

**International Atomic Energy Agency
Technical Cooperation Project**

INT9182

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

PROSPECTUS

Title:	Coordination Meeting
Place:	Kuala Lumpur, Malaysia
Date:	16-20 October 2017
Deadline for nominations:	30 April 2017
Organizers:	The International Atomic Energy Agency in cooperation with the Government of Malaysia through the Malaysian Nuclear Agency
Language:	The language of the meeting will be English .
Participation and target countries:	The meeting is open to the officially designated counterparts of Member States participating in the Interregional Project INT9182.
Purpose of the meeting:	The purpose of the coordination meeting is to review the progress achieved during 2016 and 2017, and to consolidate a work plan for 2018.

In particular, the objectives of the meeting are to:

1. Review the activities conducted within the framework of the project in 2016 and 2017, both at the interregional and national levels;
2. Review and update the implementation plan for achieving the expected outcome and outputs;
3. Identify and discuss cooperation opportunities with potential partners;
4. Report on progress towards meeting the project performance indicators;
5. Discuss and consolidate the work plan for 2018;
6. Present advances made and achievements accomplished during previous endeavors, and inform on the status of current on-going efforts related to the control of radioactive sources, in particular the end-of-life management;
7. Discuss and explore opportunities for enhancing collaboration between participating Member States for the management of DSRS.

Participants are expected to make national presentations on achievements, challenges and outstanding needs related to the C2G control of radioactive sources in their countries. The presentations should also include a summary of the present status and near term plans of their efforts to identify end-points for the disposal of their radioactive sources to implement the cradle-to-grave control and management of radioactive sources.

The IAEA will provide them with a template to be used as a reference for the preparation of the national presentations. The participants must send their presentations to the IAEA at least one week before the meeting starting day.

Participants will receive detailed information and explanation of the project design and work plan in order to facilitate their effective and efficient involvement in the project activities, as well as to initiate in-country coordination engaging the

relevant national authorities and institutions that will be involved in the implementation of the project at the different stages of implementation.

Participants' qualifications and experience:

The participants should be the officially designated counterparts for INT9182, or in their absence, staff from the national authorities involved in the implementation of cradle-to-grave monitoring of radiation sources, including Governmental institutions, regulatory authorities and their technical support organizations and operators of radioactive waste management facilities.

In the event that a national counterpart is not available to attend the meeting, and bearing in mind the purpose and expected outputs of the meeting, participating countries are strongly encouraged to designate candidates with relevant experience and seniority and who will have a direct follow-up and involvement in the implementation of the project along its entire lifetime from a coordination perspective.

Selected participants are expected to be in the position to take decisions during the meeting in relation to project implementation and coordination on behalf of the national stakeholders of the project in a particular country.

The meeting will be conducted in **English**; participants should be capable of freely expressing themselves and following presentations and discussions in this language.

Contact persons:

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PMO for INT9182
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Application procedure:

Candidates wishing to sign on for this meeting 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 meeting, 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 a meeting (help is available at: <http://intouch.iaea.org/Portals/0/Help/InTouch%20Help%20-%20Meeting%20Course%20Nomination.pdf>)

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: C1-INT9182-9014).

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 interactive 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 UN websites by 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 to the meeting 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 meeting, 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 **Vienna, Austria**, 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 meeting, 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.