



Technical Meeting of the Points of Contact for Integrated Nuclear Security Sustainability Plans

IAEA Headquarters

Vienna, Austria

and virtual participation via Cisco Webex

23 to 25 October 2023

Ref. No.: EVT2206382

Information Sheet

Introduction

The Technical Meeting of the Points of Contact for Integrated Nuclear Security Sustainability Plans (INSSP) takes place at IAEA headquarters in Vienna every three years to enable States that have developed or are planning to develop an INSSP to share experiences and lessons learned, and discuss common challenges. The last meeting took place in December 2021 (postponed from October 2020) and was attended by over 84 attendees from 67 States, and 33 attendees from seven international organizations or international partners. The 2023 Technical Meeting of the INSSP Points of Contact will provide the opportunity to participating States to discuss experiences in piloting the use of the revised Nuclear Security Information Management System (NUSIMS) self-assessment questionnaires and revised INSSP template.

Objectives

The objective is for States that have INSSPs to share their experience and lessons learned from the development and implementation of INSSPs with other States, as well as to provide participants with a common understanding of the INSSP development process and the benefits that can be derived from developing such plans. The intended outcome of the meeting is to generate interest in, and support for, the INSSP among States and, ultimately, to encourage the development of their country-specific INSSPs.

Target Audience

The event is open to States that have developed INSSPs and other States that do not have an INSSP in place. Target audience includes INSSP points of contact as well as other States' representatives with nuclear security responsibilities.

Working Language

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 **08 August 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 **08 August 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

Ms Brunelle Battistella

Division of Nuclear Security
Department of Nuclear Safety and Security
International Atomic Energy Agency
Vienna International Centre
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Administrative Secretary

Ms Flor Reyes Zuniga

Division of Nuclear Security
Department of Nuclear Safety and Security
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Vienna International Centre
PO Box 100
1400 VIENNA
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Tel.: +43 1 2600 26514

Fax: +43 1 26007

Email: F.Reyes-Zuniga@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

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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 or by fax to: +43 1 26007 (no hard copies needed). Please also send a copy by email to the Scientific Secretary (B.Battistella@iaea.org) and to the Administrative Secretary (F.Reyes-Zuniga@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: 8 August 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:	FLUENT (F): Speak, read and write nearly as well as mother tongue WORKING KNOWLEDGE (W): Speak, read and write nearly as well as mother tongue Engage freely in discussions, read and write more complex material LIMITED (L): 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** _____

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Grant Application Form

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Deadline for receipt by IAEA through official channels: 8 August 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**
