



**IAEA**

*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

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National Liaison Officers/  
National Coordinators

In reply please refer to: **TN-INT2021-2301340**

Dial directly to extension: (+43 1) 2600-26540

2023-12-21

Subject: Interregional Training Course on Human Resource Management for New and Expanding Nuclear Power Programmes, Lowell (MA), United States of America, from 22 to 26 April 2024

Dear National Liaison Officer / National Coordinator,

I am pleased to inform you that the International Atomic Energy Agency (IAEA) is organizing the above event under the IAEA technical cooperation project INT2021, "Supporting Member States Considering or Planning to Introduce or Expand Nuclear Power Programmes in Developing the Sustainable National Infrastructure Required for a Safe, Secure and Peaceful Nuclear Power Programme".

The purpose of the event is to train the participants in using best practices on human resource management (HRM), development, and workforce planning for a new nuclear power programme and to share practical experience by Member States.

The attached Information Sheet provides further details, including technical and administrative aspects of the event. Selection of participants will be in accordance with IAEA procedures. Member States are strongly encouraged to identify women participants.

The IAEA will provide non-local participants with a round-trip air ticket based on the most direct and economical route between the airport nearest the participant's residence and Lowell (MA) or a travel allowance to purchase an air ticket. Travel details will be agreed with the participants upon receipt of their official nomination. Participants will also receive an allowance from the IAEA sufficient to cover their costs of lodging, daily subsistence and miscellaneous expenses for the duration of the event in line with IAEA rules and procedures.

We would appreciate receiving your country's nominations by **15 January 2023** through the IAEA's InTouch+ platform (<https://Intouchplus.iaea.org>). Should this not be possible, applicants may download the Nomination Form for the course from the [IAEA's webpage](#). Completed forms must be endorsed by the relevant government authority and may be sent to the IAEA, preferably by email to Official Mail - IAEA Mail address [Official.Mail@iaea.org](mailto:Official.Mail@iaea.org), with copy to Mr Jing Zhang [J.Zhang@iaea.org](mailto:J.Zhang@iaea.org) and Ms Jennifer MacDonald [Je.MacDonald@iaea.org](mailto:Je.MacDonald@iaea.org). Please be advised that late nominations or replacements of participants after the closing date for nominations will not be accepted.

We look forward to receiving your early response.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Jing Zhang', is centered on the page. The signature is fluid and cursive.

Jing Zhang  
Programme Management Officer  
Division for Europe  
Department of Technical Cooperation

Enclosure: Information Sheet