



THE INTERNATIONAL ATOMIC ENERGY AGENCY

COLLABORATING CENTRES SCHEME

REFERENCE GUIDE

collaborating-centres@iaea.org

Version 1.1 (April 2016)

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1. Terminology and Abbreviations

“Collaborating Centre Liaison Officer” means a staff member of a Member State institution designated to liaise with the IAEA regarding participation in the IAEA Collaborating Centre Scheme;

“Collaborating Centre Proposal” means a document containing required information regarding a Member State institution proposed for designation as an IAEA Collaborating Centre including the proposed Work Plan;

“Collaborating Centre Re-designation Proposal” means a document containing required information regarding a Member State institution proposed for re-designation as an IAEA Collaborating Centre including the proposed Work Plan;

“Designation Period” means a period stated in the IAEA Collaborating Centre Agreement for which a Member State institution is designated as an IAEA Collaborating Centre;

“DDG” means an IAEA’s Deputy Director General;

“IAEA” means the International Atomic Energy Agency;

“IAEA Collaborating Centre” means a Member State institution designated as such by the IAEA with whom the IAEA collaborates on the basis of the IAEA Collaborating Centre Agreement;

“IAEA Collaborating Centre Agreement” means an agreement signed between the IAEA and a Member State institution on the designation of such institution as an IAEA Collaborating Centre;

“IAEA Collaborating Centre Liaison Officer” means a staff member of the IAEA designated to liaise with the Collaborating Centre Liaison Officer regarding participation of the institution in the IAEA Collaborating Centre Scheme.

“IAEA Collaborating Centre Plaque” means a plaque provided by the IAEA which includes name of the Member State institution, an area of collaboration, and the Designation Period;

“IAEA Collaborating Centres Scheme” means a mechanism to designate eligible IAEA Member State institutions as partners that assist the IAEA in implementing its selected programmatic activities;

“IAEA Department” means one of the following IAEA departments: Department of Nuclear Sciences and Applications, Department of Nuclear Energy, Department of Nuclear Safety and Security, Department of Safeguards, Department of Technical Cooperation and Department of Management. Please see Annex 4 providing the organizational structure of the IAEA;

“IAEA Division” means one of the divisions of the Departments;

“Re-designation Period” means a period stated in the IAEA Collaborating Centre Agreement for which a Member State institution is re-designated as an IAEA Collaborating Centre;

“Work Plan” means a document attached to the IAEA Collaborating Centre Agreement specifying agreed schedule of activities to be implemented in by the IAEA Collaborating Centre in support the IAEA’s programmatic activities.

2. Introduction

The IAEA Collaborating Centres Scheme provides the IAEA with a mechanism to designate eligible IAEA Member State institutions as partners that assist the IAEA in implementing its selected programmatic activities. Taking note of the IAEA Member State's expanding scientific and technical capabilities, the IAEA Collaborating Centres Scheme was initiated by the IAEA Department of Nuclear Sciences and Applications on a three-year pilot basis in 2004. Upon completion of the pilot phase in 2008, the IAEA Director General approved the IAEA Collaborating Centres Scheme and its expansion, requesting that this scheme shall be open to all interested IAEA departments.

The present document is intended to serve as a reference guide containing, *inter alia*, information on the status and functions of the IAEA Collaborating Centres, applicable processes, and procedures relevant to the selection, designation, re-designation, reporting and final assessment of the collaboration of Member State institution within the framework of the IAEA Collaborating Centres Scheme.

All communication regarding the IAEA Collaborating Centres Scheme should be sent to: collaborating-centres@iaea.org.

3. Definition of an IAEA Collaborating Centre

An IAEA Collaborating Centre is an IAEA Member State institution, department or laboratory within an institution, designated by the relevant IAEA Deputy Director General (DDG), that on the basis of the IAEA Collaborating Centre Agreement designating such institution, department or laboratory within an institution as an IAEA Collaborating Centre, supports the IAEA's programmatic activities through the implementation of a Work Plan that is agreed with the relevant IAEA Division(s), and included as an annex to the IAEA Collaborating Centre Agreement.

The IAEA Collaborating Centre Agreement is a legally binding document signed by both parties, which contains, *inter alia*, the undertakings of the parties, duration of designation, objectives, activities, and expected results and outcomes stated in the Work Plan.

4. Status, Functions, and Funding of an IAEA Collaborating Centre

4.1 Status

Designation of an IAEA Member State institution as an IAEA Collaborating Centre does not confer any special status on such institution, nor imply pre-eminence in the technology field over other similar institutions. An IAEA Collaborating Centre shall not represent the IAEA, nor shall it communicate to any other parties on behalf of the IAEA.

Participation in the IAEA Collaborating Centres Scheme shall not affect an IAEA Collaborating Centre's present or future possibility to participate in any other relevant programme or scheme of the IAEA. Similarly, the designation of an IAEA Member State institution as an IAEA Collaborating Centre shall not preclude the participation of such institution in similar schemes organized by other UN organizations/agencies or other international bodies, nor shall any participation in a similar scheme organized by other UN organizations/agencies or other international bodies preclude designation of such institution as an IAEA Collaborating Centre, provided that the mandate of such international body is fully compatible with the mandate of the IAEA.

4.2 Functions

An IAEA Collaborating Centre shall assist the IAEA in implementing selected programmatic activities in at least one of the following aspects:

- (i) development and application of technology related to any of the IAEA's Programmes;
- (ii) provision of analytical services, such as reference products;
- (iii) conduct of research, including the planning, monitoring and evaluation of the conducted research, and promotion of the application of the results of such research;
- (iv) standardization of terminology, nomenclature of technology, procedures and protocols, and promotion of relevant quality control and quality assurance standards;
- (v) support, organization and/or implementation of conferences and training activities, including research training courses, or the development of training or other educational materials, such as web-based tools, e-learning modules, etc.;
- (vi) collection, collation and dissemination of information; and/or
- (vii) coordination of activities carried out by several institutions where the IAEA is involved under one of its Programmes (e.g. through networks).

4.3 Funding

The IAEA Collaborating Centre shall bear all the costs of the implementation of the IAEA Collaborating Centre Agreement, unless agreed otherwise in the IAEA Collaborating Centre Agreement. In exceptional cases, the IAEA Collaborating Centre may request limited financial assistance from the IAEA during the implementation of the activities. Such a request shall be internally reviewed on a case-by-case basis.

5. Eligibility and Selection Criteria

5.1 Eligibility

In order to be eligible for consideration as an IAEA Collaborating Centre, an institution has to fulfil the following criteria:

- (i) be located in an IAEA Member State;
- (ii) have a minimum of two years successful collaboration with the IAEA (e.g. participation in coordinated research activities or in hosting fellows and training courses, as well as in providing expertise under the technical cooperation programme);
- (iii) an interested Member State institution's adherence to nuclear safety and security guidelines and principles, as applicable ; and
- (iv) submit a formal written expression of interest to participate in the IAEA Collaborating Centres Scheme to the concerned IAEA Department.

5.2 Selection criteria

The IAEA shall evaluate an interested Member State institution's ability, capacity, and readiness to directly contribute to specific IAEA projects and activities as outlined in the IAEA's Programme and Budget, according to the following criteria:

- (i) the scientific and technical standing of an interested Member State institution at the national and international levels, with particular reference to its recent record of achievements and its on-going activities in the field (e.g. number of staff and qualification of staff who would be

involved in the implementation of the Work Plan, equipment needed, laboratory and teaching premises, as well as other relevant facilities, number of publications in the area of proposed Work Plan, etc.);

- (ii) the technical relevance of an interested Member State institution and its activities to the IAEA's programmatic priorities;
- (iii) the status and role of an interested Member State institution in the Member State's nuclear scientific structure and its relations with the national authorities concerned;
- (iv) an interested Member State institution's prospective stability in terms of personnel, activities, and funding;
- (v) the working relationship developed with other institutions within a Member State as well as at the bilateral, regional and international levels; and
- (vi) whether an interested Member State institution's mandate, internal regulatory framework, its relationships (including participation in similar schemes organised by other UN organisations/agencies or other international bodies) and practices are fully compatible with the IAEA's mandate.

6. Roles and Responsibilities

6.1 Interested Member State institution or IAEA Collaborating Centre

An IAEA Collaborating Centre shall be responsible for the implementation of the Work Plan agreed upon with the IAEA, and the submission of annual and final reports to the IAEA.

An interested Member State institution and/or an IAEA Collaborating Centre, through its **highest executive officer** shall be responsible for the following:

- (i) submission to the concerned IAEA Department of a formal written expression of interest for participating in the IAEA Collaborating Centres Scheme;
- (ii) designation of a Collaborating Centre Liaison Officer ("CC-LO"), and his/her alternate;
- (iii) signing of the IAEA Collaborating Centre Agreement as agreed with the IAEA; and
- (iv) implementation of the Work Plan agreed upon in the framework of the IAEA Collaborating Centre Agreement.

An interested Member State institution and/or an IAEA Collaborating Centre, through its designated **CC-LO**, shall be responsible for the following:

- (i) provision of background information for the development of the Member State institution's proposal for its designation as an IAEA Collaborating Centre (see Annex 1) in collaboration with the IAEA Collaborating Centre Liaison Officer, and submission to the IAEA of a draft Work Plan outlining the specific activities proposed to be implemented within the framework of IAEA Collaborating Centre Agreement, and its further development for its submission as part of the Collaborating Centre Proposal;
- (ii) supervision of the implementation of activities as specified in the IAEA Collaborating Centre Agreement and the Work Plan attached to it;
- (iii) submission of annual progress reports on the implementation of the Work Plan included in the IAEA Collaborating Centre Agreement, and submission of a final report at the end of the Designation Period; and
- (iv) communication with the IAEA regarding the implementation and reporting of the activities agreed upon in the framework of the IAEA Collaborating Centre Agreement in a regular and timely manner.

6.2 The IAEA

The IAEA, through its relevant **Deputy Director General** or the officer designated by the Director General, shall be responsible for the following:

- (i) acknowledgement of a receipt of a Member State institution's formal expression of interest; and
- (ii) signing of the IAEA Collaborating Centre Agreement, as agreed with a Member State institution.

The IAEA, through the **IAEA CC-LO**, shall be responsible for the following:

- (i) development of the Collaborating Centre Proposal, including the Work Plan outlining the specific activities proposed to be implemented in the framework of the IAEA Collaborating Centre Agreement;
- (ii) submission of the Collaborating Centre Proposal including the Work Plan for the internal approval of the IAEA;
- (iii) monitoring of implementation of the activities as specified in the IAEA Collaborating Centre Agreement, by liaising with an IAEA Collaborating Centre and ensuring the receipt and assessment of the annual reports;
- (iv) preparation of a mid-term review after two (2) years, based on two first annual reports, for the IAEA internal assessment;
- (v) assessment of implementation of the Work Plan and overall collaboration within the framework of the IAEA Collaborating Centre Agreement upon the completion of its Designation Period, based on annual reports, mid-term review, and the final report, for internal final evaluation of the collaboration with the concerned IAEA Collaboration Centre;
- (vi) communication with the IAEA Collaborating Centre regarding the implementation of the Work Plan and the reporting of the activities agreed upon in the framework of the IAEA Collaborating Centre Agreement in a regular and timely manner; and
- (vii) in the event that an IAEA Collaborating Centre expresses an interest for a re-designation, initiation of the re-designation process as provided in Section 7.2 ("Re-designation") below.

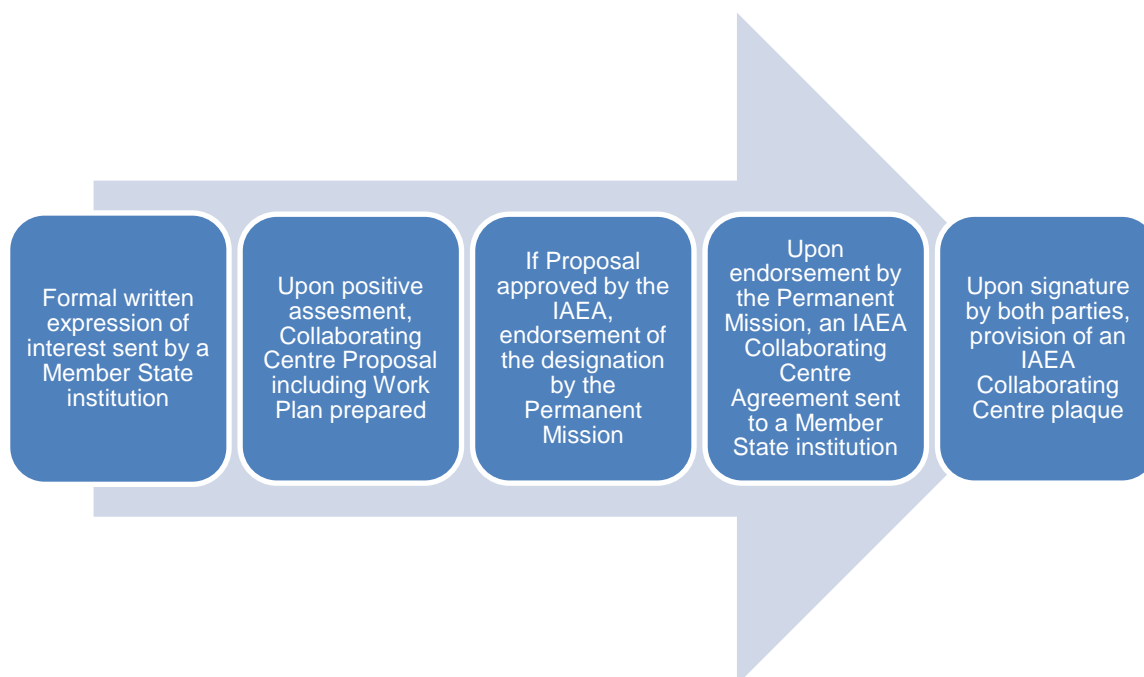
The IAEA, through its **Research Contracts Administration Section (NACA)**, shall be responsible for the following:

- (i) management of the administrative aspects of the IAEA Collaborating Centres Scheme; and
- (ii) liaising with the stakeholders involved in the IAEA Collaborating Centres Scheme and with respective Member State's Permanent Mission on administrative matters.

7. Designation and Re-designation Process¹

7.1 Designation Process

The designation process is summarized below:



The procedure for the designation of a Member State institution as an IAEA Collaborating Centre shall contain the following steps:

- (i) a Member State institution submits to the concerned IAEA Department a formal written expression of interest in being considered for designation as an IAEA Collaborating Centre;
- (ii) upon positive consideration of an expression of interest, the IAEA shall designate the IAEA CC-LO to liaise with the interested Member State institution and develop the Collaborating Centre Proposal, including the Work Plan;
- (iii) in the event that the Collaborating Centre Proposal, including the Work Plan, is approved, the IAEA shall seek endorsement of the designation from the respective Member State's Permanent Mission;
- (iv) upon endorsement by the respective Permanent Mission, the IAEA shall send the designation cover letter and the IAEA Collaborating Centre Agreement to the concerned Member State institution for signature, with a copy to the respective Permanent Mission; and
- (v) upon signature of the IAEA Collaborating Centre Agreement by both parties, the IAEA provides the newly designated IAEA Collaborating Centre with an IAEA Collaborating Centre plaque.

The Designation Period of a Member State's institution as an IAEA Collaborating Centre corresponds to a period required to implement activities specified in the Work Plan, which is usually four (4) years. Any request for extension of this Designation Period shall be subject to the re-designation process as provided in Section 6.2 ("Re-designation") below.

¹ Please also refer to Section 5 ("Eligibility and Selection Criteria") above.

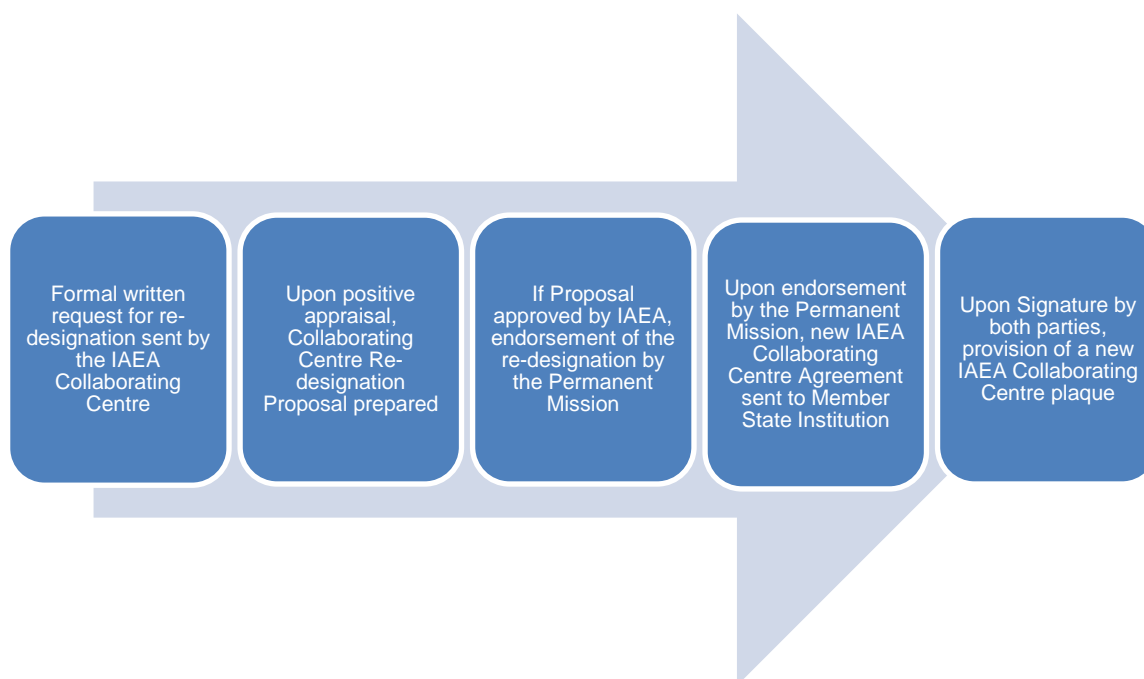
7.2 Re-designation

In event that an IAEA Collaborating Centre wishes to extend the collaboration beyond the initial Designation Period, any such interest shall be communicated in writing to the IAEA not later than six (6) months before the expiration date of the IAEA Collaborating Centre Agreement.

The **re-designation of an IAEA Collaborating Centre** by the IAEA shall be subject to the following criteria:

- (i) an assessment of the eligibility and selection criteria as provided in Section 4 (“Eligibility and Selection Criteria”);
- (ii) positive assessment by the IAEA of the implementation of the Work and overall collaboration within the framework of the IAEA Collaborating Centre Agreement upon the completion of its Designation Period and overall collaboration during the Designation Period, on the basis of the IAEA assessment of the reports received from the IAEA Collaborating Centre; and
- (iii) relevance of a new proposed Work Plan to the IAEA’s activities and objectives.

The re-designation process is summarized below:



The procedure for the re-designation of an IAEA Collaborating Centre shall contain the following steps:

- (i) The interested IAEA Collaborating Centre submits to the relevant Department a formal written request for re-designation within the same IAEA programmatic activity/project, not later than six months prior to the expiration of the IAEA Collaborating Centre Agreement;
- (ii) upon positive appraisal of the request for re-designation, the IAEA CC-LO, in coordination with the CC-LO, develops Collaborating Centre Re-designation Proposal, including a new Work Plan to be implemented during the additional period Re-designation Period;
- (iii) in the event that the Collaborating Centre Re-designation Proposal, including the Work Plan, is approved, the IAEA shall seek the endorsement of re-designation from the respective Permanent Mission;
- (iv) upon endorsement of re-designation by the respective Permanent Mission, the IAEA shall send the re-designation cover letter and the new IAEA Collaborating Centre Agreement to

the concerned Member State institution for signature, with a copy to the relevant Permanent Mission; and

- (v) upon signature of the new IAEA Collaborating Centre Agreement by both parties, the IAEA provides the re-designated IAEA Collaborating Centre with a new IAEA Collaborating Centre plaque where the Re-designation Period is stated.

8. Duration and Termination of the Designation as an IAEA Collaborating Centre

8.1 Duration

The designation of a Member State institution as an IAEA Collaborating Centre shall commence on the date of the entry into force of the IAEA Collaborating Centre Agreement, which corresponds to a period required to implement activities specified in the Work Plan, which is usually four (4) years, with a mid-term review of the implementation progress after two years.

The re-designation of an IAEA Collaborating Centre shall commence on the date of the entry into force of the new IAEA Collaborating Centre Agreement, and that shall be for the period required to implement activities specified in the new Work Plan, which is usually for a period of four (4) years, with a mid-term review of the progress after two years.

8.2 Termination

The designation of a Member State institution as an IAEA Collaborating Centre ends by the expiry of the IAEA Collaborating Centre Agreement, unless such Member State institution is re-designated as provided in Section 7 (“Re-designation”) above, or unless terminated earlier by either party upon a three-month notice.

9. Reporting and Assessment of Collaboration

As indicated in the IAEA Collaborating Centre Agreement, during the Designation Period, the IAEA Collaborating Centre shall submit annual progress reports, as well as a final report, using the forms provided in the Section 10 (“Annexes”) above. The reports shall document the activities, progress and results achieved in the implementation of the Work Plan.

In order to assess the collaboration and the results accomplished or in progress, the IAEA shall also conduct a mid-term review after two years following the entry in force of the IAEA Collaborating Centre Agreement, using the two first annual reports provided by the IAEA Collaborating Centre. Based on the mid-term review assessment of the collaboration the IAEA shall decide whether to continue collaboration with the IAEA Collaborating Centre.

At the end of the Designation Period, the annual and final reports submitted by the IAEA Collaborating Centre shall be used by the IAEA to assess the overall collaboration of and the results achieved by the IAEA Collaborating Centre.

The IAEA CC-LO shall communicate with the IAEA Collaborating Centre regarding the implementation of the Work Plan and the reporting of the activities agreed upon in the framework of the IAEA Collaborating Centre Agreement in a regular and timely manner. Furthermore, if required by the IAEA Collaborating Centre, the IAEA CC-LO shall provide feedback to the IAEA Collaborating Centre and request revision or re-submission of the reports, if required.

Based on the overall assessment of the collaboration and the results accomplished during the Designation Period(s), the IAEA shall provide the IAEA Collaborating Centre with a “Recognition of Achievement Certificate”.

10. Annexes

The forms and templates are available and shall be used as follows:

For designation process:

Annex 1: Background Information and Draft Work Plan for the Collaborating Centre Proposal (to be completed by CC-LO in collaboration with the IAEA CC-LO)

For reporting:

Annex 2: Annual Progress Report Form;

Annex 3: Final Report Form.

For reference:

Annex 4: IAEA Organizational Chart

The link below can be used for obtaining the latest Organizational Chart:

https://www.iaea.org/sites/default/files/orgchart_0.pdf

Vienna-International Centre, PO Box 100,
 1400 Vienna, Austria
 Phone: (+43 1) 2600 – Fax: (+43 1) 26007,
 Email: Official.Mail@iaea.org

Background Information and Draft Work Plan for the Collaborating Centre Proposal

| | | | |
|-----------------------------------|---|--|--|
| Institution: | | | |
| Address: | Street: P.O. Box: Postal Code: City: Region/District: Country: Telephone/Cell : Email : Website : | | |
| Director: | <div> <div>First Name</div> <div>Middle Name</div> <div>Last Name</div> </div> Email: | | |
| Primary Liaison Officer: | <div> <div>First Name</div> <div>Middle Name</div> <div>Last Name</div> </div> Telephone/Cell: Email: | | |
| Alternate Liaison Officer: | <div> <div>First Name</div> <div>Middle Name</div> <div>Last Name</div> </div> Telephone/Cell: Email: | | |

Greyed-out - to be filled by the IAEA:

| | | | |
|--|--|--|--|
| IAEA Liaison Officer: | <div> <div>First Name</div> <div>Middle Name</div> <div>Last Name</div> </div> Telephone/Cell: Email: | | |
| Alternate IAEA Liaison Officer: | <div> <div>First Name</div> <div>Middle Name</div> <div>Last Name</div> </div> Telephone/Cell: Email: | | |

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|---|
| Area of the collaboration: <Enter your text here> |
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| Proposed designation period: From To |
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Background Information and Draft Work Plan for the Collaborating Centre Proposal

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|--|--------------------------|-------------------------------|--------------------------|----------------------------|--------------------------|-----------------------------------|--------------------------|
| 1 Introduction to the Institution | | | | | | | |
| 1.1 Description and mission statement: <Enter your text here> | | | | | | | |
| 1.2 National Authority to which the institution reports: <Enter your text here> | | | | | | | |
| 1.3 Affiliation with National Institutions: <Enter your text here> | | | | | | | |
| 1.4 Affiliation with International Institutions and Organizations: <Enter your text here> | | | | | | | |
| 1.5 Institution's funding sources: <Enter your text here> | | | | | | | |
| 1.6 Number of professional staff: | | | | | | | |
| 1.7 Years of operation: From To | | | | | | | |
| 1.8 Available facilities: | | | | | | | |
| 1.9 Institution's membership in IAEA networks ¹ (check all applicable): | | | | | | | |
| ALMERA ¹ | <input type="checkbox"/> | ANSN ² | <input type="checkbox"/> | DSN ³ | <input type="checkbox"/> | FNRBA ⁴ | <input type="checkbox"/> |
| GNIP ⁵ | <input type="checkbox"/> | GNSSN ⁶ | <input type="checkbox"/> | IDN ⁷ | <input type="checkbox"/> | ISOE ⁸ | <input type="checkbox"/> |
| NWAL ⁹ | <input type="checkbox"/> | PRON ¹⁰ | <input type="checkbox"/> | RANET ¹¹ | <input type="checkbox"/> | SSDL ¹² | <input type="checkbox"/> |
| VUCCnet ¹³ | <input type="checkbox"/> | RRCN ¹⁴ | <input type="checkbox"/> | ANENT ¹⁵ | <input type="checkbox"/> | AFRA-NEST ¹⁶ | <input type="checkbox"/> |
| LANENT ¹⁷ | <input type="checkbox"/> | STAR-NET ¹⁸ | <input type="checkbox"/> | ENEN ¹⁹ | <input type="checkbox"/> | NSSC Network ²⁰ | <input type="checkbox"/> |
| INSEN ²¹ | <input type="checkbox"/> | FLO ²² | <input type="checkbox"/> | Other | <input type="checkbox"/> | | <input type="checkbox"/> |
| If others, please specify below: <Enter your text here> | | | | | | | |
| 1.10 Is the institution active in a project under Regional and Cooperative Agreements? Yes <input type="checkbox"/> No <input type="checkbox"/> ? Please check the appropriate boxe(s) below: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> RCA²³ <input type="checkbox"/> AFRA²⁴ <input type="checkbox"/> ARASIA²⁵ <input type="checkbox"/> ARCAL²⁶ <input type="checkbox"/> </div> Please specify below: <Enter your text here> | | | | | | | |

¹ See full name at the end of the document

Vienna-International Centre, PO Box 100,
1400 Vienna, Austria
Phone: (+43 1) 2600 – Fax: (+43 1) 26007,
Email: Official.Mail@iaea.org

Background Information and Draft Work Plan for the Collaborating Centre Proposal

1.11 Has the institution been designated as Regional Resource Centre/Designated Centre/Centre of Excellence under any of the aforementioned Regional and Cooperative Agreements?

Yes ☐ No ☐ Please specify below:

<Enter your text here>

1.12 Does the institution hold any practical arrangement(s) with IAEA? Yes ☐ No ☐

Please specify below:

<Enter your text here>

1.13 Main fields of activities at the institution:

<Enter your text here>

1.14 Current major activities at the institution:

<Enter your text here>

1.15 Major publications in the last two years:

<Enter your text here>

1.16 Conferences organized during the last two years:

<Enter your text here>

1.17 Major achievements (e.g. inventions, discoveries, etc):

<Enter your text here>

2 Previous involvement with the IAEA:

2.1 Participation in Technical Cooperation Projects (TCP): No ☐ Yes ☐

| Code | Title |
|------|-------|
| | |
| | |
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| | |

2.2 Participation in the following Coordinated Research Activities (CRA): No ☐ Yes ☐

[illegible]

Background Information and Draft Work Plan for the Collaborating Centre Proposal

| | |
|------------|---|
| 2.3 | Provision of experts to IAEA Activities/TC activities (number of experts and fields of expertise): <Enter your text here> |
| 2.4 | Organization of training events (number of events and subjects/topics): <Enter your text here> |
| 2.5 | Provision of training through TC projects, fellowship activities, etc.: <Enter your text here> |
| 2.6 | Has the institution been contracted by the IAEA to provide paid services? No <input type="checkbox"/> Yes <input type="checkbox"/> Please specify below: <Enter your text here> |
| 2.7 | Additional information on previous involvement with the IAEA: <Enter your text here> |

Annex 1: Work Plan

1. Proposed Work Plan:

1.1 The work proposed by the institution will assist (Division) in the implementation of Agency Project: <Enter Code from the Agency's P&B ("blue book")>
<Enter Agency Project Title> aimed at enhancing Member States capabilities in "<Enter Agency Project Title>"

1.2 Objectives of the proposed activities:
<Enter the Objective of Activities>

1.3 Proposed activities and expected outputs and outcomes

| Activity No. | Description of Activities to be implemented by the Collaborating Centre | Outputs (deliverables) | Timelines (Quarters / Years) | Outcomes (impact of the results) | Key Performance Indicators |
|--------------|---|------------------------|------------------------------|----------------------------------|----------------------------|
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Background Information and Draft Work Plan for the Collaborating Centre Proposal

4 Source of funding for the proposed activities

<Enter your text here>

5 Staff profile involved in the above activities

<Enter your text here>

6 Additional information that might be relevant to the review of this proposal

<Enter your text here>

Greyed-out - to be filled by the IAEA:

7 Assessment

- 7.1** The technical standing of the institution at the national and international levels, with particular reference to its recent record of achievement and its ongoing activities:

<Enter your text here>

- 7.2** On prospective stability in terms of personnel, activities and funding:

<Enter your text here>

- 7.3** The technical relevance of the institution and its activities to the IAEA's programmatic priorities:

<Enter your text here>

- 7.4** Previous collaboration with the IAEA of no less than two years:

<Enter your text here>

- 7.5** The geographic contributions to the diversity of the Collaborating Centre scheme:

<Enter your text here>

8 Recommendation:

In recognition of the institution's record of successful collaboration with the IAEA and its expected contributions towards the implementation of the above referenced Agency's Project(s) and objective(s), the **<IAEA Division>/<Section>** expresses its support for designating **<Institution Name>** as an IAEA Collaborating Centre for **<Area>** for **<Enter Number of Years>** years.

9 Reporting

The purpose of reporting is to assess the effectiveness of the Collaboration between the **IAEA** and **<Institute Name>** and to provide a basis for performance assessment that will be used to evaluate potential requests for re-designation submitted by the Institution.

The Collaborating Centre will submit, every 12 months, a report on the progress made in implementing the activities listed in the proposed work plan.

The next reporting is expected to be received by the IAEA on . Any delay in submitting the Annual Report may impact subsequent processes.

Vienna-International Centre, PO Box 100,
1400 Vienna, Austria
Phone: (+43 1) 2600 – Fax: (+43 1) 26007,
Email: Official.Mail@iaea.org

Background Information and Draft Work Plan for the Collaborating Centre Proposal

Greyed-out - to be filled by the IAEA:

| 10 Workflow History | | | |
|---------------------|--------------|----------------|-----------|
| Title | Name | Clearance Date | Signature |
| IAEA CC LO | <Enter Name> | | |
| SH | <Enter Name> | | |
| DIR | <Enter Name> | | |
| NACA | <Enter Name> | | |

Background Information and Draft Work Plan for the Collaborating Centre Proposal

- 1 Analytical Laboratories for the Measurement of Environmental Radioactivity (ALMERA)
- 2 Asian Nuclear Safety Network (ANSN)
- 3 Denial of Shipment Networks (DSN)
- 4 Forum of Nuclear Regulatory Bodies in Africa (FNRBA)
- 5 Global Network of Isotopes in Precipitation (GNIP)
- 6 Global Nuclear Safety and Security Network (GNSSN)
- 7 The International Decommissioning Network (IDN)
- 8 Information System on Occupational Exposure (ISOE)
- 9 The Network of Analytical Laboratories (NWAL)
- 10 The Paediatric Radiation Oncology Network (PRON)
- 11 Response Assistance Network (RANET)
- 12 Secondary Standards Dosimetry Laboratories (SSDL)
- 13 Virtual University for Cancer Control (VUCCnet)
- 14 Research Reactor Coalitions and Networks (RRCN)
- 15 Asian Network for Education in Nuclear Technology (ANENT)
- 16 African Network for Education in Nuclear Science and Technology (AFRA-NEST)
- 17 Latin American Network for Education in Nuclear Technology (LANENT)
- 18 Regional Network for Education and Training in Nuclear Technology (STAR-NET)
- 19 European Nuclear Education Network (ENEN)
- 20 International Network of Nuclear Security Training and Support Centres (NSSC Network)
- 21 International Nuclear Security Education Network (INSEN)
- 22 Front Line Officer Network (FLO)
- 23 Regional Co-operative Agreement for Research, Development and Training Related to
Nuclear Science and Technology for Asia and the Pacific (RCA)
- 24 African Regional Cooperative Agreement for Research, Development and Training Related to
Nuclear Science and Technology (AFRA)
- 25 The Cooperative Agreement for Arab States in Asia for Research, Development and Training
related to Nuclear Science and Technology (ARASIA)
- 26 Regional Cooperative Agreement for the Promotion of Nuclear Science and Technology in
Latin America and the Caribbean (ARCAL)

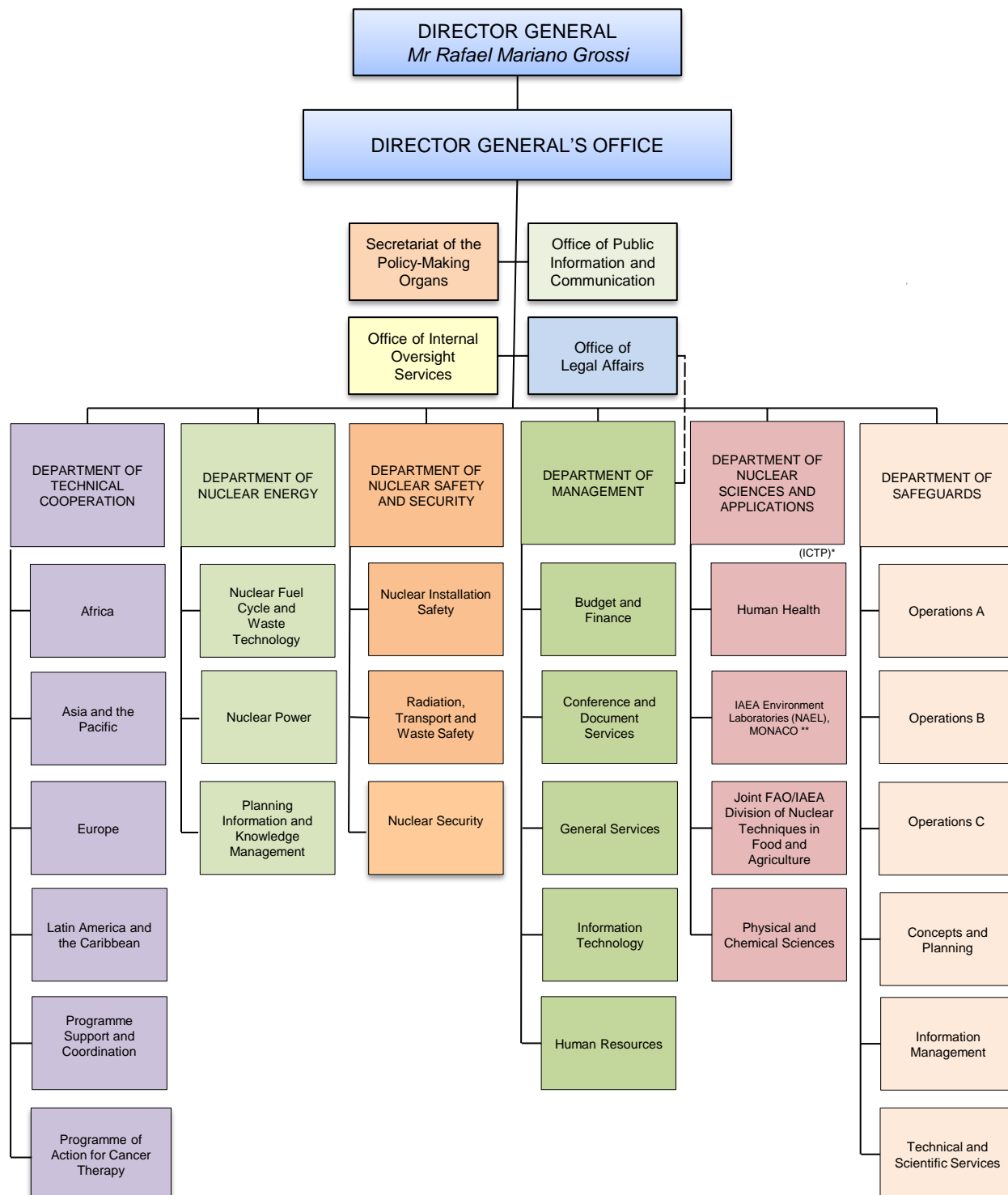
Annex 2: Annual Progress Report Form

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|--|
| Name of the IAEA Collaborating Centre: |
| Annual Progress Report from yyyy-mm-dd to yyyy-mm-dd (hereinafter the "Reporting Period") |
| 1. Results achieved to date in comparison with the planned results stated in the Work Plan, including quantitative data if applicable: |
| 2. Publications relevant to the Work Plan published in the Reporting Period: |
| 3. Activities included in the Work Plan which were planned for the Reporting Period, but were not achieved (delays, issues encountered): |
| 4. Recommendations for the next Reporting Period/remaining Designation Period of suggested changes in the Work Plan? |

Annex 3: Final Report Form

| |
|---|
| Name of the IAEA Collaborating Centre: |
| Final Report Designation Period from yyyy-mm-dd to yyyy-mm-dd |
| 1. Results achieved in comparison with the planned results stated in the Work Plan, including quantitative data if applicable: |
| 2. Extent to which the objectives set in the Work Plan were met: |
| 3. Publications relevant to the Work Plan: |
| 4. Activities included in the Work Plan which were not implemented during the Designation Period and justifications for non-implementation: |
| 5. Request for a Re-designation? |

Annex 4: IAEA Organizational Chart

IAEA Organizational Chart
(as of 01 Jan 2021)

* The Abdus Salam International Centre for Theoretical Physics (ICTP) operates under a tripartite agreement with the Italian Government, the United Nations Educational, Scientific and Cultural Organization (UNESCO) and the Agency. Administration is carried out by UNESCO on behalf of all parties.

** With the participation of UNEP and IOC.