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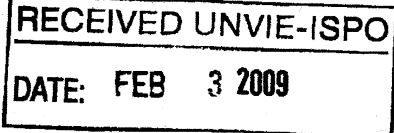
Wagramer Strasse 5, P.O. Box 100, A-1400 Wien, Austria
Phone: (+43 1) 2600 • Fax: (+43 1) 26007
E-mail: Official.Mail@iaea.org • Internet: <http://www.iaea.org>

In reply please refer to: M2.05
Dial directly to extension: (+431) 2600-21692

Ms. B. Hoffheins

ISPO Liaison Officer
U.S. Mission to the International Organizations in
Vienna
Wagramer Strasse 17 - 19
A-1220 Vienna

2009-01-29



Subject: Transmittal of Task Proposal 08/IAP-06

Dear Ms. Hoffheins,

With reference to your Support Programme, I am pleased to provide the following new Task Proposal:

08/IAP-06 Consultant – Equipment Management System Analyst.

This task is part of the Integrated Safeguards Environment Project. The project manager is Mr. R. Kirkgoetze.

Please inform me at your earliest convenience whether the content of this proposal is acceptable to your Support Programme or if you would like to introduce any amendments. In your reply, please also provide the name(s) of the contact person(s) responsible for the task.

Upon acceptance of the proposal, the IAEA will transmit the Task Outline to you indicating the name of the IAEA task officer. Our understanding is that your Support Programme and the IAEA task officer will then establish a detailed task workplan.

I would also like to express the appreciation of the IAEA for the valuable contribution provided by your Support Programme to the IAEA's safeguards efforts.

Yours sincerely,


N. Khlebnikov
Director, Division of Technical Support
Department of Safeguards

Enclosure

SP-1
TASK PROPOSAL PART

1. Task Proposal

- 1.1 Task Proposal ID:** 08/IAP-006 **Date received in SPA:** 2008-10-15
- 1.2 Task Title:** Consultant- Equipment Management System Analyst
- 1.3 Requester / Division / Section:** Pacala / SGTS / TTS
- 1.4 Is this a CFE task?** No
- 1.5 Task Category:** D
- 1.6 Is this a joint task for MSSPs?** No
- 1.7 Is multiple acceptance required?** No

If 1.6 or 1.7 is yes, indicate the reason:

2. Project

- 2.1 Project ID:** SGIM-001 **Project Type:**
- 2.2 Project Title:** Integrated Safeguards Environment
- 2.3 Project Manager / Division / Section:** Kirkgoeze / SGIM / IAP

3. Safeguards Requirement Identification

3.1 What is needed, why and when:

Background:

All phases of the SG equipment management cycle are currently addressed by the Equipment Management Information System (EMIS). EMIS contains data for 30,000 pieces of equipment, 300,000 transaction history records, and is used, inter alia, for the procurement of approximately 20 million Euro worth of equipment, supplies and contracts per fiscal year. In relation to decisions on a new IAEA IT infrastructure (Agency wide Information System for Programme Support-AIPS and ISIS reengineering projects-IRP), the business processes related to the management of SG equipment should be re-engineered. This should include the transfer and redistribution of EMIS functions to Agency-wide IT systems (AIPS: for standard financial and procurement planning, inventory control functions) while maintaining within the Safeguards IT infrastructure for the specific functions related to SG equipment (planning, maintenance, performance monitoring and utilization of equipment for use in verification activities). SGTS will define technical and administrative processes for the equipment management system with the assistance of SGIM. SGTS will contribute to the new requirements, and SGIM will ensure technical management of the IT project and guarantee interface with the IAEA IT Infrastructure.

What is needed:

The preparation of the User Requirement Specification is needed through the analysis of the current system architecture, and user needs. This task requires a consultant who would contribute by coordinating and documenting the user requirement specifications. He/she needs to:

- capture the current practice based on process maps produced by a working group including SGTS, Operations and SGCP;
- propose process changes to adapt to the highest degree to the AIPS solution off-the-shelves capabilities and
- identify what is needed for the planning, evaluation, and implementation of equipment for the Section and the Department.

He/she will be the driver of a user specification group involving SGTS, Operations, SGIM and SGCP, and will produce the SG Equipment Management User Requirements Specification. This task covers the analysis and the documentation compatible with AIPS and IRP projects (Sparx's Enterprise Architect). Due to the significant workload and the fact that the work will require significant consultations with subject matter experts, a

consultant with wide experience in Oracle ERP database management and user interfaces, instrumentation, and technical writing would be considered to be the most effective and efficient method to perform the work.

Why is needed:

Equipment management IT tool is needed for the planning, maintenance, performance monitoring and utilization of equipment for use in verification activities. The current EMIS system is functional, but system support is limited. The technology of the current system is old and it will not be supported in the future. Safeguards equipment maintenance and performance monitoring are not congruent with the planning and implementation system. We need a new and functional system to be compatible with ISIS and AIPS, and designed in a manner that will minimize future maintenance efforts.

When is needed:

The analysis is expected to start immediately.

3.2 How will the task results be used and by whom:

The User Requirement will be used in two ways: the requirements that are related to standard financial and procurement planning and inventory control functions related to SG equipment can be directly input to the requirement elicitation for AIPS, while the requirements related to specific SG technical core business functionalities, like planning, maintenance, performance monitoring and utilization of equipment for use in verification activities, will be used to implement these functionalities in the new SG Information System. The new system will be used across the Department. The end users of the new system in the Division and Operations Divisions will be able to monitor the state of the equipment from planning, evaluation, implementation and maintenance stages in the life of it. The consultant will be expected to ensure compliance with the Agency's procedures and the Departments Quality Management System (QMS) procedures.

3.3 Consequences if task is not performed:

- Loss of information and updates regarding procurement and finances.
- Delay in implementation of improvements to the existing equipment management system and inconsistencies with the new IAEA IT infrastructure.
- Poor planning and delay in the implementation of equipment, contracts, and supplies for safeguards activities
- Increased risk of non-implementation of planned activities and funding
- Poor access to the equipment utilization and configuration data might have a negative impact on equipment reliability.
- Limited improvements to software used for inventory control

4. IAEA Proposed Work Outline

4.1 Major task stages with timing:

- Analysis of the existing equipment management systems, Month 1-3
- Preparation of the new process model, Month 4-6
- Creation of the User Requirements document for Equipment Management consistent with Safeguards requirements standards and compatible with AIPS and IRP projects documentation, Month 7-9

4.2 Support Division(s) / Section(s): SGIM / IAP
SGTS / TTS

4.3 End User Division(s) / Section(s): SGTS / TAU, TIL, TSR

4.4 Estimated duration in months: 9

5. Safeguards Approval Process - not displayed

6. Acceptance by MSSP(s)

6.1 MSSP(s) to which the task is proposed:

AUL
CAN
CZ

Date accepted:

Agency Task ID: