



THE INTERNATIONAL ATOMIC ENERGY AGENCY

COLLABORATING CENTRES SCHEME

REFERENCE GUIDE

collaborating-centres@iaea.org

Table of Contents

Terminology and Abbreviations.....	3
1 Introduction	4
2 Definition of an IAEA Collaborating Centre	4
3 Status, Functions, and Funding of an IAEA Collaborating Centre	4
3.1 Status.....	4
3.2 Functions.....	5
3.3 Funding	5
4 Eligibility and Selection Criteria	5
4.1 Eligibility	5
4.2 Selection criteria	5
5 Roles and Responsibilities.....	6
5.1 Interested Member State institution or IAEA Collaborating Centre.....	6
5.2 The IAEA.....	7
6 Designation and Re-designation Process.....	7
6.1 Designation Process	7
6.2 Re-designation	8
7 Duration and Termination of the Designation as an IAEA Collaborating Centre.....	9
7.1 Duration	9
7.2 Expiry of Designation and Termination.....	10
8 Reporting and Assessment of Collaboration	10
9 Format and Use of the IAEA Collaborating Centre Sub-logo.....	10
10 Annexes	11
10.1 Annex 1 Collaborating Centre Designation Proposal form	12
10.2 Annex 2: Collaborating Centre Re-designation Proposal Form	19
10.3 Annex 3: Annual Progress Report form.....	27
10.4 Annex 4: Final Report form	28
10.5 Annex 5: Format and Use of the IAEA Collaborating Centre Sub-logo	29
10.6 Annex 6: IAEA Organizational Chart.....	31

Terminology and Abbreviations

“Collaborating Centre Liaison Officer” means a staff member of a Member State institution designated to liaise with the IAEA regarding participation in the IAEA Collaborating Centres Scheme;

“Collaborating Centre Designation Proposal” means a document containing required information regarding a Member State institution proposed for designation as an IAEA Collaborating Centre including the proposed Work Plan;

“Collaborating Centre Re-designation Proposal” means a document containing required information regarding a Member State institution proposed for re-designation as an IAEA Collaborating Centre including the proposed Work Plan;

“Designation Period” means a period stated in the IAEA Collaborating Centre Agreement for which a Member State institution is designated as an IAEA Collaborating Centre;

“DDG” means an IAEA’s Deputy Director General;

“IAEA” means the International Atomic Energy Agency;

“IAEA Collaborating Centre” means a Member State institution designated as such by the IAEA with whom the IAEA collaborates on the basis of the IAEA Collaborating Centre Agreement;

“IAEA Collaborating Centre Agreement” means an agreement signed between the IAEA and a Member State institution on the designation of such institution as an IAEA Collaborating Centre;

“IAEA Collaborating Centre Liaison Officer” means a staff member of the IAEA designated to liaise with the Collaborating Centre Liaison Officer regarding participation of her/his institution in the IAEA Collaborating Centres Scheme.

“IAEA Collaborating Centre Plaque” means a plaque provided by the IAEA which includes the name of the Member State institution, an area of collaboration, and the Designation Period;

“IAEA Collaborating Centres Scheme” means a mechanism to designate eligible IAEA Member State institutions as partners that assist the IAEA in implementing its selected programmatic activities;

“IAEA Department” means one of the following IAEA departments: Department of Nuclear Sciences and Applications, Department of Nuclear Energy, Department of Nuclear Safety and Security, Department of Safeguards, Department of Technical Cooperation and Department of Management. Please see Section 10 (Annex 6) for the organizational structure of the IAEA;

“IAEA Division” means one of the divisions of the Departments;

“Re-designation Period” means a period stated in the IAEA Collaborating Centre Agreement for which a Member State institution is re-designated as an IAEA Collaborating Centre;

“Work Plan” means a document attached to the IAEA Collaborating Centre Agreement specifying the objectives, expected outcomes and outputs of the collaboration, and the activities to be implemented by the IAEA Collaborating Centre within the Designation/Re-designation Period in support of the IAEA’s programmatic activities.

1 Introduction

The International Atomic Energy Agency's (IAEA) Collaborating Centres Scheme, operational since 2004, provides the IAEA with a mechanism to designate eligible IAEA Member State institutions as partners that assist the IAEA in implementing its selected programmatic activities through collaborative research, provision of technical expertise, sharing of good practices and technical information, and capacity building activities.

This document is intended to serve as a reference guide for Member State institutions and Permanent Missions regarding the IAEA Collaborating Centres Scheme. The Guide contains information on the status and functions of the IAEA Collaborating Centres, and the applicable processes and procedures relevant to the selection, designation, re-designation, reporting and assessment of the collaboration of Member State institutions within the framework of the IAEA Collaborating Centres Scheme.

All communication regarding the IAEA Collaborating Centres Scheme should be sent to: collaborating-centres@iaea.org.

2 Definition of an IAEA Collaborating Centre

An IAEA Collaborating Centre is an IAEA Member State institution, department or laboratory within an institution that, on the basis of an IAEA Collaborating Centre Agreement, has been designated by the relevant IAEA Deputy Director General (DDG) to support the IAEA's programmatic activities through the implementation of a mutually agreed upon Work Plan annexed to the Agreement.

The IAEA Collaborating Centre Agreement is a legally binding document signed by both parties, which contains, inter alia, the undertakings of the parties, duration of designation or re-designation, objectives, outcomes, outputs, and activities as stated in the Work Plan.

3 Status, Functions, and Funding of an IAEA Collaborating Centre

3.1 Status

Designation of an IAEA Member State institution as an IAEA Collaborating Centre does not confer any special status on such institution, nor imply pre-eminence in the technology field over other similar institutions. An IAEA Collaborating Centre shall not represent the IAEA, nor shall it communicate to any other parties on behalf of the IAEA.

Participation in the IAEA Collaborating Centres Scheme shall not affect an IAEA Collaborating Centre's present or future possibility to participate in any other relevant programme or scheme of the IAEA. Similarly, the designation of an IAEA Member State institution as an IAEA Collaborating Centre shall not preclude the participation of such institution in similar schemes organized by other United Nations (UN) organizations/agencies or other international bodies, nor shall any participation in a similar scheme organized by other UN organizations/agencies or other international bodies preclude designation of such institution as an IAEA Collaborating Centre, provided that the mandate of such international body is fully compatible with the mandate of the IAEA.

3.2 Functions

An IAEA Collaborating Centre shall assist the IAEA in implementing selected programmatic activities in at least one of the following aspects:

- (i) development and application of technology related to any of the IAEA's Programmes;
- (ii) provision of analytical services, such as reference products;
- (iii) conduct of research, including the planning, monitoring and evaluation of the conducted research, and promotion of the application of the results of such research;
- (iv) standardization of terminology, nomenclature of technology, procedures and protocols, and promotion of relevant quality control and quality assurance standards;
- (v) support, organization and/or implementation of conferences and training activities, including research training courses, or the development of training or other educational materials, such as web-based tools, e-learning modules, etc.;
- (vi) collection, collation, and dissemination of information; and/or
- (vii) coordination of activities carried out by several institutions where the IAEA is involved under one of its Programmes (e.g. through networks).

3.3 Funding

The IAEA Collaborating Centre shall bear all the costs of the implementation of the IAEA Collaborating Centre Agreement, unless agreed otherwise in the IAEA Collaborating Centre Agreement. In exceptional cases, the IAEA Collaborating Centre may request limited financial assistance from the IAEA during the implementation of the activities. Such a request shall be internally reviewed on a case-by-case basis.

4 Eligibility and Selection Criteria

4.1 Eligibility

In order to be eligible for consideration as an IAEA Collaborating Centre, an institution has to fulfil the following criteria:

- (i) be located in an IAEA Member State;
- (ii) have a minimum of two years successful collaboration with the IAEA (e.g. participation in coordinated research activities or in hosting fellows and training courses as well as in providing expertise under the technical cooperation programme);
- (iii) adhere to nuclear safety and security guidelines and principles, as applicable; and
- (iv) submit a formal written expression of interest to participate in the IAEA Collaborating Centres Scheme to the concerned IAEA department.

4.2 Selection criteria

In appraising and deciding on a Member State institution's collaboration proposal, the IAEA shall evaluate the interested institution's ability, capacity, and readiness to directly contribute to specific IAEA projects and activities as outlined in the IAEA's Programme and Budget, according to the following criteria:

- (i) the scientific and technical standing of an interested Member State institution at the national and international levels, with particular reference to its recent record of achievements and its on-going activities in the field (e.g. number of staff and qualification of staff who would be involved in the

implementation of the Work Plan, equipment needed, laboratory and teaching premises, as well as other relevant facilities, number of publications in the area of the proposed Work Plan);

- (ii) the technical relevance of an interested Member State institution and its activities to the IAEA's programmatic priorities;
- (iii) the status and role of an interested Member State institution in the Member State's nuclear scientific structure and its relations with the national authorities concerned;
- (iv) the interested Member State institution's prospective stability in terms of personnel, activities, and funding;
- (v) the working relationship developed with other institutions within a Member State as well as at the bilateral, regional, and international levels; and
- (vi) whether an interested Member State institution's mandate, internal regulatory framework, its relationships (including participation in similar schemes organised by other UN organisations/agencies or other international bodies) and practices are fully compatible with the IAEA's mandate.

5 Roles and Responsibilities

5.1 Interested Member State institution or IAEA Collaborating Centre

An IAEA Collaborating Centre shall be responsible for the implementation of the Work Plan agreed upon with the IAEA, and the submission of annual and final reports to the IAEA.

An interested Member State institution and/or an IAEA Collaborating Centre, through its highest executive officer, shall be responsible for the following:

- (i) submission to the concerned IAEA department of a formal written expression of interest for participation in the IAEA Collaborating Centres Scheme;
- (ii) designation of a Collaborating Centre Liaison Officer ("CC-LO"), and her/his alternate;
- (iii) signing of the IAEA Collaborating Centre Agreement as agreed with the IAEA; and
- (iv) supervision of the implementation of activities as specified in the IAEA Collaborating Centre Agreement and the Work Plan attached to it.

An interested Member State institution and/or an IAEA Collaborating Centre, through its designated CC-LO, shall be responsible for the following:

- (i) development and submission of an IAEA Collaborating Centre Designation/Re-designation Proposal and its further elaboration in collaboration with the IAEA Collaborating Centre Liaison Officer (IAEA CC-LO) including submission of a Work Plan outlining the specific activities proposed to be implemented within the framework of an IAEA Collaborating Centre Agreement;
- (ii) implementation of the Work Plan agreed upon in the framework of an IAEA Collaborating Centre Agreement;
- (iii) submission of annual progress reports on the implementation of the Work Plan, and submission of a final report latest three (3) months prior to expiration of the Designation/Re-designation Period; and
- (iv) communication with the IAEA regarding the implementation and reporting of the activities agreed upon in the framework of an IAEA Collaborating Centre Agreement in a regular and timely manner.

5.2 *The IAEA*

The overall governance and supervision of the IAEA Collaborating Centres Scheme is provided by the IAEA Committee for Coordinated Research Activities in nuclear sciences and applications (CCRA-NA) and the IAEA Committee for Coordinated Research Activities in nuclear energy, nuclear safety and security, and safeguards (CCRA-NE-NS).

The technical managerial responsibility for individual IAEA Collaborating Centre Agreement lies with the relevant IAEA technical departments. The relevant Deputy Director General or the officer designated by the Director General, shall be responsible for signing the IAEA Collaborating Centre Agreement as agreed with a Member State institution that is being designated as the IAEA Collaborating Centre. The relevant Division Director shall be responsible for designating the IAEA CC-LO and her/his alternate.

The IAEA CC-LO is responsible for managing all operational aspects of the collaboration between the IAEA Collaborating Centre and the IAEA, including liaising with the CC-LO on technical matters, and with IAEA's Research Contracts Administration Section (NACA) on all administrative matters. More specifically, the IAEA CC-LO shall be responsible for the following:

- (i) Provision of the initial technical assessment of expression of interest received from Member State institutions;
- (ii) development and finalisation of the Collaborating Centre Designation Proposal, including the Work Plan to be implemented in the framework of the IAEA Collaborating Centre Agreement;
- (iii) submission of the Collaborating Centre Designation Proposal for internal approval of the IAEA;
- (iv) monitoring of implementation of the activities as specified in the IAEA Collaborating Centre Agreement, by regularly liaising with the IAEA Collaborating Centre and ensuring the receipt and assessment of the annual reports;
- (v) assessment of implementation of the Work Plan and overall collaboration within the framework of the IAEA Collaborating Centre Agreement upon the completion of the Designation/Re-designation Period, based on annual reports and the final report received from the IAEA Collaborating Centre, for internal final evaluation of the collaboration with the concerned IAEA Collaboration Centre;
- (vi) communication with the IAEA Collaborating Centre regarding the implementation of the Work Plan and the reporting of the activities agreed upon in the framework of the IAEA Collaborating Centre Agreement in a regular and timely manner; and
- (v) initiation of the re-designation process as described in Section 6.2 ("Re-designation") in the event that an IAEA Collaborating Centre expresses an interest for a re-designation.

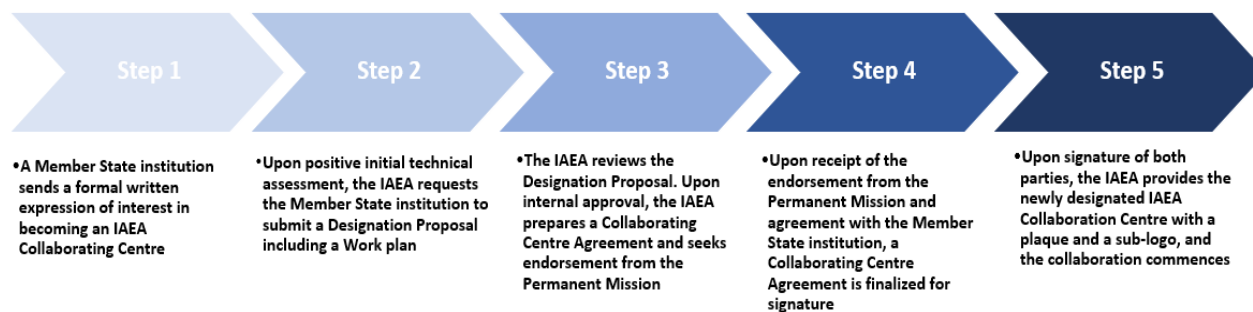
The IAEA's Research Contracts Administration Section (NACA) shall be responsible for the following:

- (i) management of the administrative aspects of the IAEA Collaborating Centres Scheme; and
- (ii) liaising with the stakeholders involved in the IAEA Collaborating Centres Scheme and the respective Member State's Permanent Mission on administrative matters.

6 **Designation and Re-designation Process**

6.1 *Designation Process*

The designation process is summarized below:



The procedure for the designation of a Member State institution as an IAEA Collaborating Centre consists of the following steps:

- (i) A Member State institution submits to the relevant IAEA department a formal written expression of interest in being considered for designation as an IAEA Collaborating Centre;
- (ii) The relevant IAEA technical Division makes a preliminary assessment based on the eligibility and the selection criteria. Upon positive consideration, the IAEA requests the Member State institution to complete an IAEA Collaboration Centre Designation Proposal form and to return it to the relevant IAEA technical Division;
- (iii) The relevant IAEA technical Division reviews the submitted Designation Proposal and finalises it in collaboration with the interested Member State institution. The technical Division submits the finalised Proposal to the relevant IAEA CCRA for approval. If the CCRA approves the Proposal, the IAEA prepares a model IAEA Collaborating Centre Agreement and seeks endorsement (if the initial expression of interest was not routed through the Permanent Mission) of the designation from the Member State institution's Permanent Mission;
- (iv) Upon receipt of the Permanent Mission endorsement and mutual acceptance of the terms and conditions of the IAEA Collaborating Centre Agreement between the IAEA and the interested Member State institution, the Agreement is finalized for signature. The signing of the Agreement can be done at a signing ceremony or through an exchange of correspondence;
- (v) The IAEA provides the newly designated IAEA Collaborating Centre with an IAEA Collaborating Centre plaque and an IAEA Collaborating Centre sub-logo.

The Designation Period of a Member State's institution as an IAEA Collaborating Centre corresponds to a period required to implement the activities specified in the Work Plan, which is usually four (4) years.

6.2 Re-designation

In the event that an IAEA Collaborating Centre wishes to extend the collaboration beyond the initial Designation Period, such interest may be expressed to the IAEA in the form of a formal expression of interest letter six (6) months before the expiry of the current Designation Period or any time thereafter.

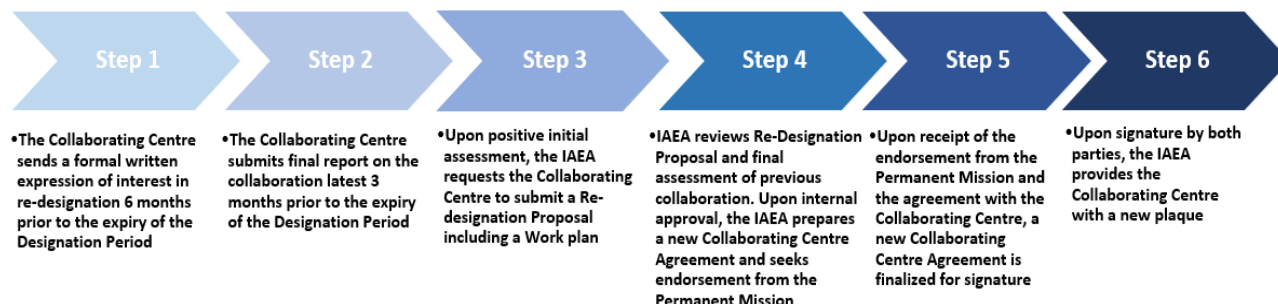
The re-designation of an IAEA Collaborating Centre by the IAEA shall be subject to the following criteria:

- (i) an assessment of eligibility and selection criteria as provided in Section 4 ("Eligibility and Selection Criteria");
- (ii) a positive evaluation by the IAEA of the implementation of the Work Plan and the overall collaboration within the framework of the IAEA Collaborating Centre Agreement during the

previous Designation Period based on the annual and final reports received by the IAEA from the IAEA Collaborating Centre and the IAEA's internal assessments; and

- (iii) the relevance of the new proposed Work Plan to the IAEA's programmatic priorities and activities.

The re-designation process and timeline are summarized below:



The procedure for the re-designation of an IAEA Collaborating Centre shall contain the following steps:

- (i) Six (6) months prior to the expiration of the IAEA Collaborating Centre Agreement, the IAEA Collaborating Centre may submit a formal expression of interest addressed to the relevant IAEA DDG in continuing the collaboration under the umbrella of the IAEA Collaborating Centres Scheme;
- (ii) The relevant IAEA technical Division appraises the re-designation request based on the current/previous collaboration and the IAEA programme priorities;
- (iii) Upon positive appraisal of the request for re-designation, the IAEA CC-LO in collaboration with the CC-LO, finalises the Collaborating Centre Re-designation Proposal and submits it to the relevant CCRA for approval;
- (iv) Upon CCRA approval, the IAEA prepares a new Collaborating Centre Agreement and seeks endorsement of the re-designation from the respective Permanent Mission;
- (v) Upon receipt of the Permanent Mission endorsement and mutual acceptance of the terms and conditions of the new IAEA Collaborating Centre Agreement between the IAEA and the Collaborating Centre, the Agreement is finalized and signed by both parties;
- (vi) The IAEA provides the re-designated IAEA Collaborating Centre with a new IAEA Collaborating Centre plaque, and an IAEA Collaborating Centre sub-logo in case the institution's logo has changed and the collaboration is ready to continue.

7 Duration and Termination of the Designation as an IAEA Collaborating Centre

7.1 Duration

The designation of a Member State institution as an IAEA Collaborating Centre commences on the date of the entry into force of the IAEA Collaborating Centre Agreement, and, unless terminated earlier, is valid for the period required to implement activities specified in the Work Plan, which is usually four (4) years.

The re-designation of an IAEA Collaborating Centre commences on the date of the entry into force of the new IAEA Collaborating Centre Agreement, and, unless terminated earlier, is valid for the period required to implement activities specified in the new Work Plan, which is usually four (4) years.

7.2 *Expiry of Designation and Termination*

The designation of a Member State institution as an IAEA Collaborating Centre ends (i) by the expiry date of the IAEA Collaborating Centre Agreement; or (ii) by either party terminating the Agreement early with a three-month written notice.

8 Reporting and Assessment of Collaboration

As indicated in the IAEA Collaborating Centre Agreement, during the Designation/Re-designation Period, the IAEA Collaborating Centre shall submit annual progress reports, as well as a final report, using the forms provided in Section 10 (Annexes 3 and 4). The reports shall document the activities, and the progress and results achieved in the implementation of the Work Plan.

At the end of the Designation/Re-designation Period, the annual and final reports submitted by the IAEA Collaborating Centre shall be used by the IAEA to assess the overall collaboration and the results achieved by the IAEA Collaborating Centre.

The IAEA CC-LO shall communicate regularly and timely with the IAEA Collaborating Centre regarding the implementation of the Work Plan and the reporting of the activities as agreed in the framework of the IAEA Collaborating Centre Agreement. If requested by the IAEA Collaborating Centre, the IAEA CC-LO shall provide written feedback to the IAEA Collaborating Centre on the collaboration and the implementation. Furthermore, if required, the IAEA CC-LO may request revision or re-submission of the reports from the IAEA Collaborating Centre.

9 Format and Use of the IAEA Collaborating Centre Sub-logo

The IAEA Collaborating Centre will receive an IAEA Collaborating Centre plaque after the IAEA Collaborating Centre Agreement has been signed by both parties, which the Centre may display on its premises.

In addition, the IAEA Collaborating Centre may use an IAEA Collaborating Centre sub-logo for activities related to the agreed Work Plan. The format and use of a sub-logo are strictly defined by the IAEA and shall be carefully adhered to by the Collaborating Centre. Guidance on the format and use of a sub-logo is provided in Section 10 (Annex 5).

10 Annexes

Annex 1: Collaborating Centre Designation Proposal form

Annex 2: Collaborating Centre Re-designation Proposal form

Annex 3: Annual Progress Report form

Annex 4: Final Report form

Annex 5: Format and Use of the IAEA Collaborating Centre Sub-logo

Annex 6: IAEA Organizational Chart

10.1 Annex 1 Collaborating Centre Designation Proposal form

Institution:			
Address:	Street: P.O. Box: Postal Code: City: Region/District: Country: Telephone/Cell : Email : Website :		
Director:	<div>First Name Middle Name Last Name</div> Email:		
Liaison Officer (Technical Matters):	<div>First Name Middle Name Last Name</div> Telephone/Cell: Email:		
Liaison Officer (Admin. Matters):	<div>First Name Middle Name Last Name</div> Telephone/Cell: Email:		

Greyed-out - to be filled by the IAEA:

IAEA Liaison Officer:	<div>First Name Middle Name Last Name</div> Telephone/Cell: Email:		
Alternate IAEA Liaison Officer:	<div>First Name Middle Name Last Name</div> Telephone/Cell: Email:		

Area of the collaboration:

< Brief description of area of collaboration and expected results (maximum one sentence)>

Proposed designation period:

From To

1 Introduction to the Institution

1.1 Description and mission statement:

<Enter your text here>

1.2 National Authority to which the institution reports:

<Enter your text here>

1.3 Affiliation with National Institutions:

<Enter your text here>

1.4 Affiliation with International Institutions and Organizations:

<Enter your text here>

1.5 Institution's funding sources:

<Enter your text here>

1.6 Number of professional staff:

1.7 Years of operation: From To

1.8 Available facilities:

1.9 Institution's membership in IAEA networks¹ (check all applicable):

ALMERA ¹	<input type="checkbox"/>	ANSN ²	<input type="checkbox"/>	DSN ³	<input type="checkbox"/>	FNRBA ⁴	<input type="checkbox"/>
GNIP ⁵	<input type="checkbox"/>	GNSSN ⁶	<input type="checkbox"/>	IDN ⁷	<input type="checkbox"/>	ISOE ⁸	<input type="checkbox"/>
NWAL ⁹	<input type="checkbox"/>	PRON ¹⁰	<input type="checkbox"/>	RANET ¹¹	<input type="checkbox"/>	SSDL ¹²	<input type="checkbox"/>
VUCCnet ¹³	<input type="checkbox"/>	RRCN ¹⁴	<input type="checkbox"/>	ANENT ¹⁵	<input type="checkbox"/>	AFRA-NEST ¹⁶	<input type="checkbox"/>
LANENT ¹⁷	<input type="checkbox"/>	STAR-NET ¹⁸	<input type="checkbox"/>	ENEN ¹⁹	<input type="checkbox"/>	NSSC Network ²⁰	<input type="checkbox"/>
INSEN ²¹	<input type="checkbox"/>	FLO ²²	<input type="checkbox"/>	Other	<input type="checkbox"/>		<input type="checkbox"/>

If others, please specify below:

<Enter your text here>

1.10 Is the institution active in a project under Regional and Cooperative Agreements?

Yes ☐ No ☐? Please check the appropriate box(es) below:

RCA²³ ☐

AFRA²⁴ ☐

ARASIA²⁵ ☐

ARCAL²⁶ ☐

Please specify below:

<Enter your text here>

¹ See full name at the end of the document

1.11 Has the institution been designated as Regional Resource Centre/Designated Centre/Centre of Excellence under any of the aforementioned Regional and Cooperative Agreements?

Yes ☐ No ☐ Please specify below:

<Enter your text here>

1.12 Does the institution hold any Practical Arrangement(s) with IAEA? Yes ☐ No ☐

Please specify below:

<Enter your text here>

1.13 Main fields of activities at the institution:

<Enter your text here>

1.14 Current major activities at the institution:

<Enter your text here>

1.15 Major publications in the last two years:

<Enter your text here>

1.16 Conferences organized during the last two years:

<Enter your text here>

1.17 Major achievements (e.g. inventions, discoveries, etc):

<Enter your text here>

2 Previous involvement(s) with the IAEA:

2.1 Participation in Technical Cooperation Projects (TCP): No ☐ Yes ☐

Code	Title

2.2 Participation in the following Coordinated Research Activities (CRA): No ☐ Yes ☐

Contract	Agreement	Number	Title
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

2.3	Provision of experts to IAEA Activities/TC activities (number of experts and fields of expertise): <Enter your text here>
2.4	Organization of training events (number of events and subjects/topics): <Enter your text here>
2.5	Provision of training through TC projects, fellowship activities, etc.: <Enter your text here>
2.6	Has the institution been contracted by the IAEA to provide paid services? No <input type="checkbox"/> Yes <input type="checkbox"/> Please specify below: <Enter your text here>
2.7	Additional information on previous involvement with the IAEA: <Enter your text here>
3.	Proposed Project Contents and Work Plan:
3.1	Work Plan Complete the proposed Work Plan on the sheet below.
3.2	Assumptions, Risks and Risk Mitigation measures for the proposed collaboration <Enter your text here>
3.3	Additional information that might be relevant to the review of this proposal <Enter your text here>

4 Assessment	
4.1	The technical standing of the institution at the national and international levels, with particular reference to its recent record of achievements and its ongoing activities: <Enter your text here>
4.2	On prospective stability in terms of personnel, activities and funding: <Enter your text here>
4.3	The technical relevance of the institution and its activities to the IAEA's programmatic priorities: <Enter your text here>
4.4	Previous collaboration with the IAEA of no less than two years: <Enter your text here>
4.5	The geographic contributions to the diversity of the IAEA Collaborating Centres scheme: <Enter your text here>
5	Recommendation: In recognition of the institution's record of successful collaboration with the IAEA and its expected contributions towards the implementation of the above referenced Agency's Project(s) and objective(s), the <IAEA Division>/<Section> expresses its support for designating <Institution Name> as an IAEA Collaborating Centre for <Area> for <Enter Number of Years> years.
6	Reporting The purpose of reporting is to assess the effectiveness of the Collaboration between the IAEA and <Institution Name> and to provide a basis for performance assessment that will be used to evaluate potential requests for re-designation submitted by the Institution. The IAEA Collaborating Centre will submit, every twelve (12) months, a report on the progress made in implementing the activities listed in the proposed Work Plan. At the end of the collaboration, the IAEA Collaborating Centre will submit a Final Report to the IAEA latest three (3) months before the expiry of the Designation Period. Any delay in submitting the Annual and/or Final Reports may impact subsequent processes.

Greyed-out - to be filled by the IAEA:

7 Workflow History			
Title	Name	Clearance Date	Signature
IAEA CC LO	<Enter Name>		
SH	<Enter Name>		
DIR	<Enter Name>		
NACA	<Enter Name>		

- 1 Analytical Laboratories for the Measurement of Environmental Radioactivity (ALMERA)
- 2 Asian Nuclear Safety Network (ANSN)
- 3 Denial of Shipment Networks (DSN)
- 4 Forum of Nuclear Regulatory Bodies in Africa (FNRBA)
- 5 Global Network of Isotopes in Precipitation (GNIP)
- 6 Global Nuclear Safety and Security Network (GNSSN)
- 7 The International Decommissioning Network (IDN)
- 8 Information System on Occupational Exposure (ISOE)
- 9 The Network of Analytical Laboratories (NWAL)
- 10 The Paediatric Radiation Oncology Network (PRON)
- 11 Response Assistance Network (RANET)
- 12 Secondary Standards Dosimetry Laboratories (SSDL)
- 13 Virtual University for Cancer Control (VUCCnet)
- 14 Research Reactor Coalitions and Networks (RRCN)
- 15 Asian Network for Education in Nuclear Technology (ANENT)
- 16 African Network for Education in Nuclear Science and Technology (AFRA-NEST)
- 17 Latin American Network for Education in Nuclear Technology (LANENT)
- 18 Regional Network for Education and Training in Nuclear Technology (STAR-NET)
- 19 European Nuclear Education Network (ENEN)
- 20 International Network of Nuclear Security Training and Support Centres (NSSC Network)
- 21 International Nuclear Security Education Network (INSEN)
- 22 Front Line Officer Network (FLO)
- 23 Regional Co-operative Agreement for Research, Development and Training Related to Nuclear Science and Technology for Asia and the Pacific (RCA)
- 24 African Regional Cooperative Agreement for Research, Development and Training Related to Nuclear Science and Technology (AFRA)
- 25 The Cooperative Agreement for Arab States in Asia for Research, Development and Training related to Nuclear Science and Technology (ARASIA)
- 26 Regional Cooperative Agreement for the Promotion of Nuclear Science and Technology in Latin America and the Caribbean (ARCAL)

WORK PLAN OF <enter the name of the institution>											
The work proposed by the institution will assist <enter name of the Division> in the implementation of Agency Project: <enter Code from the Agency's P&B ("blue book")> <enter Agency Project Title> aimed at enhancing Member States capabilities in "<enter the Objectives of the Agency Project>"											
Objectives of the proposed activities: <enter your text here>											
Proposed Activities and expected Outputs and Outcomes											
Activity No.	Description of Activities to be implemented by the Collaborating Centre	Outputs (deliverables)	Output Performance Indicators	Data Source	Data Collection Method	Baseline ¹	Targets				Outcomes (impact of the results)
							Year 1	Year 2	Year 3	Year 4	
Source of funding for the proposed activities: <enter your text here>											
Staff profile involved in the above activities: <enter your text here>											

¹**Baseline** refers to the initial set of conditions, measurements, or data that serve as a reference point for future comparisons or assessments throughout the designation period. It should not be a sum of Targets value in the future four years, rather it provides the starting context against which changes, trends, or effects resulting from the planned activities which can be measured.

**IAEA**

International Atomic Energy Agency

10.2 Annex 2: Collaborating Centre Re-designation Proposal Form

Institution:			
Address:	<i>Street:</i> <i>P.O. Box:</i> <i>Postal Code:</i> <i>City:</i> <i>Region/District:</i> <i>Country:</i> <i>Telephone/Cell :</i> <i>Email :</i> <i>Website :</i>		
Director:	<i>First Name</i>	<i>Middle Name</i>	<i>Last Name</i>
Liaison Officer (Technical Matters):	<i>First Name</i>	<i>Middle Name</i>	<i>Last Name</i>
	<i>Telephone/Cell:</i>		
	<i>Email:</i>		
Liaison Officer (Admin. Matters):	<i>First Name</i>	<i>Middle Name</i>	<i>Last Name</i>
	<i>Telephone/Cell:</i>		
	<i>Email:</i>		

Greyed-out - to be filled by the IAEA:

IAEA Liaison Officer:	<i>First Name</i>	<i>Middle Name</i>	<i>Last Name</i>
	<i>Telephone/Cell:</i>		
	<i>Email:</i>		
Alternate IAEA Liaison Officer:	<i>First Name</i>	<i>Middle Name</i>	<i>Last Name</i>
	<i>Telephone/Cell:</i>		
	<i>Email:</i>		

Areas of the collaboration:

<Enter your text here>

Current designation period: From To	Proposed re-designation period: From To
--	--

1	Background and collaboration history with the IAEA <Enter your text here>
2	General Information (update):
2.1	National Authority to which the institution reports: Unchanged <input type="checkbox"/> Changed during the current designation period <input type="checkbox"/> Please specify below: <Enter your text here>
2.2	Affiliation with National Institutions: Unchanged <input type="checkbox"/> Changed during the current designation period <input type="checkbox"/> Please specify below: <Enter your text here>
2.3	Affiliation with International Institutions and Organizations: Unchanged <input type="checkbox"/> Changed during the current designation period <input type="checkbox"/> Please specify below: <Enter your text here>
2.4	Institution's funding sources: Unchanged <input type="checkbox"/> Changed during the current designation period <input type="checkbox"/> Please specify below: <Enter your text here>
2.5	Number of professional staff:
2.6	Years of operation: From To
2.7	Available facilities: Unchanged <input type="checkbox"/> Changed during the current designation period <input type="checkbox"/> Please specify below: <Enter your text here>

¹See full name at the end of the document

2.8 Institution's membership in IAEA networks ¹ (check all applicable):							
ALMERA¹	<input type="checkbox"/>	ANSN²	<input type="checkbox"/>	DSN³	<input type="checkbox"/>	FNRBA⁴	<input type="checkbox"/>
GNIP⁵	<input type="checkbox"/>	GNSSN⁶	<input type="checkbox"/>	IDN⁷	<input type="checkbox"/>	ISOE⁸	<input type="checkbox"/>
NWAL⁹	<input type="checkbox"/>	PRON¹⁰	<input type="checkbox"/>	RANET¹¹	<input type="checkbox"/>	SSDL¹²	<input type="checkbox"/>
VUCCnet¹³	<input type="checkbox"/>	RRCN¹⁴	<input type="checkbox"/>	ANENT¹⁵	<input type="checkbox"/>	AFRA-NEST¹⁶	<input type="checkbox"/>
LANENT¹⁷	<input type="checkbox"/>	STAR-NET¹⁸	<input type="checkbox"/>	ENEN¹⁹	<input type="checkbox"/>	NSSC Network²⁰	<input type="checkbox"/>
INSEN²¹	<input type="checkbox"/>	FLO²²	<input type="checkbox"/>	Other	<input type="checkbox"/>		<input type="checkbox"/>
<p>If others, please specify below:</p> <p><Enter your text here></p>							
<p>2.9 Is the institution active in a project under Regional and Cooperative Agreements? Yes <input type="checkbox"/> No <input type="checkbox"/> ? Please check the appropriate box(es) below:</p> <p style="text-align: center;"> RCA²³ <input type="checkbox"/> AFRA²⁴ <input type="checkbox"/> ARASIA²⁵ <input type="checkbox"/> ARCAL²⁶ <input type="checkbox"/> </p> <p>Please specify below: <Enter your text here></p> <p>Has the institution been designated, during the current designation period, as Regional Resource Centre/Designated Centre/Centre of Excellence under any of the aforementioned Regional and Cooperative Agreements? Yes <input type="checkbox"/> No <input type="checkbox"/> Please specify below: <Enter your text here></p>							
<p>2.10 Does the institution hold any Practical Arrangement(s) with IAEA? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please specify below: <Enter your text here></p>							
<p>2.11 Current relevant area(s) of activities at the institution: <Enter your text here></p>							
<p>2.12 Major publications during the current designation period: <Enter your text here></p>							
<p>2.13 Conferences organized during the current designation period: <Enter your text here></p>							
<p>2.14 Major achievements during the current designation period (e.g. inventions, discoveries, etc): <Enter your text here></p>							

3 Involvement with the IAEA during the current designation period:			
3.1 Participation in Technical Cooperation Projects (TCP): No <input type="checkbox"/> Yes <input type="checkbox"/>			
Code	Title		
3.2 Participation in the following Coordinated Research Activities (CRA): No <input type="checkbox"/> Yes <input type="checkbox"/>			
Contract	Agreement	Number	Title
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
3.3 Provision of experts to IAEA Activities/TC activities (number of experts and fields of expertise): <Enter your text here>			
3.4 Organization of training events (number of events and subjects/topics): <Enter your text here>			
3.5 Provision of training through TC projects, fellowship activities, etc.: <Enter your text here>			
3.6 Has the institution been contracted by the IAEA to provide paid services? No <input type="checkbox"/> Yes <input type="checkbox"/> Please specify: <Enter your text here>			
3.7 Additional information on previous involvement with the IAEA: <Enter your text here>			
4 Proposed Project Contents and Work Plan:			
4.1 Work Plan: Complete the proposed Work Plan on the sheet below.			

4.2 Assumptions, Risks and Risk Mitigation measures for the proposed collaboration:

<Enter your text here>

4.3 Additional information that might be relevant to the review of this proposal:

<Enter your text here>

<i>Greyed-out - to be filled by the IAEA:</i>	
5	Assessment of:
5.1	the proposal for re-designation of the institution: <Enter your text here>
5.2	the overall collaboration with the institution during the designation period: <Enter your text here>
5.3	the accomplishments thus far: <Enter your text here>
5.4	the relevancy of the proposed activities to the implementation of the respective Programme: <Enter your text here>
6	Recommendation: In recognition of the institution's record of successful collaboration with the IAEA and its expected contributions towards the implementation of the above referenced Agency's Project(s) and objective(s), the <IAEA Division>/<Section> expresses its support for re-designating <Institution Name> as an IAEA Collaborating Centre for <Area> for <Enter Number of Years> years.
7	Reporting The purpose of reporting is to assess the effectiveness of the Collaboration between the IAEA and <Institution Name> and to provide a basis for performance assessment that will be used to evaluate potential requests for re-designation submitted by the Institution. The IAEA Collaborating Centre will submit, every twelve (12) months, a report on the progress made in implementing the activities listed in the proposed work plan. At the end of the collaboration, the IAEA Collaborating Centre will submit a Final Report to the IAEA latest three (3) months before the expiry of the Designation Period. Any delay in submitting the Annual Report may impact subsequent processes.

8 Workflow History

Title	Name	Clearance Date	Signature
IAEA CC LO	<Enter Name>		
SH	<Enter Name>		
DIR	<Enter Name>		
NACA	<Enter Name>		

- 1 Analytical Laboratories for the Measurement of Environmental Radioactivity (ALMERA)
- 2 Asian Nuclear Safety Network (ANSN)
- 3 Denial of Shipment Networks (DSN)
- 4 Forum of Nuclear Regulatory Bodies in Africa (FNRBA)
- 5 Global Network of Isotopes in Precipitation (GNIP)
- 6 Global Nuclear Safety and Security Network (GNSSN)
- 7 The International Decommissioning Network (IDN)
- 8 Information System on Occupational Exposure (ISOE)
- 9 The Network of Analytical Laboratories (NWAL)
- 10 The Paediatric Radiation Oncology Network (PRON)
- 11 Response Assistance Network (RANET)
- 12 Secondary Standards Dosimetry Laboratories (SSDL)
- 13 Virtual University for Cancer Control (VUCCnet)
- 14 Research Reactor Coalitions and Networks (RRCN)
- 15 Asian Network for Education in Nuclear Technology (ANENT)
- 16 African Network for Education in Nuclear Science and Technology (AFRA-NEST)
- 17 Latin American Network for Education in Nuclear Technology (LANENT)
- 18 Regional Network for Education and Training in Nuclear Technology (STAR-NET)
- 19 European Nuclear Education Network (ENEN)
- 20 International Network of Nuclear Security Training and Support Centres (NSSC Network)
- 21 International Nuclear Security Education Network (INSEN)
- 22 Front Line Officer Network (FLO)
- 23 Regional Co-operative Agreement for Research, Development and Training Related to Nuclear Science and Technology for Asia and the Pacific (RCA)
- 24 African Regional Cooperative Agreement for Research, Development and Training Related to Nuclear Science and Technology (AFRA)
- 25 The Cooperative Agreement for Arab States in Asia for Research, Development and Training related to Nuclear Science and Technology (ARASIA)
- 26 Regional Cooperative Agreement for the Promotion of Nuclear Science and Technology in Latin America and the Caribbean (ARCAL)

WORK PLAN OF <enter the name of the institution>											
The work proposed by the institution will assist <enter name of the Division> in the implementation of Agency Project: <enter Code from the Agency's P&B ("blue book")> <enter Agency Project Title> aimed at enhancing Member States capabilities in "<enter the Objectives of the Agency Project>"											
Objectives of the proposed activities: <enter your text here>											
Proposed Activities and expected Outputs and Outcomes											
Activity No.	Description of Activities to be implemented by the Collaborating Centre	Outputs (deliverables)	Output Performance Indicators	Data Source	Data Collection Method	Baseline ¹	Targets				Outcomes (impact of the results)
							Year 1	Year 2	Year 3	Year 4	
					</						

10.3 Annex 3: Annual Progress Report form

Annual Progress Report	
Name of the IAEA Collaboration Centre (CC):	
Country:	
Designation/Re-designation Period:	Annual Reporting Period:
CC-Liaison Officer:	
Field of Collaboration (as it appears in the IAEA CC Agreement):	
1.	Results achieved to date in comparison with the expected results in the Work Plan, including quantitative data if applicable, and their contribution towards relevant IAEA programmatic priorities:
2.	Publications relevant to the Work Plan published in the reporting period:
3.	Activities included in the Work Plan, which were planned for the reporting period, but were not implemented (delays, issues encountered, remedial actions, responses):
4.	Recommendations for the next reporting period and/or remaining Designation Period of suggested changes to the Work Plan (if changed, attach revised Work Plan):

10.4 Annex 4: Final Report form

Final Report	
Name of the IAEA Collaboration Centre (CC):	Country:
Designation/Re-designation Period:	
CC-Liaison Officer:	
Field of Collaboration (as it appears in the IAEA CC Agreement):	
1.	<p>Assessment of results (outputs and outcomes) achieved during the entire Designation/Re-designation Period in comparison with the planned results in the Work Plan and identification and explanation of non-achieved results. Include quantitative data if applicable.</p> <ul style="list-style-type: none"> • Research Collaboration with the IAEA: • Technical Expertise: • Training Activities: • Knowledge Sharing: • Regional and Global Cooperation:
2.	<p>Assessment of activities included in the Work Plan, which were not implemented during the Designation/Re-designation Period and reasons for their non-implementation:</p>
3.	<p>Assessment of the overall contribution of the collaboration to the IAEA's programmatic priorities:</p>
4.	<p>Publications published relevant to the Work Plan:</p>
5.	<p>Lessons learned:</p>
6.	<p>Request for Re-designation?</p>

10.5 Annex 5: Format and Use of the IAEA Collaborating Centre Sub-logo

Format of the IAEA Collaborating Centre sub-logo

- (i) In order for the IAEA to create an IAEA Collaborating Centre sub-logo, the IAEA Collaborating Centre shall send its logo to the IAEA CC-LO in vector format, either EPS (file name: *.eps) or an Adobe Illustrator file (file name: *.ai).
- (ii) The IAEA Collaborating Centre sub-logo must not be modified or merged with any other graphic element or text.
- (iii) The IAEA Collaborating Centre sub-logo shall be used in dimensions that are related to the original size, and these dimensions can be scaled down or up, as long as the aspect ratio remains consistent. The colours may not be changed and no effects added (e.g. shading).
- (iv) The IAEA Collaborating Centre sub-logo can only be used in one of the official UN languages. Templates will be provided in English and/or in the other relevant UN language for the IAEA Collaborating Centre upon request.

Use of the IAEA Collaborating Centre sub-logo

- (i) Any use of the sub-logo by the IAEA Collaborating Centre is restricted to activities conducted under the agreed Work Plan, which shall include specifications for communication and public information about Work Plan activities and subsequent use of the sub-logo.

(ii) Use of the IAEA Collaborating Centre sub-logo on letterheads

Subject to the format requirements stated above under 9.1, an IAEA Collaborating Centre may use the IAEA Collaborating Centre sub-logo on letterheads for correspondence related to the activities agreed in the Work Plan.

(iii) Use of the IAEA Collaborating Centre sub-logo on a dedicated webpage

Subject to advance and written permission from the IAEA CC-LO, an IAEA Collaborating Centre may use the IAEA Collaborating Centre sub-logo on a dedicated IAEA Collaborating Centre webpage. A request for permission, from the IAEA Collaborating Centre to the IAEA CC-LO, shall contain a draft webpage for approval and shall ensure that:

- a) The IAEA Collaborating Centre sub-logo is not used on the homepage of the designated institution (or part thereof). Instead, a discreet reference to the designation of the institution as an IAEA Collaborating Centre may be included in a tab linking to a separate page fully dedicated to the activities of the institution as an IAEA Collaborating Centre and the designated period of cooperation.
- b) The IAEA Collaborating Centre webpage is in accordance with the terms of reference and workplan of the IAEA Collaborating Centre, i.e., it only refers to the activities of the institution in its capacity as an IAEA Collaborating Centre as described in the IAEA Collaborating Centre Agreement and Work Plan for the agreed period of cooperation.

(iv) Use of the IAEA Collaborating Centre sub-logo on outreach materials

Subject to advance, written and per-use permission from the IAEA CC-LO, an IAEA Collaborating Centre may use the sub-logo on non-IAEA documents, publications, presentation slides and other promotional outreach materials such as brochures, leaflets, videos, website, press releases, events, publications in newspaper or other periodicals. Request for permission shall contain a justification and a mock-up of the proposed use in line with the conditions set forth above in Section 9.1.

Approval for the use of the IAEA Collaborating Centre sub-logo is separate from the approval of the content of the outreach materials, which are subject to a different approval process that will be communicated to the IAEA Collaborating Centre by the IAEA.

(v) Business or visiting cards

The use of the IAEA Collaborating Centre sub-logo on business or visiting cards of the staff members of the IAEA Collaborating Centre or of the IAEA staff members is not allowed in any circumstance.

(vi) Plaques

An IAEA Collaborating Centre Plaque is provided by the IAEA with the IAEA Collaborating Centre sub-logo, the area of collaboration, and the period of designation.

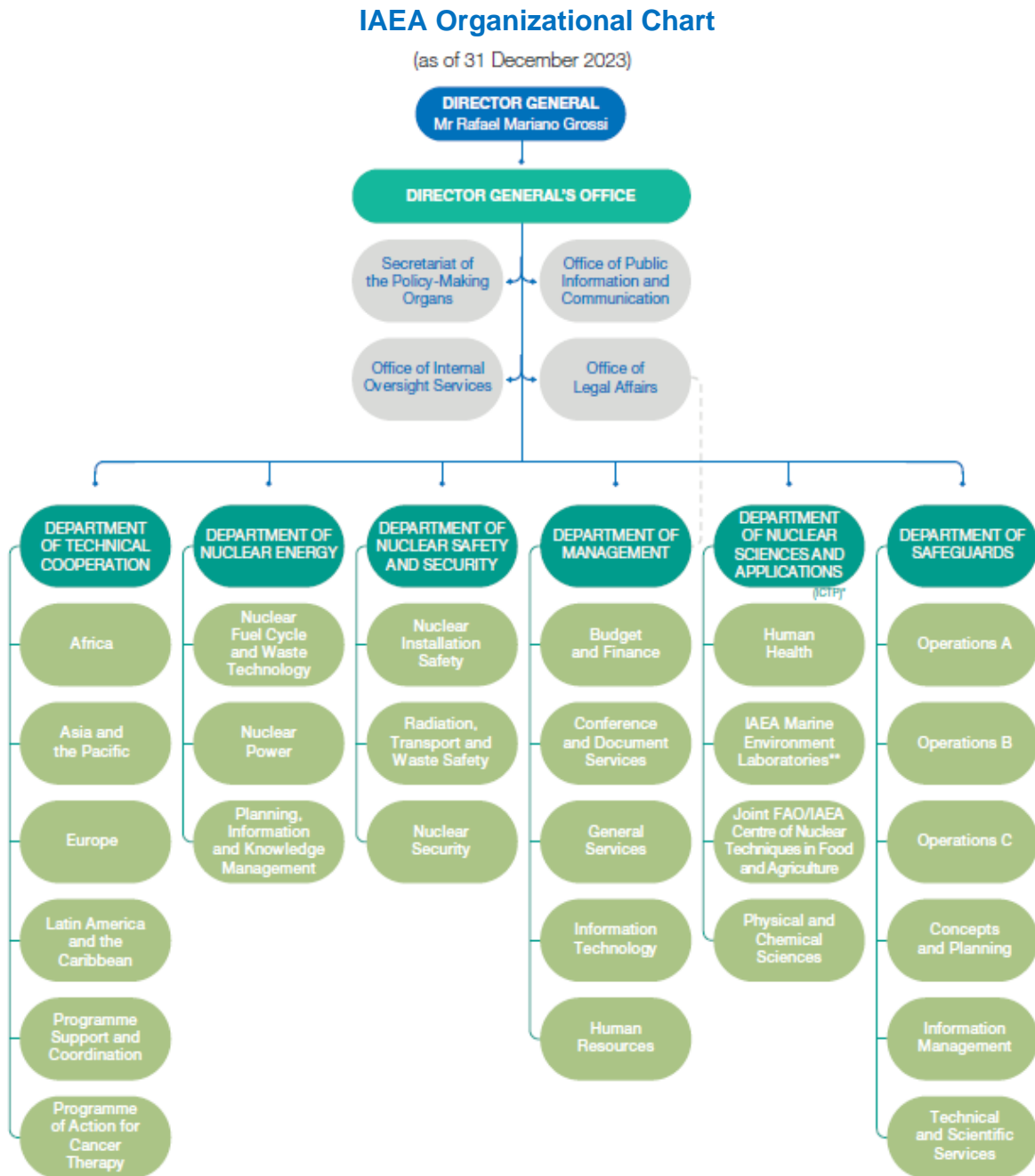
(vii) Training diplomas and certificates

The IAEA Collaborating Centre sub-logo may be used on certificates of attendance, diplomas, or similar awards to participants in training or other courses organized as part of an IAEA Collaborating Centre 's Work Plan using the certificate template provided by the IAEA.

(viii) Promotional giveaways

The IAEA Collaborating Centre sub-logo shall not be used on promotional giveaways to be sold or given for free.

10.6 Annex 6: IAEA Organizational Chart



* The Abdus Salam International Centre for Theoretical Physics (ICTP), legally referred to as the "International Centre for Theoretical Physics", is operated as a joint programme by UNESCO and the Agency. Administration is carried out by UNESCO on behalf of both organizations.

** With the participation of UNEP and IOC.