



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
Organismo Internacional de Energía Atómica

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In reply please refer to: **EVT2104604**
Dial directly to extension: (+43 1) 2600-25678

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 **International Workshop on International Nuclear Security Advisory Service Guidelines** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **19 to 23 September 2022**.

The purpose of the event is to prepare experts to conduct International Nuclear Security Advisory Service missions in accordance to with the guidance published in 2019.

The attached Information Sheet provides further details of the event.

The event will be held in English.

Member States are invited to designate one participant to represent the Government at this event. Member States are strongly encouraged to identify suitable women participants.

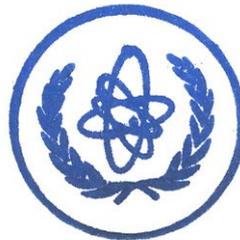
The IAEA is generally not in a position to bear the travel and other costs of participants in the event. The IAEA has, however, limited funds at its disposal to help meet the cost of attendance of certain participants. Upon specific request, such assistance may be offered to normally one participant 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 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 **1 July 2022** using the attached Participation Form (Form A). Completed and authorized Participation Forms should be sent either by email to: 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 Jordan Swarthout, Division of Nuclear Security, Department of Nuclear Safety and Security (Email: J.SWARTHOUT@iaea.org), and to the Administrative Secretary, Ms Magdalena Tonnellier (Email: M.Tonnellier@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.



2022-03-24

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



International Workshop on International Nuclear Security Advisory Service Guidelines

**IAEA Headquarters
Vienna, Austria**

19 - 23 September 2022

Ref. No.: EVT2104604

Information Sheet

Introduction

International Nuclear Security Advisory Service missions (INSServ) help Member States to maintain and strengthen their nuclear security regime related to nuclear and other radioactive material out of regulatory control by: i) Assisting in capability and gap analysis; ii) Setting priorities for an effective nuclear security regime, as well as for implementing nuclear security systems and measures; and iii) Providing advice to the State through the evaluation of the implementation of the international legal instruments and application of IAEA nuclear security guidance. This is the second iteration of this workshop, following on the virtual international workshop provided in September 2021.

Objectives

The objective of the workshop is to train experts who will support future INSServ missions on the use of the new IAEA Services Series No. 39, *International Nuclear Security Advisory Service (INSServ) Guidelines*, published in 2019.

Target Audience

Recognized national experts with extensive experience working on nuclear security for material out of regulatory control (MORC). The participants should have in-depth knowledge in one or more of the following topic areas:- Nuclear Security Detection Architecture- Detection Operations for MORC- Nuclear Security Response Framework - Radiological Crime Scene Management- Nuclear Forensics Preference will be given to candidates with experience working in international teams or extensively using guidance from IAEA Nuclear Security Series publications for the development and implementation of national nuclear security systems and measures. This may include experienced officials from national regulators, national security organizations and coordinators, customs and border security, ministry of interior, law enforcement agencies, technical expert support, or other competent authorities or stakeholders responsible for detection and/or response to criminal or unauthorized acts involving radioactive or nuclear materials.

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 **1 July 2022**. 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.

Participants are hereby informed that the personal data they submit will be processed in line with the [Agency's Personal Data and Privacy Policy](#) and is collected solely for the purpose(s) of reviewing and assessing the application and to complete logistical arrangements where required. Further information can be found in the [Data Processing Notice](#) concerning IAEA InTouch+ platform.

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 **1 July 2022**.

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:

<https://www.iaea.org/events>.

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 Jordan Swarthout
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AUSTRIA

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Administrative Secretary

Ms Magdalena Tonnellier
Division of Nuclear Security
Department of Nuclear Safety and Security
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1400 VIENNA
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Fax: +43 1 26007
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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

International Workshop on International Nuclear Security Advisory Service Guidelines

IAEA Headquarters, Vienna, Austria

19–23 September 2022

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 or by fax to: +43 1 26007 (no hard copies needed). Please also send a copy by email to the Scientific Secretary [J.Swarthout@iaea.org] and to the Administrative Secretary [M.Tonnellier@iaea.org].

[If applicable: 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: 1 July 2022

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:
Name of Institute/Affiliation:		
Address of Institute/Affiliation:		
Tel. (Fax) Office/Mobile:		
Email:		
Date of birth (YYYY-MM-DD):	Place of birth:	
Nationality:	Passport number:	
Date/Place of issue of passport:	Passport 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:

4. Relevance of the event:

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

5. Language skills:

Enter your languages and your proficiency per Description

Mother tongue:		Proficiency Description:
Language:	Proficiency:	
		FLUENT (F): Speak, read and write nearly as well as mother tongue
		WORKING KNOWLEDGE (W): Speak, read and write nearly as well as mother tongue Engage freely in discussions, read and write more complex material
		LIMITED (L): Limited conversation, reading of newspapers, routine correspondence

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 event, 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** _____

Participants are hereby informed that the personal data they submit will be processed in line with the [Agency's Personal Data and Privacy Policy](#) and is collected solely for the purpose(s) of reviewing and

assessing the application and to complete logistical arrangements where required. Further information can be found in the [Data Processing Notice](#) concerning IAEA InTouch+ platform.

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Deadline for receipt by IAEA through official channels by 1 July 2022.

Family name(s): (same as in passport)	First name(s): (same as in passport)	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**
