

TECHNICAL COOPERATION DEPARTMENT
Division for Europe



Training for
TC National Liaison Officers
*Implementation of
Training Courses*
Vienna, Austria
May 2009

What is a Training Course?

- ❑ Group training provided by the IAEA through its TC Programme
- ❑ Purpose of imparting to the participants specific knowledge or skills, typically through lectures and practical exercises.



Types of Training Courses

INTERREGIONAL Training Courses for all Member States

**REGIONAL
Training Courses**

under

- Regional Projects
- Cooperative Agreements
(AFRA, ARCAL, RCA)

**NATIONAL
Training Courses**

under

- National Projects
- Regional Projects

PLAYERS

Member States:

- Course Director
- Finance Officer
- Participants: non-local and local
- Lecturers: non-local and local

In-house (IAEA):

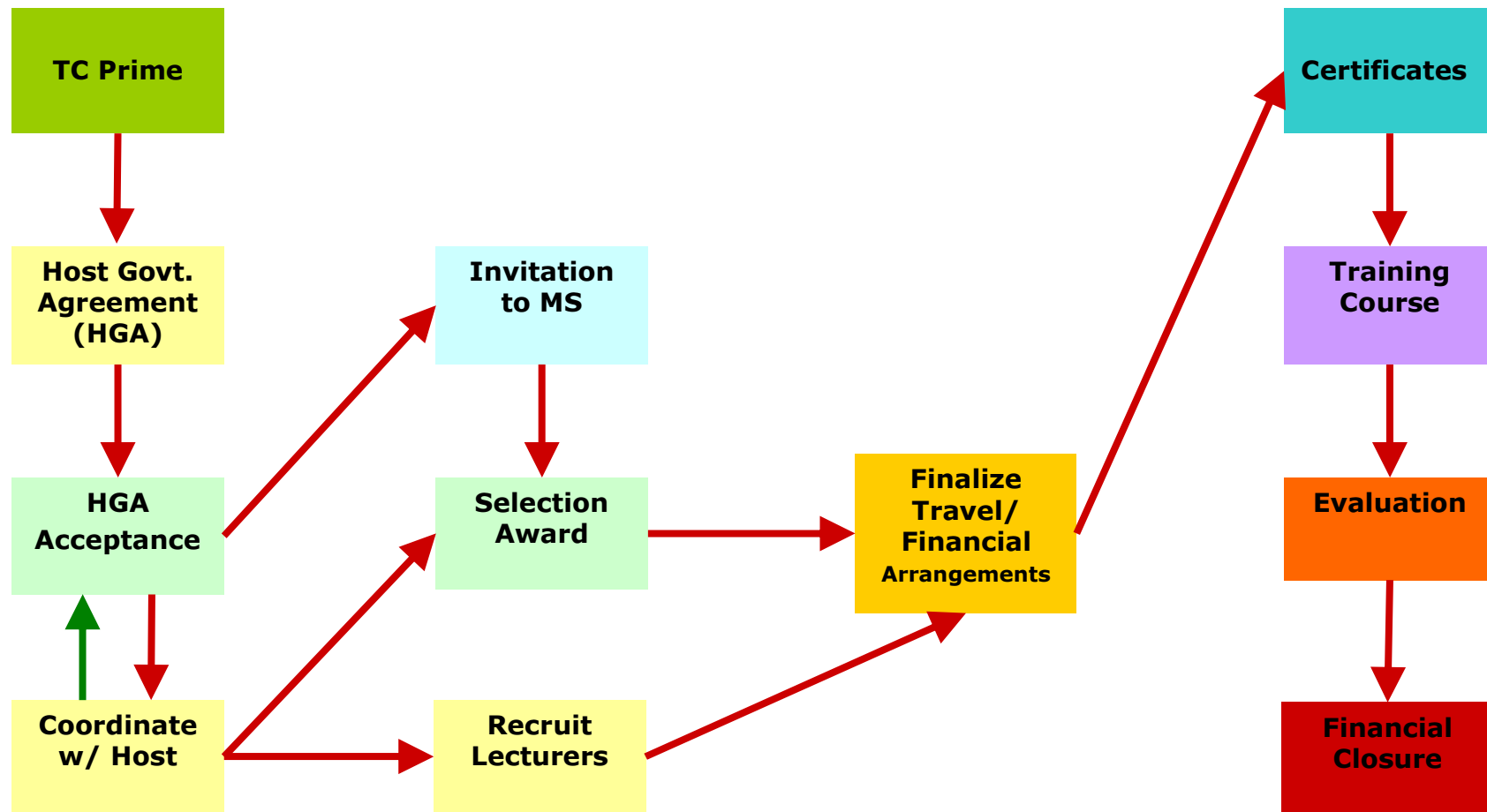
- Technical Officer (TO)
- Programme Management Officer (PMO)
and Programme Management Clerk (PMC)
- Programme Management Assistant (PMA)

Timely planning

by Member State, TO and PMO (6 months)

- ☐ Proposal of a Training Course
- ☐ Obtain Concrete Input
 - Title
 - Objectives: estimated no. of participants
 - Venue: Host institute, contact person
 - Starting date and duration: deadline for nominations
 - Equipment / Occupational Exposure Control / Publications / Materials / Interpretation requirements
 - Prospectus, Syllabus and Programme (lecture topics)
 - Lecturers

Implementation process of a Training Course



Important Factors for Smooth Implementation

TO
Timely input of Lecturers
in TCPRIME
(with attention to age, region)
with course programme/duties

PMO
Timely sending of HGA
Timely sending of
invitation letter to MS

PMC
checks nominations
(if not in order, sends follow-up!),
enters candidates in TCPRIME and
updates data in Agency Contacts

TO/PMO/PMA
Interaction
in-house
planning dates!

NLO
Nomination forms
submitted before the deadline,
duly completed and
officially endorsed

Participants/Lecturers
ASITF/BSITF certificates
provided if required

Negative Factors Affecting Implementation of Training Courses

- ☐ Difficult or late negotiations with host regarding hosting fee
- ☐ Special circumstances (e.g., security situation, security clearance required)
- ☐ Venue in tourist area (high costs, transportation problems)
- ☐ Visa problems

Responsibilities of IAEA [TO]

Technical Officer

- ☐ Discuss possible dates and venue with TC
- ☐ Provide course Prospectus and detailed syllabus
- ☐ Provide lecture topics / liaise with Course Director to finalize course programme
- ☐ Initiate in TCPRIME Request including Lecturer Recruitment and IAEA staff travel
- ☐ Specify equipment / materials / occupational exposure control / course materials / interpretation required
- ☐ Evaluate proposed candidates for selection
- ☐ Provide technical input for certificates
- ☐ Ensure course evaluation is made at end of course

Responsibilities of IAEA [PMO/PMC]

Programme Management Officer

- ☐ Allocate funds and review proposed training
- ☐ Prepare Host Government Agreement
- ☐ Invite Member States to nominate candidates
[PMC check incoming nominations, enter/update data]
- ☐ Select candidates together with TO
- ☐ Review course evaluation and success of course

Responsibilities of IAEA [PMA]

Programme Management Assistant

- ☐ Recruits lecturers
- ☐ Awards participants
- ☐ Coordination with Course Director / Finance Officer at the host institute
- ☐ Prepare obligations for approval, issues travel and payment instructions
- ☐ Prepares certificates for successful attendance
- ☐ Maintains records
- ☐ Reviews final accounts for submission to MTBF for closing of obligations

Responsibilities of National Authority when nominating candidates

1. Select nominees on the basis of:

- ☐ relevance of training to the project
- ☐ current and future activities
- ☐ language ability of the participant
- ☐ not having attended a previous course on same subject


2. If submitting a large number of candidates, list them in order of priority

3. Submit duly completed and signed nomination forms on time

Selection Criteria for Course Participants

- ☐ Candidates from developing countries with proficiency in course language
- ☐ Candidates' past and future work in line with course subjects
- ☐ Submission through government authorities
- ☐ Relevance of training to country's development needs
- ☐ Training linked to TC project
- ☐ One-time attendance only
- ☐ Female applicants encouraged

Training Course form


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.tc.iaea.org

NOMINATION FOR TRAINING COURSE
Note: This form cannot be used to apply for a fellowship or scientific visit

The Government of _____
nominates the following candidate for the Training Course on (indicate short title, place, dates, project/course number): _____

<input type="checkbox"/> Female <input type="checkbox"/> Male Family name: _____ First name: _____ Complete mailing address (office): _____ Link Name: _____ Street: _____ P.O. Box: _____ Town/City: _____ Region/District: _____ Country: _____ Airport/town nearest to residence: _____	Date of birth: _____ Place of birth: _____ Nationality: _____ Passport No.: _____ Date of issue: _____ Place of issue: _____ Telephone (office): _____ Telephone (home): _____ Fax: _____ E-mail: _____ WEB Page: _____ Emergency: _____	Recent photograph of candidate
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EDUCATION (commencing with secondary school)

Years attended	Name and place of institution
from	to

RECENT EMPLOYMENT RECORD

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

DESCRIPTION OF WORK
Type of work done by the candidate during the past 3 years (Please attach list of any material the candidate may have published)

Is the candidate covered under a radiation surveillance programme in his/her home country? ☐ yes ☐ no

Has the candidate been, or will he/she be, involved in any IAEA-supported Technical Co-operation project?
(Please identify project and describe the nature of the candidate's involvement.)

TC-3 I/Rev 7 (Mar. 01) OM form (TA-3E, TA-3E/Rev 1-6) should be discarded and not used.

PREVIOUS PARTICIPATION IN AN IAEA ACTIVITY:
Has the candidate participated in a previous IAEA activity? If yes, please list each activity below: _____

RELEVANCE OF THE TRAINING
How is the Government going to make use of the training received by the candidate at the course? _____

LANGUAGE CERTIFICATE
I, as a qualified language examiner, hereby certify that I have examined the above candidate and give the following information on his/her language qualification:
(a) Mother tongue of the candidate: _____
(b) Other languages: _____
(c) Language of the course: _____

	Read	Write	Speak	Understand
Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Average	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

_____ (Printed name and signature of examiner)

_____ (Printed name and signature of examining physician)

GOVERNMENT STATEMENT
The nominating Government gives the following assurances:
a) All information supplied in this form is complete and correct;
b) Should the candidate's language qualification prove to be insufficient or should the candidate's state of health not correspond to the examining physician's statement, the nominating Government will accept the responsibility for the consequences and any costs arising therefrom;
c) 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 a participant while he/she is travelling to and from or attending the training course, and it, the nominating Government, undertakes the responsibility for such coverage;
d) The position of the candidate will be retained for him/her and he/she will continue to receive during the training course a salary and related emoluments to enable him/her to meet his/her financial commitments in his/her home country;
e) If selected, the nominee will conduct himself/herself in a manner compatible with his/her status as a participant and will refrain from engaging in any political and commercial activities;
f) No facts are known to the Government regarding the reliability and character of the applicant 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 certifying Government official _____

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Thank you for your time.

TCEU Training Courses Component Team

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