



Annual Meeting of the International Network for Nuclear Security Training and Support Centres

**IAEA Headquarters
Vienna, Austria**

24 - 28 June 2024

Ref. No.: EVT2301668

Information Sheet

Introduction

The role of a nuclear security support centre (NSSC) is to support competent authorities, authorized persons, and other organizations with nuclear security responsibilities in sustaining the national nuclear security regime. The primary functions of an NSSC in this role are: human resource development, specifically through the provision of a national nuclear security training programme; technical support services for nuclear security equipment life cycle management; and scientific support services for provision of expert advice, analysis, and research and development for nuclear security. As a corollary to these main functions, an NSSC also fosters nuclear security culture and enhances national coordination and collaboration among the various organizations involved in nuclear security. The International Network for Nuclear Security Training and Support Centres (NSSC Network) was established by consensus in February 2012 at a meeting of IAEA Member States in Vienna. The Network's mission is "to contribute to the global efforts to enhance and sustain nuclear security through an effective and collaborative network of nuclear security training and support centres," carried out through the following primary objectives: encouraging cooperation and supporting joint activities among NSSCs; identifying and documenting best practices for NSSCs; and strengthening information sharing among NSSCs.

Objectives

The primary objective of the 2024 annual meeting of the NSSC Network is to bring together IAEA Member States that have established or are planning to establish an NSSC, in order to share information on key technical themes relevant to developing and operating such a centre. The participants will also discuss overall Network priorities and receive updates from the Network leadership on progress towards individual working group objectives achieved during 2023. The NSSC Network members will review and consider next steps in several key activities, including: updates to the NSSC Network's Information Management Tools; development and implementation of workshops on the publication IAEA-TDL-010; technical exchange visits among NSSC Network members; and promotion and facilitation of greater regional cooperation among NSSCs. NSSC Network members will also select new leadership and develop new action plans for the coming period 2024 - 2025.

Target Audience

All IAEA Member States are invited to attend. Points of Contact for current NSSC Network Members and official NSSC Network Observer organizations are highly encouraged to participate.

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 **30 April 2024**. 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 the 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. 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.

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 **30 April 2024**.

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

Ms Quillan Rose

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International Atomic Energy Agency
Vienna International Centre
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1400 VIENNA
AUSTRIA

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Fax: +43 1 26007

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Administrative Secretary

Ms Iris Maria Barrientos Reyes

Division of Nuclear Security
Department of Nuclear Safety and Security
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA

Tel.: +43 1 2600 21813

Fax: +43 1 26007

Email: I.M.Barrientos-Reyes@iaea.org

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

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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 Q.Rose@iaea.org and to the Administrative Secretary I.M.Barrientos-Reyes@iaea.org.

Deadline for receipt by IAEA through official channels: 30 April 2024

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. 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.

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Deadline for receipt by IAEA through official channels: 30 April 2024

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**
