



Ninth Meeting of the Representatives of Competent Authorities

**IAEA Headquarters
Vienna, Austria**

**Vienna International Centre (VIC)
Board Room A (M02)**

18–22 June 2018

Information Sheet

1. Introduction

The Secretariat of the International Atomic Energy Agency (IAEA) will hold the Ninth 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 18 to 22 June 2018.

Additionally, on Friday, 22 June 2018, the IAEA will convene the Fifth Regular Meeting of the Response and Assistance Network (RANET) to discuss the latest arrangements and challenges related to international assistance in an emergency.

2. Objectives of the Meeting

The IAEA Secretariat is conducting the Ninth Meeting of the Representatives of Competent Authorities identified under the Early Notification Convention and the 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 (in particular, in education and training on EPR), 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.

3. Meeting Documents and Provisional Agenda

Meeting documents, including the provisional meeting agenda, will be made available through a restricted website. The 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.

4. Participation

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

The Secretariat would appreciate receiving designations of participants by **16 March 2018**. Designations should be submitted using the Participation Form separately attached to the note verbale.

5. Visas

Designated participants who require a visa to enter Austria or any other Schengen State should submit the necessary application to the nearest diplomatic or consular representative of that State as soon as possible. In the case of Austria, persons who require a visa have to apply for a Schengen visa at least 21 days before entry into Austria. 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.

6. Expenditure

The costs for the organization of the meeting will be borne by the IAEA. No registration fee will be charged to participants. Owing to budgetary constraints, the IAEA is generally not in a position to bear the travel and other costs of participants in the meeting. The IAEA has, however, limited funds at its disposal to help meet the cost of attendance of certain participants. Such assistance may be offered upon specific request to normally one participant per country provided that, in the IAEA's view, the participant on whose behalf assistance is requested will make an important contribution to the meeting as well as to his or her State's EPR arrangements. The application for financial support should be made at the time of designating the participant (see the Participation Form).

7. Working Language

The working language of the meeting will be English. No simultaneous interpretation will be provided.

8. Local Arrangements

The Ninth Meeting of the Representatives of Competent Authorities identified under the Early Notification Convention and the Assistance Convention and the Fifth Regular Meeting of RANET will be both held in Board Room A (M02) of the Vienna International Centre (VIC).

The Ninth Meeting of the Representatives of Competent Authorities will start at 9.30 a.m. on Monday, 18 June 2018, and will end at 12.30 p.m. on Friday, 22 June 2018.

The Fifth Regular Meeting of RANET will be convened on Friday, 22 June 2018 at 8.30 a.m.

9. Secretariat

The Scientific Secretary for the meeting is Ms Elena Buglova, Head of the Incident and Emergency Centre (IEC), Department of Nuclear Safety and Security.

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Vienna International Centre
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Participation Form

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To be completed by the participant and sent to the competent official 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), Vienna International Centre, PO Box 100, 1400 Vienna, Austria, either electronically by email to: CAM2018@iaea.org or by fax to: +43 1 26007 29309 (no hard copies needed).

Participants who are members of an invited international organization can submit this form to their organization for subsequent transmission to the IAEA.

Deadline for receipt by IAEA through official channels: 16 March 2018

Family name:		Given name(s):		Mr/Ms
Institution:				
Full address:				
For urgent communications please indicate:	Tel.: Fax: Email:			
Nationality:	Designating Government or organization:			
Mailing address (if different from address indicated above):				
Are you requesting financial support to attend this event? Yes <input type="checkbox"/> No <input type="checkbox"/>				