

TECHNICAL COOPERATION DEPARTMENT
Division for Europe



Training for
TC National Liaison Officers
*Implementation of
Fellowships and Scientific Visits*
Vienna, Austria
May 2009

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Fellowships

- ❑ Awarded to university graduates and individuals.
- ❑ For practical and/or on-the-job training (normally up to 1-2 years at a single institute or minimum of not less than 4 weeks);
- ❑ For long-term academic training leading towards a degree (Masters or Ph.D.)



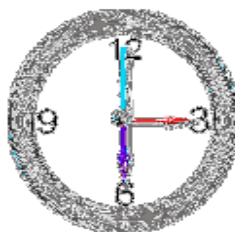
Scientific Visitors

- ☐ Project-related training for counterparts in an appropriate advisory/management position (maximum duration 2 weeks, in 2 countries maximum).
- ☐ Intended to broaden the scientific or managerial qualifications of specialists.
- ☐ **Note:** A scientific visitor is not a national consultant and the two cannot be interchanged.
 - Scientific Visitor: acquires expertise
 - National Consultant: exchanges expertise



Lead Time [Required for Implementation]

Fellowships
Scientific Visits




6 months

1-3 months

- Completed application forms should be submitted at the latest in **October** of the year prior to the year in which the training will take place.



Fellowship Application Form (1)


INTERNATIONAL ATOMIC ENERGY AGENCY (IAEA)
WAGRAMER STRASSE 5, P.O. Box 100, A-1400 VIENNA (AUSTRIA)
 TELEPHONE: (+43 1) 2500, FACSIMILE: (+43 1) 25007
 E-MAIL: Official.Mail@iaea.org, TC WEB SITE: http://www-tc.iaea.org

FELLOWSHIP APPLICATION

Note: This form cannot be used to apply for a training course or for a scientific visit.

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If the proposed training is project related, give IAEA project code: / / and title:

1. PERSONAL DATA

<input type="checkbox"/> Female <input type="checkbox"/> Male		Date of birth:
Family name:		Place of birth:
(as in Passport)		Nationality:
First name:		Passport No.:
Complete mailing address (office):		Date of issue:
Inst. Name:		Place of issue:
Street:		Valid until:
P.O. Box:	Post Code:	Telephone (office):
Town/City:		Telephone (home):
Region/District:		Fax:
Country:		E-mail:
Airport/town nearest to residence:		Web Page:
		Emergency Phone no.:

2. PRIVATE ADDRESS

3. EDUCATION (commencing with secondary school)

Years attended	Name
from to	

4. KNOWLEDGE OF LANGUAGES

	Read			Write		
Mother tongue:	Good	Average	Not easily	Good	Average	
Other languages:						

5. RECENT EMPLOYMENT RECORD

Years of service	Name and place of employer/organization	Title of position	Type of work
from to			

6. DESCRIPTION OF WORK

Describe in detail (in 200 words) the work you have been doing during the past 3 years (Please attach list of any material you may have published)

7. PREVIOUS PARTICIPATION IN AN IAEA ACTIVITY

Have you participated in a previous IAEA activity? If yes, please list each activity below:

PRIMARY OBJECTIVES TO BE ACHIEVED BY THE PROPOSED TRAINING

a) Outline in at least 200 words the detailed programme of training you require:

Primary Objective of FE

b) Outline in at least 200 words the detailed programme of work you expect to carry out during the next 12 months at your home institute before starting the training you requested.

c) On Project, outline in at least 200 words the roles foreseen by the Project, and how the training will be of value to meeting the Project's return, and how the training will be of value to meeting the Project's return.

d) country of training. The Agency reserves the right to select the appropriate country of training.

e) If you are acquainted with the proposed host country or countries, list the institution where you desire training to be arranged. If known, indicate also the names of the individual(s) under whose direction you would like to work.

f) Indicate how much time you could devote to the training, and the period when you would be available to undertake the training (please keep in mind it may take several months from submission of application to finalise arrangements). Indicate any period when you would not be available.

FILL IN AS DETAILED
AS POSSIBLE

TC-2 Fel E/Rev.6 (May 03); old forms (TA-2EF/Rev.3, TA-2ES/Rev.4 and TC-2 Fel E/Rev.5) should be discarded and not used

Fellowship Application Form (2)

Please indicate correct Project #

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10. I hereby certify that the statements made by me in this application are true and complete. If selected for a fellowship, I undertake to:

- (a) Conduct myself at all times in a manner compatible with my status as a recipient of an IAEA training award;
- (b) Spend the full time during the period of the award in the training programme as directed by the supervising agency in the country of study and by the IAEA;
- (c) Refrain from engaging in political and commercial activities;
- (d) Submit reports in accordance with the requirements of the IAEA;
- (e) Return to my home country at the end of the fellowship and work in my country for a period of at least two years in the field of peaceful uses of atomic energy;
- (f) Accept no remuneration other than the fellowship stipend and the salary which is paid to me by my own Government or institution nor render any services against payment or other form of remuneration;
- (g) Inform the IAEA whenever there are changes in my status or availability that will affect the terms of my IAEA training award.

BEFORE SIGNING PLEASE BE SURE THAT ALL QUESTIONS HAVE BEEN ANSWERED

Need Fellow's signature

Date _____ Signature of applicant _____

Need Supervisor's signature

Date _____ Signature of supervisor _____

11. The Government of _____ is cognizant of the principles and rules pertaining to IAEA-supported training awards and nominates the applicant (family and first name(s)): _____ for a fellowship in (specify topics): _____ and, noting the responses given by the applicant to the questions above, gives assurance that:

- (a) All information supplied by the applicant is complete and correct;
- (b) After completion of the training period, the applicant will be offered a suitable position in order to work in his/her country for a period of at least two years in the field of peaceful uses of atomic energy;
- (c) In case the applicant is already employed, his/her salary will continue to be paid throughout the period of the fellowship;
- (d) The applicant will be paid all expenses relating to his/her passport, visa, medical examination, and other expenses;
- (e) All medical costs not covered by insurance which are incurred during the fellowship due to illness or injury will be met by the Government;
- (f) No facts are known to the Government regarding the reliability or character of the applicant which would obstruct giving him/her access to nuclear installations or institutions where ionizing radiation is used.

Need NLO signature

Date _____ Signature of certifying Government official _____

Name and title of official (typed or printed) _____

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B

STATEMENT BY THE GOVERNMENT OFFICIAL RESPONSIBLE FOR ATOMIC ENERGY MATTERS IN THE COUNTRY

If the proposed training is project related, give IAEA project code: _____ and title: _____

Name of the applicant (family name and first name(s)): _____

1. What are the objectives of this proposed fellowship from the Government's point of view?

2. Explain how the applicant's training programme will achieve the above objectives.

3. Explain clearly and fully how the experience gained by the applicant on his/her fellowship will be utilized on his/her return home to further the peaceful uses of atomic energy in the country, either with the organization responsible for with another national or private-sector institution.

4. Priority will be given to fellowship applications which are related to projects. If this application is related to an Agency, a UNDP or a locally-sponsored project, please identify the project (by project code, if possible) and give details relating the aims of the fellowship in relation to the project activities.

Need NLO signature

Date _____ country _____ Signature of Government official responsible for atomic energy matters in the country _____

TC-2 Fel E/Rev.6 (May 03); old forms (TA-2EF/Rev.3, TA-2ES/Rev.4 and TC-2 Fel E/Rev.5) should be discarded and not used

NLO*

*** The authorizing signature may differ between countries**

Please acquire the signature of the correct nominating authority recognized by the IAEA
The nomination form must have the signature and/or government stamp



IAEA
International Atomic Energy Agency

[illegible]

CPD value

CPD value

Procedure in TC (1)

[after receipt of Fellowship Nomination]

Upon receipt

- ☐ Application screened for completeness & comprehensiveness (missing pages, signatures, Government stamps) and language proficiency.
- ☐ Electronic file opened and assigned a code number.
- ☐ Technical and administrative evaluation.



IAEA
International Atomic Energy Agency

Procedure in TC

[after receipt of Fellowship Nomination]

- ☐ Award/Non-Award
- ☐ Proposal to host country *authorities*
- ☐ Acceptance by host; agreement on training programme and fees
- ☐ Appointment letter/Departure letter/Travel and Payment Instructions
- ☐ Issue of stipend (Fellows) or DSA (Sc. Visitors), and ticket
- ☐ Period of training/visit:
 - First report (Fellows); mid-term reports if training exceeds 3 months
 - Requests for technical visits; fellowships extensions
- ☐ Final report (Fellows) and visit report (Scientific Visitors)
- ☐ Certificate



Responsibilities of the PMAs

[Programme Management Assistants]



REASONS FOR DELAY

- ☐ Inform counterparts/candidates of awards
- ☐ Propose candidates to host countries/institutes
- ☐ Negotiate training programmes, fees and start dates
- ☐ Issue award, appointment and departure letters
- ☐ Issue payment and travel instructions to candidates
 - Fellows to inform IAEA immediately if their stipend not received shortly after arrival.
- ☐ Assist with travel arrangements (visas, medical insurance certificates, BSITF, security clearance, ticket problems etc.)
- ☐ Follow up during training (requests for technical visits/meetings, extensions, publications etc.)



IAEA
International Atomic Energy Agency

Issue of tickets

- ☐ Prepaid ticket through the IAEA travel agent (American Express)
- ☐ Through the local UNDP Office



Of major concern....

- ☐ Language Ability
- ☐ Visas – ensure proposed host country is likely to issue a visa for the Fellow concerned
- ☐ Increasingly longer lead times necessary for visa issuance and security clearance
- ☐ Fellowship extensions should be kept to a minimum



RECAP

- ☐ Know the difference between
 - Fellowships, Scientific Visitors, National Consultants
 - ☐ Filling out the application form correctly
 - ☐ TC Process and procedure
 - ☐ Reasons for delay
-

THANK YOU FOR YOUR TIME!

