

# Guide for IAEA Technical Cooperation (TC) Fellows



**IAEA**  
International Atomic Energy Agency  
*Atoms for Peace and Development*

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## I. INTRODUCTION

1. The purpose of this Guide is to provide International Atomic Energy Agency (IAEA) technical cooperation (TC) fellows with information concerning administrative, financial, travel and reporting matters. IAEA TC fellows should read this guide carefully and refer to it whenever questions arise regarding such matters as visas, travel, stipends and other allowances, insurance and hospitalization, and reporting.

2. **All communication should be addressed to the relevant Programme Management Assistant** and should always include the fellow's full name and event number. General contact information can be found below:

IAEA Divisions
Division for Africa
Division for Asia and the Pacific
Division for Europe
Division for Latin America and the Caribbean

Mailing Address	Telecontacts
Department of Technical Cooperation International Atomic Energy Agency PO Box 100, 1400 Vienna, Austria	Tel: +43 1 2600 Fax: +43 1 26007 E-mail: <a href="mailto:Official.Mail@iaea.org">Official.Mail@iaea.org</a>

3. IAEA fellowships usually form an integral part of the implementation of a technical cooperation project in a developmental field of high national priority. They provide either practical, guided, on-the-job training; or long-term academic training; or specialized qualifications in the use of nuclear techniques in a relevant field. The main objective of an IAEA fellowship is to help fellows to improve their professional competence so that they can solve scientific and technical problems related to their country's development.

4. IAEA fellowships are awarded, in general, for training at one single institute in only one country. The IAEA has found that more thorough training is obtained when fellows concentrate their efforts at only one place of study.

5. When applying for an IAEA fellowship, **fellows agree to return to and continue to work in their home institute after the completion of their training** in the field of peaceful nuclear applications for at least two years.

## II. PREPARING FOR THE FELLOWSHIP

6. **Acceptance.** IAEA TC fellows receive a letter of appointment that describes the training programme prepared for them, the fellowship stipend they will receive, and a proposed starting date. The fellow's governmental authorities also receive this information, and both the fellow and his/her Government must confirm acceptance of the appointment and its related conditions. Final arrangements for the fellowship programme can only be completed after the relevant IAEA Programme Management Assistant has been notified of the acceptance of the fellowship. In case a fellow resigns or discontinues his/her employment with the home institute, the approved fellowship will be cancelled/repealed/retracted.

7. **Passports and visas.** Fellows are responsible for obtaining their own passport and whatever visas required, including transit visas if necessary. Visa applications should be made well in advance of departure as visa processing often takes several weeks. If difficulties arise regarding the issue of the fellow's visas(s), the host should be informed immediately, and the fellow's passport number, name and date of birth as shown

on the passport, its date of issue and date of expiry and the date of the visa application should be provided. The host will then try to expedite the visa process through its own or host country channels.

8. It is important that the fellow's name is spelled correctly in their [InTouch+](#) profile as it appears in the passport, and that all other information is updated as needed. Otherwise, there will be transaction difficulties, e.g. when obtaining visa, air ticket and money. When a fellow applies for a visa to train or study in a host country, his/her passport must be valid for at least several months beyond the expected duration of the fellowship.

9. No allowances are granted by the IAEA for passport and visa expenses. Member State governments agree to cover these expenses when they endorse a fellowship application.

10. In case proof of health insurance coverage is needed to apply for a visa, the fellow should send an e-mail to the IAEA's Programme Management Assistant to obtain an **insurance certificate** from Cigna International Health Services BVBA. The certificate will prove that the fellow is covered by health insurance during the period of travel and training.

11. Fellows are encouraged to successfully complete the course "BSAFE" before undertaking their fellowship. For certain host countries, the completion of the course will be required and fellows will be informed accordingly. Link to the course: <https://training.dss.un.org/>.

12. **Host country.** Before leaving home, fellows are encouraged to learn as much as possible about the host country in which they will be trained, its customs, culture, climate, currency regulations, etc. Many countries provide information for prospective visitors. It may be useful to apply to the public information or cultural affairs office of the prospective host country's embassy or consulate for information.

13. **Clothing.** Fellows are encouraged to make adequate preparations in advance to acquire clothing suitable for the climate of the host country. Failure to obtain suitable clothing may create difficulties later, as the stipend paid in the country of study is not intended to cover such extra expenses.

14. **Delayed arrival.** Delayed arrival can cause many difficulties. The host institute will have made special arrangements to accept the fellow and to help him/her get settled in and started on the training. Late arrival could seriously compromise its goodwill. Fellows must show host institutions due respect by keeping their part of the agreement, including adhering strictly to the approved arrival date. Postponement of arrival could lead to additional costs (e.g. payment for unused hotel accommodation or cancellation fees, shortened duration of programme and reduction of stipend).

15. **Medical Certificate Form.** A medical certificate of good health signed by a registered medical practitioner dated not more than four months prior to the start date of the fellowship must be submitted if the duration of the fellowship exceeds one month, and for all fellowship candidates over the age of 65, regardless of the event duration. The fellow should undergo a medical examination one to three months prior to the start of the fellowship and send the medical certificate to the IAEA's Programme Management Assistant before departure. The fellowship is subject to receipt of the medical certificate and its clearance by the IAEA (see Annex 4).

16. **Occupational Exposure History (OEH) Form.** In case the fellowship involves occupational exposure to radiation, you are requested to fill out and send the OEH form to the IAEA's Programme Management Assistant by closely following the guidelines provided (see Annex 5). This form should not be older than six months prior to the start date of the event. The IAEA will provide you in due course with a dosimeter to monitor your occupational exposure during the fellowship.

17. **Designation of Beneficiary and Emergency Contact Form.** All fellows are requested to fill out, sign and send the Designation of Beneficiary and Emergency Contact Form to the IAEA's Programme Management Assistant before departure (see Annex 6).

18. **Postponement of the fellowship due to pregnancy.** Any woman engaged by the IAEA for a fellowship should notify the IAEA on becoming aware that she is pregnant. It is strongly encouraged that female fellows postpone their fellowship if they are pregnant (see Annex III).

### III. FINANCIAL CONSIDERATIONS

#### III.1 TRAVEL

19. **International travel by air.** IAEA fellows are provided with economy-class air tickets for the travel from their home country to the training institution in the host country, and for their return home. The tickets are provided either by the IAEA or the local UNDP office. On an exceptional basis, a lump sum travel grant can be offered to the fellow. It should be noted, however, that upon receipt of a lump sum travel grant, the fellow will be responsible for all travel arrangements, including stopovers, as well as any costs incurred as a result of changes in itinerary, flight cancellation, postponement of training, etc. It is therefore recommended that the fellow would purchase a fully refundable and endorsable air ticket.

20. When a fellow has been issued with a round trip or return ticket, s/he must start his/her return travel before the ticket expires. The fellow is requested to inform the IAEA immediately if s/he cannot travel on time due to visa problems. In the case of a fellowship extension by the IAEA beyond the validity of the return ticket, a replacement ticket will be issued at no expense to the fellow. However, should the fellow delay his/her travel beyond the validity of the air ticket for personal reasons, the fellow must pay the additional cost to have the ticket extended.

21. **Travel by rail/bus.** If a fellow prefers to travel by rail/bus, second class train tickets or bus tickets will be reimbursed by the IAEA upon submission of invoice and scan of used tickets after the fellowship has taken place.

22. **Travel by car.** Fellows who undertake any IAEA-financed international or local travel by private car in connection with their training programmes will be reimbursed, within approved limits, at the IAEA rate<sup>1</sup> for the shortest route. However, this reimbursement will never exceed the economy class air fare for long journeys and the second-class rail fare for shorter trips. If, for personal reasons, a fellow chooses to travel by a route which is not the most direct, the fellow must pay the additional fare him-/herself and is reminded that health insurance coverage might not apply in such cases. Reimbursement will be made only *after* the fellowship has taken place. Travel by private car will only be authorized if the travel distance does not exceed 500 km one way. (Other accompanying fellows travelling with the fellow's private car are not entitled to any travel compensation; only the car owner will be reimbursed).

23. **National travel.** Fellows training in their home country which requires national re-location are entitled to roundtrip national travel.

#### III.2 ALLOWANCES

24. **Stipend rates.** Fellows receive a stipend to cover their living costs either from the IAEA or from the host government. The stipend is not a salary, but an allowance to cover the fellow's own expenses for accommodation, meals, local transportation and incidentals while being trained. The stipend may be paid in the local currency. The stipend is based on the stipend rate established by the United Nations Development Programme (UNDP) for each country. The rate depends on the costs of accommodation, meals, local transportation, and other incidentals in the country. The first month's stipend is higher than that for subsequent months to allow for settling-in costs and expenses related to airport transport, taxis and other arrival and departure costs (including shipment of materials home at the end of the fellowship)

25. **Book expenses.** Costs related to academic books, materials and technical publications for the fellow's field of training are to be covered from the monthly stipend rate.

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<sup>1</sup> The current rate is €0.25 per kilometer.

26. **IAEA publications.** Fellows may request a reasonable number of IAEA publications in their field of training that will be sent to them cost-free while being trained. The IAEA will determine what 'a reasonable number' is in each case. Fellows may also purchase additional IAEA publications at half price. Requests for such publications must be addressed to the relevant Programme Management Assistant and should always include the fellow's full name and event number.

27. **Thesis expenses.** Should a fellow incur financial expenses for the preparation and binding of a thesis, dissertation, memoir or other paper required for completion of a degree programme, the IAEA will reimburse the actual expenses up to an amount not exceeding €750, provided that the relevant receipts (originals, not photocopies) are submitted to the IAEA. Charges for thesis translation will not be covered, nor will page charges for publication in scientific journals.

28. Fellows are strongly discouraged from taking any family members to stay with them during the period of the fellowship. Many of the institutes in the various countries that accept fellows are reluctant to welcome families as they lack the facilities to provide appropriate living conditions. In all cases, the host authority and host institute must confirm their agreement before arrangements are made to take any family members along.

29. Fellows' stipend is not adequate to support family members in the host country. The fellow is the only person who will be covered by a medical insurance policy during the period of the fellowship. The IAEA will neither assume any responsibility for dependents, provide any financial support, nor will it cover them under its own medical scheme (see paragraph 38 and Annex 2 for more information). The fellow's **insurance will not cover private extensions or vacations of the fellow's stay in the host country. Any unavoidable training interruptions** are subject to approval by the nominating Government, the fellow's home and host institute, and the IAEA.

### III.3 PAYMENT

30. A few weeks before their departure fellows will receive their travel and payment instructions (TPI), which will contain details of the respective stipend amount and mode of payment.

31. Fellows are expected to honour the commitments they accepted for the whole period assigned for training or study. Any overpayment resulting from premature termination must be refunded to the IAEA.

### III.4 EMPLOYMENT AND SUPPLEMENTAL GRANTS

32. Fellows may not accept paid employment or a supplementary grant, fellowship, stipend or honorarium while on an IAEA fellowship in the host country. This restriction does not apply to the normal salary paid to the fellow by his/her own Government or institution, which is expected to be paid to the fellow while he/she is being trained.

## IV. ARRIVAL IN THE HOST COUNTRY

33. **Notification of arrival.** Fellows must notify the organizing authority of the host country of the exact date and time of their arrival. Upon arrival at the host institution, the fellow must notify the IAEA of the actual date of arrival in the host country. If the IAEA is informed of the fellow's arrival with delay, the next stipend payments may be delayed. In addition, the fellow may not be insured by the health insurance provider, Cigna International Health Services BVBA, if the date of arrival is not recorded properly.

34. **Accommodation.** Fellows are advised to contact the organizing authorities of the host country or the institute providing training for assistance in finding suitable, moderately priced accommodation. Each fellow is responsible for paying their own hotel bills, rent, telephone bills, etc. The IAEA should be notified of the fellow's mailing address and contact information (telephone, fax and/or e-mail) to facilitate correspondence (see paragraph 36). The IAEA strongly urges fellows to stay at the accommodation arranged by the host and not to

change their address. Delayed arrival can result in cancellation fees which may be deducted from the stipend. Therefore, fellows are advised to notify the host contact and the IAEA immediately in case of postponed arrival.

35. If requested, the IAEA may assist fellows coming to Vienna in finding accommodation.

## V. THE TRAINING PERIOD

36. **Reporting to the IAEA.** The schedule of reporting and the report templates are included in Annex I. As soon as the fellow is settled in, she/he must immediately notify the IAEA and provide their mailing address and, if relevant, banking details of their account in the host country.

37. Fellowships lasting **less than three months** require only the first and final reports. Fellowships lasting **longer than three months**, require that the first technical report be submitted to the IAEA not later than one month after the beginning of the fellowship. It should include a detailed training plan, prepared by the fellow in collaboration with his/her supervisor for the duration of the fellowship, with comments on the availability of necessary equipment and facilities needed for the training. This report will be carefully reviewed by the IAEA to make sure the training programme corresponds to the one approved by the IAEA when the award was made. Technical progress reports are also required, as well as a final report. The first technical report and any progress reports must be countersigned by the fellow's supervisor, but not, the final one. All technical reports will be evaluated, but only the first and final ones will be acknowledged. **Note that the final technical report must be submitted to the IAEA within one month after conclusion of the fellowship.** After the submission of the final report, the fellow will receive his/her fellowship certificate.

38. **Medical insurance.** Fellows trained outside their home country are provided with medical insurance by the IAEA at its own expense, under a policy with Cigna International Health Services BVBA ("CIGNA"). This insurance should cover most personal medical expenses in the event of accident or illness, but does **not**, however, cover medical expenses of family members. **According to the terms of this insurance policy, fellows must first pay hospital and medical bills themselves, and then submit the original bills with proof of payment to CIGNA in Belgium.** They will be reimbursed promptly. In case of an in-patient hospitalization, i.e., a hospital admission including at least one overnight stay, CIGNA can arrange direct billing with the care providers. Medical bills must be sent directly to CIGNA as soon as possible. Instructions can be found in the [Guide for Cigna Group Medical Insurance Scheme](#). A sample [Medical Claim Form](#) is attached as Annex II. National, local, and virtual fellows are not entitled to medical insurance by CIGNA.

39. **Stipends during hospitalization.** If a fellow is hospitalized, and if the fellowship stipend is paid by the IAEA, the stipend will be reduced to 70% of the normal payment, because bed and board are provided by the hospital. This reduction of stipend does not apply to the first seven days of any period of hospitalization.

40. **Liability.** The IAEA holds a Public Liability Policy. This policy covers legal liability which the IAEA shall become liable to pay in respect of claims made against the insured for compensation for loss or damage to property or bodily injury or illness (fatal or non-fatal) to persons caused by a negligent act, error or omission of the assured or any person or persons for whose acts, error, or omission they may be responsible. In addition, the policy also provides that indemnity will be granted to cover the IAEA's liability for training scientists at the laboratories of Member States including the liability of trainees.

41. **COVID-19.** Fellows are required to adhere to the national, local and/or host authorities' Covid-19 measures and guidelines on how to contain the spread of coronavirus infections.

42. **Publication of scientific papers.** The importance of prompt publications of the results of scientific investigations or development projects cannot be overemphasized. No prior approval of the IAEA is required for publication of a scientific paper resulting from research done while on an IAEA fellowship. However, fellows should acknowledge the IAEA in their papers as having provided support for the fellowship, and send a copy of the printed article to the IAEA for information.

43. **Home leave.** Long-term fellows being trained for a period longer than two years, may be entitled to a roundtrip air ticket to their home country after two years of study to visit their families.

44. **Vacation.** An IAEA fellowship is awarded for the purpose of providing a period of intensive training abroad. It is not intended that part of the fellowship be used to support a vacation period.

45. **Technical visits and meetings.** May be considered if integrated into the programme prepared by the host institute at the time of acceptance. However, funds for special purposes such as attendance at meetings and symposia, inspection trips and visits to other institutes are extremely limited. Moreover, it is generally considered that a continuous period of training or research at one and the same institute is the most effective way to provide fellows with the experience they require. Fellows are therefore discouraged from planning unforeseen trips.

46. If a trip is approved, the IAEA will meet the costs of economy class air, second class rail or bus fares upon the fellow's submission of the exact itinerary countersigned by the supervisor and used travel tickets (and registration receipts in the case of formal meetings). The fellow will also be provided with an extra allowance to cover additional subsistence during the trip. Trips which have not been approved by the IAEA will not be reimbursed. Travel to such meetings during the fellowship which involves a transoceanic journey or a major distance in one continent will not be approved owing to budgetary considerations.

47. **Fellowship extensions.** The IAEA grants fellowships of a duration considered sufficient to cover the training requirements of a fellow. It is emphasized that fellows should aim to complete their study and training programmes within the period specified in their letter of appointment. It is the responsibility of the fellow and his/her supervisor to design a training programme that can be completed in the allotted time. Failure to complete the work or study within the duration of the fellowship does not justify an extension. In some exceptional cases the fellow may apply for an extension provided his/her current programme is such as to justify a prolongation of the original award.

48. Before applying for an extension, the fellow should check with the host authorities that it will be possible to have his/her visa extended. Requests for an extension will only be considered if the following conditions are met:

- (a) Submission of fellowship report(s) according to reporting schedule;
- (b) Request submitted by the fellow at least three months (or several weeks in the case of short-term fellowships) before the expiration of the initial fellowship period, containing reasons for the request;
- (c) Recommendation by the fellow's supervisor, whose communication should be sent directly to the IAEA as a separate document;
- (d) Notification by the fellow to his/her own Government, indicating that a request for extension is being submitted and that the IAEA will require a recommendation by the Government.
- (e) Approval by the host and the nominating Government.

49. The IAEA will make the final decision and notify the fellow accordingly.

## VI. RETURN HOME

50. **Travel home.** Fellows are provided with an excursion or economy-class air ticket home if they were not issued a round-trip or return ticket initially. Travel by rail/bus/car will be reimbursed only after their return home and upon submission of scan of used tickets and receipts. The first stipend payment (see paragraph 24) is higher than that for subsequent months to cover any final expenses (including shipping excess baggage). No additional funds will be provided to cover the costs of sending excess baggage home.

51. In line with the commitment made in the original application for an IAEA fellowship, fellows are requested to return home upon completion of their fellowship, to apply the knowledge gained during the training and to work in the field of peaceful nuclear applications for at least two years.

## ANNEX 1: REPORTING TO THE IAEA BY FELLOWS

It is vital that fellows give their name and event number on all reports and communication. **Reports should be sent by e-mail.**

<b>Notification of arrival</b>	On arrival, with the <i>actual</i> date of arrival in the host country.
<b>Administrative communication</b>	Within two weeks of arrival, containing the fellow's address in the host country and, if the fellowship is for more than three months, the name and address of the fellow's bank and account number.
<b>First technical report</b>	To be completed four weeks after the start of training or study.
<b>Mid-term technical report</b>	To be completed halfway through the training period for all fellowships lasting between three and six months.
<b>Trimester technical reports</b>	To be completed every three months for all fellowships lasting more than six months.
<b>Final technical report</b>	To be completed by all fellows not later than one month after the completion of training or study.

Fellowships lasting less than three months require only the first and final reports. The formats of the technical reports are specified on the following pages.

**FIRST TECHNICAL REPORT**

1. Name of fellow:	
2. Fellowship event number:	
3. Address in host country:	
4. Start date of training:	
5. Anticipated end date of training:	
6. IAEA TC project number:	
7. TC project counterpart:	
8. Name and full address of institution where the training takes place:	
9. Name and position of training supervisor at the training institution:	
10. Detailed description (300-500 words) of the training programme established in cooperation with the training supervisor:	
11. List of the major facilities and equipment that you will be able to use during your training. If there are important facilities or equipment that you believe would be useful to have access to but which appear to be unavailable at the training site, indicate what they are, their importance to your training needs and why they are unavailable:	
12. Describe how the established training programme will provide you with the skills and experience required by the TC project; or, if the fellowship takes place within a human resource TC project, specify how the training programme will provide you with the skills and experience required at your home institute, if applicable):	
Date:	
_____ Fellow's signature	_____ Fellow supervisor's signature

**MID-TERM OR TRIMESTER TECHNICAL REPORT**

<b>1. Name of fellow:</b>	
<b>2. Fellowship event number:</b>	
<b>3. Address in host country:</b>	
<b>4. IAEA TC project number:</b>	
<b>5. TC project counterpart:</b>	
<b>6. Please review the progress of your training to date. Indicate the major activities carried out and the new skills acquired (300-500 words):</b>	
<b>7. Indicate any significant changes (modified or new activities, dates etc.) that have occurred in the training programme that you initially established with your training supervisor. Explain each such change in relation to the objectives that were established for your training:</b>	
<b>8. Give your assessment, even if it is of a preliminary nature, of the training received so far. Please comment specifically on the extent to which the training has prepared you to contribute to the TC project on your return (or to your institute, if applicable):</b>	
<b>9. Do you have any other comments that you would like the IAEA to consider?</b>	
<b>To be signed and dated by the fellow and his/her supervisor</b>	
<b>Date:</b>	
<b>Signature of fellow</b>	<b>Signature of fellow's supervisor</b>

## FINAL TECHNICAL REPORT

1. Name of fellow:	
2. Fellowship event number:	
3. Address in host country:	
4. Start date of training:	
5. End date of training:	
6. IAEA TC project number:	
7. TC Project counterpart:	
8. Name and full address of the institution where the training took place:	
9. Describe the major elements of the training programme:	
10. Provide a description of the training results (500 words or longer if desired) and any research work undertaken:	
11. If, during your training, you produced any publications, unpublished works or reports, or received any degrees, certificates or awards, please list them and provide copies:	
12. Give your assessment of the quality and impact on your professional career of the training you have received. If this training has provided you with new skills and capabilities, how do you anticipate utilizing them in your home country?	
13. Please comment specifically on the extent to which the training has prepared you to contribute to the TC project (or to your institute, if applicable):	
14. What is your present position? Briefly describe your present duties and responsibilities.	
15. In order to improve the administration of the IAEA's fellowship programme, please provide your comments and suggestions on the following points:	
(i) Suitability of the host institution chosen for your training:	
(ii) Suitability of the training programme undertaken and quality of the guidance received:	
(iii) Quality and adequacy of the facilities made available to you:	
(iv) Living arrangements:	

<b>(v) Assistance received from the IAEA:</b>	
<b>(vi) Assistance received from home and/or host authorities:</b>	
<b>(vii) Other comments.</b>	
<b>To be signed and dated by the fellow.</b>	
<b>Date:</b>	<b>Fellow's signature</b>

ANNEX 2: CIGNA MEDICAL CLAIM FORM



**MEDICAL CLAIM FORM**

1. Please write clearly in black ink and **BLOCK CAPITALS**.
2. This claim form contains personal data. Please don't share this with members outside your family.
3. Please complete a separate claim form for each patient and for each currency.
4. Return this form with original invoices (no staples) to:  
Cigna, P.O. Box 69, 2140 Antwerpen, Belgium

Name plan member

Personal reference n°  /

Organisation

**PATIENT**

Name

Date of birth D   M   Y   Gender  M  F

Address

Telephone

Email

Project no.

Period of contract D   M   Y

**CLAIM INFORMATION**

Is the claim (partially) related to an accident?  No  Yes  Yes, work related  
 If yes, also complete the [Notification of accident form](#).

Is the claim covered by another insurance?  No  Yes  
 If yes, specify the amount and the insurance company and include the insurance statements (settlement notes, invoices, etc.)

Amount and currency  Insurance company

Currency	Amount	Invoice date	Nature of expenses	Diagnosis
<input type="text"/>	<input type="text"/>	D <input type="text"/> <input type="text"/> M <input type="text"/> <input type="text"/> Y <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	D <input type="text"/> <input type="text"/> M <input type="text"/> <input type="text"/> Y <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	D <input type="text"/> <input type="text"/> M <input type="text"/> <input type="text"/> Y <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>
Total <input type="text"/>		Main country of treatment <input type="text"/>		

**PAYMENT INFORMATION - COMPLETE ONLY IN CASE OF CHANGE**

Mail cheque to Name

Address

Bank transfer Preferred currency of reimbursement

The currencies are limited by the contract. If this currency is different from that of your bank account, your bank could charge you fees at your expense.

Name account holder

Account n° or IBAN

BIC/Swift code  Bank ID

Full bank name and address

In view of a smooth administration of the contract and/or settlement of the insurance claim, and only for that purpose, I hereby give my specific and informed consent regarding the processing of the medical data concerning myself and/or the members of my family (article 7 of the Belgian law of December 8, 1992 concerning the private life), I certify that the above information is to the best of my knowledge and belief correct and true. The issuance of false claims, the provision of misleading information or the withholding of information related thereto is an offence punishable by Law. The information provided on or attached to this form may be disclosed to other persons or entities for the purpose of processing this claim and performing medical insurance plan administration.

Date D   M   Y

Signature of the plan member

S41401000\_01/11/19

**ANNEX 3: NOTE TO FEMALE IAEA FELLOWS**

Any woman engaged by the IAEA for work or training should notify the IAEA on becoming aware that she is pregnant.

The Board of Governors of the IAEA approved International Basic Safety Standards for Protection against Ionizing Radiation and for the Safety of Radiation Sources. The Standards deal specifically with the occupational exposure conditions of female workers by requiring, inter alia, that a female worker should, on becoming aware that she is pregnant, notify her employer in order that her working conditions may be modified, if necessary. This notification shall not be considered a reason to exclude her from work; however, her working conditions, with respect to occupational exposure, shall be adapted with a view to ensuring that her embryo or foetus be afforded the same broad level of protection as required for members of the public.

**ANNEX 4: MEDICAL CERTIFICATE**



**MEDICAL CERTIFICATE**

Name of the candidate (please print or type): \_\_\_\_\_

Date of birth: \_\_\_\_\_

I, as a qualified medical doctor, hereby certify that I have examined the above named candidate and found him/her in good health, free from infectious diseases, and able physically and mentally to carry out any relevant duties away from his/her home.

Full name and address of examining physician (please print or type):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature and stamp of the examining physician: \_\_\_\_\_

Date of examination: \_\_\_\_\_

**Instructions:** A medical certificate of good health, dated not more than four months prior to the starting date of the event, should be submitted in the following cases:

- For events with a duration exceeding one month;
- For all candidates over the age of 65, regardless of the event duration.

The certificate should be:

- completed by a registered medical practitioner after a thorough clinical and laboratory examination (a chest X-ray should be included only if clinically indicated);
- sent to the responsible administrative contact in the Department of Technical Cooperation **prior to** the start of the event.

### Guiding questions for the medical examination

1. If the candidate has been under treatment during the last three years, please describe the treatment and the present status of the disease(s).
2. What medications are regularly taken by the candidate and what is the reason for each?
3. What is the candidate's normal blood pressure?
4. Is the candidate in good health and able to work at full capacity?
5. Is the candidate able physically and mentally to participate in intensive training away from his/her home?
6. Is the candidate free from infectious diseases (for example tuberculosis or trachoma) which could present risks for the applicant or people with whom he/she will be in contact during his/her period of training?
7. Does the candidate have any medical condition which might require treatment during his/her period of training?
8. Are there any abnormalities indicated by the chest X-ray?

## ANNEX 5: OCCUPATIONAL EXPOSURE HISTORY FORM

## OCCUPATIONAL EXPOSURE HISTORY

Candidate's Name	
Employer	

Event Title	
Event Number	
Venue	
Dates	From: _____ To: _____

Are you covered under an individual monitoring programme in your country? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, <ul style="list-style-type: none"> <li>▪ Starting date of the individual monitoring (mm/yyyy): .....</li> <li>▪ please fill in the applicable fields below:</li> </ul>			
Quantity	Unit reported	Value during the previous five calendar years	Value during the current calendar year
Effective dose <sup>(1)</sup>			
Equivalent dose to the lens of the eyes			
Equivalent dose to the extremities or to the skin			
OEH data provided or confirmed by <sup>(2)</sup> :	Name: .....		
	Responsibility: .....		
	Signature: .....		

Candidate's Signature: .....

Date<sup>(3)</sup>: .....

<sup>(1)</sup> Effective dose due to external AND internal exposure. If another quantity is reported, please indicate name and unit.

<sup>(2)</sup> The OEH data is to be provided or confirmed by the radiation protection officer, the candidate's supervisor, or the provider of the individual monitoring service.

<sup>(3)</sup> This form should not be older than six months before the date of the event.

**ANNEX 6: DESIGNATION OF BENEFICIARY AND EMERGENCY CONTACT FORM**

**DESIGNATION OF BENEFICIARY AND EMERGENCY CONTACT FORM**

Event Number:

**Designation of beneficiary**

I, ..... born on .....  
 (Family Name, First Name) (Date, Month, Year)

revoking any and all previous designation of beneficiary made by me concerning funds that are or may be owed to me by the International Atomic Energy Agency (IAEA), do now designate the beneficiary or beneficiaries named below, to whom I authorize and direct the IAEA to pay at my death any money standing to my credit.

**Required Information of Each Beneficiary**

Name	Age	Relationship	Share to be received
1.			%
2.			%
3.			%

I hereby direct, unless otherwise indicated above, that, if more than one beneficiary is named, the share of the deceased beneficiary or beneficiaries who may predecease me shall be distributed equally among surviving beneficiaries, or entirely to the survivor. If none survive me, then the entire amount shall go to my estate.

I hereby specifically reserve the right to revoke or change any beneficiary at any time in the manner and form prescribed by the IAEA, and without the knowledge or consent of the beneficiary.

**Designation of Emergency Contact**

I hereby provide my consent to the IAEA to contact the belowmentioned person in case of emergency.

<b>Name:</b>	
<b>Telephone number: (Include Country Code)</b>	
<b>Email address:</b>	

.....  
 (Date)

.....  
 (Signature)