

# Guidelines to utilize PUI funds in RER/0/035

## 1. What can be financed

### 1.1 Fellowship/Scientific Visit

Complete, cleared nomination forms for Fellowship/Scientific Visit should normally be received by the Secretariat (via official channels, i.e. [InTouch](#)) at least 10-12 weeks before the planned starting date of the training.

### 1.2 Participation in Meeting/Workshop/Training Course hosted by a partner country

Complete, cleared nomination forms for Meeting/Workshop should normally be received by the Secretariat (via official channels, i.e. [InTouch](#)) at least 8 weeks before the planned starting date of the event. It means participation in non-RER technical events organised by nuclear institutions (e.g. the “NRC Course on Perspectives on Reactor Safety”) which are open for participation to colleagues from other countries.

### 1.3 Participation in Regional Training Course/Workshop

(open to participants from the Region) i.e. Regional Group Events hosted by the Czech Republic and open to participants from other Member States

After the finalization of the event “Prospectus” (including host organiser, venue, dated and technical details), at least 16 weeks before the starting date of event.

Upstream work includes “Host Government Agreement” formalities [about one month], invitation and submission of nominations from Member States (about one month), finalization of contracts/logistic arrangements [about two months].

## 2. Who is entitled to utilize the PUI funds in RER/0/035?

In principle, relevant specialists from the US, CR, as well as from other Member States in the Europe Region are eligible to be supported under project RER/0/035. The type of support provided (e.g., travel, DSA, expert fees) depends on the nature of the activity/event and is consistent with IAEA rules and regulations, and also with TC operational guidelines<sup>1</sup>. As regards Member States from the Europe Region others than CR, the target countries to be invited and the technical qualifications of participants are defined based on the subject matter of the event as agreed by involved parties, similarly to what is done for all TC regional group events (e.g., a hands-on training course on the utilization of irradiation facilities will target those Member States where such facilities are already available/soon to be).

Special note to US subjects who usually do not utilize funds from IAEA TCF: According to IAEA rules and regulations, as well as TC operational guidelines, specialists from the US are treated as those from any IAEA Member State and may thereby be supported through RER/0/035. As in all other cases, the type of support provided will depend on the nature of US colleagues’ participation in relevant project activities.

## 3. What could be paid

The provision of support under the IAEA TC Programme is governed by relevant IAEA rules and regulations, as well as by the Agency’s policy framework (<http://www.iaea.org/technicalcooperation/programme/>).

For your easy reference a general overview of expenses related to standard human resource inputs for TC projects are as follows:

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<sup>1</sup> All are mentioned at <http://www.iaea.org/technicalcooperation/programme/>. The most practicable is [Revised Guiding Principles and General Operating Rules to Govern the Provision of Technical Assistance by the Agency \(INFCIRC/267\)](#)

**Fellowships** (minimum duration: 1 month):

- Stipend + travel (generally air ticket) are provided to the fellow;
- Training fees may be provided to the Host Institute(s), if applicable.

**Scientific Visits** (max duration: two weeks):

- Daily Subsistence Allowance (DSA) + travel (generally air ticket) are provided to the Scientific Visitor;
- Training fees may be provided to the Host Institute(s), if applicable.

**Expert Missions:**

- DSA + travel (generally air ticket or travel grant) are provided to the International Expert (IEX);
- An expert fee (generally “Category C” for professional skills, in the amount of 360 €/working day) may also be provided to the IEX.

**Regional Workshops/ Meetings:**

- DSA + travel (generally air ticket) are provided to Participants;
- IEXs are reattributed in the same way as when they serve in Expert Missions;
- Minor contribution towards local operating costs (e.g., rent of conference room, transportation from hotel to event venue, printing of event-related material, one hospitality event).

**Regional Training Courses:**

- Stipend (provided by the local Financial Officer of the course upon arrival) + travel (generally air ticket) are provided to Participants/Trainees;
- Lecturers are de facto IEXs and as such are reattributed in the same way as when they serve in Expert Missions.
- Minor contribution towards local operating costs (e.g., rent of conference room, transportation from hotel to event venue, printing of event-related material, one hospitality event).

**Participation in Meetings/Workshops/Training Courses hosted by partner country**

- DSA + travel (generally air ticket or travel grant) are provided to Participants;
- Registration fees may also be covered by the Agency for relevant, technical events.

## **4. Processing the application**

The application for any individual activity (items 1.1 and 1.2) has to be filled in the InTouch database (<http://intouch.iaea.org/>). After filling up the applicant profile type of activity has to be selected (see part 1). The final step in the InTouch system is “submit to NLO<sup>2</sup>”. Necessary help can be provided by Ms. Tereza Klánová (SUJB officer, [Tereza.klanova@sujb.cz](mailto:Tereza.klanova@sujb.cz)). After clearance from SUJB the application is to be exported to pdf format and sent to CNCC. After approval from Advisory Board SUJB will submit to IAEA TC (i.e. submit via official channels).

Application for participation in Regional Group Events hosted by the Czech Republic (item 1.2) can be created when the event is approved by IAEA (CNCC have to design it as mentioned in part 1).

All applications will be considered and approved by IAEA staff namely by

- Ms Alessia Maria Rodriguez Y Baena responsible PMO for the IAEA Regional TC Project RER/0/035,

and the Technical Officers of the project

- Ms Adriana Nicic from the IAEA Department of Nuclear Safety and Security,
- Mr Vincent Nkong-Njock
- Mr Ki-Sig Kang from the Department of Energy

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<sup>2</sup> At present Miloš Tichý, director for international relations of SUJB.