



# **International Training Course for New and Prospective Points of Contact of the Incident and Trafficking Database**

**Virtual Event**

**6 - 10 November 2023**

**Ref. No.: EVT2206585**

## **Information Sheet**

### **Introduction**

Points of Contact (POC) for the Incident and Trafficking Database (ITDB) are nominated by their Governments to serve as the channel through which incident reports and other ITDB information are exchanged between States via the ITDB. The ITDB has a specific terminology, methodologies, practices and tools that are used to facilitate this exchange of information. This event is designed to give new and prospective ITDB POCs the knowledge and skills required to fulfil their role as a POC. The event will focus on their ability to understand the purpose, objectives and scope of the ITDB; identify incidents that are relevant to the ITDB; identify possible sources of information for reporting; prepare and submit incident reports to the ITDB; and use the ITDB-related analytical tools available in the ITDB restricted area in NUSEC.

### **Objectives**

The objective of the event is to train (1) newly appointed ITDB POCs, (2) existing ITDB POCs who wish to refresh their ITDB knowledge, (3) potential future ITDB POCs on the role and responsibilities of ITDB POCs and the information sharing tools used in the ITDB programme. In addition, non-ITDB participating states are encouraged to attend the training to learn about the ITDB programme and join it as participating members.

## Target Audience

Member States are invited to designate at least one participant for this event. This event is designed to provide a basic level of training for POCs of the ITDB and participants should preferably come from their country's nuclear/radiation regulatory authority, law enforcement agency, customs organization or Ministry of Foreign Affairs. Participants who are knowledgeable in nuclear security matters, particularly regarding the detection and response to nuclear security events, should be designated, where possible. Preference will be given to nominees who have recently been nominated as an ITDB POC.

## 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 **6 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 technical 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 IAEA InTouch+ platform.

# IAEA Contacts

## Scientific Secretary

### **Ms Anna Gredinger**

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 24250

Fax: +43 1 26007

Email: [A.Gredinger@iaea.org](mailto:A.Gredinger@iaea.org)

## Administrative Secretary

### **Ms Glenda Quezada Rodriguez**

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 22942

Fax: +43 1 26007

Email: [G.Quezada-Rodriguez@iaea.org](mailto:G.Quezada-Rodriguez@iaea.org)

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.

# Participation Form

## International Training Course for New and Prospective Points of Contact of the Incident and Trafficking Database

### Virtual Event

**6 to 10 November 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, Ms Anna Gredinger, Division of Nuclear Security, Department of Nuclear Safety and Security (Email: [A.Gredinger@iaea.org](mailto:A.Gredinger@iaea.org)) and to the Administrative Secretary, Ms Glenda Quezada Rodriguez, (Email: [G.Quezada-Rodriguez@iaea.org](mailto:G.Quezada-Rodriguez@iaea.org)).

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

**Deadline for receipt by IAEA through official channels: 6 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.