



Atoms for Peace and Development

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

Organismo Internacional de Energía Atómica

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The Secretariat of the International Atomic Energy Agency (IAEA) presents its compliments to the IAEA's Member States and has the honour to draw their attention to the **11th Meeting of the Representatives of Competent Authorities Identified under the Early Notification Convention and the Assistance Convention** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **13 to 17 June 2022**.

In addition, the event will allow for virtual participation via Cisco Webex.

The purpose of the event is to share information on national emergency preparedness and response (EPR) arrangements and challenges; to discuss the implementation of the Convention on Early Notification of a Nuclear Accident (Early Notification Convention), the Convention on Assistance in the Case of a Nuclear Accident or Radiological Emergency (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; to familiarize participants with the latest EPR documents and tools; to discuss the arrangements and challenges involved in the IAEA's assessment and prognosis process; to exchange information on international EPR cooperation; and to learn from past emergencies and exercises.

The attached Information Sheet provides further details of the event.

The event will be held in English.

Member States are invited to designate one or more participants to represent the Government at this event. Member States are strongly encouraged to identify suitable women 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 at the time of designating the participants using the attached Grant Application Form (Form C).

It should be noted that compensation is not payable by the IAEA for any damage to or loss of personal property. The IAEA also does not provide health insurance coverage for participants in IAEA events. Arrangements for private insurance coverage on an individual basis should therefore be made. The IAEA will, however, provide insurance coverage for accidents and illnesses that clearly result from any work performed for the IAEA.

Designations should be submitted to the IAEA through the competent national authority (Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) not later than **18 February 2022** using the attached Participation Form (Form A). Completed and authorized Participation Forms should be sent either by email to: Official.Mail@iaea.org or by fax to: +43 1 26007 (no hard copies needed). Copies should be sent by email to the Scientific Secretary of the event, Mr Kilian Smith, Incident and Emergency Centre, Department of Nuclear Safety and Security (Email: CAM2022@iaea.org). The Scientific Secretary of the event will liaise with the participants directly concerning further arrangements, including travel details, as appropriate, once the official designations have been received.

The IAEA takes no responsibility for, and the provider of the virtual meeting services has represented and warranted that the Services shall not contain, and that no end user shall receive from the software used to hold the virtual meeting, any virus, worm, trap door, back door, timer, clock, counter or other limiting routine, instruction or design, or other malicious, illicit or similar unrequested code, including surveillance software or routines which may, or is designed to, permit access by any person, or on its own, to erase, or otherwise harm or modify any data or any system, server, facility or other infrastructure of any end user (collectively, a “Disabling Code”).

The Secretariat of the International Atomic Energy Agency avails itself of this opportunity to renew to the IAEA’s Member States the assurances of its highest consideration.



2021-10-07

Enclosures: Information Sheet
 Participation Form (Form A)
 Grant Application Form (Form C)



IAEA

International Atomic Energy Agency

Atoms for Peace and Development

11th 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

13–17 June 2022

Ref. No.: EVT2003240

Information Sheet

Introduction

The Secretariat of the International Atomic Energy Agency (IAEA) will hold the Eleventh 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 13 to 17 June 2022. In addition, the event will allow for virtual participation via Cisco WebEx.

Additionally, on Friday, 17 June 2022, the IAEA will convene the Seventh 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 Eleventh 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, 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, 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 **18 February 2022**. 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 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.

Expenditures and Grants

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).

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:
<http://www-pub.iaea.org/iaeaevents/GeneralInfo/Guide/VIC>.

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

The Eleventh Meeting of the Representatives of Competent Authorities will start at 9.30 a.m. on Monday, 13 June 2022, and will end at 12.30 p.m. on Friday, 17 June 2022.

The Seventh Regular Meeting of RANET will be convened on Friday, 17 June 2022 at 8.30 a.m.

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.

IAEA Contacts

Scientific Secretary

Mr Kilian Smith

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Email: CAM2022@iaea.org

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.

Grant Application Form

11th 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

13–17 June 2022

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) by email to: Official.Mail@iaea.org or by fax to: +43 1 26007 (no hard copies needed). Copies should be sent by email to the Scientific Secretary of the event, Mr Kilian Smith, Incident and Emergency Centre, Department of Nuclear Safety and Security: CAM2022@iaea.org.

Deadline for receipt by IAEA through official channels: 18 February 2022

Family name: (e.g. Smith)	First name(s): (e.g. John)	Mr/Ms:
Mailing address:	Tel.:	
	Fax:	
	Email:	
Date of birth (yyyy/mm/dd):	Nationality:	
I plan to attend virtually:	Yes <input type="checkbox"/> No <input type="checkbox"/>	

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. 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
