



# Twelfth Meeting of the Working Group on Radioactive Material Security

**IAEA Headquarters  
Vienna, Austria**

**6 - 10 May 2024**

**Ref. No.: EVT2303299**

## **Information Sheet**

### **Introduction**

The purpose of the Working Group on Radioactive Material Security (WGRMS) is to foster coordination, collaboration and communication among relevant stakeholders in order to optimize the delivery of IAEA assistance related to the protection and control of radioactive material, including radioactive sources, towards promoting and enhancing nuclear security worldwide. The WGRMS is a standing meeting open to all States to share information about activities related to the security of radioactive material.

### **Objectives**

The main objectives of the WGRMS are to:

- Identify, by consolidated opinion, approaches to enhance cooperation, coordination and communication between the IAEA and other stakeholders - including but not limited to donor States, beneficiary States, international organizations and other initiatives - in the field of radioactive material, including radioactive sources, protection and control;
- Serve as a forum for the exchange of information among various stakeholders on plans, programmes and technical solutions for improving the security of radioactive material, including radioactive sources, in order to optimize and inform the use of resources and to coordinate specific projects;
- Provide consolidated input for improved planning and delivery of IAEA assistance (under IAEA's Nuclear Security Plan inter alia) related to the security of radioactive material, including radioactive sources, which is commensurate with, and tailored to the needs of beneficiary countries; and
- Facilitate the exchange of good practices on enhancing safety and security synergies for the protection and control of radioactive material, including radioactive sources, throughout its life cycle.

## Target Audience

The meeting targets participants responsible for regulating the security of radioactive material and associated facilities, or responsible for implementing security measures at facilities where radioactive material is used or stored. In addition, participation of representatives from international and bilateral programmes promoting security of radioactive material and associated facilities as well as from radioactive sealed source producer associations is encouraged.

## 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 **1 March 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](mailto: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 **1 March 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](mailto: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 the 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 the event.

The application for financial support should be made, together with the submission of the application, by **1 March 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

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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.

## Event Web Page

Please visit the following IAEA web page regularly for new information regarding this event:  
[www.iaea.org/events/EVT2303299](http://www.iaea.org/events/EVT2303299)