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 <u>participants</u> specific knowledge or skills, typically through <u>lectures and practical exercises</u>.



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):

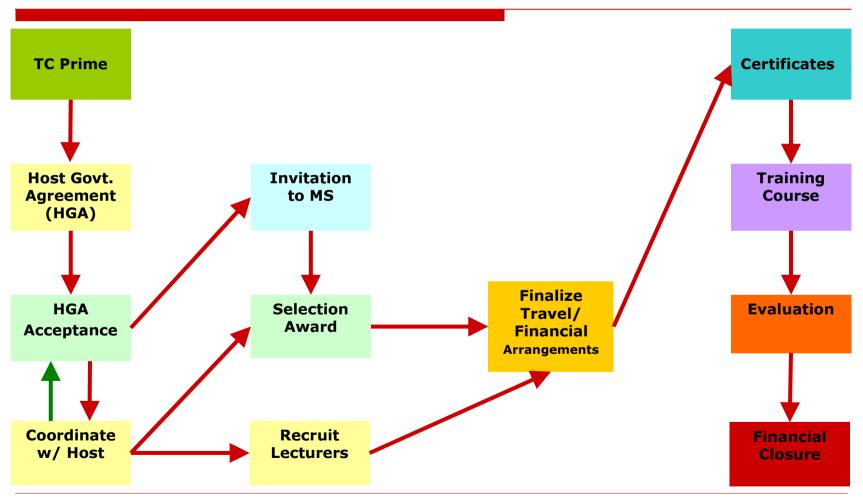
- Technical Officer (TO)
- Programme Management Officer (PMO)
 and Programme Management Clerk (PMC)
- Programme Management Assistant (PMA)

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]

Provide technical input for certificates

Ensure course evaluation is made at end of course

□ 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

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 hosinstitute
	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:
- \square 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

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Thank you for your time.

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