



IAEA

International Atomic Energy Agency
Atoms for Peace and Development

Twelfth Meeting of the Representatives of Competent Authorities Identified under the Early Notification Convention and the Assistance Convention

IAEA Headquarters, Vienna, Austria
and virtual participation via Cisco Webex

3–7 June 2024

Ref. No.: EVT2301544

Information Sheet

Introduction

The Secretariat of the International Atomic Energy Agency (IAEA) will hold the Twelfth Meeting of the Representatives of Competent Authorities Identified under the Convention on Early Notification of a Nuclear Accident (the “Early Notification Convention”) and the Convention on Assistance in the Case of a Nuclear Accident or a Radiological Emergency (the “Assistance Convention”) at its Headquarters in Vienna, Austria, from 3 to 7 June 2024. In addition, the event will allow for virtual participation via Cisco WebEx.

Additionally, on Friday, 7 June 2024, the IAEA will convene the Eighth Regular Meeting of the Response and Assistance Network (RANET) to discuss the latest arrangements and challenges related to international assistance in an emergency.

Objectives

The IAEA Secretariat is conducting the Twelfth Meeting of Representatives of Competent Authorities Identified under the Early Notification Convention and Assistance Convention in order to facilitate information exchange and cooperation among the Competent Authorities with a view to improving national and international emergency preparedness and response (EPR) arrangements and promoting the implementation of the Early Notification Convention, the Assistance Convention and IAEA safety standards dealing with EPR.

The specific objectives of the meeting are to:

- Share information on national EPR arrangements and challenges;
- Discuss the implementation of the Early Notification Convention, the Assistance Convention and the safety requirements dealing with notification and information exchange, the provision of international assistance, and communication with the public, contained in the IAEA safety standards;
- Familiarize participants with the latest EPR documents and tools;
- Discuss the arrangements and challenges involved in the IAEA's assessment and prognosis process;
- Exchange information on international cooperation in EPR; and
- Learn from past emergencies and exercises.

Target Audience

The representatives of Competent Authorities of all States and the representatives of relevant intergovernmental organizations are invited to participate in the meeting.

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 or invited organization, participants are requested to submit their application via the InTouch+ platform (<https://intouchplus.iaea.org>) to the competent national authority (Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) or organization for onward transmission to the IAEA by **9 February 2024**, following the registration procedure in InTouch+:

1. Access the InTouch+ platform (<https://intouchplus.iaea.org>):
 - Persons with an existing NUCLEUS account can sign in to the platform with their username and password;
 - Persons without an existing NUCLEUS account can register [here](#).
2. Once signed in, prospective participants can use the InTouch+ platform to:
 - Complete or update their personal details under ‘Complete Profile’ and upload the relevant supporting documents;
 - Search for the relevant event under the ‘My Eligible Events’ tab;
 - Select the Member State or invited organization they want to represent from the drop-down menu entitled ‘Designating Authority’ (if an invited organization is not listed, please contact InTouchPlus.Contact-Point@iaea.org);
 - If applicable, indicate whether financial support is requested and complete the relevant information (this is not applicable to participants from invited organizations);
 - Based on the data input, the InTouch+ platform will automatically generate the Participation Form (Form A) and/or the Grant Application Form (Form C);
 - Submit their application.

Once submitted through the InTouch+ platform, the application, together with the auto-generated form(s), will be transmitted automatically to the required authority for approval. If approved, the application, together with the applicable form(s), will automatically be sent to the IAEA through the online platform.

NOTE: The application for financial support should be made, together with the submission of the application, by **9 February 2024**.

For additional information on how to apply for an event, please refer to the [InTouch+ Help](#) page. Any other issues or queries related to InTouch+ can be sent to InTouchPlus.Contact-Point@iaea.org.

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. The IAEA may also use the contact details of Applicants to inform them of the IAEA’s scientific and technical publications, or the latest employment opportunities and current open vacancies at the IAEA. These secondary purposes are consistent with the IAEA’s mandate. 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 his or her State’s emergency preparedness and response arrangements.

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 **9 February 2024**.

The application for financial support should be made, together with the submission of the application, by **9 February 2024**.

Venue

The event will be held at the Vienna International Centre (VIC), where the IAEA's Headquarters are located and online via Cisco WebEx. 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:

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.

Additional Information

The Twelfth Meeting of the Representatives of Competent Authorities Identified under the Early Notification Convention and the Assistance Convention and the Eighth Regular Meeting of RANET will be held in Board Room B (M1) of the Vienna International Centre (VIC).

The Twelfth Meeting of the Representatives of Competent Authorities will start at 9:30 am on Monday 3 June 2024 and will end at 12:30 pm on Friday 7 June 2024.

The Eighth Meeting of RANET will be convened in Friday 17 June 2024 at 8:30 am.

Meeting documents, including the provisional meeting agenda, will be made available through a restricted website. The web address will be shared in due time with the meeting participants.

The IAEA Secretariat would welcome any suggestions or requests for additional issues that the Competent Authorities may wish to discuss during the meeting.

The provisional meeting agenda will also be provided to all participants by email in due course.

IAEA Contacts

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

Event Web Page

Please visit the following IAEA web page regularly for new information regarding this event:

www.iaea.org/events/EVT2301544