



Expert Component

**Department of Technical Cooperation
Division for Europe (TCEU)**



Experts & Meetings/Workshops

Maria (Team Leader)	Miriam	Olga	Elisabeth	Julia	Anabel	Carolyn
RER0032	ALB / GRE	GEO	CRO	ARM	BOH	SRB
Project staff	AZB / RER8010	KAZ	CZE	MOL	EST	RER3006
Difficult cases	BUL / INT0083	KIG	LAT		MAK	RER3008
HUN	BYE	RUS	LIT		POL	RER9104
INT6054	MAT	UKR	ROM		INT0081	
	MNE	RER5014	SLR		INT4142	
	TAD	RER5015	SLO		RER4030	
	UZB	RER7004	TUR		RER4032	
	CYP	RER7005	RER0028		RER6017	
	INT7018	RER9095	RER0029		RER6018	
	RER2005	RER9096	RER0030		RER6019	
	RER3004/07	RER9098	RER0031		RER6021	
	RER3009/10	RER9099	RER8016		RER9093	
	RER4031	RER9103	RER6020		RER9097	
	RER5013				RER9100	
	RER8014/15				RER9101	
	RER8017				RER9102	
	RER9094					

Definitions

International Expert (Non-staff Members - IEX)

- expert who works for a project of a country other than his/her own

National Expert (National Consultant - NEX)

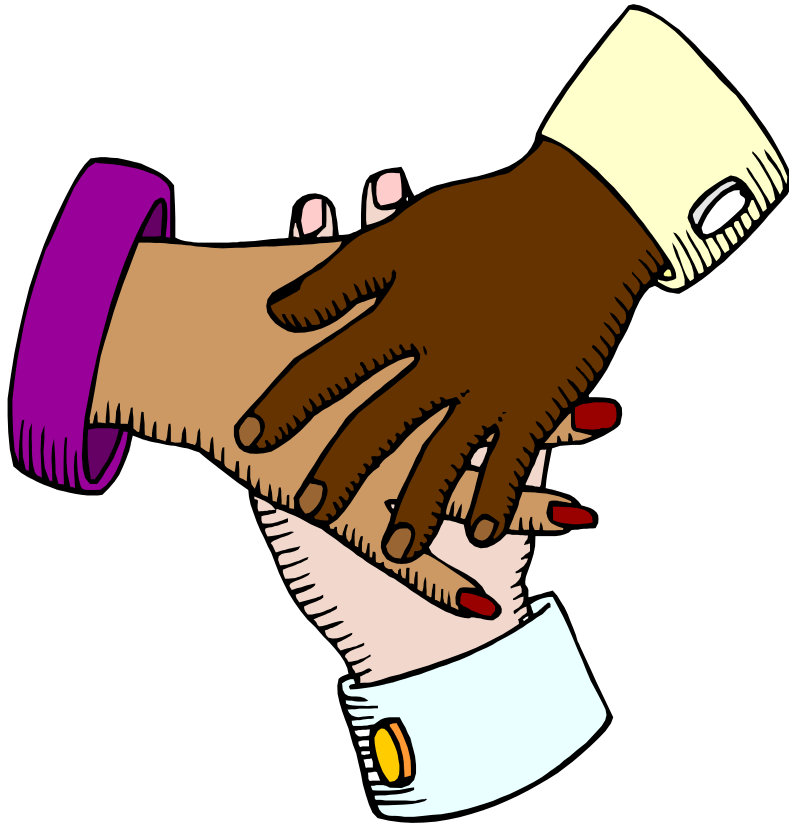
- expert who works for a project for the benefit of his/her own country; project monitoring

Workshop/Meeting Participant (PAR)

- exchange expertise for the benefit of his/her own country



Implementation is a Shared Responsibility



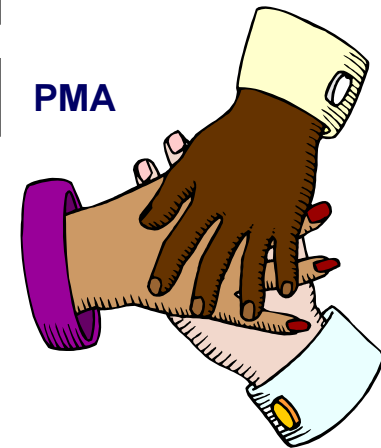
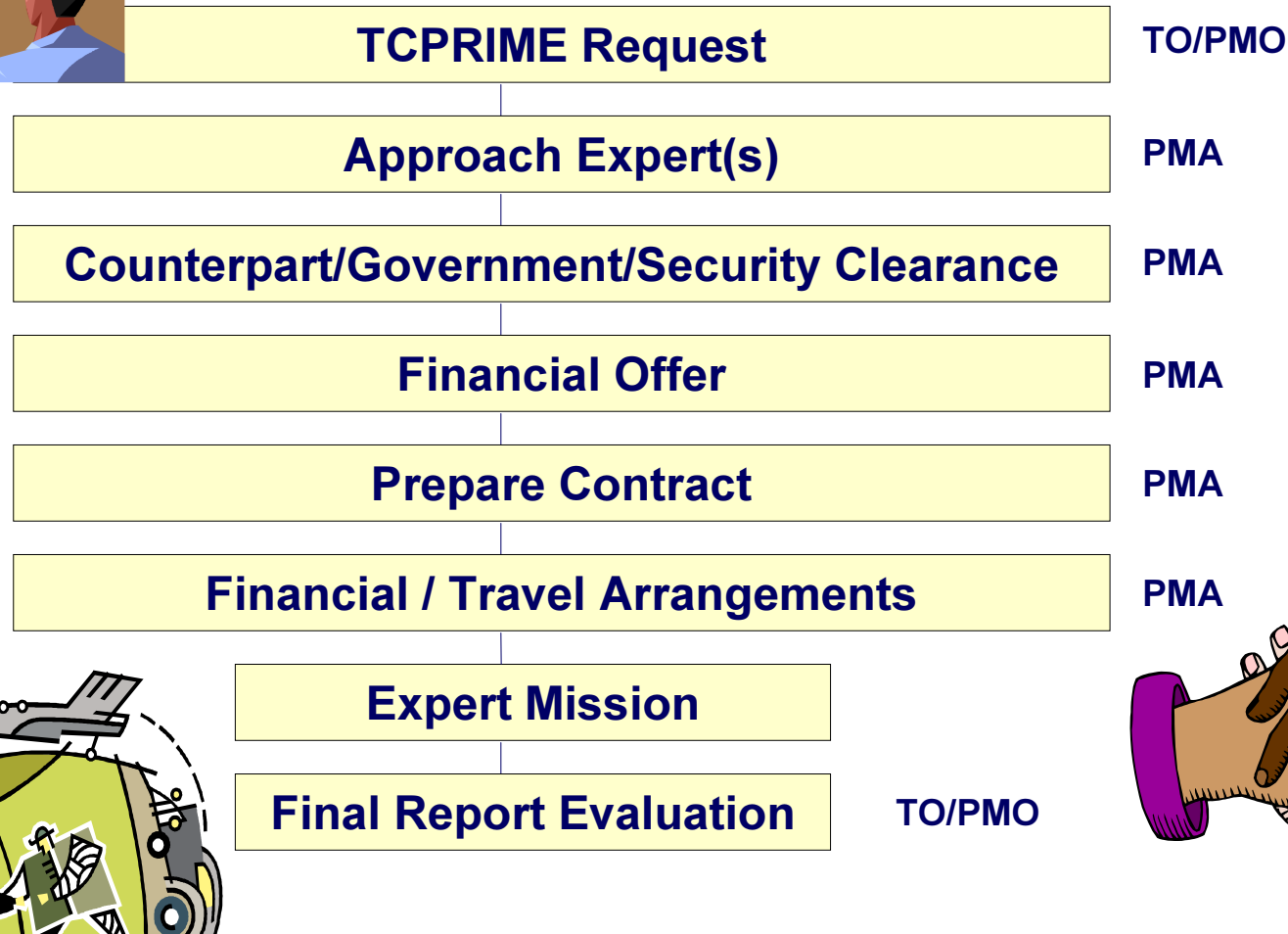
- Recipient Country and Counterpart Organization
- Relevant Sections in the Technical Divisions and Department of Technical Cooperation
- Experts and Donor Countries

Combined effort results in successful program delivery





Experts Assignments Workflow Chart



Selection Criteria for Experts

- Qualifications meet those specified in duties/job description
- Technical Officer(s) and Programme Management Officer(s) evaluate and select the expert
- Age requirement (younger than 65 years). Experts over 60 should submit a medical insurance



Preference is given to:

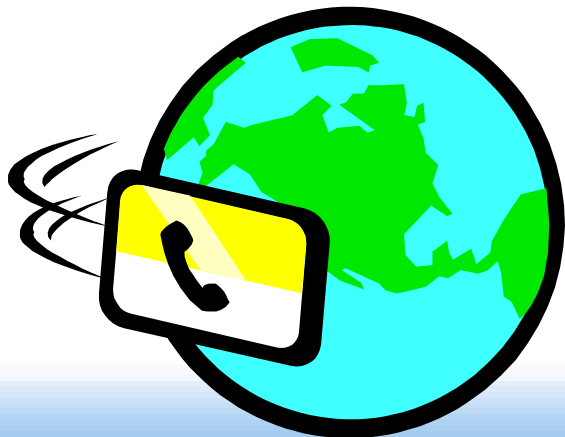
- female experts
- experts from developing countries
- experts from the region



Regional Workshop/Meeting Implemented under Expert Component

- **Regional Meeting**

Event attended by regional project staff or liaison officers to discuss project-related issues
(TC funds travel and DSA for regional participants)

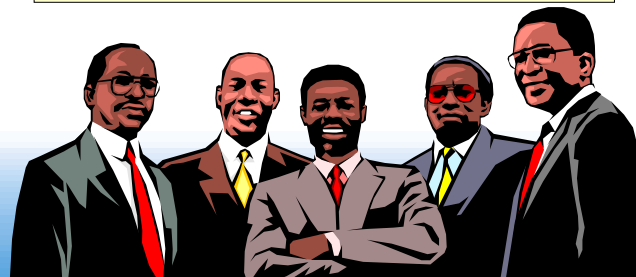


Not Implemented under Expert Component:

- **Training workshops and courses** –The purpose is to train or impart essential knowledge to participants
(Implemented under Training Course Component)



Regional Workshop/Meeting Workflow Chart



Selection Criteria for Participants of Regional Meetings

- **Participants nominated by their government authority**
- **Technical Officer(s) and Programme Management Officer(s) evaluate and select the participants**
- **Participants should not exceed retirement age**



Hosting Arrangements

Local Operating Cost

TO BE PROVIDED BY THE HOST GOVERNMENT FREE OF CHARGE

- **Premises, including a meeting room and a briefing room, which shall be at the exclusive disposal of the Agency;**
- **Facilities for interpretation, if required;**
- **Equipment: photocopying machine, projector for power point presentation, screen, personal computer, overhead projector, flip charts, decorations and signs as necessary, internet connections, wireless connection, if possible;**
- **Personnel: Secretary/Conference Clerk, staff needed to install and operate the technical facilities and equipment mentioned above; and service staff to perform duties in connection with the preparation and running of the workshop/meeting, in particular compiling and distribution of documents whenever necessary.**



Responsibilities of Technical and Programme Management Officers

Technical Officers

- Provide workshop prospectus and detailed syllabus
- Create a TCPRIME request with detailed duties and select appropriate expert(s)
- Specify equipment/materials, if required
- Evaluate proposed candidates

Programme Management Officers

- Prepare Host Government Agreement
- Invite Member States to nominate candidates
- Select candidates (jointly with TO)



Responsibilities of Programme Management Assistants

- **Receipt of TC Prime Request with duly completed and signed Nomination forms of all participants**
- **Prepare Visa assistance letter, if required**
- **Submit final list of participants to the host institute and negotiate local operating costs**
- **Request quotation from AMEX for travel grant or booking of prepaid ticket**
- **Advise participants of the administrative and financial arrangements**
- **Arrange for payment through UNDP / bank transfer / In-house (cash voucher)**



Lead Times Required for Implementation

International Experts

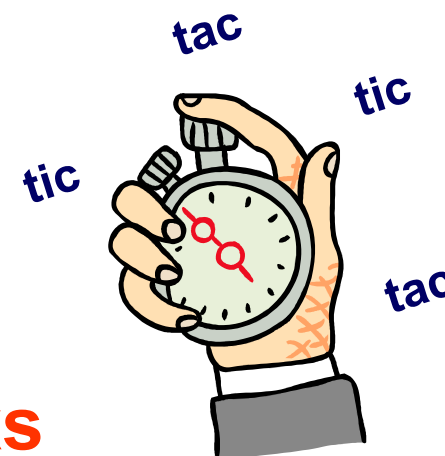
8 weeks

National Experts

6 weeks

Meeting Participants

8 weeks



Lead Times Required for Implementation

Why so long? - To ensure timely implementation

- Difficulties in contacting expert for mission or unavailability (search for new expert)
- Administrative arrangements take time
- Government and security clearances take time
- Government nominations take time
- Visas for some countries take time
- Payments and travel arrangements take time (paperwork done in TCEU but payments effected by Finance Division / payment authorization)
- UN Security Requirement (ASITF/BSITF/MOSS compliance)



Basic Security in the Field (BSITF)

Advanced Security in the Field (ASITF)



- All contracted persons (staff, experts and lecturers) *must be certified* for all missions *when the venue is under a security phase*
- Non-contracted persons (meeting and training course participants, scientific visitors, national consultants and fellows) are recommended to be trained and certified *when the venue is under a security phase*
- A password-protected Internet site is now available to everyone (<http://dss.un.org/BSITF> and <http://dss.un.org/ASITF>) CD-ROMs can be provided. The certificates are valid for 3 years.

Note: FSCOs require Advanced and Basic Security Training Certification before Security Clearance is granted

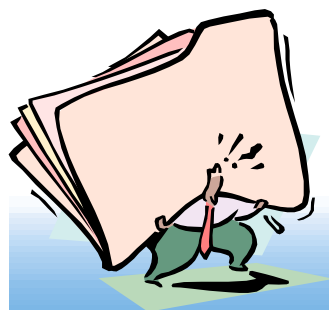


IMPORTANT !

- **IEX – reply to submission promptly**
- **NEX – submit nomination forms promptly**
- **PAR – respect deadline indicated in admin. letter**

Completing our forms . . .

- **Personal History Form (PHF)** – provides us with information on date of birth, experience and qualifications for the mission, nationality, contact numbers, etc. We need to have this updated every 2 years.
- **Nomination Form for Meetings/National Consultant** – this contains vital information on the participant for contact and administrative purposes



PERSONAL HISTORY FORM (PHF)



INTERNATIONAL ATOMIC ENERGY AGENCY (IAEA)
WAGRAMER STRASSE 5, P.O. Box 100, A-1400 VIENNA (AUSTRIA)
TELEPHONE (+43 1) 2600, FACSIMILE: (+43 1) 26007
E-MAIL: Official.Mail@iaea.org, TC WEB SITE: <http://www-iaea.org>

PERSONAL HISTORY FOR ASSIGNMENT AS TECHNICAL COOPERATION EXPERT		Page 1
Note: This form cannot be used to apply for a scientific visit.		
A - ADMINISTRATIVE INFORMATION		
If known, give IAEA project code and title: / / Title:		
Personal Data <input type="checkbox"/> Female <input type="checkbox"/> Male Family name: _____ (as in Passport) First name: _____ Complete mailing address (office): _____ Inst. Name: _____ Street: _____ P.O. Box: _____ Post Code: _____ Town/City: _____ Region/District: _____ Country: _____	Date of birth (yyyy-mm-dd): _____ Place of birth: _____ Nationality: _____ Telephone (office): _____ Fax: _____ e-mail: _____ Web Page: _____ Emergency Phone no.: _____ Airport/town nearest to residence: _____ <div style="text-align: center; margin-top: 20px;">Recent photograph</div>	
Home Address (please indicate full address) Street: _____ Telephone (home): _____ P.O. Box: _____ Post Code: _____ Fax: _____ Town/City: _____ e-mail: _____ Region/District: _____ Country: _____		
Health (a medical examination may be required depending upon the length of appointment and age of the applicant) If you have a physical disability or medical condition which might limit your ability to perform an assignment under difficult conditions or travel by air, please indicate the limitations: _____		
Radiation surveillance: Are you covered under a radiation surveillance programme in your country? <input type="checkbox"/> yes <input type="checkbox"/> no		
I certify that the statements made by me in PART A of this form are true, complete and correct to the best of my knowledge and belief. I understand that I might be requested to provide documentary evidence in support of my statements. If necessary, I will obtain release from my employer.		
Date: _____		Signature: _____



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E-MAIL: Official.Mail@iaea.org, TC WEB SITE: <http://www-iaea.org>

PERSONAL HISTORY FOR ASSIGNMENT AS TECHNICAL COOPERATION EXPERT		Page 2
B - PROFESSIONAL INFORMATION		Project No. (if known)
Name: Mr/Ms.	Nationality:	Date of birth:
Telephone No.	Fax No.:	e-mail:
Type and No. of national passport:	Place of issue:	Date of issue:
		Validity:
		Father's full name:
		Mother's full name:
KNOWLEDGE OF LANGUAGES		
	Read	Write
	Easily Not easily	Easily Not easily
		Speak
		Easily Not easily
		Understand
		Easily Not easily
EDUCATION (scientific, technical and professional education, start with the highest degree, certificate or diploma)		
Dates attended	Name and location of institution of learning	Academic degrees, certificate or diplomas obtained
From To		Main field of study
List the specializations in which you consider yourself qualified:		
PROFESSIONAL EXPERIENCE (Start with your most recent position)		
From:	To:	Title of position:
Employer (name and address) and type of business:		Number and kind of staff supervised:
Duties:		

PROFESSIONAL EXPERIENCE (continued)		Page 3
From:	To:	Title of position:
Employer (name and address) and type of business:		Number and kind of staff supervised:
Duties:		
From:	To:	Title of position:
Employer (name and address) and type of business:		Number and kind of staff supervised:
Duties:		
List any significant publications or papers you have written which are relevant to your specializations:		
List any lecturing experience you have (topics, duration):		
List specific experience, not given above, related to the transfer of scientific and technical knowledge with special emphasis on developing countries and on project management:		
List special qualifications and skills confirmed by licenses held and membership in professional, civic, public or international societies or institutions relevant to your application:		

P-2 TCPH Ex. E/Rev. 5 (Mar. 01); Old forms (P-2/TCPH-A/E/Rev. 4 (nov 97) and P-2/TCPH-B/E/Rev. 3 (nov 97)) should be discarded and not used.

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International Atomic Energy Agency



NOMINATION FORM



NOMINATION FOR MEETING/WORKSHOP and NATIONAL CONSULTANT	
Note: This form is only to be used for Technical Cooperation Meetings/Workshops and National Consultant missions.	
The Government (nominating authority) of _____ (country) nominates the person indicated below for the following event (please specify title, place, dates, project number):	
<input type="checkbox"/> Female <input type="checkbox"/> Male	Date of birth: _____
Family name (as in passport): _____	Place of birth: _____
First name: _____	Nationality: _____
Complete mailing address (office): _____	Passport No.: _____
Inst. Name: _____	Date of issue: _____
Street: _____	Place of issue: _____
P.O. Box: _____	Valid until: _____
Town/City: _____	Telephone (office): _____
Region/District: _____	Telephone (home): _____
Country: _____	Fax: _____
Airport/town nearest to residence: _____	e-mail: _____
	WEB page: _____
	Emergency Phone: _____
Main academic/technical qualification:	
Language Ability The nominating authority confirms that the nominee is proficient in the language in which the event is held. <input type="checkbox"/> yes <input type="checkbox"/> no	
Current employment	
Name and place of employer/organization: _____	
Title of position: _____	Type of work: _____
Description of work (Past work done by the nominee which is relevant to the Meeting/Workshop/National Consultancy)	
Health (mandatory for health insurance purposes) Is the nominee in general good health: <input type="checkbox"/> yes <input type="checkbox"/> no The nominee is only covered under the health insurance policy if he/she does not have a medical condition which excludes him/her from travelling and performing this assignment.	
A medical certificate is required for any nominee over 60 years of age, stating that he/she is in good health and able to undertake the mission.	
Is the nominee covered under a radiation surveillance programme? <input type="checkbox"/> yes <input type="checkbox"/> no	
Involvement in IAEA-supported activities (Please mark any previous activities)	
<input type="checkbox"/> Expert Mission <input type="checkbox"/> Training Course <input type="checkbox"/> Workshop/Meeting <input type="checkbox"/> Fellowship/Scientific Visit <input type="checkbox"/> Research Contract	
STATEMENT	
The nominating authority gives the following assurances: a) All information supplied in this form is complete and correct; b) It is noted that the sponsoring organization(s), host country(ies) and host institution(s) do not accept liability for the payment of any costs or compensation arising from damage to or loss of personal property, or from illness, injury, disability or death of the nominee while he/she is travelling to and from or attending the Meeting/Workshop/National Consultancy and it, the nominating authority, undertakes the responsibility for such coverage; c) The position of the nominee will be retained for him/her and he/she will continue to receive during the Meeting/Workshop/National Consultancy a salary and related emoluments to enable him/her to meet his/her financial commitments in his/her home country; d) The selected nominee will conduct himself/herself in a manner compatible with his/her status as a participant in an IAEA event and will refrain from engaging in any political and commercial activities; e) No facts are known to the nominating authority regarding the reliability and character of the nominee which would obstruct giving him/her access to nuclear installations or institutions where ionizing radiation is used;	
Date _____	Name and title (printed) and signature of nominating authority official _____

IAEA FORM MW/NS/EC/4 (June 95)

Wagramer Strasse 5, P.O. Box 100, A-1400 Vienna (Austria)
Tel: (+43 1) 2600, Fax: (+43 1) 26007, Email: Official.Mail@iaea.org, TC Web site: <http://www-iaea.org>

International Atomic Energy Agency



Thank you!