



*Atoms for Peace and Development*

الوكالة الدولية للطاقة الذرية  
国际原子能机构  
International Atomic Energy Agency  
Agence internationale de l'énergie atomique  
Международное агентство по атомной энергии  
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The Secretariat of the International Atomic Energy Agency (IAEA) presents its compliments to the IAEA's Member States and has the honour to draw their attention to the **Annual Meeting of the International Network for Nuclear Security Training and Support Centres** (hereinafter referred to as "event"), which had to be postponed owing to the COVID-19 outbreak, to be held at the IAEA's Headquarters in Vienna, Austria, from **26 to 30 April 2021**.

The purpose of the event is to advance the work of this collaborative network of training and support institutions that are involved in, or plan to be involved in, the provision of nuclear security training or nuclear security technical and scientific support services.

The attached Information Sheet provides further details of the event.

The event will be held in English.

Member States are invited to designate one or more participants to represent the Government at this event. Member States are strongly encouraged to identify suitable women participants. Designations already received for this event will remain valid.

The IAEA is generally not in a position to bear the travel and other costs of participants in the event. The IAEA has, however, limited funds at its disposal to help meet the cost of attendance of certain participants. Upon specific request, such assistance may be offered to normally one participant per country, provided that, in the IAEA's view, the participant will make an important contribution to the event. The application for financial support should be made at the time of designating the participants using the attached Grant Application Form (Form C).

It should be noted that compensation is not payable by the IAEA for any damage to or loss of personal property. The IAEA also does not provide health insurance coverage for participants in IAEA events. Arrangements for private insurance coverage on an individual basis should therefore be made. The IAEA will, however, provide insurance coverage for accidents and illnesses that clearly result from any work performed for the IAEA.

Designations should be submitted to the IAEA through the competent national authority (Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) not later than **31 January 2021** using the attached Participation Form (Form A). Completed and authorized Participation Forms should be sent either by email to: [Official.Mail@iaea.org](mailto:Official.Mail@iaea.org) or by fax to: +43 1 26007 (no hard copies needed). Copies should be sent by email to the Scientific Secretary of the event, Mr James Conner, Division of Nuclear Security, Department of Nuclear Safety and Security (Email: [J.Conner@iaea.org](mailto:J.Conner@iaea.org)), and to the Administrative Secretary, Ms Iris Barrientos Reyes (Email: [I.M.Barrientos-Reyes@iaea.org](mailto:I.M.Barrientos-Reyes@iaea.org)). The Scientific Secretary of the event will liaise with the participants directly concerning further arrangements, including travel details, as appropriate, once official designations have been received.

Should Governments wish, in addition, to appoint one or more observers to assist and advise the designated participants, they are kindly requested to inform the IAEA of the names and contact details of any such observers by the above date. In accordance with the established rules, Governments are expected to bear the cost of attendance of any observers they may send to IAEA events. Compensation is not payable by the IAEA for any damage to or loss of observers' personal property or for illness, injury or death occurring while travelling to or in connection with their attendance at IAEA events.

The Secretariat of the International Atomic Energy Agency avails itself of this opportunity to renew to the IAEA's Member States the assurances of its highest consideration.



2020-09-15

Enclosures:           Information Sheet  
                          Participation Form (Form A)  
                          Grant Application Form (Form C)



# **Annual Meeting of the International Network for Nuclear Security Training and Support Centres**

**IAEA Headquarters  
Vienna, Austria**

**26 to 30 April 2021**

**Ref. No.: EVT1903097**

## **Information Sheet**

### **Introduction**

The role of a nuclear security support centre (NSSC) is to support competent authorities, authorized persons, and other organizations with nuclear security responsibilities in sustaining the national nuclear security regime. The primary functions of an NSSC in this role are: human resource development, specifically through the provision of a national nuclear security training programme; technical support services for nuclear security equipment lifecycle management; and scientific support services for provision of expert advice, analysis, and research and development for nuclear security. As a corollary to these main functions, an NSSC also fosters nuclear security culture and enhances national coordination and collaboration among the various organizations involved in nuclear security.

The International Network for Nuclear Security Training and Support Centres (NSSC Network) was established by consensus in February 2012 at a meeting of IAEA Member States in Vienna. The Network's mission is "to contribute to the global efforts to enhance and sustain nuclear security through an effective and collaborative network of nuclear security training and support centres," carried out through the following primary objectives: encouraging cooperation and supporting joint activities among NSSCs; identifying and documenting best practices for NSSCs; and strengthening information sharing among NSSCs.

## Objectives

The primary objective of the 2020 annual meeting of the NSSC Network Annual Meeting is to bring together IAEA Member States that have established or are planning to establish an NSSC, in order to share information on key technical themes relevant to developing and operating such a centre. The Network members in attendance will also discuss overall Network priorities and receive updates from the Network leadership on progress towards individual working group objectives achieved during 2019. The Network members will review and consider next steps in several key activities, including: updates to the NSSC Network's Information Management Tools; revision of the IAEA Technical Document entitled "Establishing a National Nuclear Security Support Centre" (IAEA TECDOC 1734); developing a programme of technical exchange visits among NSSC Network members; and promotion and facilitation of greater regional cooperation among NSSCs. Lastly, NSSC Network members will select new leadership for the coming period 2020 - 2021.

## Target Audience

All IAEA Member States are invited to attend. Points of Contact for current NSSC Network Members and official NSSC Network Observer organizations are highly encouraged to participate.

## Working Language(s)

English

## Participation and Registration

All persons wishing to participate in the event have to be designated by an IAEA Member State or should be members of organizations that have been invited to attend.

In order to be designated by an IAEA Member State, participants are requested to send the **Participation Form (Form A)** to their competent national authority (e.g. Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) for onward transmission to the IAEA by **31 January 2021**. Participants who are members of an organization invited to attend are requested to send the **Participation Form (Form A)** through their organization to the IAEA by above deadline.

Selected participants will be informed in due course on the procedures to be followed with regard to administrative and financial matters.

Please note that the IAEA is in a transition phase to manage the entire registration process for all regular programme events electronically through the new InTouch+ (<https://intouchplus.iaea.org>) facility, which is the improved and expanded successor to the InTouch platform that has been used in recent

years for the IAEA's technical cooperation events. Through InTouch+, prospective participants will be able to apply for events and submit all required documents online. National authorities will be able to use InTouch+ to review and approve these applications. Interested parties that would like to use this new facility should write to: [InTouchPlus.Contact-Point@iaea.org](mailto:InTouchPlus.Contact-Point@iaea.org).

## Expenditures and Grants

No registration fee is charged to participants.

The IAEA is generally not in a position to bear the travel and other costs of participants in the event. The IAEA has, however, limited funds at its disposal to help meet the cost of attendance of certain participants. Upon specific request, such assistance may be offered to normally one participant per country, provided that, in the IAEA's view, the participant will make an important contribution to the event.

The application for financial support should be made using the **Grant Application Form (Form C)** which has to be stamped, signed and submitted by the competent national authority to the IAEA together with the **Participation Form (Form A)** by **31 January 2021**.

## Venue

The event will be held at the Vienna International Centre (VIC) where the IAEA's Headquarters are located. Participants must make their own travel and accommodation arrangements.

General information on the VIC and other practical details, such as a list of hotels offering a reduced rate for IAEA participants, are listed on the following IAEA web page:

<http://www-pub.iaea.org/iaeaevents/GeneralInfo/Guide/VIC>.

Participants are advised to arrive at Checkpoint 1/Gate 1 of the VIC one hour before the start of the event on the first day in order to allow for timely registration. Participants will need to present an official photo identification document in order to be admitted to the VIC premises.

## Visas

Participants who require a visa to enter Austria should submit the necessary application to the nearest diplomatic or consular representative of Austria at least four weeks before they travel to Austria. Since Austria is a Schengen State, persons requiring a visa will have to apply for a Schengen visa. In States where Austria has no diplomatic mission, visas can be obtained from the consular authority of a Schengen Partner State representing Austria in the country in question.

# Organization

## Scientific Secretary

### Mr James Conner

Division of Nuclear Security  
Department of Nuclear Safety and Security  
International Atomic Energy Agency  
Vienna International Centre  
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1400 VIENNA  
AUSTRIA

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## Co-Scientific Secretary

### Ms Quillan Rose

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Fax: +43 1 26007

Email: [Q.Rose@iaea.org](mailto:Q.Rose@iaea.org)

## Administrative Secretary

### Ms Iris Barrientos Reyes

Division of Nuclear Security  
Department of Nuclear Safety and Security  
International Atomic Energy Agency  
Vienna International Centre  
PO Box 100  
1400 VIENNA  
AUSTRIA

Tel.: +43 1 2600 21072

Fax: +43 1 26007

Email: [I.M.Barrientos-Reyes@iaea.org](mailto:I.M.Barrientos-Reyes@iaea.org)

Subsequent correspondence on scientific matters should be sent to the Scientific Secretary/Secretaries and correspondence on other matters related to the event to the Administrative Secretary.





# Participation Form

## Annual Meeting of the International Network for Nuclear Security Training and Support Centres

IAEA Headquarters, Vienna, Austria

26 to 30 April 2021

To be completed by the participant and sent to the competent national authority (e.g. Ministry of Foreign Affairs, Permanent Mission to the IAEA, or National Atomic Energy Authority) of his/her country for subsequent transmission to the International Atomic Energy Agency (IAEA) either by email to: [Official.Mail@iaea.org](mailto:Official.Mail@iaea.org) or by fax to: +43 1 26007 (no hard copies needed). Please also send a copy by email to the Scientific Secretary [J.Comner@iaea.org](mailto:J.Comner@iaea.org) and to the Administrative Secretary [I.M.Barrientos-Reyes@iaea.org](mailto:I.M.Barrientos-Reyes@iaea.org).

Participants who are members of an invited organization can submit this form to their organization for subsequent transmission to the IAEA.

**Deadline for receipt by IAEA through official channels: 31 January 2021**

Representing following Member-State/ non-Member State/entity or invited organization:		
Family name(s): (same as in passport)	First name(s): (same as in passport)	Mr/Ms:
Institute Name:		
Institute Address:		
Tel. (Fax) Office/Mobile:		
Email:		
Date of birth (YYYY-MM-DD):	Place of birth:	
Nationality:	Passport number:	
Date/Place of issue:	Valid until:	

### 1. Education (post-secondary):

Name and place of institution	Field of study	Diploma or Degree	Years attended	
			from	to

### 2. Recent employment record (starting with your present post):

Name and place of employer/ organization	Title of your position	Type of work	Years worked	
			from	to

**3. Description of work performed over the last three years:**

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**4. Relevance of the workshop:**

How do you envisage applying the knowledge and/or experience gained from the workshop to your current work role?

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**5. Language ability:**

The designating authority confirms that the participant is proficient in the language in which the workshop is to be held.

Yes

**6. Medical Status**

Both the designating authority and the applicant acknowledge that the applicant shall be solely responsible for his or her fitness to travel, as well as for any medical requirements or precautions in connection with traveling to the workshop, including vaccinations or immunizations.

Yes

**Date:**                      **Signature of applicant:** \_\_\_\_\_

**Date:**                      **Name, signature and stamp of Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority** \_\_\_\_\_

# Grant Application Form

## Annual Meeting of the International Network for Nuclear Security Training and Support Centres

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**Deadline for receipt by IAEA through official channels: 31 January 2021**

Family name: (e.g. Smith)	First name(s): (e.g. John)	Mr/Ms:
Mailing address:	Tel.:	
	Fax:	
	Email:	
Date of birth (yyyy/mm/dd):	Nationality:	

### 1. Education (post-secondary):

Name and place of institution	Field of study	Diploma or Degree	Years attended from            to	

### 2. Recent employment record (starting with your present post):

Name and place of employer/ organization	Title of your position	Type of work	Years attended from            to	

### 3. Description of work performed over the last three years:

### 4. Institute's/Member State's programme in field of event:

**Date:** \_\_\_\_\_ **Signature of applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Name, signature and stamp of Ministry of Foreign Affairs,  
Permanent Mission to the IAEA or National Atomic Energy  
Authority**

\_\_\_\_\_