

# Experts/Lecturers

TCLAC - Reference Guide for  
NLOS/NLAS

## Definition and Purpose:

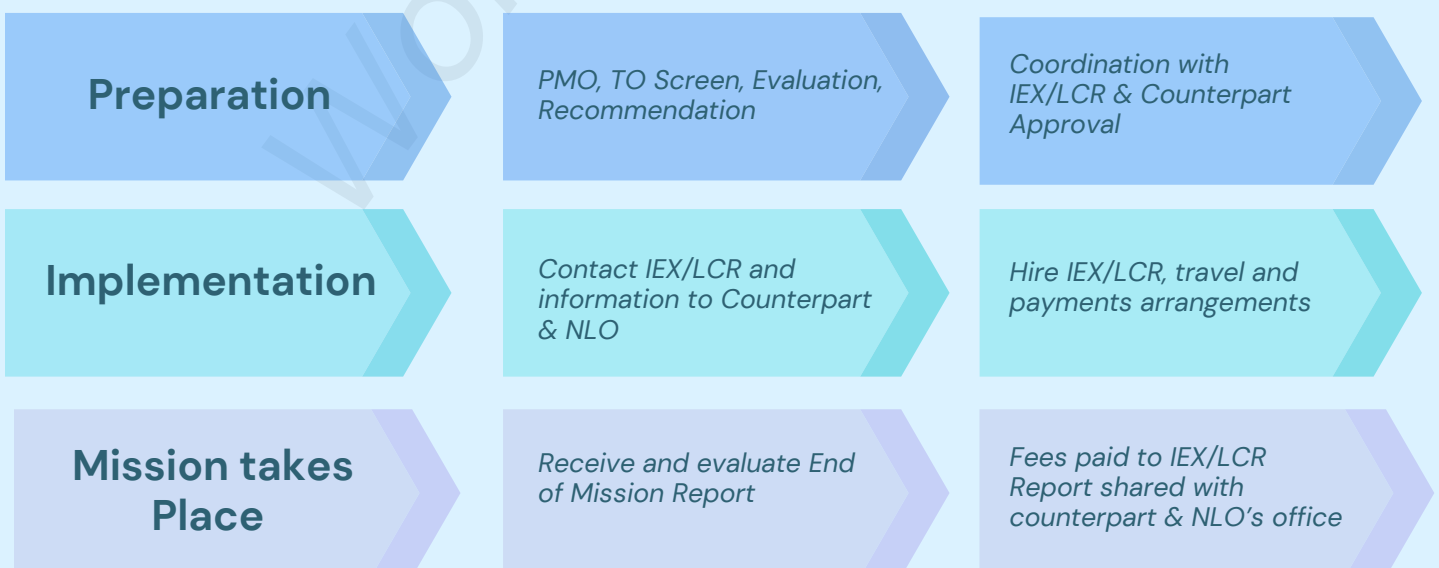
**International Experts (IEX)** are specialist individuals hired to provide advice, on-the-job training or technical analysis and offer recommendations towards achieving TC project objectives.

**Lecturers (LCRS)** are specialist individuals hired to transfer technical knowledge and skills to training course participants.

## Criteria for the Selection of TC Experts/Lecturers:

- Expert's qualifications must meet the Job Description's specifications (e.g. education, experience, language ability).
- Due regard is to be given to gender consideration.
- Experts/Lecturers from the region where the mission is to take place.
- Experts from developing countries.

## The Experts/Lecturers Process:



# Roles and Responsibilities



## Roles and Responsibilities of the TC Implementation Team

### Programme Management Officer (PMO)

- Ensures activity is in the approved workplan.
- Screens Job description and TO's recommendations
- Ensures funds availability.
- Approves and sends mission for implementation.
- Approves final payments for Expert/Lecturer.
- Reviews the End of Mission Report, and after the TO's evaluation, releases it for sharing with counterpart/NLO.

### Technical Officer (TO)

- Creates / screens Job description / request by country.
- Selects and pre-contacts Expert / Lecturer
- Coordinates dates with Expert / Lecturer and Counterpart
- Defines the Expert/Lecturer's duties and duration of mission.
- Evaluates End of Mission Reports.

A purple notepad icon with a teal tab at the top left, representing the Project Assistant (PA) role.

## Project Assistant (PA)

- Reviews Job Description form for completion.
- Initiates event as per agreed dates and location.
- If applicable, sends the End of Mission Report to the counterpart/NLO.

A purple notepad icon with a teal tab at the top left, representing the Programme Management Assistant (PMA) role.

## Programme Management Assistant (PMA)

- **Administrative contact**
- Implements.
- Contacts and hires Expert/Lecturer.
- Communicates with the Counterpart regarding logistical details.
- Processes travel arrangements and payments.
- Receives the Expert's End of Mission Report and forwards it for PMO and TO's evaluation.

## Roles and Responsibilities of the NLO/NLA



- Liaises with the counterpart and IAEA regarding the expert mission.
- Assists in internal country clearances for the mission (Governmental clearances, visa, etc.)
- Assists the Expert/Lecturer in emergency cases

## Roles and Responsibilities of the Counterpart:



- Prepares the work programme in coordination with the IAEA's Technical Officer.
- Completes and sends to the IAEA the Job Description form with all relevant information
- Ensures that requested Expert(s) /Lecturer(s) have the appropriate qualifications (e.g. education, language proficiency) for the mission requested.
- Coordinates mission's technical details with the IAEA's Technical Officer.
- Ensures that all facilities, equipment and supplies are available in time for the Expert / Lecturer mission.
- Coordinates logistical details with the IAEA's Programme Management Assistant (PMA)
- Whenever necessary, assists with customs/visa formalities.
- Advises Expert/Lecturer on local conditions and upon Expert's request organizes accommodation, airport pick-up, etc.
- Assists the Expert/Lecturer in emergency cases

## Roles and Responsibilities of the Expert/Lecturer:

- Arrives one day prior to the mission start date.
- Carries out the mission as per dates and duties established in the contract with the IAEA
- Complies with the IAEA's Standards of Conduct for Personnel Other than Staff Members.
- Sends to the IAEA an End of Mission Report upon completion of mission.



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