

Guidelines for IAEA Member States requesting NEA Data Bank Codes

The Nuclear Energy Agency (NEA) of the Organisation for Economic Co-operation and Development (OECD) has recommended distributing nuclear computer codes and processed nuclear data libraries (hereafter 'NEA Data Bank codes') to Member States of the International Atomic Energy Agency (IAEA) who are neither NEA nor OECD members.

These guidelines clarify the procedure for organizations, institutes or establishments (hereafter 'entities') in the respective IAEA Member States requesting NEA Data Bank codes. As the NEA Data Bank works exclusively with Liaison Officers of the 'entities' in the respective IAEA Member States, the guidelines also explain the role of the NEA Data Bank Liaison Officer (NEA DB LO) and the procedure for appointing an NEA DB LO. The role of the NEA DB LO should not be confused with the role the IAEA International Nuclear Information System Liaison Officer (INIS LO).

NEA Data Bank Liaison Officers, their entities and end users should be aware of the following:

- a) The NEA Data Bank will only consider requests for NEA Data Bank codes submitted via the respective entity's NEA DB LO. The NEA DB LO and the end user must be affiliated with the same entity. Only one LO per entity is permitted. The NEA DB LO must also provide full details of the intended use of the requested code, and for some codes, full details of nationalities held by the end user(s) will be required.
- b) The NEA Data Bank will generally communicate only with the NEA DB LO on matters relating to end user requests. An end user needing a code must ask the NEA DB LO at his/her entity to make the request on his/her behalf. The LO may request a code at <http://www.oecd-nea.org/abs/request-iaea.pl>. Entities that do not have a designated NEA DB LO can propose one individual to be designated following the guidelines below.

Guidelines for IAEA Member States on designating NEA Data Bank Liaison Officers

The procedure for proposing an individual as a designated NEA DB LO of a specific IAEA Member State entity is as follows:

- a) A request from the IAEA Member State entity to designate one person as an NEA DB LO should include the full name of the designated person, the name of the entity they are representing, and his/her official address, email, and telephone number at the entity (private email addresses etc. will not be accepted) and should be sent to the focal point of the National Atomic Energy Authority (NAEA) or Nuclear Energy Commission (NEC) of the IAEA Member State concerned. A sample LO nomination letter to the NAEA/NEC can be found [here](#).
- b) Once the NAEA or NEC of the IAEA Member State has approved the designation of the NEA DB LO, the request and all related information should be forwarded to the respective Member State's Permanent Mission to the IAEA in Vienna, Austria.
- c) The IAEA Member State Permanent Mission in Vienna then forwards the designation request to the IAEA's INIS Secretariat at INIS.Feedback@iaea.org where the designation is registered, validated and passed on to the NEA Data Bank. The NEA DB sends the official documents to the newly designated NEA DB LO for signature.