



# **16th Coordination Meeting of the IAEA's Network of Analytical Laboratories for the Measurement of Environmental Radioactivity (ALMERA)**

**Hosted by the  
Government of Switzerland**

**through the  
Federal Office for Civil Protection Labor Spiez**

**Schwarzenburg, Switzerland**

**16 to 18 October 2019**

**Ref. No.: EVT1804848**

## **Information Sheet**

### **Introduction**

ALMERA ('Analytical Laboratories for the Measurement of Environmental Radioactivity') is a worldwide network of analytical laboratories, established by the IAEA. Through methodological and data quality support received from the IAEA and the development and validation of collaborative methods, ALMERA member laboratories are able to provide internationally acceptable radioanalytical data in normal situations as well as in case of accidental or intentional releases of radioactivity, as requested by their nominating authorities. The ALMERA Network holds annual coordination meetings to discuss the implementation of planned activities and to define future activities of the Network.

## Objectives

The objectives of the meeting are to:

- Present and discuss ALMERA proficiency test results and related proposals;
- Discuss the status and plans for recommended analytical procedures developed within the ALMERA network;
- Discuss priorities for training courses and workshops;
- Discuss means for communication and data sharing and exchange among ALMERA laboratories;
- Discuss initiatives for regional cooperation and collaboration with other networks;
- Define work plans and discuss proposals within the ALMERA regional groups and task groups; and
- Review and update the general ALMERA work plan.

## Target Audience

The meeting is open to representatives of laboratories which are members of the ALMERA network only.

## Working Language(s)

English

## Participation and Registration

All persons wishing to participate in the event have to be designated by an IAEA Member State or should be members of organizations that have been invited to attend.

In order to be designated by an IAEA Member State, participants are requested to send the **Participation Form (Form A)** to their competent national authority (e.g. Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) for onward transmission to the IAEA by **16 August 2019**. Participants who are members of an organization invited to attend are requested to send the **Participation Form (Form A)** through their organization to the IAEA by above deadline.

Selected participants will be informed in due course on the procedures to be followed with regard to administrative and financial matters.

Please note that the IAEA is in a transition phase to manage the entire registration process for all regular programme events electronically through the new InTouch+ (<https://intouchplus.iaea.org>) facility, which is the improved and expanded successor to the InTouch platform that has been used in recent years for the IAEA's technical cooperation events. Through InTouch+, prospective participants will be able to apply for events and submit all required documents online. National authorities will be able to use InTouch+ to review and approve these applications. Interested parties that would like to use this new facility should write to: [InTouchPlus.Contact-Point@iaea.org](mailto:InTouchPlus.Contact-Point@iaea.org).

## Expenditures and Grants

No registration fee is charged to participants.

The IAEA is generally not in a position to bear the travel and other costs of participants in the event. The IAEA has, however, limited funds at its disposal to help meet the cost of attendance of certain participants. Upon specific request, such assistance may be offered to normally one participant per country, provided that, in the IAEA's view, the participant will make an important contribution to the event.

The application for financial support should be made using the **Grant Application Form (Form C)** which has to be stamped, signed and submitted by the competent national authority to the IAEA together with the **Participation Form (Form A)** by **16 August 2019**.

## Visas

Participants who require a visa to enter Switzerland should submit the necessary application as soon as possible to the nearest diplomatic or consular representative of Switzerland.

# IAEA Contacts

## Scientific Secretary

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Subsequent correspondence on scientific matters should be sent to the Scientific Secretary/Secretaries and correspondence on other matters related to the event to the Administrative Secretary.