

**International Atomic Energy Agency
Technical Cooperation Project**

INT9182/008

“Sustaining Cradle-to-Grave Control of Radioactive Sources”

PROSPECTUS

- Title:** **Interregional Training Course on Inventory Verification and Records Keeping**
- Place:** **Havana, Cuba**
- Date:** **5-9 June 2017**
- Deadline for nominations:** **28 February 2017**
- Organizers:** The International Atomic Energy Agency (IAEA) in cooperation with the Government of Cuba through the Centro Nacional de Seguridad Nuclear (CNSN)
- Language:** The language of the training course will be **English**
- Participation and target countries:** The training course is part of Technical Coordination (TC) interregional project INT9182. The training course is open to the Member States participating in this project.
- Purpose of the training course:** The purpose of the training course is to provide guidance and methods on how to establish and maintain a national inventory of radioactive sources at all lifecycle stages. The training course is intended to increase participants’ knowledge of IAEA safety, security, and waste management guidance related to national inventories.
- Role of participants:** Participants are expected to attend and participate in lectures, and to share national practices and lessons learned with regard to establishment of national inventories.
- The IAEA will provide a template to be used for the preparation of the presentations. The participants must send their presentations to the IAEA at least one week before the start of the workshop.
- Benefits:** Participants will deepen their knowledge and understanding of IAEA standards and guidance related to national inventory for safety, security and waste management purposes.
- Participants’ qualifications and experience:** Participants should come from the regulatory bodies with responsibilities related to establishment of the national inventory, or for the development and implementation of regulations for the safety or security of radioactive sources. Participants may also have waste management responsibilities, including waste inventory management.
- The training course will be conducted in **English**; participants should be fluent in English and capable of freely expressing themselves and following presentations and discussions in this language.
- Contact persons:** **Ms Christina GEORGE**
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Application procedure:

Candidates wishing to sign on for this training course should access the communication platform InTouch (<http://intouch.iaea.org>). There they can register and complete and update their professional profile online, and also track their participation in the Technical Cooperation Programme.

In order to apply as a candidate for a training course, please proceed as follows:

1. “Register”: Register to receive your user ID and password (help is available at: http://intouch.iaea.org/Portals/0/Help/How_to_sign_up.pdf).
2. “Profile”: Complete your profile on InTouch (help is available at: http://intouch.iaea.org/Portals/0/Help/Profile_Help.pdf).
3. “Apply”: Apply as a candidate for the training course.

Help for each step can be found under the “Help” tab at the top of the web page.

Requests received after the deadline will not be considered. Only applications submitted through the National Liaison Officer of your country will be accepted. Please indicate clearly the following reference: INT9182/008.

Additional requirements:

In order to fulfill UN security requirements, all nominations must be accompanied by separate certificates of the candidate’s satisfactory completion of the UN “Basic Security in the Field” (BSITF) and “Advanced Security in the Field” (ASITF) courses. These courses are available on CD-ROM and can be taken at the office of the National Liaison Officer of the nominating Member State. The courses are available on the following websites using Microsoft Internet Explorer:

BSITF: <http://dss.un.org/BSITF/>

ASITF: <http://dss.un.org/ASITF/>

Once the candidate has completed the course and passed the accompanying exam, a certificate will be generated automatically and must be printed for submission to the IAEA. No travel will be authorized before receipt of the certificate. A copy of the certificate should be kept by the candidate for his/her records, as the same certificate is valid for any UN-related travel for a period of three years. Kindly contact us if there is any difficulty in accessing the course or any problems related to this course are encountered.

Administrative and financial arrangements:

Nominating Governments will be informed in due course of the names of the selected candidates and will at that time be given full details on the procedures to be followed with regard to administrative and financial matters.

During their attendance at the training course, participants from countries eligible to receive technical assistance will be provided by the IAEA with a stipend sufficient to cover the cost of their accommodation, food, and minor incidental expenses. The IAEA will also provide the participants with a round-trip air ticket, economy/excursion class, from their home countries to **Havana, Cuba**, and return. Shipment of accumulated training materials to the participants’ home countries is not the responsibility of the IAEA.

The organizers of the event do not accept liability for the payment of any cost or compensation that may arise from damage to or loss of personal property, or from

illness, injury, disability or death of a participant while he/she is travelling to and from or attending the training course, and it is clearly understood that each Government, in nominating participants, undertakes responsibility for such coverage. Governments would be well advised to take out insurance against these risks.