Making a Real Difference: Working for the IAEA
Making a Real Difference: Working for the IAEA

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AN INTRODUCTION TO THE IAEA

Founded in 1957 within the UN family, the IAEA serves as the world’s intergovernmental forum for scientific and technical cooperation in the peaceful uses of nuclear energy. Its principal objectives under its Statute are “to accelerate and enlarge the contribution of atomic energy to peace, health and prosperity throughout the world” and “ensure, so far as it is able, that assistance provided by it or at its request or under its supervision or control is not used in such a way as to further any military purpose”.

The IAEA pursues its objectives by promoting the transfer of nuclear technology and know-how, encouraging the creation of an international culture of safety and reliability in the utilization of nuclear energy, safeguarding nuclear materials so as to ensure that they are used exclusively for peaceful purposes and disseminating information on the peaceful uses of nuclear technology.

In 2005, the IAEA and its Director General were awarded the Nobel Peace Prize “for their efforts to prevent nuclear energy from being used for military purposes and to ensure that nuclear energy for peaceful purposes is used in the safest possible way.”

The IAEA’s headquarters are in Vienna. Operational liaison offices are located in Geneva, Switzerland, and New York, USA. Regional offices are located in Toronto, Canada, and Tokyo, Japan.

The IAEA also runs and supports research centres and scientific laboratories in Vienna and Seibersdorf (Austria) and Monaco.

IAEA programmes and budgets are set through decisions of its policy-making bodies:

- the General Conference comprises all Member States (see Annex 1) and meets for a one week session every year;

- the Board of Governors oversees the ongoing operations of the IAEA, comprising 35 Member States and generally meets five times a year, or more frequently if required for specific situations.

The IAEA Secretariat is led by the Director General, who is the chief executive authority, and six Deputy Directors General who head the major departments. A multi-disciplinary professional and support team of 2300 scientific, technical and administrative personnel from over 100 countries work at the Secretariat, implementing the IAEA’s programmes.

Nuclear engineers, nuclear physicists and nuclear safeguards inspectors constitute the largest groups of Professional staff members.
The other scientific and technical occupational groups are comprised of engineers, biologists, agricultural scientists, physicists, marine scientists, chemists, medical doctors and mathematicians with a wider variety of specializations.

The major administrative occupational groups include accountants, human resources specialists, computer experts, procurement specialists, lawyers, translators, editors, project managers and librarians.

IAEA Professional staff comprise a multicultural group of experts from the Member States. They carry out the functions of the IAEA by two different means. First they contribute as individual experts. Second, they organize input from experts who are nominated by their countries to deal with specific tasks, such as preparing standards.

IAEA staff members are international civil servants who owe allegiance solely to the IAEA and are required to not accept instructions from any government or other national authority.

The work of the IAEA is carried out through six Departments (see the organizational chart in Annex 2):

- Management
- Nuclear Energy
- Nuclear Safety and Security
- Nuclear Sciences and Applications
- Safeguards
- Technical Cooperation

1 This brochure deals with the recruitment of regular staff members. For information on the recruitment of technical cooperation experts, please contact the IAEA Department of Technical Cooperation.
OUR WORK
Offices Reporting to the Director General

Secretariat of the Policy-making Organs
The Secretariat ensures that the IAEA’s Policy-making Organs (the Board of Governors and the General Conference) effectively perform their statutory responsibilities and their other functions in overseeing the ongoing operations of the IAEA.

Office of Internal Oversight Services
The Office was established to strengthen the IAEA’s ability to change through improved management practice, as well as programme performance and enhanced accountability.

Office of External Relations and Policy Coordination
The objectives of the Office are to (i) arrive at well formulated and coordinated policies for all areas of the IAEA’s programme, and (ii) maintain effective relations and

“It’s about much more than just building nuclear power plants”
For Laura Rockwood (USA), a lawyer educated at UC Berkeley and Hastings College of Law in San Francisco, working at the IAEA is interesting, current, newsworthy and exciting. Given the IAEA’s objective of promoting the safe and peaceful uses of nuclear energy, the work is anything but one dimensional, ranging from the implementation of safeguards to verify the non-proliferation of nuclear weapons to the promotion of nuclear applications in medicine and agriculture.

The Head of the Non-Proliferation and Policy-making Organs Section in the Office of Legal Affairs, Laura was one of the original drafters of the Model Additional Protocol (1997) designed to improve the IAEA’s ability to verify the absence of undeclared nuclear material and activities in safeguarded States. This task involved discussing with Member States drafts of the protocol, understanding and addressing their concerns, resulting in fundamental, ground-breaking changes to the safeguards system from a legal point of view.

She finds it energizing to work in a place where people believe in what they do. She also likes the intellectual challenge of the IAEA’s work and learning to see things from different perspectives in a multicultural environment.

On a more personal note, Laura thinks that Vienna is a ‘terrific’ city to live in.
communications with Member States, other UN bodies, International Organizations and civil society.

**Office of Legal Affairs**
The objectives of the Office are to (i) ensure the legally appropriate performance of the IAEA’s work, to prepare legal instruments, including international agreements and internal regulations, to provide legal interpretations of these instruments and regulations, (ii) ensure that the legal aspects of the IAEA’s work programme are appropriately addressed, (iii) provide advice on legal questions relating to the work of the IAEA and to provide assistance for the development of nuclear legislation in Member States, and (iv) ensure a coordinated approach to legal issues common to the UN system.

Professionals in these areas have expertise in:

- Certified accounting and auditing;
- Economics;
- International relations;
- Law;
- Management analysis;
- Political science.
MANAGEMENT
Providing support services essential to the efficient operation of the IAEA

The Department of Management (MT) provides a wide range of supporting services to the IAEA’s other Departments, and the Professionals of this Department carry out challenging activities in very diverse areas.

The objective of the Office of Procurement Services is to ensure the timely acquisition of goods and services, ensuring value for money through competition and due regard to the principles of fairness, integrity and transparency.

The Division of Budget and Finance prepares and administers the IAEA’s annual budgets, which determine the allocation of personnel and financial resources to the programme of the IAEA. The Division works to ensure the continued confidence of the Board of Governors and Member States in the financial management of the Secretariat.

The Division of Conference and Document Services facilitates the effective exchange and dissemination of information between the Secretariat and Member States, and among Member States, by organizing meetings and conferences, editing, printing and distributing documents and scientific and technical publications in the six official UN languages.

“Investing in people”
George Petison (Ghana) is on his second tour of service at the IAEA. He has an MSc in software engineering and an MBA, subjects which he studied during his first tour of service. He decided to apply for a position at the IAEA because he was looking for something new and challenging.

As an IT Software Engineer in the Division of Information Technology, his work is project and customer oriented; it includes IT business analysis, managing outsourced projects, and technical leadership to younger programmers. He believes that the IAEA has a unique way of working due to the cultural and professional diversity of its staff.

What he values most about the IAEA is its investment in people by promoting professional development. While on the job his group has undergone training on various transferable skills, including ITIL best practices and Prince 2 methodologies.
The **Division of Human Resources** provides services ranging from human resources planning, recruitment, staff development and career management to compensation and benefits, as well as medical and health related services.

The **Division of Information Technology** provides reliable and sustainable Information and Communication Technology solutions and services.

The objective of the **Division of General Services** is to provide efficient and effective general administrative support services including: operational maintenance, facilities management, archiving and records management, travel, transportation, housing and insurance, as well as property management and the commissary.

The objective of the **Division of Public Information** is to bring about more accurate, balanced and objective understanding of nuclear issues and the role of the IAEA.

Professionals in MT have expertise in:

- Accounting;
- Administration;
- Computer sciences;
- Finance;
- Human resources;
- Procurement;
- Translation.

For more information about MT, see: [www.iaea.org/About/Jobs/mt.html](http://www.iaea.org/About/Jobs/mt.html)
NUCLEAR ENERGY

Enlarging the contribution of nuclear energy to global development

The IAEA assists countries in developing or improving their capabilities for applying nuclear energy and related technologies for peaceful purposes.

The Division of Nuclear Power assists Member States in increasing their capability to implement and maintain competitive and sustainable nuclear power programmes, and develop and apply advanced nuclear technologies. The Division’s Professionals give specific advice on nuclear energy, including nuclear programme planning, and plant construction and operation. They advise on the technical, economic and financial requirements for sound nuclear power projects. They collect and disseminate information and assist in the improvement of power plant performance, operations capabilities, quality assurance and infrastructure development. Also, they are involved in the coordination for the development of innovative reactor technologies and future design concepts.

The Division of Nuclear Fuel Cycle and Waste Technology supports Member States in increasing their capabilities in policy-making and strategic planning,
technology development and implementation of safe, reliable, economically efficient, proliferation resistant and environmentally sound nuclear fuel cycle and waste management programmes. Professional staff advise Member States and organizations in Member States on uranium mining and resources, environmental aspects associated with all types of fuel cycle facility, advanced fuels and the management of irradiated fuel from power and research reactors. They also assist in and advise on strategies, engineering solutions and technologies for managing various types of radioactive waste from different sources (including decommissioning) in a safe, environmentally sound, cost efficient and sustainable manner.

The Planning and Economic Studies Section (PESS) seeks to enhance the capacity of Member States to perform their own analyses regarding electricity and energy system development, energy investment planning and energy environment policy formulation, and to assess the potential role of nuclear energy in the context of mitigating climate change and contributing to sustainable energy development. Assistance includes: transferring modern planning methods, tools and databanks; training for model set-up and application; and interpreting, synthesizing and applying model outputs to policy formulation. PESS also conducts energy-economics-environment (3-E) analyses of nuclear technologies and their competitors, focusing on competitive energy markets, environmental impacts and sustainable energy

“A global experience”
Xiaoping Li (China) is a Power Engineer/Economist in the Department of Nuclear Energy.
Xiaoping obtained her Bachelor of Engineering in energy and power at Xi’an Jiaotong University. She also has an MSE in nuclear engineering and radiological science from the University of Michigan (Ann Arbor) and was an intern at Westinghouse.

After having worked for several years in two nuclear power plants in China, including bidding evaluation and negotiation, she decided to apply for a post at the IAEA after having watched an interview on television with the IAEA’s Director General. Two years ago she was looking at satellite images of Vienna in the internet and now she lives here.

She works on issues related to infrastructure and planning for nuclear power plant economics, feasibility studies and project management, including technical cooperation activities. The fact that the work encompasses 149 countries around the world makes it even more interesting and challenging.

For Xiaoping, working at the IAEA is a global experience in a comfortable and family friendly working environment.

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development. PESS maintains databanks of energy and economic data for all Member States plus nuclear power projections through 2030, and is developing a system of Indicators for Sustainable Energy Development. As the expert UN agency on nuclear energy, the IAEA, through PESS, conducts research and provides input for international negotiations on climate change and sustainable development.

The IAEA distributes scientific and technical information worldwide to decision makers and professionals in the field, and the **INIS and Nuclear Knowledge Management Section** plays a key role in accomplishing this. Through the International Nuclear Information System (INIS), Member States have access to wide ranging information on the peaceful uses of nuclear science and technology, including an extensive collection of non-conventional literature. As the INIS Secretariat, the Section manages INIS and promotes information gathering and cooperation within an international network of Member States. It also develops methodology and guidance in nuclear knowledge management, facilitating sustainable education and training in nuclear science and technology and supporting knowledge maintenance, analysis and integration.

The **IAEA Library** provides professional information management and services to Member States in all areas of IAEA activities. It manages and preserves information resources, while providing information services to Member States. Also, it promotes information exchange, cooperation and resource sharing between nuclear information centres and libraries worldwide.

Professionals in the Department of Nuclear Energy (NE) have expertise in:

- Energy economics;
- Engineering (chemical, civil, electrical, industrial, mechanical, mining, structural, reactor physics and engineering);
- Environmental sciences;
- Information and library sciences;
- Natural and earth sciences;
- Physics and chemistry;
- Waste technology.

For more information about NE, see: www.iaea.org/OurWork/ST/NE/index.html
The IAEA is at the centre of international efforts to achieve and maintain a high level of nuclear safety and security worldwide through the enhancement of national measures and international cooperation. In the Department of Nuclear Safety and Security (NS), technical and policy experts work to meet this important part of the IAEA’s mission.

The Safety and Security Coordination Section (SSCS) ensures technical consistency and coordination between the IAEA’s activities in the nuclear, radiation, transport and waste safety and nuclear security programmes. The SSCS’s efforts are aimed at ensuring effectiveness, integration and continuous improvements in the Global Nuclear Safety and Security Regime. The SSCS provides support and coordination to promote a high level of harmonization and alignment for the various safety and security activities within the regime. In addition, the SSCS provides assistance to promote effective communication and knowledge management in the regime.

The Incident and Emergency Centre (IEC) is the IAEA’s focal point for responding to nuclear or radiological incidents and emergencies and for strengthening Member States emergency preparedness and response.

In July 2008, the IAEA emergency response team coordinated a test of international plans and systems for responding to a potentially serious radiological event, in this case a simulated accident at a nuclear power plant.
The Office of Nuclear Security is responsible for coordinating and implementing the IAEA's Nuclear Security Plan to prevent, detect and respond to acts of nuclear terrorism and threats thereof. The Office organizes a large number of evaluation and advisory services, training courses and workshops and convenes meetings with Member States’ experts for the purpose of improving the methodology used and the nuclear security framework. It liaises with other international organizations and Member States to enhance cooperation and the outreach of nuclear security information. It is organized into three sections:

The Information Management and Coordination Section provides the information required for the planning, prioritization, coordination, monitoring and reporting that underpin the effective implementation of a strengthened nuclear security regime. The Section is responsible for collecting and analysing the information on illicit trafficking and other nuclear security related events required to assess needs, for compiling such data into consistent plans directing the implementation of security activities, and for the coordination between Member States.

The Prevention Section focuses on physical protection from malicious acts and accountability of nuclear and other radioactive material, associated facilities and transports. Activities include evaluation services, the provision of a comprehensive training programme, development of a methodology and framework for nuclear security, including the implementation of international instruments and of

“When it comes to non-proliferation and nuclear security, the IAEA is the centre of the world”

Christopher Behan (USA) is a Nuclear Security Officer in the Office of Nuclear Security where, as part of his responsibilities, he arranges and conducts activities to support Member States to improve the security of nuclear and other radioactive material against malicious acts. It is a great challenge to work directly with Member States on hot topic projects such as protecting radioactive sources or security upgrading at nuclear facilities across the globe.

His background is in political science and Russian, with an MA in International Security Studies from the University of Georgia (Athens). Before coming to the IAEA, he worked as a technical staff member at Los Alamos National Laboratory, during which time he also lived in Kazakhstan. He then joined the US Department of Energy.

The IAEA provides an excellent platform for international networking possibilities. On the other hand, the IAEA’s healthy work/life balance environment allows him to enjoy all the things that Vienna has to offer.
recommendations and guidelines for physical protection, accounting for and control of nuclear and other radioactive material.

The Detection and Response to Malicious Acts Section assists Member States in their efforts to establish the necessary infrastructure to combat illicit trafficking in nuclear and other radioactive material. These activities include establishing or strengthening capabilities for effective detection of radioactive material at borders and other locations, and their capabilities to respond to nuclear security incidents, should they occur, and also to establish or improve nuclear security at major public events.

The objective of the Division of Nuclear Installation Safety is to achieve and maintain a high level of safety of nuclear installations worldwide under design, construction or operation by: establishing standards of safety for the protection of health, including standards for nuclear power plants and other nuclear installations and facilities; and, providing for the application of these standards through, inter alia, support for the IAEA's technical cooperation programme, the rendering of services, the promotion of education and training, the fostering of information exchange and the coordination of research and development. The Division has six sections:

The Policy and Programme Support Section supports the Division Director in defining, designing and implementing the programme, projects and tasks that impact the Division as a whole. This includes the development and verification of Divisional policy and the implementation of special projects with cross-cutting impacts, above all in the areas of management of safety standards, integrated safety evaluations, management systems, safety culture assessment and awareness, education and training, knowledge management and internal communications. Also, the Section supports the Convention on Nuclear Safety.

The Engineering Safety Section’s main activities consist of nuclear facility site evaluation and assessment of the engineering safety of existing, evolutionary and innovative nuclear power plants (NPPs), including aspects related to the safe long term operation of existing NPPs. The Section also prepares the IAEA Safety Standards on the design and site evaluation of nuclear installations. Since 2001 the Section has also taken an active role in the protection of nuclear installations against acts of sabotage.

The Operational Safety Section’s main aim is to enhance Member State capabilities to manage and maintain a high level of safety in nuclear installations through operational safety review services. It aims to improve operational safety in Member States through the use of IAEA Safety Standards and continuous self-assessment, and to make available to Member States good industry practices and performance in nuclear installations worldwide. The Section seeks to strengthen the capability of
The Safety Assessment Section endeavours to increase the capability of Member States to achieve a high level of safety by promoting the use of advanced safety assessment tools with enhanced integration of deterministic and probabilistic approaches and the use of safety performance indicators; and strengthening quality assurance in nuclear safety.

The Regulatory Activities Section supports the enhancement of effective regulatory infrastructures for nuclear safety in Member States. Its activities include safety review missions, the development and revision of safety standards, the maintenance of an incident reporting system service for nuclear power plants, and organization with respect to the Convention on Nuclear Safety.

The Research Reactor Safety Section implements Member States’ decisions to develop an international research reactor and fuel cycle facility safety enhancement plan and regime. Activities in this area include monitoring research reactors subject to project and supply agreements and assisting Member States possessing such reactors in fulfilling all the relevant safety obligations. The Section also covers a wide range of topics related to research reactor and fuel cycle facility safety, including siting, design, construction, commissioning, utilization and decommissioning.

The Division of Radiation, Transport and Waste Safety develops and maintains standards for radiation protection, radioactive waste safety and safety in the transport of radioactive material that enable the beneficial uses of radiation to be exploited while ensuring appropriate protection of workers, the public and patients. It also assists Member States in the implementation of these standards and provides related services. The Division has three sections:

The Radiation Safety and Monitoring Section is responsible for the delineation of a global radiation safety regime to protect workers, patients and the public from all types of exposure to natural or artificial radiation, according to the most recent scientific knowledge and information. It also provides radiation monitoring and protection services for staff members and experts who may be exposed to ionizing radiation due to activities conducted by the IAEA.

The Regulatory Infrastructure and Transport Safety Section provides Member States with safety standards, guidance and tools to foster regulatory infrastructure for the control of radiation sources, for the safe transport of radioactive material and for managing information for the identification of needs in Member States that would be used to improve radiation, transport and waste safety.
The *Waste and Environmental Safety Section* is responsible for the delineation of a global waste safety regime to protect the public and the environment from the effects of ionizing radiation, based on the Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management, the development of safety standards for the management of all types of radioactive waste and the provisions for the application of waste safety standards.

Professionals in NS have expertise in:

- Design and operation of nuclear power plants;
- Engineering (chemical, civil, electrical, industrial, mechanical, mining or structural);
- Physics;
- Physical protection;
- Radiation, transport and waste safety;
- Waste safety and waste technology.

For more information about NS, see:

*www-ns.iaea.org*
NUCLEAR SCIENCES AND APPLICATIONS

Working to meet the Millenium Development Goals

The IAEA contributes to sustainable development in Member States through the use of nuclear and isotopic techniques in food and agriculture, human health, industry, water resources management, environment monitoring, research and protection, giving due regard to safety. Besides promoting research and applications in these areas, staff support the IAEA’s technical cooperation activities in areas of their expertise.

Food and Agriculture

The Joint FAO/IAEA Division assists Member States to use nuclear techniques and related biotechnologies for developing improved strategies for sustainable food security. It coordinates and supports research; provides technical and advisory services for projects and training activities and laboratory support and training through the FAO/IAEA Agriculture and Biotechnology Laboratory; it collects, analyses and disseminates information for effective transfer of skills and technology. In the field of animal production and health, scientists are helping to develop more
sensitive techniques for the diagnosis of animal diseases and to improve animal diets and breeding strategies. Scientists are also using insects sterilized by radiation to control or eradicate insect pests affecting humans, crops and animals.

Human Health
The IAEA programme on human health enhances the capabilities of Member States to address needs related to the prevention, diagnosis and treatment of health problems through the application of nuclear techniques. Its main activities include: coordinating and supporting research; providing technical, advisory and laboratory services; and collecting, analysing and disseminating information (meetings). Scientists help Member States to apply nuclear and isotopic techniques in the diagnosis, treatment and prevention of diseases, and in assessing people’s nutritional status in different environments. The Division is divided into four Sections, which are focused on Nuclear Medicine, Applied Radiation Biology and Radiotherapy, Dosimetry and Medical Physics, and Nutritional and Health-related Environmental Studies, respectively.

PACT
The Programme of Action for Cancer Therapy (PACT) was created by the IAEA in 2004 in response to the developing world’s growing cancer crisis. Drawing on the IAEA’s 30 years of experience in radiation medicine and technology, PACT aims to help developing countries build a comprehensive, sustainable cancer control programme integrating prevention, screening, treatment and palliative care.

Physical and Chemical Sciences
The Division of Physical and Chemical Sciences assists and advises Member States in assessing their needs for research and development in the nuclear sciences, and supports activities in specific fields, such as industrial applications of radiation and isotopes; isotope hydrology and geochemistry; nuclear analytical chemistry; plasma physics applications; nuclear physics; radiation chemistry; improvement and maintenance of nuclear instrumentation; utilization of research reactors and particle accelerators; promotion of research on nuclear fusion; collection and provision of nuclear and atomic data for nuclear research and technology and production of high quality medical radioisotopes and radiopharmaceuticals. These activities aim to help Member States to develop the scientific basis for current and future technologies.

Water Resources
Nuclear and radiation techniques are also applied to assess water resources and the proper use of geothermal water resources. Complementary studies on global change, especially past and current climate change, are also pursued.

Marine Environment
The IAEA Marine Environment Laboratory, located in Monaco, assists Member States to protect the marine environment by improving their capabilities to monitor
and assess radioactivity and its potential effects on environment and health, and to use nuclear and isotopic techniques to enhance understanding of the oceans and/or marine pollution transfers and behaviour. Scientists provide technical advice and assistance across a wide range of pollution related and oceanographic issues, such as the effects of radioactive waste disposal at sea.

**Terrestrial Environment and the Seibersdorf Laboratories**

The IAEA’s Laboratories provide a wide range of scientific services contributing to the implementation of programmes in food and agriculture, human health, physical and chemical sciences, water resources, industry, environment, radiation protection and safeguards verification. Main areas of work include: provision of analytical services (i.e. safeguards analyses; environmental analyses; measurement of radionuclides in air, soil, biota, fresh water, food; measurement of hydrogen and oxygen isotopes for hydrological studies, etc.); provision of quality control and quality assurance materials for radiochemical analysis, nuclear and other complementary non-nuclear analytical techniques; provision of specialized scientific and technical services related to IAEA programmes; filling gaps in research and development which are needed for the implementation of a programme when they cannot be carried out by Member States and training of scientists from developing countries in the use of techniques and technologies and in scientific fields. Staff provide quality control services, produce reference materials and carry out chemical and radiochemical analyses. They also conduct research and provide on-the-job training for scientists.

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“**The possibility to partake in a serious mission: Atoms for Peace**”

Christian Schmitzer (Austria), an engineer with a PhD in Technical Physics from Vienna’s Technical University, came to the IAEA with 18 years of experience in the fields of radiation protection and nuclear physics, motivated by a new challenge.

For Chris, working at the IAEA is different, not only because of its multicultural environment, but also for the reason that success is not measured by cash flows or profit margins, which in turn requires a change in the usual working mode.

As **Head of the Safeguards Analytical Laboratory**, he is in charge of providing sensitive analytical services in an accurate and timely manner.

According to Chris, physics is one of the atypical study subjects where the challenge consists in understanding things, rather than learning them (for example, why is the sky blue?), an approach that can also be taken with respect to other matters in a complex world.
from developing countries in topics such as environmental pollution monitoring, development and maintenance of nuclear instrumentation, radiation dosimetry, the use of nuclear techniques for producing food crops with better agronomic properties and studying soil–plant systems, developing immunoassay techniques for the diagnosis of animal diseases and the use of radiation sterilized insects to control or eradicate insect pests. In addition, they analyse for their isotopic and chemical composition samples of nuclear material submitted for verification of safeguard agreements for the non-proliferation of nuclear weapons.

Professionals in the Department of Nuclear Sciences and Applications have expertise in:

- Physics;
- Chemistry;
- Food Sciences, nutrition, biochemistry, physiology;
- Geosciences;
- Hydrology;
- Radiation oncology;
- Nuclear techniques.

For more information about NA, see:

www-naweb.iaea.org/na/index.html
SAFEGUARDS

Safeguarding the world against the spread of nuclear weapons

Through its role as the world’s nuclear inspectorate, the IAEA performs an indispensable role in global efforts to further nuclear non-proliferation. The strengthened safeguards system, based on ‘comprehensive’ safeguards agreements and their ‘additional protocols’, has established a new and higher standard for effective, cooperative verification of States’ nuclear undertakings.

The Department of Safeguards (SG) has six Divisions, including three Operations Divisions, A, B and C, for the implementation of verification activities. Safeguards inspectors carry out verification activities in support of the IAEA’s safeguards system.

*Inspecting nuclear and nuclear related facilities worldwide*

Verification activities include:

- preparing and performing safeguards inspections at nuclear facilities;
- collecting information in support of future inspections;
verifying design information at declared facilities to confirm the completeness and correctness of the information provided by the State;

carrying out measurements, calibrating instruments, taking nuclear material and environmental samples, and performing routine maintenance of containment and surveillance equipment in the field;

reviewing and evaluating seals, sensors and surveillance data;

analysing, evaluating and reporting on the results of inspections;

analysing, reviewing and evaluating data collected from facility records, design information and other State reports, inspection results, databases and open sources;

establishing and maintaining technical information with regard to safeguarded facilities;

acting as facility/site officer;

formulating conclusions and appropriate reports for use by senior management in reporting to States and to the Board of Governors.

Safeguards inspection activities are divided into field activities (inspections) and Headquarters activities. Pre- and post-inspection activities are usually done at Headquarters, in addition to other activities such as preparation of verification

“A different perspective”

Davide Parise (Italy) is a Nuclear Safeguards Inspector in the Department of Safeguards. With a background in nuclear physics, he came initially to the IAEA while writing his PhD on Energetics. Working for a non-profit organization that benefits people around the globe is his strongest motivation. He also enjoys the good working environment, surrounded by colleagues of different cultures.

In addition, the IAEA offers a non-standard experience — constantly learning things that are not written in books. It opens a new dimension in the nuclear field, allowing for the possibility of a complete overview of the nuclear topic and getting to know the different approaches taken by every country on the same issue. Although being a nuclear safeguards inspector can be stressful at times, he values the possibility of seeing countries from an unusual, non-touristy perspective.

Working in an international organization can be very different from working in a domestic field. Each country has its own way of working, giving Davide the opportunity to develop and gain valuable experience.

Davide thinks that Vienna is a wonderful city to live in, with a very high quality of life.
procedures, involvement in team efforts (for example, negotiating and drafting Facility Attachments), quality control of inspection reports and statements, participation in State evaluations, and provision of operational support.

**Collection and analysis of information**

The Division of Technical Support ensures effective and efficient management of safeguards equipment required by the Divisions of Operations through all lifetime phases; coordinates the activities of Member States Support Programmes; coordinates and provides assistance related to the Department’s equipment needs, budgets, expenditures, as well as analytical services associated with nuclear material and environmental inspection sample analysis.

The Division of Safeguards Information Management is comprised of four sections and provides the Department of Safeguards with services relating to data processing,
secure information distribution, information analysis and knowledge generation necessary to draw independent, impartial and credible safeguards conclusions.

The **Division of Concepts and Planning** is responsible for strategic planning and for developing and standardizing safeguards concepts, approaches, procedures and practices in order to ensure effective and efficient application of safeguards on a non-discriminatory basis. It supports the Department in the development, conduct and evaluations of safeguards related training for the departmental staff and for personnel from Member States. It implements and maintains the departmental quality management system, including process design and improvement, as well as knowledge management performance measures.

Professionals in SG have expertise in:

- Engineering (chemical, civil, electrical, industrial, mechanical, mining, structural);
- Information analysis;
- Nuclear technologies;
- Satellite imagery analysis.

For more information about SG, see: www.iaea.org/OurWork/SV/Safeguards/index.html
TECHNICAL COOPERATION
Extending the sustainable benefits of nuclear technologies

The Department of Technical Cooperation (TC) helps Member States to improve their scientific and technological capabilities in the peaceful applications of nuclear technology, thus contributing to sustainable development. Over 100 countries in Latin America, Africa, Asia and Europe benefit from this support, which covers areas such as food and agriculture, human health, industry, environment, nuclear power and radiation protection.

TC manages hundreds of collaborative projects involving the provision of expert services, equipment and training.

TC officers work in full partnership with officers of the IAEA’s technical Departments (Nuclear Energy, Nuclear Safety and Security, Nuclear Sciences and Applications) evaluating the objectives and planning the various phases of the projects, in consultation with national authorities. This requires a continuous dialogue with all project stakeholders, including sectoral ministries and other national authorities. Programme management in TC is a stimulating and challenging responsibility requiring professionals with a university degree, preferably in science or technology, and experience in the management of technical cooperation for development.

The TC operating environment is interactive, participative and dynamic with continuous inputs received from the Board of Governors, the General Conference, policy and decision makers as well as technical counterparts in Member States, other parts of the Secretariat and the international development community. TC has four regional Divisions and a Division of Programme Support and Coordination.

Divisions for Africa, Asia and the Pacific, Europe and Latin America
The Divisions are responsible for planning, programming, implementing and monitoring the technical cooperation programme in accordance with the IAEA technical cooperation strategy. This includes the development of Country Programme Frameworks and the formulation and implementation of projects. Projects are designed to respond to relevant developmental priorities and to foster the self-reliance of Member States in the sustainable application of nuclear techniques, resource mobilization and partnership building, enhanced regional collaboration and cooperation.

Division of Programme Support and Coordination
The Division is responsible for enhancing quality and transparency in the design, delivery and monitoring of the technical cooperation programme through timely, accurate and effective support services. These involve strategies, concepts and tools, communication and partnership services, planning and coordination of policy
matters and procedures. They also involve overall guidance and coordination of the management of financial resources, IT services, provision of information to senior management and Member States, including reports to the Board of Governors and the General Conference.

Professionals in TC usually have a degree in a scientific or technological field, and expertise in:

- Programme/project management;
- Technical cooperation development.

For more information about TC, see: www-tc.iaea.org/tcweb/default.asp

“To be able to see quite concretely the results of your work”

For Jane Gerardo-Abaya (Philippines), a geologist from the University of Philippines, one of the most satisfying aspects of working at the IAEA is to see directly the impact in Member States of the projects in which she participates. She was first introduced to nuclear techniques in hydrology 22 years ago when she learned to apply isotope methodologies as a technical cooperation counterpart in the Philippines’ Environmental Management Bureau.

She began her career at the IAEA as a Technical Officer working on projects applying isotope hydrology for geothermal development. She is currently a Programme Management Officer in the Department of Technical Cooperation, working on projects in Latin America and the Caribbean. Since 2007 she has teamed up with a scientific/technical group on a project involving 12 Member States to identify sources of pollution in the Caribbean Sea. The research results are intended to assist policy makers in those Member States in understanding the flow and dynamics of pollution and to work out a viable solution for the benefit of the environment. In the transition between being a Technical Officer and a Programme Management Officer, she earned a PhD in Applied Geology and Geothermal Hydrology from the Bodenkultur University in Vienna.

Jane enjoys the high quality of life in Vienna and being part of the city’s international community is an added attraction.
REQUIREMENTS AND CONDITIONS FOR APPOINTMENT

“The paramount consideration in the recruitment and employment of staff and in the determination of the conditions of service shall be to secure employees of the highest standards of efficiency, technical competence, and integrity. Subject to this consideration, due regard shall be paid to the contributions of Member States to the Agency and to the importance of recruiting the staff on as wide a geographical basis as possible.”

Article VII D. Statute, IAEA

Educational and technical qualifications
The IAEA follows a structure similar to the organizations of the UN Common System: there are five grades in the Professional category (P-1 at the junior level to P-5 at the senior level) and three in the policy-making category (two Director grades and the grade of Deputy Director General).

Candidates for Professional posts at the P1 to P3 levels usually require:
- University degree (or equivalent graduate degree);
- 1-5 years of experience in a relevant field.

Candidates for Professional posts at the P4 to D levels usually require:
- Advanced university degree (masters, PhD or equivalent);
- 7-15 years of experience in a relevant field;
- Resource management experience.

THE IAEA IS INTERESTED IN EXPERTISE IN:

Accounting  Languages
Administration  Library science
Agriculture  Life sciences
Computer sciences  Nuclear engineering
Energy economics  Nuclear medicine
Environmental specialities  Physical/chemical sciences
Financial management  Political science
Human resource management  Project management
International cooperation  Public affairs
International law  Radiation protection
Technical cooperation
There are two possibilities for posts in these levels: taking on managerial responsibilities or carrying out functions in a highly specialized field of expertise.

Those with managerial responsibilities function as head of a unit or section, or a director of a division. They directly participate in the preparation and execution of the IAEA's strategy and programmes, manage a budget and assume a leadership role.

**Competencies**

A combination of skills, attributes and behaviours are included in vacancy notices, such as:

- Ability to work in a multicultural environment and collaboratively in teams;
- Good communication skills;
- Ability to analyse problems thoroughly and systematically and take different approaches to problem-solving and decision making;
- Improving knowledge and skills according to changing requirements and sharing knowledge and information with others;
- Sound judgement, integrity and results-oriented approach.

**Management skills**

Management skills are required of candidates applying for supervisory positions. In particular, the essential abilities are to plan and prioritize work, to set performance expectations, to monitor programmes, to run projects and assignments, to motivate individuals and teams, to delegate, to promote teamwork, to appraise people’s skills and expertise, to provide guidance and feedback, to promote a free flow of information and to resolve conflicts.

Professionals with the IAEA may be called upon to work well beyond the established office hours, to meet very short deadlines and to travel extensively — and sometimes to countries with difficult living conditions. They may have to cope with poor technology and other constraints in the field. Nevertheless, they must remain committed and do their job efficiently.

**Language and computer skills**

The ‘official’ languages of the IAEA are Arabic, Chinese, English, French, Russian and Spanish. The IAEA’s working language is English, so a good command of spoken and written English is essential.

Good computer skills are also necessary, in particular word processing, spreadsheets and databases.

**Geographical distribution of staff**

Subject to the above mentioned considerations, in recruiting Professional staff (other than those requiring special linguistic skills) the IAEA tries to achieve as wide a
geographical distribution of staff as possible. In cases of comparable qualifications and suitability, preference is generally given to applicants from developing Member States and from other Member States which are not represented or are under-represented within the IAEA.

Representation of women
The IAEA strongly supports the principle of ‘equal rights of men and women’ enshrined in the first sentence of the UN Charter. A gender equality policy has been put in place to increase the representation of women within the Secretariat, particularly at senior and decision-making levels especially in scientific and technical posts, and to mainstream gender issues into the Secretariat’s programmes and operations.

Other requirements
Every offer of appointment is subject to a satisfactory medical clearance from the IAEA’s Medical Officer. Before appointment, therefore, all selected candidates must undergo a medical examination.

Rotation policy and duration of tour of service
The IAEA does not offer permanent appointments in the Professional category. In order to keep the collective knowledge of the staff up to date and at a high level, especially in scientific and engineering fields, and to ensure the regular introduction of new ideas, the IAEA generally limits the individual’s overall tour of service to five years. Appointments to regular fixed-term positions are initially made for a period of three years. Based on programme requirements and work performance, the IAEA may offer an extension of two more years, i.e. for a total of five years, which constitute the normal tour of service at the IAEA. A further extension beyond the five years tour of service may be exceptionally granted for programmatic or other
compelling reasons in the interest of the IAEA, for up to two years, for a maximum seven year tour of service.

Opportunities for young professionals

Junior Professional Officer (JPO) programme
The JPO programme is designed for young professionals, particularly women, from developing countries, who should be below the age of 32 years, hold an advanced university degree and preferably have at least two years of professional work experience. The JPO works as part of a team and under the guidance of a senior Professional officer. The assignment may be in a scientific/technical or an administrative area, and lasts one year.

Some Member States also offer to their young nationals the possibility of joining the IAEA as a JPO.

Internships
The programme provides young professionals an opportunity to gain practical experience in their fields of study or work, and expose them to the work of the IAEA and the UN. Internships last between three months and one year. Applicants must be at least 18 years old and have completed a minimum of two years of full time studies at a university or equivalent institution towards the completion of their first degree. They may also apply up to two years after the completion of their bachelor’s, master’s or doctorate degree.
CONDITIONS OF EMPLOYMENT

This section gives general information relating to the employment of Professional staff internationally recruited for a period of at least one year and holding a regular fixed-term appointment. It does not describe all conditions of service. More detailed information is provided to candidates in the event of an offer of appointment.

Salary and post adjustment
Staff members are paid a net remuneration, exempt in principle from income tax and usually paid in the currency of the duty station, composed of:

- A salary determined within the framework of the UN Common System;
- A post adjustment, which varies according to the cost of living at each duty station in comparison to New York. It is designed to ensure that no matter where the UN Common System staff work, their take-home pay has a purchasing power equivalent to that at the base of the system.

Relocation expenses
The IAEA usually meets the costs of travel from the place of recruitment to the duty station in the case of staff members who have been internationally recruited and of their eligible dependants. It also usually meets the costs of shipping or storing and insuring household effects.

Assistance with visa formalities may be provided, and the IAEA can arrange initial hotel accommodation. Staff appointed for at least one year receive upon arrival an assignment grant for covering initial, settling-in expenses.

A repatriation grant is payable to internationally recruited staff upon separation and relocation after at least one year of service. The amount is linked to the staff member’s dependency status and the length of service with the IAEA.

Health insurance
Staff members may choose between two health insurance schemes, the premium costs of which are shared by the staff member and the IAEA. The IAEA also has a non-contributory compensation scheme for injury, illness or death attributable to the performance of official functions.

2 The term ‘Professional staff member’ refers to persons whose work requires the understanding of an organized body of theoretical knowledge that is of a level equivalent to that represented by a university degree, whereas General Service staff members work in areas of administrative, technical and scientific support.
Health care facilities
There is a well equipped Medical Service at the VIC which provides occupational health checks and where staff members obtain advice on medical services in Vienna. Travel health information, inoculations and medicines for duty travel and home leave travel are also provided.

Life insurance
Staff members have the possibility of enrolling, at their own expense, in a group life insurance scheme with several levels of coverage.

Pension plan
Participation in the UN Joint Staff Pension Fund (UNJSPF) is compulsory for staff members who have an appointment of six months or more, except when he/she is allowed to continue instead in a national pension insurance scheme or the pension insurance scheme of his/her former employer. Besides retirement pensions, the UNJSPF provides disability pensions and — in the event of the death of the participant — survivors’ benefits. More information on: www.unjspf.org

The mandatory retirement age is 62. Staff members separating from the IAEA before reaching that age are entitled to either a lump sum withdrawal settlement instead of a pension or (if they have at least five years of contributory service) a deferred retirement benefit or (if, in addition, they are over 55 years of age) an early retirement pension at a reduced rate. Pensions are subject to annual cost of living adjustments.

Housing
A housing service assists in finding rented furnished and unfurnished long term accommodation in and around Vienna. It also advises staff members on other issues concerning housing, especially lease agreements.

Rental subsidy
Internationally recruited staff members may be eligible for a rental subsidy (up to 40% of the actual rent) for a maximum period of seven years.

Dependency allowance
Dependency benefits are payable to staff members for dependent spouses who earn a yearly salary under a certain threshold and for children under the age of 21 for whom the staff member provides continuing financial support. Staff members only receive the allowance for dependent children between the ages of 18 and 21 if they are in full-time attendance at a school, university or similar educational institution. Staff members who do not have a dependent spouse may be eligible to receive a secondary dependant allowance for a parent or sibling under certain circumstances.
Education grant
An education grant may be payable in respect of a staff member’s child who is in full-time attendance at a recognized school or university. The grant is not payable for attendance at a school free of charge or one charging only nominal fees at the duty station.

Leave
Staff members are entitled to 30 days (six weeks) of annual leave. In addition, there are ten official holidays.

Policies on paid sick leave and maternity/paternity leave have been put in place.

After two years of service, the IAEA meets the home leave travel costs of internationally recruited staff members who are not of Austrian nationality for travelling (with spouse and dependant children) to their home country.

Work/life balance policies
The IAEA has put in place policies to support staff in balancing work with their personal and family responsibilities:

- Flexible working hours.
- Part-time work.
- Work-from-home.

Training and staff development
The IAEA provides a variety of in-house training programmes and professional development opportunities to help staff members update and develop their work-related knowledge and skills. These programmes include communication, management, career planning and computer courses. In addition, new staff members and their spouses are invited to participate in the Orientation Programme that will introduce them to the IAEA and to life in Vienna.

The IAEA also offers training at a reasonable cost in all the official languages as well as German to staff members and their spouses who wish to develop their linguistic skills for professional or personal reasons.

The staff development centre (SDC)
The SDC is a resource centre where staff and their spouses can broaden their professional as well as their career options through self-training, seminars and workshops. It also provides guidance on the adjustment to the working environment life in Vienna. The SDC has a collection of more than 800 titles in print, audio, video, DVD and multimedia software. The material covers a wide range of topics dealing with personal and professional development, management and leadership, language skills and issues of general interest.
The IAEA Headquarters and other facilities
The IAEA’s Headquarters are located — together with other UN organizations — at the Vienna International Centre (VIC), an office complex comprising several towers near the Danube river. Facilities at the VIC include a post office, a bank, two travel agencies, a pharmacy, a newsstand, a dry cleaning service, a restaurant, a self-service cafeteria and a gymnasium.

There are on-site child care centres at Headquarters and the Seibersdorf Laboratory (run in German) with opening hours corresponding to regular working hours for staff members’ children aged 3–24 months.

For older children of pre-school age there are municipal ‘kindergartens’ in the vicinity of the VIC. Besides municipal day schools, which are run in German, there are a number of private fee paying schools run in English, French and other languages. The Vienna International School is located near the VIC; the American International School, the Danube International School or the Lycée Français in other parts of the city are a few examples. As these schools often have placement restrictions, new staff members are encouraged to register their children at the school of their preference as soon as possible.
HOW TO APPLY FOR A POSITION IN THE IAEA

All positions are advertised through vacancy notices, which are normally issued months before a position becomes available at the IAEA. A list of open vacancy notices is available on the IAEA’s web site at recruitment.iaea.org. Copies of vacancy notices also are sent to all Member States, typically to the Atomic Energy Commissions, Ministries of Foreign Affairs, other international organizations, universities and other educational institutions.

In general, a period of six weeks is allowed for the submission of job applications in response to a vacancy notice.

General Services (support) positions are filled on a locally recruited basis and are advertised for a period of four weeks. While every attempt is made to fill such positions from a multinational community, these positions are neither subject to geographical distribution nor to the IAEA’s rotation policy. Candidates for General Service positions in Vienna should be in possession of a valid visa for Austria and are responsible for their own relocation upon appointment.

Recruitment step by step
In order to be considered for a position, interested candidates must complete and submit an on-line job application, accessible on the IAEA web site: recruitment.iaea.org.

The personal history form (PHF) is an on-line resume, which includes general information about a candidate’s, education, employment, languages and references.
It is used to evaluate the candidate’s suitability for a vacancy, as well as for administrative purposes in case he/she is selected to work with the IAEA.

All applications need to be submitted before the closing date stated on the vacancy notice. Applications received after this date are not considered. Applicants who do not comply with the application guidelines or do not meet the essential requirements specified in the vacancy notice are not considered.

Upon receipt, applications for a specific vacancy are forwarded to the Division concerned for evaluation and the selection of candidates. In some cases, applicants may be invited for an interview in Vienna or they may be interviewed through a videoconference or by telephone.

The Division of Human Resources reviews the selection process to ensure that appropriate attention has been paid to female applicants and to applicants from developing countries and other countries that are under-represented at the IAEA.

Appointments are made by the Director General or the Deputy Director General for Management.

All applicants are informed of the outcome of their application in due course. An offer of appointment is sent to the selected candidate approximately two months before he/she is expected to take up the position.

If the candidate accepts the offer, he/she receives a Letter of Appointment and, upon acceptance of its terms, becomes an IAEA staff member.
MEMBER STATES OF THE IAEA  
(as of September 2008)

The following States are Members of the International Atomic Energy Agency:

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The Abdus Salam International Centre for Theoretical Physics (Abdus Salam ICTP), legally referred to as 'International Centre for Theoretical Physics', is operated as a joint programme by UNESCO and the Agency. Administration is carried out by UNESCO on behalf of both organizations. The Agency's involvement in the Centre is managed by the Department of Nuclear Sciences and Applications.

**With the participation of UNEP and IOC.**