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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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National Liaison Officer/National Coordinator

2017-12-18

Subject: RER5023-Regional Meeting to Develop Strategies for Enhancing the Capacities for Detection and Differentiation of Vector/Vector Borne Diseases, Tbilisi, Georgia from 16 to 20 April 2018

Dear National Liaison Officer/National Coordinator,

I am pleased to inform you that the International Atomic Energy Agency (IAEA) is organizing the above event under the IAEA technical cooperation project RER5023, “Enhancing National Capabilities for Early and Rapid Detection of Priority Vector Borne Diseases of Animals (Including Zoonoses) by Means of Molecular Diagnostic Tools”.

The focus of the meeting will be to set the project baseline by identifying the existing capabilities in Member States, develop an implementation strategy for improving the situation in the region, and fine tuning the project activities.

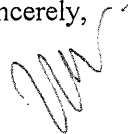
The Information Sheet and Logistical Arrangements available on the IAEA's InTouch+ platform provide further details, including technical and administrative aspects of the course. Selection of participants will be in accordance with IAEA procedures.

The IAEA will provide non-local participants with a round-trip air ticket based on the most direct and economical route between the airport nearest the participant's residence and Tbilisi. Travel details will be agreed with the participants upon receipt of their official nomination. Participants will also receive an allowance from the IAEA sufficient to cover their costs of lodging, daily subsistence and miscellaneous expenses for the duration of the course in line with IAEA rules and procedures.

We would appreciate receiving your country's nominations by **09 February 2018** through the IAEA's InTouch+ platform (<https://Intouchplus.iaea.org>). Should this not be possible, applicants may download the Nomination Form for the course from the [IAEA's webpage](#). Completed forms must be endorsed by the relevant government authority and may be sent to the IAEA by email, fax or mail. Please be advised that late nominations or replacements of participants after the closing date for nominations will not be accepted.

We look forward to receiving your early response.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'C. Jimenez Velasco', written in a cursive style.

Carmina Elizabeth Jimenez Velasco
Programme Management Officer
Division for Europe
Department of Technical Cooperation



RER5023-Regional Meeting to Develop Strategies for Enhancing the Capacities for Detection and Differentiation of Vector/Vector Borne Diseases

Hosted by

The Government of Georgia

through the

Ministry of Agriculture of Georgia
LEPL National Food Agency

Tbilisi, Georgia

16 – 20 April 2018

Ref. No.: ME-RER/5/023-1705835

Information Sheet

A. Purpose

The focus of the meeting will be to set the project baseline by identifying the existing capabilities in Member States, develop an implementation strategy for improving the situation in the region, and fine tuning the project activities.

B. Working Language(s)

The working language(s) of the event will be English.

C. Deadline for Nominations

Nominations received after **09 February 2018** will not be considered.

D. Scope and Nature

The meeting will be set to develop an implementation strategy including the following:

- a. Techniques for detection and differentiation of priority Vector Borne Diseases (VBDs) and harmonization of diagnostic techniques:
 - Define which VBDs
 - Discuss the existing techniques used for detection / differentiation of VBDs in the laboratories;
- b. Equipment, consumables and standard reference materials for harmonization purposes. Initiate ring trial with all participants:
 - Discuss harmonization of consumables, for instance 1 extraction, 1 amplification for multiple SOPs.
- c. Detection and differentiation of the most important vectors for transmission of priority VBDs:
 - Consider as many as possible vectors important for the European region;
 - Consider capacity building vs research;
- d. Capture, sorting, detection and differentiation of the most important vectors for VBDs:
 - Integration of the existing platforms (procedures) for detection / differentiation of vectors;
 - Development of new platforms for detection / differentiation of vectors;
 - Discuss the establishment of an online, open source photo album of the most important vectors
- e. Produce an educational movie on capture and differentiation of most important VBDs (to be produced during the planned training course)

The coordination meeting will consist of expert presentations, discussions and creative suggestions which will cover the real needs of the counterpart laboratories.

The expected outputs of the meeting are:

- a. Agreement on the target diseases and techniques for detection and differentiation of VBDs
- b. Agreement on the target techniques for capture, detection and differentiation of main vectors of VBDs
- c. Agreement on the development of open Internet resource for knowledge update available for Member States

E. Participation

The meeting is open for Member States participating in project RER/5/023. The countries should nominate staff members of the officially designated veterinary laboratories for: a) detection and / or differentiation of animal and zoonotic diseases; and/or b) capture, detection and differentiation of animal and zoonotic disease vector carriers (primarily, but not exclusively, arthropod vectors).

The meeting is open to 33 participants from Member States.

Each country is invited to nominate **one or more participants** who must match the profile described in the corresponding paragraph, indicating the order of priority.

F. Participants' Qualifications and Experience

The target participants are the project counterparts working in the officially designated veterinary laboratories for detection and/or differentiation of animal and zoonotic diseases and/or working in the officially designated laboratories for capture, detection and differentiation of animal and zoonotic disease vector carriers (primarily, but not exclusively, arthropod vectors).

Application of candidates with certain previous knowledge in the molecular detection techniques in general, as well as candidates who are directly responsible for daily diagnosis of VBDs using molecular techniques is strongly encouraged.

Candidates with proven record in the routine use of the recognized molecular nuclear techniques for detection of VBDs will have advantage.

The meeting is open to one participant from the officially designated laboratories of Member States. Exceptionally, depending on the number of applications and the number of officially designated laboratories in the participating countries, more participants from a single Member State may be accepted.

G. Application Procedure

Candidates wishing to apply for this event should follow the steps below:-

1. Access the IAEA TALEO page (<https://iaea.taleo.net/>) and complete the Candidate Profile.
2. Be registered on the Nucleus page of the IAEA (<https://nucleus.iaea.org/>).
3. Through Nucleus, access the InTouch+ platform where the Profile is completed (My Profile tab) (<https://nucleus.iaea.org/Pages/InTouchPlus.aspx>).
NOTE: The email used for TALEO and Nucleus must be the same. If not, the candidate's profile will not appear complete.
4. On the InTouch + platform, under the 'My InTouch +' tab, the candidate needs to:
 - a. select the institute / organization that he/she works at / represents ('My Institute' section);
 - b. click on the link called '**Refresh Personal History Form**' to update the system, *otherwise the*

nominations submitted will have these fields empty and it will not be possible to evaluate them during the selection of candidates ('IAEA Recruitment Platform' section).

NOTE: Once the above steps are finalized, the candidate's profile will appear as completed and he/she can apply for Technical Cooperation events.

5. In the InTouch+ platform (<https://Intouchplus.iaea.org>), in the 'Applications' tab, search by the event number provided in the invitation.

The help for each step is located at the top of the page. For additional help on how to register, create a profile and apply for an event, please refer to the online guide and training videos available under the following links: [how-to guide](#) and [training videos](#). Any issues or queries related to the new system can be addressed to InTouchPlus.Contact-Point@iaea.org or TC-AIPS-PL4.Contact-point@iaea.org.

Should this not be possible, applicants may download the Nomination Form for the ME from the IAEA website <https://www.iaea.org/services/technical-cooperation-programme/how-to-participate>.

Applications should contain sufficient information to establish that the nominees have the required qualifications. Completed applications need to be endorsed by the relevant national authority, i.e. the National Liaison Office and submitted through the established official channels.

H. Administrative and Financial Arrangements

Nominating authorities will be informed in due course of the names of the candidates who have been selected, and will at that time be informed of the procedure to be followed with regard to administrative and financial matters.

Selected participants will receive an allowance from the IAEA sufficient to cover their costs of lodging, daily subsistence and miscellaneous expenses. They will also receive either a round-trip air ticket based on the most direct and economical route between the airport nearest their residence and the airport nearest the duty station through the IAEA's travel agency American Express, or a travel grant, or they will be reimbursed travel by car/bus/train in accordance with IAEA rules for non-staff travel.

I. Disclaimer of Liability

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 course, and it is clearly understood that each Government, in approving his/her participation, undertakes responsibility for such coverage. Governments would be well advised to take out insurance against these risks.

J. Note for female participants:

Any woman engaged by the IAEA for work or training should notify the IAEA on becoming aware that she is pregnant.

The Board of Governors of the IAEA approved new International Basic Safety Standards for Protection against Ionizing Radiation and for the Safety of Radiation Sources. The Standards deal specifically with the occupational exposure conditions of female workers by requiring, inter alia, that a female worker should, on becoming aware that she is pregnant, notify her employer in order that her working conditions may be modified, if necessary. This notification shall not be considered a reason to exclude her from work; however, her working conditions, with respect to occupational exposure shall be adapted with a view to ensuring that her embryo or foetus be afforded the same broad level of protection as required for members of the public.

K. Organization

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Subsequent correspondence on scientific matters should be sent to the Programme Management Officer and correspondence on other matters related to the meeting to the Administrative Contact.