Consultants . . . . .	90 000
1960 . . . . .	100 000
1959 . . . . .	80 612

433. The extreme degree of specialization in nuclear science and technology makes it impossible as well as uneconomical for the Agency to have on its permanent staff specialists in all branches and sub-branches of these subjects. In others, such as thermonuclear fusion and the design and use of reactors for medical therapy, only a few experts are to be found throughout the world.

434. The Agency's need for consultant services has risen steadily. In 1958 \$56 927 were expended for such services. In 1959 the requirement rose to \$80 612. It is anticipated that the \$100 000 budgeted for in 1960 will be almost fully utilized. Some stabilization of requirements is however expected in 1961.

#### 9. Common staff costs

Table 40

Item of expenditure	1959 Actual	1960 Budget	1961 Estimate
	\$	\$	\$
Pension Fund contribution	165 318	221 000	221 000
Medical benefits contribution	29 569	40 000	41 000
Dependency allowance	107 495	151 000	140 000
Education grant	32 025	44 000	47 000
Non-residents' allowance	121 109	132 000	138 000
Travel on recruitment	52 954	38 000	46 000
Travel on termination	28 437	25 000	31 000
Assignment allowance	138 908	173 000	158 000
Installation expenses	52 400	35 000	46 000
Removal of household effects	37 204	37 000	45 000
Travel on home leave	21 868	130 000	59 000
Service benefits	17 012	25 000	59 000
Other costs	48 842	46 000	66 000
Sub-total	853 141	1 097 000	1 097 000
Less: General Conference	28 062	31 000	32 000
Board of Governors	100 952	107 000	116 000
Total	724 127	959 000	949 000

#### (a) General

435. The estimate covers the common staff costs exclusive of the amounts chargeable to:

- (a) The General Conference;
- (b) The Board of Governors;
- (c) The operational budget; and
- (d) Self-supporting activities such as the Agency's commissary and restaurant.

436. In general, common staff costs arise in connexion with the allowances and benefits prescribed in the Provisional Staff Regulations, as approved by the Board, and the Staff Rules promulgated by the Director General. In addition, they cover such items as travel on initial recruitment, language training and medical services.

(b) Assumptions

437. It is assumed:

- (a) That approximately 90 per cent of the positions provided for in the staffing plan for 1960 will be filled by the end of that year and that a recruitment lag factor of 30 per cent will be applicable to additional staff appointed in 1961;
- (b) That by the end of 1961, 25 per cent of the technical Professional staff, 50 per cent of the non-technical staff (exclusive of Deputy Directors General and Directors) and 65 per cent of the General Service staff will hold probationary or permanent appointments;
- (c) That in 1961 the turnover rate of Professional staff employed under fixed-term contracts will be 25 per cent;
- (d) That the average costs of travel on initial recruitment, dependency allowance, installation expenses, etc. incurred by staff recruited in 1961 will be the same as the averages for staff recruited in 1958-1960;
- (e) That in 1961 average costs per staff member with respect to such items as education grant, excess baggage, shipment of household effects, etc. will not exceed the 1959 averages for such expenses;
- (f) That approximately 40 per cent of the General Service staff will be internationally recruited and eligible to receive a non-residents' allowance; and
- (g) That approximately 35 per cent of the General Service and Maintenance and Operatives Service staffs will be entitled to the language allowance.

(c) Explanation of estimates

438. Pension Fund contribution . . . . .	221 000
1960 . . . . .	221 000
1959 . . . . .	165 318

439. The Agency's contribution to the United Nations Joint Staff Pension Fund is 14 per cent of the pensionable remuneration of probationary and permanent staff and 4.5 per cent of staff having fixed-term appointments. However, employees in the Maintenance and Operatives Service category are not participants in the Pension Fund but are covered by the Austrian social security system.

440. The increase in 1961 over the amount budgeted for 1960 is actually somewhat greater than appears above. Fewer probationary and permanent appointments have been awarded than had been anticipated. This will result in a total contribution to the Pension Fund in 1960 of somewhat less than had been provided for in that year's budget.

441. Medical benefits and social security contribution . . . . .	41 000
1960 . . . . .	40 000
1959 . . . . .	29 569

442. In addition to the Agency's contribution in connexion with the staff medical insurance plans, the estimate includes the Agency's contribution to the Austrian social security system for staff in the Maintenance and Operatives Service category. It also includes the employer's contribution to the Austrian unemployment insurance in the case of General Service staff on fixed-term or probationary appointments. The increase in 1961 provides for the estimated increase in the amount of the medical benefits contribution which will accompany the increases in staff in 1960 and 1961.

443. Dependency allowance . . . . .	140 000
1960 . . . . .	151 000
1959 . . . . .	107 495

444. The average dependency allowance in 1958 was \$570 and this figure was used in developing the 1960 budget estimate. In 1959, however, the average allowance dropped to \$560. This new average has been used in developing the 1961 estimate, which is therefore less than the amount budgeted for 1960.

445. Education grant . . . . .	47 000
1960 . . . . .	44 000
1959 . . . . .	32 025

446. In addition to providing financial assistance towards the education of children up to a maximum of \$400 per child, this estimate also includes, in the case of children being educated away from Vienna, provision for one return trip to Vienna for each child in each school year. The small increase in 1961 is required in connexion with the additional staff being recruited in 1960 and to be recruited in 1961.

447. Non-residents' allowance . . . . .	138 000
1960 . . . . .	132 000
1959 . . . . .	121 109

448. The estimate for 1961 takes into account the assumption that 40 per cent of the General Service staff on duty that year will be internationally recruited and entitled to the \$1 200 per annum non-residents' allowance. Part of the increase is due to the fact that staff recruited during 1960 will be receiving the allowance for a full year in 1961.

449. Travel on recruitment and termination . . . . .	77 000
1960 . . . . .	63 000
1959 . . . . .	81 391

450. The average cost of travel on recruitment in 1959 was \$850 in the case of each Professional staff member and \$100 in the case of internationally recruited General Service staff. The rather large increase between 1960 and 1961 is accounted for by the fact that in addition to employing newly authorized staff in 1961 it is expected that there will be a sharp rise in replacement recruitment. Most staff members serve the Agency under fixed-term appointments. It is expected that 1961 will be a year in which a considerable number of Professional staff members appointed in 1958 and 1959 will complete their term of service with the Agency.

451. Assignment allowance . . . . .	158 000
1960 . . . . .	173 000
1959 . . . . .	138 908

452. The estimate for 1961 takes into account the assumption that by the end of that year 25 per cent of the technical Professional staff and 50 per cent of the non-technical Professional staff will be serving under permanent appointments and will not, therefore, be entitled to receive an assignment allowance. On the basis of this assumption the estimate for 1961 is slightly less than that for 1960.

453. Installation expenses . . . . .	46 000
1960 . . . . .	35 000
1959 . . . . .	52 400

454. As indicated in connexion with the estimate for travel on recruitment, it is expected that a substantial number of Professional staff members will complete their term of service with the Agency in 1961 and there will, therefore, be a sharp increase in replacement recruitment. Installation expenses are therefore expected to increase considerably in 1961.

455. Removal of household effects . . . . .	45 000
1960 . . . . .	37 000
1959 . . . . .	37 204

456. The estimate takes into account the assumptions which have been stated regarding the number of Professional staff members who will hold permanent appointments by the end of 1961 and who, therefore, upon termination of their assignment allowances will be entitled to ship their household effects to Vienna. The estimate also covers the excess baggage costs for new staff members recruited internationally under fixed-term appointments. During the early months of 1960 the average cost for the removal of household effects was \$1 070 and for excess baggage \$120.

457. Travel on home leave . . . . .	59 000
1960 . . . . .	130 000
1959 . . . . .	21 868

458. Since the majority of the Agency's staff was recruited in 1958, expenses for travel on home leave are high in the even numbered years and low in the odd numbered years. The estimate for 1961 provides for home leave for all staff recruited in 1957 and 1959 less a lapse factor of 40 per cent in the case of staff members serving under fixed-term appointments.

459. Service benefits . . . . .	59 000
1960 . . . . .	25 000
1959 . . . . .	17 012

460. A staff member on a fixed-term appointment is paid a service benefit amounting to four per cent of his salary during service in his home country and eight per cent during service outside his home country for each year of service. The purpose of this benefit is to provide funds to permit the employee to continue his membership in a public or private pension plan to which he was subscribing. The benefit is not payable until termination of the staff member's service with the Agency. For this reason a continuing financial liability for payment of service benefits accrues during the period of a fixed-term appointment. The sharp increase in 1961 is due to the assumption that a substantial number of employees serving under fixed-term contracts, who were recruited in 1958 and 1959, will not be in the service of the Agency in 1961. The estimate is based on an average length of two and a half years' service at the time of termination.

461. Other common staff costs . . . . .	66 000
1960 . . . . .	46 000
1959 . . . . .	48 842

462. Other common staff costs include miscellaneous and relatively minor cost items such as staff language training \$2 500, staff medical services \$4 000 and language allowance \$6 500, as well as items of expense on which there has been little cost experience. These latter items are termination indemnity, commutation of annual leave, repatriation grants, ex gratia payments and reimbursement of national income tax. After taking into account a total of \$13 000 in known expenses under this heading, a provision of \$53 000 has been made to cover those items of expense in which the Agency has had insufficient cost experience to warrant the production of individual estimates. In previous budgets the estimate for these expense items has been based on the budget experience of the specialized agencies. However, it has been found that the Agency's practice of employing a majority of its staff under fixed-term contracts makes for relatively higher expenses in connexion with such items as termination indemnity, commutation of annual leave, and, more particularly, payment of national income tax. In 1959 termination indemnities and commutation of annual leave involved costs of \$13 735 and reimbursement of national income tax costs of \$18 404. The increase in the estimate for 1961 is attributable to the increased number of terminations expected to take place in that year.

## 10. Duty travel of staff

Table 41

Item of expenditure	1959 Actual	1960 Budget	1961 Estimate
	\$	\$	\$
Transportation and per diem	96 056	150 000	132 500

### (a) General

463. In the presentation of the budget for 1960, [18] the estimated amounts for transportation costs and per diem allowances were separated to permit comparison with the year 1958 in which a large item of expenditure occurred under the heading "per diem of seconded staff". Since this item does not recur in the years reflected in Table 41 above, the need for such separation no longer exists.

464. The estimate under this section covers all travel on official duty except in connexion with special missions, regional symposia - where travel costs are borne by the Agency - and activities under the operational budget. It also does not cover the estimated cost of travel which forms part of common staff costs, such as travel on recruitment, home leave, repatriation, etc.

### (b) Assumptions

465. It is assumed:

- (a) That staff members will be required to visit Member States in connexion with the development of projects under the Agency's programme of assistance;
- (b) That members of the scientific and technical staff will attend scientific meetings and conferences to represent the Agency and to keep abreast of developments in the peaceful uses of atomic energy;
- (c) That liaison with the United Nations and the specialized agencies and other international organizations with which the Agency maintains relationships will require travel by the staff;
- (d) That visits to nuclear research and training institutions will be required in connexion with the Agency's programme of training and the exchange of scientific information, both for the purpose of exploring the possibility of new training centres and information sources and keeping in touch with existing ones, as well as with Agency fellows studying in these institutions;
- (e) That negotiations with national authorities will be necessary in respect of specific agreements on Agency projects, on research contracts, supply problems, etc.; and
- (f) That by 1961 one or more inspection teams will make visits and experimental inspections under Agency safeguards procedures.

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[18] GC(III)/75, Table 41.



(c) Explanation of estimates

466. Transportation and per diem . . . . . 132 500  
1960 . . . . . 150 000  
1959 . . . . . 96 056

467. Actual expenditure on staff travel in 1959 was well below the appropriated amount; one reason for this was the application of strict controls to ensure the most economical use of available funds; another reason was the preoccupation of senior staff with the organization of the programmes.

468. By 1961, it will not only be possible, but necessary, for senior staff to visit Member States to an increasing extent, especially in the less-developed areas, in connexion with technical and research assistance, the fellowship and training programme and other matters.

469. An additional need for travel arises from the likely establishment of national safeguard regulations in Member States, the development of which will require the assistance of Agency staff, and from the visits of Agency inspection teams in connexion with safeguards applied to Agency or national projects under bilateral agreements. To the extent that expenditure in this connexion is recovered from recipient countries, appropriate credits will accrue to the regular budget.

470. The Board believes that the continued application of the strict controls mentioned above should make it possible to reduce the appropriation for duty travel in 1961.

11. Hospitality

Table 42

Item of expenditure	1959 Actual	1960 Budget	1961 Estimate
	\$	\$	\$
Hospitality	6 296 <sup>a/</sup>	7 500	7 500

a/ In addition, \$2 372 were provided from the contributions of host Governments to the cost of conferences held away from Vienna.

(a) General

471. The funds budgeted under this section are used to reimburse, with the approval of the Director General, staff members who do not receive specific representation allowances for hospitality expenses incurred in the course of their official duties. This section also provides funds to cover Agency hospitality responsibilities which arise in connexion with seminars, symposia and conferences, meetings of panels and committees and special missions.

472. Experience in 1959 and 1960 has shown that a certain amount of hospitality is unavoidable in connexion with meetings convened by the Agency. Further, the hospitality which is invariably extended to members of special missions by host Governments necessitates that they be in a position to reciprocate in a modest way.

(b) Assumptions

473. It is assumed that funds for hospitality will be needed at headquarters and the Agency's liaison office at United Nations headquarters in connexion with:

- (a) Distinguished visitors;
- (b) Seminars, symposia and conferences, and meetings of panels and committees;
- (c) Special missions to Member States; and
- (d) Circumstances requiring hospitality as a matter of reciprocity.

(c) Explanation of estimates

474. It is proposed to maintain the appropriation for hospitality in 1961 at the 1960 level of \$7 500. As will be seen from Table 42 above, Governments who were hosts to the Agency conferences held away from Vienna contributed, during 1959, to some extent towards essential hospitality requirements in meeting the extra costs of such meetings. It is expected that similar contributions will be made by host Governments in the future.

#### IV. COMMON SERVICES, SUPPLIES AND EQUIPMENT

## 12. Common Services

Table 43

Item of expenditure	1959 Actual	1960 Budget	1961 Estimate
	\$	\$	\$
Communications and transport	51 255	71 000	77 000
Rental and alteration of premises	48 489	25 000	43 000
Utilities	36 449	49 000	51 000
Rental, operation and maintenance of furniture and equipment	12 151	15 000	15 000
Contractual and other administrative services	17 724	12 000	21 500
Insurance and bank charges	24 391	30 000	27 500
Miscellaneous services	7 655	5 000	5 000
<b>Total</b>	<b>198 114</b>	<b>207 000</b>	<b>240 000</b>

(a) General

475. The estimates under this section cover the cost of all general services required for the proper administration of the work of the Secretariat.

476. As is explained below, certain unavoidable increases in service costs - particularly in respect of postage - will have to be provided for, and a further increase of \$43 000 is due to the anticipated transfer of staff in 1961 from the Neue Hofburg to the expanded temporary headquarters building.

### (b) Assumptions

477. It is assumed:

- (a) That in addition to the cost of renovations and general alterations needed to transform the old Grand Hotel into a suitable office building - which costs will be borne by the Austrian Government - the Agency will have to bear the cost of special requirements and adaptation of the premises to the Agency's specific needs;
- (b) That the renovations and alterations of the building will be completed in time to permit the concentration of the whole Agency Secretariat in the expanded temporary headquarters building by 1 July 1961; and
- (c) That the increased momentum of the Agency's programme activities will by 1961 reflect no more than a normal proportionate increase in common service costs.

(c) Explanation of estimates

478. Communications and transport . . . . .	77 000
1960 . . . . .	71 000
1959 . . . . .	51 255

479. During the year 1959, the increasing activities of the Agency were reflected in a steady rise in the cost of communications, and this trend continues. Further, an increase in basic postal rates in Austria by 25 per cent became effective on 1 February 1960. These two factors have made it necessary for the Board to authorize a budgetary transfer increasing the overall total for this item in 1960 by \$24 000.

480. In 1959, the average monthly expenditure for postage was \$1 700. By May 1960 this had risen to about \$2 500. The cost of air freight on pouches in 1959 totalled approximately \$6 000. In view of the possibility that at certain times the pouch service may have to be doubled to speed up the distribution of documents and publications, it is estimated that for general postage and pouch services a total of \$38 300 will be required in 1961.

481. The costs of telephone services have risen from a monthly average of \$1 500 in 1959 to \$1 800 by May 1960. With additional rental charges to be paid for an increased number of instruments and installations in the expanded headquarters building, the annual expenditure in 1961 is estimated at \$24 500.

482. Telex and cable traffic has also increased. In 1959, 108 000 words were passed through the United Nations telex network; the average in 1960 so far indicates total traffic for the year to be approximately 153 000 words, and by 1961 this is estimated to rise to 171 000 words. Based on United Nations charges in 1959, the cost estimate for 1961 is \$4 300. Cables through Radio Austria amounted to 28 000 words in 1959, and estimates for 1960 and 1961 are approximately 37 000 and 45 000 respectively. Based on the 1959 cost of \$4 900, it is estimated that \$7 900 would be required in 1961.

483. For general freight and cartage, based on the experience in 1959, an amount of \$2 000 is provided.

484. Rental and alteration of premises . . . . .	43 000
1960 . . . . .	25 000
1959 . . . . .	48 489

485. On the assumptions stated above, and taking into account the amount of \$1 300 000 which the Austrian Government proposes to spend on modifications to the old Grand Hotel building, an amount of \$30 000 is provided. In addition, the restaurant and snack bar facilities in the present building will require considerable extension to accommodate the additional staff of at least 100 and - at times of Board meetings - even more that will use the restaurant and snack bar after the transfer of the documents and language services from the Neue Hofburg to the new premises. These alterations are estimated to cost an additional \$10 000.

486. Because the Agency has not yet the use of the ground-floor space at 11 Kaerntnerring now occupied by some commercial firms, it has from time to time been obliged to rent storage space for paper which is purchased in bulk, and the 1960 budget provides \$2 000 for this purpose. In view of the modifications which will be necessary to the basement area in 1961, it may be necessary to provide temporarily more outside storage space during that year, and the provision has therefore been increased to \$3 000.

487. Utilities . . . . .	51 000
1960 . . . . .	49 000
1959 . . . . .	36 449

488. The estimates for heating in 1961 take into account the installation of additional burners by the Austrian Government; based on an average fuel consumption per burner, and making allowance for the fact that the old Grand Hotel building to be occupied during the summer of 1961 is more exposed than that presently occupied by the Secretariat, an amount of \$27 500 is provided for heating the entire Secretariat area. In addition, a provision of \$1 500 has been included to cover the estimated cost of heating, during the early months of the year, the space now occupied in the Neue Hofburg.

489. The estimated cost of electricity in 1961 is \$20 500 which is only \$2 000 higher than the provision for 1960. Although there will be a considerable increase in the area that will have to be provided with electricity during the second half of 1961, there is an offsetting factor in that the exceptionally high consumption in the Neue Hofburg premises will cease.

490. For municipal water and garbage services, the provision for 1961 remains the same as for 1960, namely \$1 500.

491. Rental, operation and maintenance of	
furniture and equipment . . . . .	15 000
	1960 . . . . . 15 000
	1959 . . . . . 12 151

492. The estimates which are based on experience and take account of additional requirements in 1961, cover such services as are not obtained on a contractual basis, and are required either for isolated pieces of specialized equipment or where servicing requirements are infrequent and irregular. Further, until equipment is in place, no contract for servicing can be concluded. The provisions include for servicing of and repairs to typewriters, bookkeeping, dictating and photocopying machines \$1 000; the reproduction camera, collators and stitching, offset and perforating machines \$500; photographic equipment \$500; motor cars, exclusive of garage rental and fuel \$2 000. The provision also includes \$5 000 for re-decoration and for the replacement of linoleum, etc., and \$1 000 for the servicing of lifts in the old Grand Hotel for which no contract yet exists.

493. The furniture in the Neue Hofburg being rented from the Austrian Government at \$4 000 per year, \$2 000 for rental is provided to cover the first six months of 1961; in addition, \$3 000 is estimated for the dismantling, removal and re-assembling at headquarters of equipment now used by the documents services in the Hofburg.

494. Contractual and other administrative services . . . . .	21 500
	1960 . . . . . 12 000
	1959 . . . . . 17 724

495. It is estimated that, taking into account the expanded needs in 1961, the following maintenance and other services will be required on a contractual basis:

Typewriters and calculators	\$ 2 000
Special typewriters	800
Accounting machines	100
Letter copying machines	200
Mimeograph machines	650
Varityper and addressograph	150
Lifts (headquarters)	1 200
Switchboards (Hofburg and headquarters)	4 300
Towel and laundry services	4 800
Window cleaning and laundering of curtains	5 000
Photographic and news agency services	2 300
	<hr/>
	\$21 500
	<hr/>

496. Insurance and bank charges . . . . .	27 500
	1960 . . . . . 30 000
	1959 . . . . . 24 391

497. The estimates, which are based on experience in 1958 and 1959 and take account of some expansion in the Agency's bank transactions in different currencies, provide \$12 500 for insurance premiums and \$7 000 for bank charges.

498. For anticipated book losses on exchange, an amount of \$8 000 is included. This is \$2 000 less than was provided for in 1960, because there has in the meantime been an adjustment in the TAB rate of exchange of the Austrian schilling against the US dollar.

499. Miscellaneous services . . . . .	5 000
1960 . . . . .	5 000
1959 . . . . .	7 655

500. Printing jobs for which the internal reproduction services are not properly equipped or which because of the pressure of other work cannot be completed within the time desired have to be entrusted to printing houses. An amount of \$2 500 is provided for this purpose.

501. A provision of \$1 500 is made to cover the Agency's share of ILO costs in connexion with cost-of-living and salary surveys for which that organization has general responsibility within the United Nations family.

502. For other unforeseen miscellaneous services an amount of \$1 000 is provided.

### 13. Non-technical supplies

Table 44

Item of expenditure	1959 Actual	1960 Budget	1961 Estimate
	\$	\$	\$
Stationery and office supplies	27 881	44 500	39 000
Reproduction supplies	24 213	39 000	31 000
Miscellaneous supplies	18 191	24 000	20 000
<b>Total</b>	<b>70 285</b>	<b>107 500</b>	<b>90 000</b>

#### (a) General

503. The estimates in Table 44 cover costs of expendable supplies such as all stationery and forms, inks, pencils, trays, files, book-ends, calendars, etc.

504. Experience in 1959 indicates that the \$39 000 provided in 1960 for internal reproduction costs is considerably more than will actually be needed. This is partly due to the fact that total requirements have remained below the anticipated level and partly because a larger proportion of the publications had to be produced externally. Some reduction is also possible in the estimates for stationery and office supplies.

#### (b) Assumptions

505. It is assumed:

- (a) That the pattern of expenditure on expendable supplies will, in 1961, largely follow that of 1959; and
- (b) That as vacant posts are filled and activities are stepped up some increases in the expenditures will occur.

#### (c) Explanation of estimates

506. Stationery and office supplies . . . . .	39 000
1960 . . . . .	44 500
1959 . . . . .	27 881

508. Reproduction supplies . . . . .	31 000
1960 . . . . .	39 000
1959 . . . . .	24 213

510. Miscellaneous supplies . . . . .	20 000
	1960 . . . . . 24 000
	1959 . . . . . 18 191

512. Supplies of oil and gasoline for the Agency's motor cars are also included, and are estimated to cost \$1 500; an amount of \$1 500 is provided for replacement of working clothes and uniforms for porters, chauffeurs, and labourers which it is expected will be necessary in 1961.

513. For miscellaneous supplies required by the public information service and for non-technical periodicals and newspapers \$2 500 is provided which estimate corresponds to actual expenditure in 1959.

Table 45

Item of expenditure	1959 Actual	1960 Budget	1961 Estimate
	\$	\$	\$
Furniture and fixtures	43 267	20 000	56 000
Office equipment and machines	65 674	49 000	61 000
Transportation and miscellaneous equipment	-	6 000	-
<b>Total</b>	<b>108 941</b>	<b>75 000</b>	<b>117 000</b>

(a) General

514. The estimates in this section cover all expenditure for furniture and fixtures, office machines and equipment.

515. As described in Chapter I, it is expected that during 1961 it will be possible to transfer to the temporary headquarters building on Kaerntnerring all of the Agency's staff and facilities which are now housed in the Neue Hofburg. While the Austrian Government will undertake extensive renovations and modifications to the building to convert it to suitable office space and will provide certain permanent installations as part of the building, the Agency will require to invest more than \$50 000 in furniture which it now rents from the Government and in equipment which needs to be acquired for the use of the staff and for the facilities to be installed. This does not include equipment which is required to fit out the premises to which the Board of Governors meeting rooms and facilities are going to be transferred.

516. It will be noted that but for the need to provide this additional equipment, it would have been possible to maintain the general downward trend in this budgetary section.

(b) Assumptions

517. It is assumed:

- (a) That office furniture and equipment will have to be provided for 112 staff members transferred from the Neue Hofburg to the expanded headquarters building;
- (b) That additional furniture and equipment has to be provided for up to 50 temporary staff members in the Division of Language Services during sessions of the Board and the General Conference; and
- (c) That the expansion of the restaurant facilities will necessitate the purchase of special furniture and equipment.

(c) Explanation of estimates

518. Furniture and fixtures . . . . .	56 000
1960 . . . . .	20 000
1959 . . . . .	43 267

519. During the period in which the Agency occupied the premises in the Neue Hofburg, the office furniture was rented from the Austrian Government. The furnishing of standard office space is estimated to cost \$225 per office, but as most of the offices occupied by the documents services will not have to be furnished in accordance with this standard, it is estimated that a total provision of \$35 000 will cover the need for office furniture, that is desks, wardrobes, stationery cabinets, typing and working tables, chairs, telephone stands, etc., not only of the staff transferred but also of the temporary staff to be accommodated and of the additional staff which it is expected will be housed in the expanded headquarters building in 1961.

520. During periods when the Board is not in session, it will be necessary to provide extra seats to accommodate seminars and other Agency meetings in the Board area, and provision is made for 50 additional chairs at a cost of \$2 500.

521. Extensive shelving will have to be installed for the documents services at an estimated cost of \$4 000, while registry, library, procurement and other services will require some additional shelving at approximately \$1 600. Up to 60 filing cabinets costing \$3 150 will also be required.

522. Lighting fixtures for new office premises are estimated at \$2 800. Indexing material for the library and registry is expected to cost approximately \$800.



523. Finally, for the expansion of the restaurant 25 tables and 90 chairs will have to be provided at an estimated cost of \$3 350, as well as kitchen equipment valued at approximately \$2 800.

524. Office equipment and machines . . . . .	61 000
1960 . . . . .	49 000
1959 . . . . .	65 674

525. For the reproduction services which are expected to be installed in the basement of the Grand Hotel, various pieces of new equipment will be required, among them an automatic folding and stuffing machine and an attachment for the collating machine now in use, estimated at a total cost of \$7 000, and an additional letter copying machine costing \$350.

526. Air-conditioning equipment will also have to be provided for the basement at a cost of \$13 000.

527. Thirty-seven telephone installations, over and above those provided by the Government, will be required, at a cost of \$10 500. Of this number, 23 are required in connexion with the occupation of the new premises.

528. A special requirement is a punched paper tape attachment to one of the bookkeeping machines to provide for the transcription of accounting data on to punched cards which in turn can provide the wide and speedy analysis required for accounting reports both under EPTA and for Agency accounting records. This is estimated to cost \$3 000. A further provision of \$3 000 has been made for adding machines and calculators.

529. To satisfy the increasing demand for copies of scientific reports, a microfilm camera will be purchased for the library; for use at scientific meetings and seminars, 35 mm. and 16 mm. film projectors are also required. The cost of these items is estimated respectively at \$4 000 and \$8 000.

530. It will be necessary to speed up the handling of mail in the registry by installing a conveyor at a cost of \$3 000.

531. Miscellaneous cleaning and maintenance equipment, such as vacuum cleaners, floor polishers, and tools costing approximately \$3 000 will be required for the new premises.

532. The provision of fire extinguishers in the enlarged Secretariat area will cost \$1 200.

533. A total of 20 standard and five electric typewriters is required at a cost of \$3 500, to provide a small reserve, and for the use of additional personnel in the language pools. Finally, for miscellaneous items of equipment which cannot be foreseen, and to cover price variations, a small contingency of \$1 450 has been included in the estimates, thus rounding off to \$61 000 the figure of estimated requirements.

534. Transportation and miscellaneous equipment . . . . .	-
1960 . . . . .	6 000
1959 . . . . .	-

535. Since part of the Agency's fleet of vehicles will have been replaced in 1960, no new purchases are envisaged for 1961.

Receipts

Summary

Table 46

Item of receipt	1959 Actual	1960 Budget	1961 Estimate
	\$	\$	\$
Assessed contributions of Member States	4 707 528	5 843 000	6 168 000
Application of safeguards to bilateral and multilateral agreements	-	pro memoria	pro memoria
Handling and storage of special fissionable material	-	pro memoria	pro memoria
Transfer from the Publications Revolving Fund	-	-	-
Miscellaneous income	39 358	39 000	39 000
Total	4 746 886	5 882 000	6 207 000

536. The Agency's experience so far does not provide a basis for a forecast of income under the regular budget for 1961 other than the assessed contributions of Member States and miscellaneous income.

537. The General Conference at its third regular session in 1959 approved the establishment of a Publications Revolving Fund.[ 19 ] This Fund is credited with receipts from sales of publications and rental or sale of visual media. To the extent that the Fund exceeds \$50 000 the excess is transferred to the Administrative Fund. However, since the Fund was established only on 1 January 1960, it will be several years before any income can be expected from this source.[ 20 ]

538. Miscellaneous income normally arises in connexion with interest on bank deposits and investments, sale of waste paper and damaged furniture, etc.

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[ 19 ] GC(III)/RES/53.

[ 20 ] See also paragraph 31.

## C. OPERATIONAL BUDGET ESTIMATES

### I. THE GENERAL FUND

#### Summary

Table 47

	1959 Actual	1960 Estimate	1961 Estimate
	\$	\$	\$
Receipts			
Voluntary contributions	1 183 044	1 300 000	1 800 000
Special voluntary contributions	600 000	pro memoria	pro memoria
Income from investments less bank charges and loss on exchange	23 654	16 000	16 000
Other income	107 991	pro memoria	pro memoria
Sub-total	1 914 689	1 316 000	1 816 000
Reserve carried forward from previous years	4 530	426 871	326 871
Total	1 919 219	1 742 871	2 142 871
Expenditures			
Transfer to Operating Fund I	600 000	50 000	349 000
Transfer to Operating Fund II	892 348	1 350 000	1 451 000
Total	1 492 348	1 400 000	1 800 000

539. The General Fund has almost no operational characteristics. It is simply the depository of funds received by the Agency in the form of voluntary contributions from Member States and other authorized sources in accordance with Article XIV, F of the Statute. It is used to finance activities carried out under the operating funds the income of which, currently, depends entirely on money received by transfers from the General Fund. However, a portion of the General Fund is not transferred to the operating funds and is considered as a reserve, to be carried forward from year to year and used, as working capital, temporarily to finance the Agency's programmes under the operating funds during the early months of a fiscal year before the pledges of voluntary contributions by Member States have been paid. [ 21 ] Only to this extent is the General Fund operational in character. In 1960, the reserve can also be used to meet anticipated deficits up to a predetermined amount approved by the General Conference. [ 22 ] No such use is proposed in 1961.

540. The financial condition of the General Fund and the demands against it are subject to a continuing review by the Director General for the purpose of making recommendations at regular intervals to the Board concerning the most effective allocation of the funds it contains. The budgeted allocation of funds within and between the operating funds is, therefore, provisional.

[ 21 ] GC(III)/RES/51, part B, paragraphs 3 and 4(a).

[ 22 ] INFCIRC/8/Add.1, Regulation 6.13.

## II. OPERATING FUND I

### Receipts and expenditures

Table 48

	1959 Actual	1960 Budget <sup>a/</sup>	1961 Estimate
	\$	\$	\$
Receipts			
Transfer from the General Fund	600 000	50 000	349 000
Income from reimbursable services	-	pro memoria	pro memoria
Total	600 000	50 000	349 000
Expenditures (and obligations)			
Construction	600 000	-	-
Operation	-	50 000	349 000
Total	600 000	50 000	349 000

<sup>a/</sup> As revised downward because of curtailment of the programme necessitated by insufficient funds.

541. It is expected that work in the Agency's permanent laboratory will start early in 1961. As soon as operating experience permits, the Board intends to develop a scale of charges based upon the costs of laboratory operations but also taking into account the charges made for the same services by national laboratories. It is probable that during the course of that year the laboratory will undertake work at the request of Member States from which it will derive some income. It is not possible at this time to estimate either the volume of such work or the income which will be derived therefrom. Should any income be earned there will be an equivalent reduction in the transfer from the General Fund, unless the work results in additional operating costs not previously contemplated.

### 1. Laboratory facilities

Table 49

Item of expenditure	1959 Actual	1960 Budget <sup>a/</sup>	1961 Estimate
	\$	\$	\$
Salaries and wages	-	41 100	140 000
Common staff costs	-	38 100	50 000
Duty travel of staff	-	-	3 000
Scientific and technical supplies	-	30 000	62 000
Equipment	-	-	175 000
Non-technical supplies	-	1 800	5 000
Common services	-	4 000	30 000
Total	-	115 000	465 000
Deduct: Charge to regular budget	-	65 000	116 000
Net total	-	50 000	349 000

<sup>a/</sup> As revised downward because of curtailment of the programme necessitated by insufficient funds.

542. As can be seen from the table above, the budget format for the laboratory facilities closely resembles that of the regular budget. In addition, in order to set forth the functions and responsibilities of the laboratories and the programme in 1961, information of the nature provided in Chapter II is also required. The table, narrative descriptions, and justifications which follow have been developed along these lines.

#### Staffing of laboratory facilities

Table 50

Grade	1959 Staff	1960 Staff	Proposed change	Proposed 1961 staff
P-5	-	2	-	2
P-4	-	3	-	3
P-3	-	5	-	5
P-2	-	4	-	4
Sub-total	-	14	-	14
GS	5	24	4	28
M & O	-	3	10	13
Total	5	41	14	55

#### (a) Functions and responsibilities

543. The functions and responsibilities of the laboratory facilities are:

- (a) Standardization of isotopes and preparation of radioactive standards;
- (b) Calibration and adaptation of measuring equipment;
- (c) Quality control of special materials for nuclear technology;
- (d) Measurements and analyses in connexion with the Agency's safeguards and health and safety programme; and
- (e) Services for Member States which can be undertaken with the facilities needed for the aforementioned activities.

#### (b) General statement

544. In the course of 1959, work in the provisional laboratory in the headquarters building developed according to plan. It is necessary to emphasize that this provisional laboratory performs the measurement and standardization work which was contemplated at the time the General Conference approved the establishment of the Agency's permanent laboratory facilities. [ 23 ]

545. Essentially, the work carried out in the provisional laboratory has been along two main lines, namely: (a) standardization of radionuclides and (b) measurement and analysis of samples from the environment for radioactive contamination.

546. With respect to the standardization of radionuclides, various equipment for absolute radioactive measurement was set up, including a 4 pi beta proportional counting system, a 4 pi beta G.M. counting system and a beta gamma coincidence counting system using G.M. counters. The techniques of preparation of thin films and of source preparation for 4 pi

[ 23 ] GC(II)/RES/25, part B, paragraph 3.

beta counting were studied and put into operation. The first international intercomparison of P-32 standards was carried out; preliminary measurements performed by various institutions are in good agreement with the results obtained in the Agency's laboratory.

547. In the course of 1960, two new 4 pi beta proportional counting systems have been set up. These two new installations are necessary to increase the efficiency of the services, provide the possibility of checking the results of measurements, avoid loss of time because of breakdown of the equipment, and also to enable half-lives to be measured. A 4 pi beta gamma coincidence counting system, using a scintillation head as gamma detector, has been put into operation. An ionization chamber with the associated electronics for the measurement of gamma sources has been set up which has an accuracy of 0.2 per cent for the measurement of gamma-ray sources. The existing apparatus has been improved with the aim of increasing the accuracy of the measurements, and inter-comparisons have been made with the various installations in order to improve the reproducibility of measurements done on the same sample. Work has commenced on the construction of a fully automatic adiabatic microcalorimeter for relative measurements of radioactivity. The standardization programme has been extended to include Au-198, I-131, Sr-90, Y-90, and Co-60.

548. With respect to the measurement and analysis of samples to determine the degree of environmental contamination by radioactivity, apparatus has been set up and methods have been developed to determine the amount of Sr-89, Sr-90 and Cs-137 in the environment. Staff has been trained to carry out these determinations on a routine basis. Measurements of Sr-90 have been standardized with standards supplied by the French Commissariat à l'énergie atomique and the American Atomic Energy Commission Health and Safety Laboratory. A large number of samples of fresh and dried milk from Austria, Germany, Poland and Switzerland and several air samples from Austria and Pakistan have been analyzed, including milk ash and vegetation ash samples.

549. In the course of 1960 the measurement of milk samples was put on a routine basis. The programme of measurements has been extended to include air, rain, dry deposition, surface and ground water, vegetation and various food materials. The output of samples has been raised to an average of 15 samples every month. The acquisition of a low background anticoincidence unit with two sample counters and the construction of a third anticoincidence counter in the electronic laboratory have made possible an improvement in the accuracy and speed of determinations. With the aid of these units it has been possible to include Sr-90 determinations in human and animal bone ashes in the measuring programme which could not be undertaken without low background equipment. Routine checks have been made on analytical methods. Recoveries of caesium have been improved by the acquisition of a large incinerator to allow ashing at controlled temperature. The accuracy of strontium recovery determination has been improved by the acquisition of a flame photometer.

(c) Programme of work for 1961

(i) Radioactive measurement and standardization

550. This work will continue to be done, along the same lines as in 1960, in the laboratory at headquarters, since it has been found that the available funds are insufficient to cover the construction of all the laboratories originally envisaged. In the course of 1961 the fully automatic adiabatic calorimeter, the construction of which was commenced in 1960, will be used for the first absolute measurement of beta emitting nuclides. A flow counter will be set up for the standardization of low energy beta emitters. The standardization service will be extended in conformity with the demands of Member States to include additional beta and gamma emitting nuclides. If the demand warrants, the work may be extended to cover the measurement of electron capture nuclides. A gamma-gamma coincidence unit will be put into operation which will be used in studying various disintegration schemes and also measuring angular correlation.

(ii) Measurements and analyses of samples from the environment for radioactive contamination

551. In January 1960, the Board authorized the Director General to undertake, subject to certain conditions and at the request of a Member State or of an international organization in relations with the Agency, and to the extent that the Agency's laboratory can provide such services, the measurement and analysis of samples to determine the degree of environmental contamination by radioactivity. The Board also authorized the Director General to provide in the laboratory, services to Member States in the form of a limited amount of training in measurement and analysis techniques within the framework of resolution GC(II)/RES/25, part B, paragraph 3, provided that such services did not increase to such an extent as to affect the normal functions of the laboratory. In 1961 the laboratory will continue to provide these services.

552. In 1961 the number of strontium and caesium determinations will be increased to the extent possible with the facilities then existing. It is hoped to extend the range of measurements to allow determinations of other radioactive nuclides which are of interest in the analysis of environmental contamination.

553. Radiochemical methods that are used at present in various laboratories will be studied with a view to allowing an easier comparison of results; participation in inter-comparison schemes is also planned.

(iii) Measurement of tritium in natural water

554. In 1961 it is planned to continue the programme for the world-wide determination of the tritium concentration in water. It will be the function of the Agency in this programme, which is of particular importance to the arid and semi-arid regions of the world, to solicit the support of Member States to the end that the bulk of the work will be carried out in national laboratories. Nevertheless, the Agency should respond to the requests of those Member States who are not presently in a position to perform the work through lack of laboratory facilities or for other reasons, and who would prefer to obtain the Agency's assistance rather than to appeal to other Governments.

555. The functions of the tritium laboratory will be:

- (a) To serve as a centre for the demonstration to interested groups in Member States of methods and techniques involved in the measurement of small amounts of tritium;
- (b) To analyze a number of samples collected on a world-wide scale;
- (c) To serve as a centre for the collation of results;
- (d) To provide international standards of tritium; and
- (e) To provide a central store of water samples and to provide such samples upon request.

556. It is planned to set up an electrolysis unit for the concentration of tritium in the water samples and to complete the construction of a tritium counter, on which work has been started in 1960.

557. It is planned to carry out the initial phases of the programme within the staff resources budgeted for 1960. However, it is foreseen that towards the end of 1961 it will be necessary to recruit additional staff to meet requirements which can be expected to develop by that time. This staff will, however, only be recruited if their salaries and other costs can be met by income from charges made to Member States, for work performed in the laboratory.

(iv) Health physics

558. In the course of 1961 the differential calorimeter, the construction of which has begun this year, will be used for the absolute measurement of absorbed dose in different tissue equivalent materials. Also a standard ionization chamber for absolute measurement of the exposure dose for gamma rays will be installed. To check the accuracy of the Agency's absolute dose measurements, participation in international intercomparison schemes is envisaged. The services will include the calibration of dosimeters in connexion with a radiation protection survey. Precise determinations of K factors of gamma emitting nuclides will also be undertaken.

(v) Chemistry

559. In order to cover the functions described in sub-paragraphs (c), (d) and (e) of paragraph 555, the analytical laboratory will engage in trace element analysis. Besides being able to carry out normal analyses the laboratory will be orientated towards the analysis of reactor materials, such as for example heavy water, uranium-235, graphite, and beryllium oxide. It is planned that, when in full operation, it should be in a position to carry out referee analyses of these materials. Since a mass spectrometer will have a high priority in this work, it is also envisaged that it might be used as a tool in trace analysis. Isotope dilution analysis is being increasingly used and it is considered that this work could very well run parallel to the routine referee analyses.

560. As the reactor of the Austrian Government will be available for irradiation of small samples, it is planned to commence radioactivation analysis for the determination of trace impurities in special materials. The associated equipment required for this work may also be employed in the future for the determination of uranium-235 and plutonium by measuring the emitted radiation.

(vi) Electronics and workshop

561. The electronics unit will be concerned with the checking, adaptation, maintenance and repair of electronic equipment which is used in the various sections of the laboratories. This unit will also be concerned with the development and construction of various electronic devices for specialized purposes, for example pre-amplifiers, dead time circuits, very stable power supply units, a fully automatic anticoincidence equipment with eight to ten sample counters, etc.

562. A small workshop (mechanical and glassblowing, etc.) will have to be equipped to cover the initial needs of the permanent laboratory. This is necessary because the main workshop will remain at headquarters during 1961.

(d) Explanatory statement on staff

563. In the course of preparing detailed plans for assigning the General Service staff provided for in the budget for 1960 to the various activities which will be carried out in the laboratories, it has become evident that four additional General Service posts will be needed, namely two General Service laboratory technicians, capable of making routine chemical analyses, an electronics technician, and a glassblower.

564. It is also necessary to increase the Maintenance and Operatives Service staff by ten and to recruit against these posts three porters, one electrician, one plumber, one messenger, one manual worker and a cleaning staff of three.

(e) Assumptions

565. It is assumed:

- (a) That the Agency's permanent laboratory will come into operation in the spring of 1961;



- (b) That a recruitment lag factor of ten per cent will be applicable to the recruitment of laboratory staff in 1961;
- (c) That common staff costs, on a per capita basis, will be the same as those for staff employed under the regular budget; and
- (d) That approximately 40 per cent of the work performed by the laboratory facilities will be concerned with activities falling under the regular budget.

(f) Explanation of estimates

566. Salaries and wages . . . . . 140 000  
1960 . . . . . 41 100

567. The estimate takes into account the assumed recruitment lag. On a full year basis, expenditures for salaries and wages would be approximately \$160 000.

568. Common staff costs . . . . . 50 000  
1960 . . . . . 38 100

569. As in the case of salaries and wages, the estimate takes into account the assumed recruitment lag. On a full year basis, assuming the same per capita costs as those incurred for staff members under the regular budget, the expenditure for common staff costs would be approximately \$70 000.

570. Duty travel of staff . . . . . 3 000

571. The estimate provides for ten visits by staff members at an average cost of \$300 for each trip, to laboratories, mostly in Europe, which are engaged in activities related to their work.

572. Scientific and technical supplies . . . . . 62 000  
1960 . . . . . 30 000

573. It is estimated that the initial inventories of supplies will cost approximately \$40 000 and that the value of the supplies actually consumed in 1961 will be \$22 000. The 1960 estimate assumed the commencement of operations of the permanent laboratory during the autumn of that year and also provided for initial inventories. It will not be necessary now to use the amount budgeted in 1960 for that purpose.

574. Equipment . . . . . 175 000  
1960 . . . . . -

575. It is now apparent that the construction costs of the permanent laboratory are going to be considerably in excess of what had been first estimated. Much of the increase is due to the fact that the cost estimates provided by the architect who did the conceptual design study have proved to be unrealistically low in the light of the detailed estimates subsequently developed. A further cause of the increase is the steady rise in construction costs which over the past two years has amounted to seven per cent. The cost currently estimated is \$520 000. This makes it necessary to utilize \$120 000 of the \$200 000 provided for equipment to make up the deficit. On the basis of the original construction cost estimates, a total of \$267 000 should have been available for the initial equipment of the laboratory. Since only \$80 000 will now be available, it is necessary to budget for an additional \$175 000 in 1961 to provide the funds necessary for the minimum amount of initial equipment.

576. Non-technical supplies . . . . . 5 000  
1960 . . . . . 1 800

577. It is estimated that consumable non-technical supplies such as stationery, and other normal consumable office supplies will require an expenditure of approximately \$250 per month in 1961. An amount of \$2 000 is provided to establish initial inventories.

578. Common services . . . . .	30 000
1960 . . . . .	4 000

579. The estimate for common services is based on experience gained in the operation of the provisional laboratory in the headquarters building and also takes into account budgetary provisions made by the Austrian Studiengesellschaft for their laboratories adjacent to the site of the permanent laboratory.

### III. OPERATING FUND II

### Receipts and Expenditures

Table 51

	1959 Actual	1960 Budget <sup>a/</sup>	1961 Estimate
	\$	\$	\$
<b>Receipts</b>			
Transfers from the General Fund	892 348	1 350 000	1 451 000
Income from reimbursable services	-	pro memoria	pro memoria
<b>Total</b>	<b>892 348</b>	<b>1 350 000</b>	<b>1 451 000</b>
<b>Expenditures (and obligations)</b>			
Fellowships and training	431 163	826 000	800 000
Technical and research assistance	448 566	484 000	600 000
Mobile radioisotope laboratories	12 619	40 000	51 000
<b>Total</b>	<b>892 348</b>	<b>1 350 000</b>	<b>1 451 000</b>

a/ As revised downward because of curtailment of the programme necessitated by insufficient funds.

580. Transfers from the General Fund to Operating Fund II are authorized by the Board of Governors as they become necessary to meet the expenditures under the approved fellowships and training, and technical assistance programmes and for the operation of the mobile radioisotope laboratories. It is not possible to estimate at this time any direct revenue to Operating Fund II from reimbursable services which may be rendered to Member States.

581. The estimates covering expenditure under Operating Fund II and their justifications are elaborated in the sections which follow.

## 2. Fellowships and training programme

Table 52

Item of expenditure	1959 Actual	1960 Estimate	1961 Estimate
	\$	\$	\$
Type I fellowships	364 957	641 000	560 000
Type II fellowships	11 636	14 000	20 000
Research and special grants	13 000	8 000	70 000
Exchange of scientists	23 301	123 000	90 000
Training courses	18 269	40 000	60 000
Total	431 163	826 000	800 000

582. Fellowships programme . . . . .	580 000
1960 . . . . .	655 000
1959 . . . . .	376 593

583. During 1959, the Agency received 576 fellowship nominations and selected 345 candidates, of whom 146 were granted type I fellowships, 142 type II fellowships, and 57 type I fellowships financed out of EPTA funds. The candidates nominated were of a higher standard than in 1958, but there were two reasons why only 60 per cent were actually selected. First, the funds allocated in the 1959 budget for fellowships were insufficient; and secondly, about \$80 000 of the 1959 EPTA allocation had to be used for fellows selected in 1958. This considerably decreased the funds at the disposal of the division in 1959, and consequently many applicants had to be turned down although they were quite suitable for an award.

584. The 1960 budget provides \$655 000 for the award of between 200 to 250 type I fellowships and approximately 180 type II fellowships. In addition, \$210 700 were made available under EPTA to finance a total of 56 fellowships for requesting countries.

585. In 1961, it is planned to award approximately 200 type I fellowships and 200 type II fellowships out of Agency funds. The average cost of the former is \$2 800 and therefore \$560 000 will be required for that part of the programme. To cover the international travel costs of the small percentage of type II fellows from those nominating countries which are unable to bear such expenses themselves, \$20 000 will be required. In addition, it is estimated that approximately 90 fellowships will be awarded under EPTA.

586. Research and special grants . . . . .	70 000
1960 . . . . .	8 000
1959 . . . . .	13 000

587. Research grants are intended mainly for scientists with considerable experience who are already working in their own countries on a promising line of research which cannot be developed fully because of the lack of equipment, laboratory facilities, etc. Only one research grant was awarded in 1959, and lack of funds will not permit the award of more than one in 1960. At an estimated cost of \$10 000 per grant, \$50 000 will be required for the five which should be awarded in 1961.

588. Special grants (post-doctorate studies) are a new activity directed mainly towards those graduates who, after completing their Ph.D. studies in some branch of nuclear science, wish to expand their scientific knowledge or to improve their technical background by going abroad, to attend specific courses or carry on theoretical or experimental research. It is estimated that three to five such grants will be made in 1961, lasting up to 12 months each, and that the cost for each of these grants will be approximately \$5 000. A sum of \$20 000 for special grants is, therefore, needed although part of this sum will be used to arrange short visits by scientists from a Member State to the nuclear centres and industrial plants of other countries to study the methods in use and to meet specialists in particular fields. Similarly, professors could be sent to more advanced countries to acquaint themselves with the teaching methods found most effective for nuclear science education in the universities and technical colleges of those countries.

589. Exchange of scientists . . . . .	90 000
1960 . . . . .	123 000
1959 . . . . .	23 301

590. In 1959, eight visiting scientists were requested by Member States and recruited by the Agency at a total cost of \$23 301. The division has already received requests in 1959 from seven Member States for 14 visiting scientists to take part in the 1960 programme. Most of the 14 scientists have already been selected. More such requests are expected during the year and the division estimates that a minimum of 25 visiting scientists will be sent to Member States in 1960.

591. An amount of \$90 000 will be required to cover the expenses of 20 to 25 visiting scientists in 1961. In 1959, the average cost for each scientist was approximately \$3 000, however this average has risen to almost 5 000 in 1960. It is extremely difficult to predict the average cost for each scientist in 1961, as this is largely dependent on the duration of the visit and the distance to be travelled.

592. Training courses . . . . .	60 000
1960 . . . . .	40 000
1959 . . . . .	18 269

593. Two training courses were held in 1959: one at Cornell University which was jointly sponsored by FAO and the Agency at a cost to the Agency of \$16 300; and another in Argentina at a cost of \$1 700. The 1960 budget originally provided for five training courses costing a total amount of \$87 500. One course started in New Delhi in January and was jointly sponsored by UNESCO and the Agency at a cost of \$5 000 to the Agency. Requests for three additional courses, one each in India, Greece and Africa, have been or will be met. It is expected that further requests to organize training courses will be received during 1960 for execution in 1961.

594. A training course is estimated to cost \$17 000 but most courses are jointly sponsored with another international organization and financially assisted by the beneficiary Member State, and therefore, it is estimated that \$60 000 will be sufficient for the five or six training courses it is planned to conduct in 1961.

### 3. Technical and research assistance programme

Table 53

Item of expenditure	1959 Actual	1960 Budget <sup>a/</sup>	1961 Estimate
	\$	\$	\$
Technical assistance	430 766	399 000	510 000
Research assistance	17 800	85 000	90 000
Total	448 566	484 000	600 000

<sup>a/</sup> As revised downward because of curtailment of the programme necessitated by insufficient funds.

#### (a) General

595. The estimate covers funds required to provide the services of technical assistance experts and scientific and technical equipment and supplies within the framework of technical assistance projects. It also covers research contracts placed with the nuclear research laboratories of Member States for the purpose of assisting them in carrying forward research of interest not only to the Member State concerned but to other Member States as well.

596. Under the operational programme for 1959, the Board approved technical assistance requests totalling 357 man-months. A few of these requests have since been funded under EPTA. It is anticipated that the Board, under the Agency's 1960 operational programme, will have approved requests involving 290 man-months of technical assistance. During 1960 the Agency is implementing a field programme under EPTA amounting to 180 man-months.

597. The implementation of many of the technical assistance projects started in 1960 will continue in 1961. It may be noted in this connexion that some of the requests received during 1959-60 have to be clarified by the Governments concerned. These requests will presumably be considered for implementation in 1961.

598. It is felt that as a result of the factors mentioned above, the need will arise in 1961 for approximately 600 man-months of technical assistance necessitating the services of some 70 field experts in the peaceful uses of atomic energy.

599. Requests for scientific and technical supplies and equipment form an integral part of technical assistance requests since requests for experts are often accompanied by requests for equipment. The Board of Governors approved in 1959 requests for equipment by eight Member States, the estimated total cost of which is approximately \$125 000. Requests for equipment and supplies received during 1960 amount to about \$500 000. After most careful scrutiny, essential equipment of an estimated value of \$327 000 will be provided under the 1960 technical assistance programme. This figure includes the cost of all equipment the supply of which has been approved by the Board, of equipment to be provided from EPTA funds, and of equipment valued at \$200 000 which is being provided in 1960 under a special offer by the Government of the United States of America. Some of the requests for equipment which could not be met in 1960 because of insufficient funds, may have to be considered in 1961. Considering that further requests will be received, for the supply of equipment in 1961, and in the light of experience gained so far, it is estimated that even after the most careful scrutiny the costs of essential equipment will be of the order of \$330 000. Unfortunately, as is indicated in paragraph 604 below, it will not be possible to supply all of this equipment.

(b) Assumptions

600. It is assumed:

- (a) That in developing cost estimates for technical assistance the Agency will be guided not only by its own limited experience, but by the experience of TAB and the specialized agencies, to the extent possible; and
- (b) That Agency funds will be utilized for the purchase of equipment for technical assistance projects.

(c) Explanation of estimates

601. Technical assistance . . . . .	510 000
1960 . . . . .	399 000
1959 . . . . .	430 766

602. The estimates under this heading are combined estimates for field experts and for equipment. So far as 1961 is concerned, the position is as follows:

Cost of approximately 260 man-months of technical assistance on the basis of \$17 400 (average) for one man-year	380 000
Estimated cost of the equipment and supplies component of technical assistance projects	130 000
Total	<u>510 000</u>

603. In addition to the above, it is expected that approximately 270 man-months of technical assistance and \$37 000 of equipment will be provided under EPTA.

604. It will be seen from the foregoing that the Agency will be able to provide from all funding sources a total of only 530 man-months of technical assistance whereas, as mentioned earlier, it is estimated that a total of 600 man-months will be needed to meet the minimum requirements of Member States. Further a maximum of \$167 000 will be available for equipment as against estimated minimum requirements totalling \$330 000. The total shortfall in 1961, as between demands on the Agency by Member States and the Agency's ability to fulfil these demands, will be of the order of \$265 000.

605. Research assistance . . . . .	90 000
1960 . . . . .	85 000
1959 . . . . .	17 800

606. At an early stage of the Agency's operations it was realized that, in addition to major technical assistance activities, such as the fellowship and training programme and the programme of technical assistance, the Agency should also undertake a programme of research assistance, in the form of support to research carried out on the spot. Frequently, there were qualified and well-trained scientists who were unable to make efficient use in their own laboratories of knowledge gained abroad, because of lack of equipment, foreign currency for the purchase of radioisotopes and spare parts, and of supporting laboratory staff, although many urgent problems could obviously be solved with comparatively little effort and expenditure. In starting a programme to assist the less-developed Member States through the award of small research contracts, the Agency concentrated on research in medicine and agriculture, where the results could be expected to be of immediate benefit not only to the country concerned, but also to other countries located in the same climatic or geographic region.

607. The selection of the institutions to be entrusted with the work was mostly done during visits of the preliminary assistance missions; the problems to be studied were carefully assessed and detailed discussions took place on the programme of work, to ensure the most efficient utilization of the funds contributed by the Agency. When appropriate, WHO and FAO were consulted and duly notified of the conclusion of contracts of particular interest to these organizations. In certain instances, when the need for some research work was recognized, but it could not be carried out in the country concerned without spending very substantial amounts of money, a contract was placed with an institute in a more advanced country, where more experience and better facilities were available in order that the information needed by the less-developed country could be provided.

608. The programme was started on an extremely modest scale in 1959, when only three such research assistance contracts were concluded, two in medicine and one in agriculture. In 1960 it will be possible to award an additional ten contracts at an average cost of \$7 500 for each contract. The balance of \$10 000 will have to be used to renew contracts initiated in 1959. These contracts were placed in countries in the Mediterranean area and in the Middle and Far East; in medicine, the research projects concerned diseases which affected large parts of the population in these regions, as for example, parasitic infections with *ecchinococcus* and hook-worm; in agriculture emphasis was placed on crop improvement by supporting research on the mode of action of fertilizers and on the use of radiation to produce beneficial mutations.

609. The sum provided in 1960 for this programme has proved to be insufficient, and a number of projects which, because of the urgency of the problems and the qualifications of the institutes proposing the research, are considered worthy of the Agency's support, will have to be rejected because of insufficient funds. Most of the contracts awarded in 1960 will have to be renewed in 1961, and therefore, about \$75 000 will have to be allocated for renewals alone. The 1961 budget will, therefore, permit the placing of only two new contracts in that year.

#### 4. Mobile radioisotope laboratories

Table 54

Item of expenditure	1959 Actual	1960 Budget <sup>a/</sup>	1961 Estimate
	\$	\$	\$
Salaries and wages	4 922	10 000	16 700
Common staff costs	512	3 000	4 800
Travel and per diem	2 550	15 000	17 500
Scientific supplies and equipment	1 331	1 000	1 000
Maintenance supplies and repairs	1 754	3 000	3 000
Insurance	1 550	2 000	2 000
Shipping and freight	-	6 000	6 000
Total	12 619	40 000	51 000

<sup>a/</sup> As revised because of estimated savings in operating costs.

##### (a) General

610. The Agency has now in operation both the mobile radioisotope laboratories donated to it by the Government of the United States, the second one having been received in December 1959. This second unit began operating in Mexico in January 1960 and has been transferred to Argentina for a six-month tour in that country. Requests from other countries in Latin America indicate that it may remain in that region for a considerable period after that, but a detailed itinerary cannot yet be drawn up.

611. The other mobile laboratory, which in 1959 served countries in Europe, started operating in the Republic of Korea early in 1960 and is later expected to proceed to China for a tour of five months, extending into the early part of 1961. It is expected that further requests for its use in Asia and the Far East will be received.

##### (b) Assumptions

612. It is assumed:

- (a) That part of the transportation costs to the areas in which the laboratories will be operating will be borne by the Agency;
- (b) That the cost of shipping the laboratories from country to country and of the fuel, lubricants, etc. used within a host country will be borne by the recipient countries;
- (c) That recipient countries will bear 50 per cent of the subsistence expenses of the staff;
- (d) That the staff will consist of one P-4 scientist, two General Service laboratory technicians, and two Maintenance and Operatives Service personnel; and
- (e) That except for periods in transit the laboratories will be in continuous operation in 1960 and 1961.



(c) Explanation of estimates

613. Common staff costs are well below the usual percentage because the nature of the assignment of the staff is such as to make it highly desirable to recruit on one-year contracts unmarried Professional and General Service personnel.

614. The provision for per diem costs is based on prevailing United Nations (TAB) rates and takes account of assumption (c) above.

615. The insurance costs are those now being paid, and the estimate for repairs and replacements is based on operating experience during 1959 for one unit.

616. Provision has also been made for the Agency's estimated share of shipping and freight costs. This can only be refined in the light of actual experience.

#### IV. UNITED NATIONS EXPANDED PROGRAMME OF TECHNICAL ASSISTANCE

617. Apart from the funds which are provided for fellowships and technical assistance under Operating Fund II, the Agency's participation in EPTA makes available additional funds for these purposes as shown in the following table.

Table 55

Item of expenditure	1959 Actual	1960 Estimate	1961 Estimate
	\$	\$	\$
Fellowships	234 613	210 700	) 659 425 <sup>a/</sup>
Experts and equipment	43 788	332 395	)
Allocation for regional projects	-	-	55 075
Allocation for administrative and operational services costs	-	84 000	70 625
Total	278 401	627 095	785 125

<sup>a/</sup> Tentative estimate of the amount that will be used in 1961 out of the total estimated funds for the two-year programming period, 1961-62.

618. The breakdown of funds earmarked for the Agency in 1960 and of its planning share for 1961, as reflected in the above table, must be considered flexible to the extent that within a country programme, savings on experts and equipment may be utilized to grant additional fellowships. The biennial programme planning procedures under EPTA apply for the first time to the years 1961-62. Table 55 reflects that part of the Agency's total planning share of \$1 533 300 for the two year period which it is hoped will be allocated in 1961.

619. The amount earmarked for projects of a regional character is \$110 150 for the two years 1961-62. Although the above table takes into account 50 per cent of this amount as the estimate for 1961, the Agency would be at liberty, subject to receipt of suitable requests and of TAB approval and the availability of funds to utilize a different proportion of this sum in either of the two years.

620. Further, as stated in paragraph 41, the Board proposes that the funds intended to cover administrative and operational services costs should be used to finance additional fellowships, experts and equipment as requested by participating countries and approved by TAB.

621. It follows that none of the estimates for 1960 and 1961, set out in the above table, represent at this stage definite programme determinations.

## **A N N E X E S**

Approximate allocation of  
1961 to the principal a

Budget parts and sections		Total	General Conference and Board
		\$	\$
<u>REGULAR BUDGET</u>			
I.	1. General Conference	254 000	254 000
	2. Board of Governors	570 000	570 000
	<u>Total part I</u>	<u>824 000</u>	<u>824 000</u>
II.	3. Panels and committees	154 000	
	4. Special missions	130 000	
	5. Seminars, symposia and conferences	170 000	
	6. Distribution of information	255 000	
	7. Scientific and technical services and laboratory charges	703 000	
	<u>Total part II</u>	<u>1 412 000</u>	
III.	8. Salaries and wages	2 396 000	
	9. Common staff costs	949 000	
	10. Duty travel of staff	132 500	
	11. Hospitality	7 500	
	<u>Total part III</u>	<u>3 485 000</u>	
IV.	12. Common services	240 000	
	13. Non-technical supplies	90 000	
	14. Non-technical permanent equipment	117 000	
	<u>Total part IV</u>	<u>447 000</u>	
	<u>Total regular budget</u>	<u>6 168 000</u>	<u>824 000</u>
<u>OPERATIONAL BUDGET</u>			
	1. Laboratory facilities	349 000	
	2. Fellowships and training programme	800 000	
	3. Technical and research assistance programme	600 000	
	4. Mobile radioisotope laboratories	51 000	
	<u>Total operational budget</u>	<u>1 800 000</u>	
	<u>Total Agency funds</u>	<u>7 968 000</u>	<u>824 000</u>

a/ As indicated in paragraph 21, it is not possible to segregate, on a functional basis, salaries and wages, common staff costs, common services, etc., and to budget for such costs accordingly. However, by using average costs per employee, and by allocating proportionately on that basis such expenditures as those for equipment, common services, etc., it is possible to arrive at an approximation of the costs of each of the major functional areas of activity. The above table provides this information.

E X I

proposed expenditure in  
activities of the Agency<sup>a/</sup>

General Administration	Preparation and distribution of scientific information	Regulatory activities	Technical assistance	Supporting technical activities
<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
10 000	81 000	63 000		
	128 000	10 000	120 000	
	255 000	42 000		
	10 000	643 000	50 000	
<u>10 000</u>	<u>474 000</u>	<u>758 000</u>	<u>170 000</u>	
680 000	642 000	500 000	574 000	
274 000	258 000	188 000	229 000	
28 000	24 000	16 000	64 500	
2 000	2 000	2 000	1 500	
<u>984 000</u>	<u>926 000</u>	<u>706 000</u>	<u>869 000</u>	
67 000	65 000	50 000	59 000	
25 000	24 000	19 000	22 000	
33 000	31 000	24 000	28 000	
<u>125 000</u>	<u>120 000</u>	<u>93 000</u>	<u>109 000</u>	
<u>1 119 000</u>	<u>1 520 000</u>	<u>1 557 000</u>	<u>1 148 000</u>	
				349 000
			800 000	
			600 000	
			51 000	
			<u>1 451 000</u>	<u>349 000</u>
<u>1 119 000</u>	<u>1 520 000</u>	<u>1 557 000</u>	<u>2 599 000<sup>b/</sup></u>	<u>349 000</u>

<sup>b/</sup> The Agency's planning share under EPTA of \$785 125 for 1961 will bring the total for technical assistance to \$3 384 125.

# A N N E X I I

## Tentative manning table for 1961

### A. THE REGULAR BUDGET

	DG	DDG	D	P-5	P-4	P-3	P-2	P-1	Sub- total	GS	M&O	Grand total
OFFICE OF THE DIRECTOR GENERAL	1		1			1			3	2		5
Office of Internal Audit				1		1			2	2		4
DEPARTMENT OF TRAINING AND TECHNICAL INFORMATION		1				1		1	3	1		4
Division of Exchange and Training of Scientists and Experts			1	2	7	1	1		12	16		28
Division of Scientific and Technical Information			1	1	9	7	3	4	25	39		64
DEPARTMENT OF TECHNICAL OPERATIONS		1				1		1	3	2		5
Division of Economic and Technical Assistance			1	3	6	4	2		16	11		27
Division of Reactors			1	3	3	1	2		10	6		16
Division of Technical Supplies			1	3	1			1	6	4		10
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 and Laboratories			1	6	1	4			12	8		20
Division of Isotopes			1	8	4				13	10		23
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		9		1		11	4		15
Division of External Liaison and Protocol and Office of the Representative of the Director General at United Nations Headquarters			2	3	1	2	1		9	11		20
Legal Division			1	2	1	1			5	5		10
Division of Public Information				1	3	2			6	7		13
Division of Budget and Finance			1	2	3	4	2	1	13	20		33
Division of Personnel			1	1	2	1		1	6	14		20
Administrative Office of Technical Assistance				1	1	1			3	3		6
Division of Conference and General Services			1		2	4	4	2	13	70	106	189
Division of Language Services				1	12	29		1	43	39		82
Total	1	5	18	49	74	70	17	14	248	291	106	645
Approved manning table for 1960	1	5	18	49	69	66	17	14	239	271	106	616
Difference					5	4			9	20		29

### B. THE OPERATIONAL BUDGET

LABORATORY FACILITIES	2	3	5	4					14	28	13	55
Approved manning table for 1960	2	3	5	4					14	24	3	41
Difference										4	10	14
MOBILE RADIOISOTOPE LABORATORIES				1					1	2	2	5
Approved manning table for 1960				2					2	2	2	6
Difference				(1)					(1)			(1)

### C. SELF-SUPPORTING ACTIVITIES

COMMISSARY AND RESTAURANT										8	14	22
Approved manning table for 1960										5	11	16
Difference										3	3	6

# A N N E X    I I I

## Draft Resolutions

### A. BUDGETARY APPROPRIATIONS FOR THE FINANCIAL YEAR 1961

#### I

#### The General Conference,

#### Accepting the recommendation of the Board of Governors,

1. Appropriates for the administrative expenses of the Agency in 1961, including the administrative expenses arising out of its participation in the United Nations Expanded Programme of Technical Assistance, an amount of US \$6 168 000 as follows:

<u>Part</u>	<u>Section</u>	<u>Purpose</u>	<u>United States dollars</u>	
I.		General Conference and Board of Governors		
	1.	General Conference	254 000	
	2.	Board of Governors	570 000	824 000
II.		Functional Programme activities		
	3.	Panels and committees	154 000	
	4.	Special missions	130 000	
	5.	Seminars, symposia and conferences	170 000	
	6.	Distribution of information	255 000	
	7.	Scientific and technical services and laboratory charges	703 000	1 412 000
III.		The Secretariat		
	8.	Salaries and wages	2 396 000	
	9.	Common staff costs	949 000	
	10.	Duty travel of staff	132 500	
	11.	Hospitality	7 500	3 485 000
IV.		Common services, supplies and equipment		
	12.	Common services	240 000	
	13.	Non-technical supplies	90 000	
	14.	Non-technical permanent equipment	117 000	447 000
				<u>6 168 000</u>

2. Decides that the foregoing appropriations shall be financed by contributions from Member States on the basis of a scale of assessments to be determined by the General Conference, and that the contributions due from Member States shall be adjusted in terms of the Agency's Financial Regulations to take into account the cash surplus for 1958; and

3. Authorizes the Director General, with the prior approval of the Board of Governors, to make transfers between any sections in paragraph 1 above.

## II

### The General Conference,

#### Accepting the recommendation of the Board of Governors,

1. Decides that the target for voluntary contributions to the General Fund in 1961 shall be US \$1 800 000;
2. Decides that the Agency's operational programme for 1961 shall be as follows:

<u>Operating Fund I</u>	<u>United States dollars</u>	
Laboratory facilities		349 000
<u>Operating Fund II</u>		
Fellowships and training programme	800 000	
Technical and research assistance programme	600 000	
Mobile radioisotope laboratories	51 000	1 451 000
		<hr/>
		1 800 000
		<hr/>

3. Urges Member States to make voluntary contributions to the General Fund in 1961 in accordance with Article XIV, F of the Statute so as to enable the Agency fully to implement the programme set out in paragraph 2 above; and
4. Authorizes the Director General to employ staff for the Agency's laboratory facilities in addition to that for which provision is made in the budget for 1961, [ 1 ] provided that the salaries and other costs of such staff are met from revenues arising out of work performed in the laboratory facilities for Member States, research grants, special contributions which may be made for such purpose and other sources extraneous to the regular and operational budgets for 1961.

### B. USE OF THE WORKING CAPITAL FUND IN 1961

### The General Conference,

#### Accepting the recommendation of the Board of Governors,

1. Decides
  - (a) That the Working Capital Fund of the Agency shall remain at US \$2 000 000 in 1961; and
  - (b) That the Fund shall be financed, administered and used in 1961 in accordance with the relevant provisions of articles VI and VII of the Financial Regulations. [ 2 ]
2. Authorizes the Director General to make advances from the Working Capital Fund, not exceeding US \$25 000 at any time, to provide temporary financing for projects and activities of a strictly self-liquidating character which will not necessitate an increase in the Working Capital Fund in future years;

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[ 1 ] GC(IV)/116, Table 50.

[ 2 ] INFCIRC/8/Add.1.



3. Authorizes the Director General, with the prior approval of the Board, unless in the opinion of the Director General the situation requires immediate action in advance of such approval, to advance from the Working Capital Fund to meet the costs incurred by the Agency in organizing and rendering emergency assistance to Member States in connexion with radiation accidents, up to US \$50 000 in each case;
4. Requests the Director General to submit to the Board of Governors periodical statements of advances made under the authority given in paragraphs 2 and 3 above; and
5. Urges Member States that have not yet done so to pay their advances to the Working Capital Fund as soon as possible.

