



# **Technical Meeting on Good Practices and Challenges in Establishing, Implementing and Maintaining a Nuclear Material Accounting and Control Programme for Nuclear Security Purposes at Nuclear Facilities**

**Vienna, Austria**

**4 - 8 December 2023**

**Ref. No.: EVT2206475**

## **Information Sheet**

### **Introduction**

This Technical Meeting is part of a series of events that will provide a forum for Member States with a nuclear material accounting and control (NMAC) programme in place to share good practices and challenges with other Member States that require assistance with establishing, implementing and maintaining an effective NMAC programme.

### **Objectives**

The objective for this event is for Member States to gain an understanding of how their existing national infrastructure can be enhanced to support their nuclear security programme, specifically focusing on NMAC practices for nuclear security. This will be achieved through Member States sharing good practices and challenges in establishing, implementing and maintaining a nuclear material accounting and control programme.

## Target Audience

Member States that have an NMAC programme in place, Member States that have requested assistance with establishing, implementing and maintaining an NMAC programme and Member States embarking on nuclear power programmes.

## 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 **1 September 2023**. 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. 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 **1 September 2023**.

## **Visas**

Participants who require a visa to enter Austria should submit the necessary application as soon as possible to the nearest diplomatic or consular representative of Austria.

## **Organization**

### **Scientific Secretary**

#### **Mr Robert Kimball Larsen**

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 21148

Fax: +43 1 26007

Email: [R.Larsen@iaea.org](mailto:R.Larsen@iaea.org)

### **Administrative Secretaries**

#### **Ms Diana Tutunjyan**

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 26493

Fax: +43 1 26007

Email: [D.Tutunjyan@iaea.org](mailto:D.Tutunjyan@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.

# Participation Form

## Technical Meeting on Good Practices and Challenges in Establishing, Implementing and Maintaining a Nuclear Material Accounting and Control Programme for Nuclear Security Purposes at Nuclear Facilities

IAEA Headquarters, Vienna, Austria

4 to 8 December 2023

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](mailto: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 Mr Robert Kimball Larsen, Division of Nuclear Security, Department of Nuclear Safety and Security (Email: [R.Larsen@iaea.org](mailto:R.Larsen@iaea.org)) and to the Administrative Secretary, Ms Diana Tutunjyan, (Email: [D.Tutunjyan@iaea.org](mailto:D.Tutunjyan@iaea.org)).

**Deadline for receipt by IAEA through official channels: 1 September 2023**

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:	
		<b>FLUENT (F):</b> Speak, read and write nearly as well as mother tongue
		<b>WORKING KNOWLEDGE (W):</b> Speak, read and write nearly as well as mother tongue Engage freely in discussions, read and write more complex material
		<b>LIMITED (L):</b> 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.

# Grant Application Form

## Technical Meeting on Good Practices and Challenges in Establishing, Implementing and Maintaining a Nuclear Material Accounting and Control Programme for Nuclear Security Purposes at Nuclear Facilities

Vienna, Austria

4 to 8 December 2023

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](mailto: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, Mr Robert Kimball Larsen, Division of Nuclear Security, Department of Nuclear Safety and Security (Email: [R.Larsen@iaea.org](mailto:R.Larsen@iaea.org)) and to the Administrative Secretary, Ms Diana Tutunjyan, (Email: [D.Tutunjyan@iaea.org](mailto:D.Tutunjyan@iaea.org)).

**Deadline for receipt by IAEA through official channels: 1 September 2023.**

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**

\_\_\_\_\_