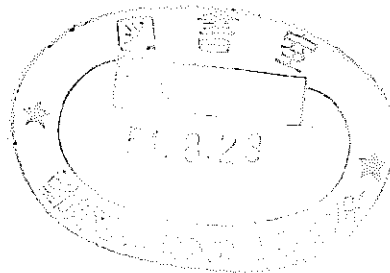


区分変更	
変更理由	—
決裁年月日	平成 13 年 7 月 31 日

研 修 報 告 書

—— I A E A における国際行政事務研修 ——



昭和 47 年 4 月

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動力炉・核燃料開発事業団
高速増殖炉開発本部

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研 修 報 告 書

昭和46年(1971年)9月29日から昭和47年(1972年)3月31日まで約6ヶ月間原子力留学生として 国際原子力機関(International Atomic Energy Agency)本部(在ウィーン)において 国際行政事務について 実務研修を受けた。
以下は その概要である。

高速増殖炉開発本部

鈴木恭一郎

I. 国際原子力機関 (I A E A) Department of Administration, Division of Budget and Finance (管理局 予算財政部) における実務研修

期間：昭和46年10月1日から12月31日まで

指導事務官 R. シェンク 氏

実 務 内 容

- 1 I A E A 職員給与改訂資料作成
- 2 I A E A 予算査定資料の作成
(主として印刷費単価調査、特別職給与調査)
- 3 銀行送金チェックリストのエラーチェック
- 4 I A E A 事務管理マニュアルの検討

参 考 資 料

Appendix -1 I A E A 組織図

- " -2 予算財政部 人員配置図

- " -3 I A E A 予算編成スケジュール
- " -4 予算執行状況報告書 (様式)
- " -5 I A E A 事務管理マニュアル (別刷)
- " -6 銀行送金チェックリスト (様式)
- " -7 I A E A 1971-72年予算および計画 (別資料)
- " -8 諸帳票、様式類
- " -9 Manual of Coding Instructions for General Budget Accounts and Programme Budgeting

II. IAEA Department of Technical Assistance and Publications, Division of Technical Assistance における実務研修

期間：昭和47年1月1日から3月31日まで

指導事務官： M. ケニエレス 氏

実 務 内 容

- 1, IAEA技術援助計画にもとづく機器調達業務
- 2, IAEA研究開発契約にもとづく機器調達業務
- 3, IAEA事務管理マニュアルの検討

参 考 資 料

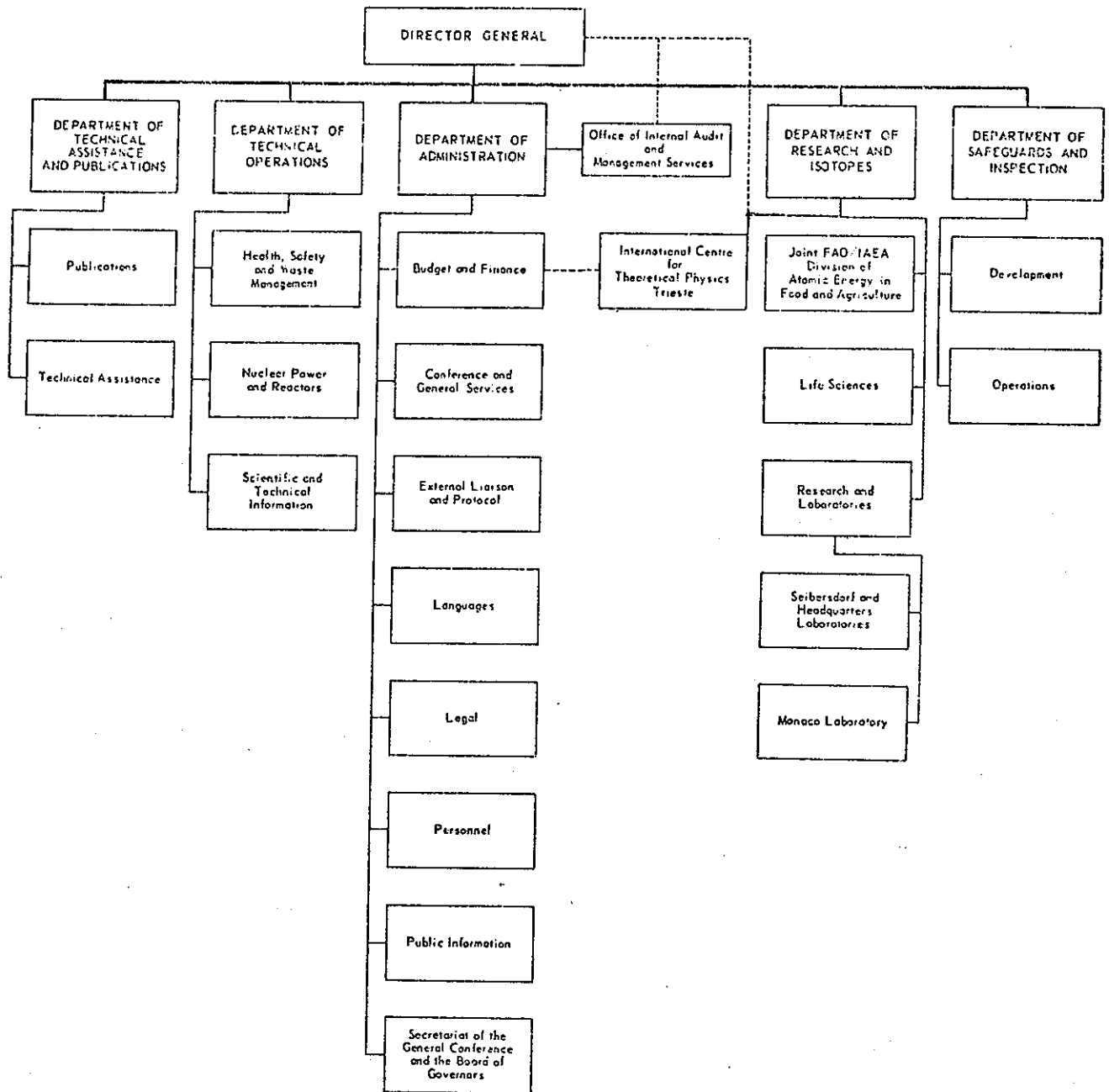
- Appendix - 9 機器調達フローシート
- 10 技術援助契約基本条項
 - 11 IAEA部内機器調達関係 基本業務連絡(様式)
 - 12 諸帳票 様式類
 - 13 "技術援助にもとづく機器の調達について"

参 考 図 書

The Law and Practices of the International Atomic
Energy Agency (Legal Series NO. 7)

Paul C. SZASZ IAEA

Organizational Chart



Office of the DG

Department of Administration

Office of the DDG

Office of Internal Audit and Management Services

Division of Budget and Finance

Cost studies, contributions and co-ordination section

Programme and budget section

Finance and accounts section

General accounts unit

Treasury unit

Technical assistance accounts unit

Expenditure control unit

Division of Conference and General Services

Conference co-ordination unit

Engineering and maintenance services section

Engineering unit

Electronics unit

Building maintenance

Purchase and supply services section

Registry section

Transportation and staff services section

Special services section

Security guards

Switchboard

Commissary

Restaurant

Division of External Liaison and Protocol

Liaison Office, United Nations Headquarters, New York

Regional Office for Asia and the Far East, Bangkok

Liaison Office WHO/IAEA, Geneva

Languages Division

English Section

French Section

Russian Section

Spanish Section

Legal Division

Division of Personnel

Joint IAEA/UNIDO Medical Section

Division of Public Information

Secretariat of the GC and the Board of Governors

Department of Research and Isotopes

Office of the DDG

Research contracts unit

Joint FAO/IAEA Division of Atomic Energy in food and agriculture

Food Production Section

Food Protection Section

Division of Life Sciences
Medical Applications Section
Dosimetry Section
Radiation Biology Section

Division of Research and Laboratories
Physics Section
Chemistry Section
Industrial Applications Section
Nuclear Data Section
Hydrology Section

Agency's Laboratory
Metrology
Chemistry
Application of radioactive isotopes to agriculture
Isotope hydrology
Medical applications
Electronics
Workshop
Maintenance - responsible to the Division of C and GS

Laboratory of Marine Radioactivity, Monaco

International Centre for theoretical physics, Trieste

Department of Safeguards and Inspection
Administrative Section

Division of Development
System Studies, Technical Services and Training Section
Methods and techniques development section
Field Operations Section

Division of Operations
Accounts and reports section
Europe Section
Americas and Africa Section
Section for Asia, the Far East and the Pacific

Department of Technical Assistance and Publications
UNDP Relations and Reports Section

Division of Technical Assistance
Asia and Far East Section
Middle East and Europe Section
Africa Section
Latin America Section
Fellowships and Training Courses Section
Experts Section
Equipment Section

Division of Publications
Publishing Section
Editing
Sales and Promotion Unit
Printing Section
Presentation Unit
Composition Unit
Reproduction Unit
Distribution Unit

Department of Technical Operations

Office of the DDG

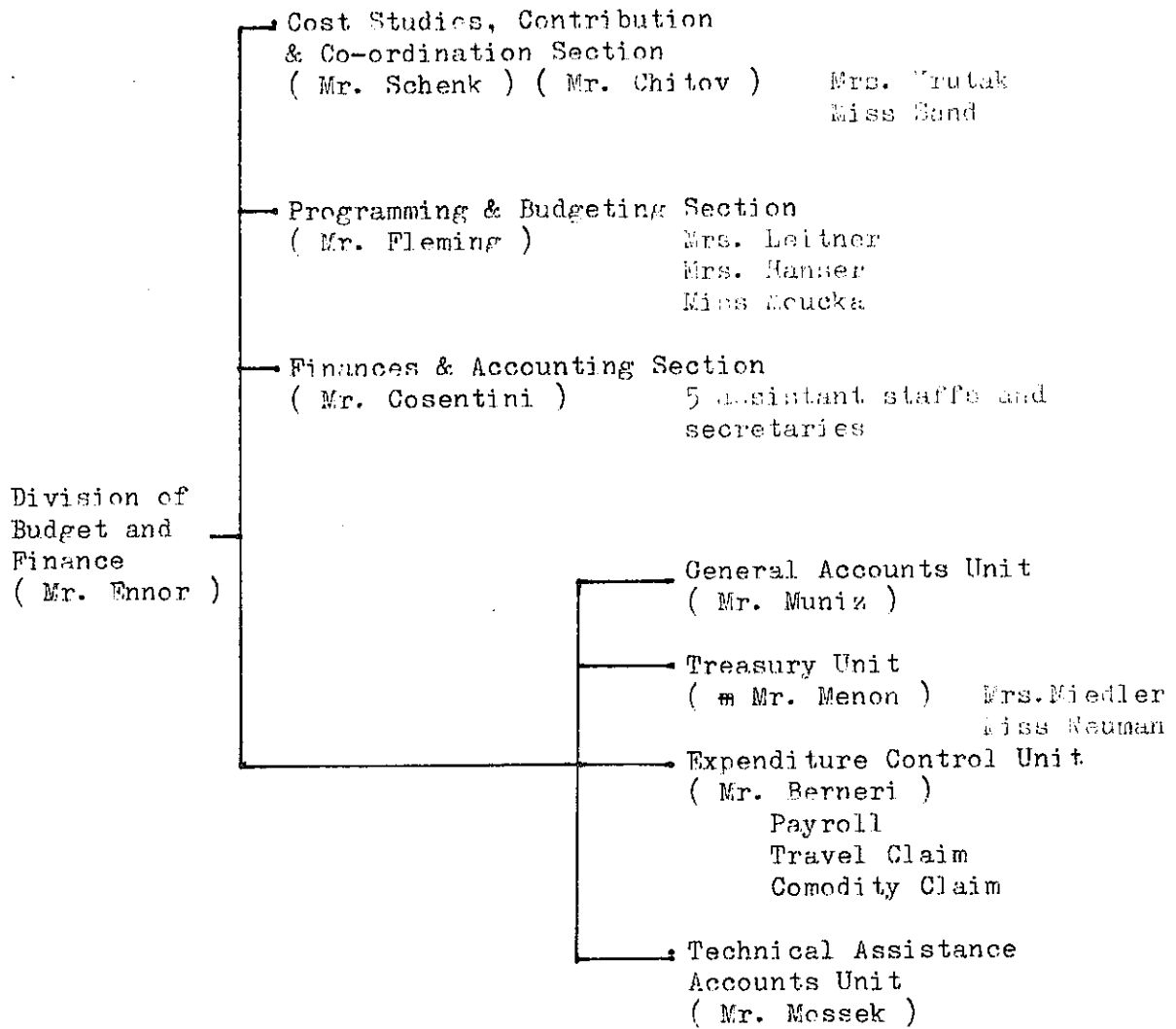
Division of Health, Safety and Waste Management
Radiological Safety Section
Waste Management Section
Nuclear Safety Section

Division of Nuclear Power and Reactors
Reactor Engineering Section
Research Reactors and Reactor Physics Section
Economic Studies Section
Nuclear Materials and Fuel Cycle Section

Division of Scientific and Technical Information
INIS Section
Computer Section
Library
Scientific Conferences Section

Appendix 2

Organization of the Division of Budget and Finance



(Oct. 1 1971)

Appendix 3

BUDGETTING TIME SCHEDULE

Nov.			Nov. 1	}	1st step of arrangement
Dec.					
Jan.			Dec. 31 Jan. 1	}	2nd step of arrangement
Feb.					
Mar.			Feb. 29 Mar. 1	}	3rd step of arrangement
Apr.			Mar. 15		
May	Apr. 30	1st Meeting Budgetary Committee (Board of Governors)			
Jun.	June 8 - 10 Budgetary Meeting (Board of Governors)				
July				}	Printing of the draft
Aug.					
Sept.		General Conference			
Oct.					

Appendix 4

Budgeting Performance Reports (FORMAT)

Object of Expenditures	A	B	C	D	E	F	G
	Approved Budget	Revised Final Plan	Estimation Expenditure and Obligation to the end of	----- (month)	(variance) D_C	E X 100/C	Reason for Variance and Corrective Action Proposed
			actual expenditure and obligation to the end of	----- (month)			(if needed use attachment)

With regards to expenditure, except Common Services, Supplies and Equipment, and Publications & other information media, the Reports for each budgetary performance are processed in every month according to the budget items. These two exceptional items are also processed in every 3 months, after cost-evaluated in the budget control section.

The variance of each expenditure is reported to the Director of the Division.

The items of expenditure is divided to 4 to 5 sub items. The computer process is adopted from 1971 fiscal year.

Appendix 6

Bank Transfer Check List
(Bank transfer list)

No. of Payment	Fund	General Accounts	Equivalent		Person	Payment Object
(urgent cheques)	Code No.	Code No.	\$ U.S.	C;S. SCH.		
(cheques)			Amount	Amount		
(bank transfer)						

every 3 or 4 days in a week
transactions

by Payment Advise

Appendix 9 (2)

Request Procedures for Equipment

- * Evaluation of Research Project Proposal
- * Evaluation of Research Contracts (Renewal) Request



- * Interoffice Memorandum
 - + Equipment to be supplied in connection with research contract No. (CCSS/)
 - +
 - direction of preliminary action
 - informations about the contracts signed



PROCUREMENT



- * Official Letters
 - informations about the purchase order (to the Resident Representative of the IAEA or UNDP)
- * Interoffice Memorandum
 - informations about the purchase order (to the Chief of Contracts Administration Section)

Head of (Technical) Division
Project Officer



Chief, Contracts Administration
Section, Division of Budget and
Finance



Chief, Equipment Section, Division
of Technical Assistance

Chief, Equipment Section, Division
of Technical Assistance



Appendix 10

INTERNATIONAL ATOMIC ENERGY AGENCY
AGENCE INTERNATIONALE DE L'ENERGIE ATOMIQUE
МЕЖДУНАРОДНОЕ АГЕНТСТВО ПО АТОМНОЙ ЭНЕРГИИ
ORGANISMO INTERNACIONAL DE ENERGIA ATOMICA

KÄRNTNER RING 11, P.O. BOX 590, A-1011 VIENNA, AUSTRIA

TELEPHONE: 52 45 11
52 45 25

TELEX: 01-2645

CABLE: INATOM VIENNA

IN REPLY PLEASE REFER TO:
PRIÈRE DE RAPPELER LA RÉFÉRENCE:

Sample
*This is used when "Suppl.
Agreement" has not been concluded.*

ADM
Project No.

Dear

I am sending herewith a letter to the
together with the original and two copies of the Agreement covering the
services of expert(s) in the field of

for a duration of _____ and related equipment, to be provided
under _____
for _____ . One copy of the Agreement is for retention
by your Office.

I should appreciate your assistance in obtaining signature of the
Agreement by the Government and in returning the fully signed original
to the Agency.

Yours sincerely,

Enclosures

Head, Experts Section
Division of Technical Assistance



INTERNATIONAL ATOMIC ENERGY AGENCY
AGENCE INTERNATIONALE DE L'ENERGIE ATOMIQUE
МЕЖДУНАРОДНОЕ АГЕНТСТВО ПО АТОМНОЙ ЭНЕРГИИ
ORGANISMO INTERNACIONAL DE ENERGIA ATOMICA

TELEPHONE: 52 45 11
52 45 25

TELEX: 01-2645

CABLE: INATOM VIENNA

KÄRNTNER RING 11, P.O. BOX 590, A-1011 VIENNA, AUSTRIA

IN REPLY PLEASE REFER TO
PRIÈRE DE RAPPELER LA RÉFÉRENCE.

ADM
Project No.

Sir,

I have the honour to inform you that, under the *(Agency's Regular Programme of Technical Assistance)* for (1970), the Agency will provide to the Government of the services of (3) expert(s) in the field of for a duration of (3 months) and related equipment.

In accordance with the Guiding Principles and General Operating Rules to Govern the Provision of Technical Assistance by the Agency and as required by the Statute of the Agency, an agreement is to be concluded between your Government and the Agency for the implementation of the project referred to above.

I accordingly enclose herewith the original and one copy of the requisite Agreement for signature on behalf of your Government, following which the fully signed original is to be returned to the Agency. In this connection, I wish to stress that an early conclusion of the Agreement will enable the Agency to expedite the implementation of the project. However, in the event that we do not hear from your Government with respect to this matter by X, we shall consider that the Government agrees to apply the provisions of the Agreement to the project involved in order to proceed with its implementation.

Accept, Sir, the assurances of my highest consideration

Deputy Director General
Department of Technical Assistance
and Publications

For the DIRECTOR GENERAL



INTERNATIONAL ATOMIC ENERGY AGENCY
 AGENCE INTERNATIONALE DE L'ENERGIE ATOMIQUE
 МЕЖДУНАРОДНОЕ АГЕНТСТВО ПО АТОМНОЙ ЭНЕРГИИ
 ORGANISMO INTERNACIONAL DE ENERGIA ATOMICA

KÄRNTNER RING 11, P.O. BOX 590, A-1011 VIENNA, AUSTRIA

1, India's bilateral

Agreement with equipment

TELEPHONE: 52 45 11
52 45 25

TELEX: 01-2645

CABLE: INATOM VIENNA

IN REPLY PLEASE REFER TO:
 PRIERE DE RAPPELER LA REFERENCE:

AGREEMENT FOR THE PROVISION OF TECHNICAL ASSISTANCE TO

THE GOVERNMENT OF

(Technical Assistance Agreement No. TA/AGR/ /)

1. Type and Duration of Assistance to be rendered

2. Application of Revised Standard Agreement

The Government and the Agency will apply to the assistance provided by the Agency covered by this Agreement the provisions of the Revised Standard Agreement set forth in United Nations document TAB/R.251/Rev.1, to which the Government became a party on Effect will be given to Article III.1 of the Revised Standard Agreement as provided in paragraph 4 of this Agreement.

3. Privileges and Immunities

As far as is relevant to the assistance covered by this Agreement the Government will apply to the Agency, its property, funds and assets, and to its officials, including the experts, the provisions of the Agreement on the Privileges and Immunities of the International Atomic Energy Agency.

4. Costs under Article III.1 of the Revised Standard Agreement

The Agency will defray in full the costs necessary to the assistance according to Article III.1 of the Revised Standard Agreement.

5. Application of Health and Safety Standards

Measures will be taken to ensure that in the course of the operations covered by this Agreement all pertinent Agency safety standards are met. The reports referred to in paragraphs 25(a), 26 and 27 of Agency document INFCIRC/18 (a copy of which was attached to the Agreement No. _____ of) shall be submitted to the Agency as appropriate.

6. Safeguards against diversion

In view of the nature of this project no safeguards against diversion provided for in Article XII of the Statute of the Agency will be required.

7. Title to Equipment

Title to the equipment provided by the Agency in connection with this project, if any, shall immediately and automatically vest in the Government after completion of the services of the expert mentioned in paragraph 1 of this Agreement, whereupon the Government shall assume full and exclusive responsibility for the handling, operation, maintenance and storage of such equipment. Upon transfer of title to the equipment the Government undertakes that:

- (a) It shall ensure the continuation of the proper operation and adequate maintenance of the equipment;
- (b) The equipment shall be made available for use by any expert provided by the Agency as may be required for the discharge of his professional duties; and
- (c) The equipment shall not be used in such a way as to further any military purpose.

8. Disputes

Any dispute between the Government and the Agency arising out of or relating to this Agreement, which cannot be settled by negotiation or other agreed mode of settlement, shall be submitted to arbitration at the request of either the Government or the Agency. The Minister for Foreign Affairs and the Director General of the Agency shall each appoint one arbitrator, and the two arbitrators so appointed shall appoint the third, who shall be the Chairman. If within 30 days of the request for arbitration either party has not appointed an arbitrator or within 15 days of the appointment of two arbitrators the third arbitrator has not been appointed, either party may request the Secretary-General of the United Nations to appoint an arbitrator. The procedure of the arbitration shall be fixed by the arbitrators, and the expenses of the arbitration shall be borne by the parties as assessed by the arbitrators. The arbitrators shall make decisions by a majority vote, and any two shall constitute a quorum. The arbitral award shall contain a statement of the reasons on which it is based and shall be accepted by the parties as the final adjudication of the dispute.

IN WITNESS WHEREOF the Government and the Agency have executed this Agreement.

FOR THE GOVERNMENT OF

FOR THE INTERNATIONAL ATOMIC ENERGY AGENCY:

.....
(Signature)

.....
(Signature)

.....
(Title)

.....
(Title)

.....
(Place) (Date)

.....
(Place) (Date)

PROCUREMENT OF EQUIPMENT FOR TECHNICAL ASSISTANCE PROJECTS

Instructions for completion of form "Request for T.A. Procurement"

- (1) If there is a list of equipment received from the Government, the list should be technically scrutinized. References to specific makes should be converted into general type specifications which would permit competitive bidding. This applies to items likely to cost more than \$1000.--
- (2) It should be kept in mind that the Equipment Office must follow Financial Regulations according to which purchases above \$1000 must be done upon competitive bidding. Therefore, it is not advisable for the technical officer to make the final selection of suppliers before bids are in hand. For inviting bids minimum technical requirements regarding performance as well as recommendations concerning potential suppliers (three at least) are necessary. On the other hand, it is not necessary to select the lowest bid if this, for given reasons, cannot be recommended by the technical officer.
- (3) The request shall be numbered consecutively for each project. The copy is kept with the Area Officer, one with the technical officer and two shall be forwarded to the Equipment Office.
- (4) The Agency has at its disposal several so-called difficult currencies which must be utilized. For this reason it would be of great help if technical officers would consult the Equipment Office in order to find out possibilities to purchase equipment against these currencies.
- (5) Attention shall be paid to items, which may require utilities not available at the destination.
- (6) All necessary accessories, supply items, spare parts etc. shall be included in the request.
- (7) Prior to the request it should be checked that equipment can be received, installed or stored properly.
- (8) Electrical supply shall be checked in advance, in order to avoid supplying wrong wiring. 3-phase supply for example is not always available.
- (9) In order to avoid retyping of long lists of minor items, chemicals etc., the original request can be attached to the request, provided it fulfils above requirements and was checked by the technical officer.