



Meetings

*TCLAC - Reference Guide for
NLOS/NLAS*

Definition and Purpose:

TC Meetings (MTG) are events organized by the IAEA where Experts and/or Participants gather together to discuss, analyse and evaluate technical or managerial aspects of a TC project.

TC Meetings also serve as a venue for professional exchange and for developing recommendations in different fields related to the TC programme. They may be facilitated or moderated by an Expert, an IAEA's Technical Officer (TO) or Programme Management Officer (PMO).

Documents:

Host Government Agreement (HGA): is a document by which the IAEA requests a Member State to host an official IAEA's meeting or training course. The location, dates, participating countries, number of participants and conditions for the meeting/training course are stated in the letter and its annexes.

On acceptance of HGA, the host Member State informs the names and contact details of the Meeting Coordinator and Finance Officer..

Call for Nominations:

Upon acceptance of HGA by the host Member State, a call for nominations together with the event's information sheet is sent to NLO's offices of the participating countries stated in the HGA and counterparts of the project under which the event is being organized.

Nominations: are received via the IAEA's Intouch+ portal:

<https://intouchplus.iaea.org/ITP/faces/main.jsf>

IAEA Contributions:

The IAEA may contribute towards local operating costs or other hosting arrangements as detailed in the HGA.

Upon completion of the meeting, a final account statement and receipts/invoices for all the agreed costs must be sent to the IAEA by the Finance Officer.

The Meeting Process



- Agree venue, time frame & host organization

- Obtain Host Government Agreement acceptance from host Member State

- Identify Experts

- Prepare information sheet & define candidates' profile

- Send call for nominations to NLOs & project counterparts

- Receive, screen, evaluate and approve nominations

- Ensure funds availability

- Approve event & send for implementation

- Hire experts

- Contact participants & counterpart / Meeting Coordinator / Finance Officer

- Travel & payment arrangements

- Financial support to host institution

- Final accounts, invoices and reports

Meeting Preparation

Evaluation & Approval

Implementation

Roles and Responsibilities

The NLO, NLA, Project Counterpart, Meeting Coordinator and Finance Officer are key players in the implementation of meetings.

Roles and Responsibilities of the TC Implementation Team

Programme Management Officer (PMO)

- Ensures activity is in the approved workplan.
- Together with the TO & counterpart agrees on location, time frame & host organization.
- Together with TO evaluates candidates and selects participants.
- Ensures funds availability.
- Approves and sends event for implementation.
- If applicable, reviews and releases End of Mission Report for sharing with counterpart(s) and NLO's office.

Technical Officer (TO)

- Identifies and contacts Expert (s).
- Prepares the information sheet with meeting details and candidates' profile.
- Defines Expert's duties and duration of mission.
- Together with PMO evaluates candidates and selects participants.
- Coordinates the agenda and technical details with Experts and counterpart.
- Evaluates End of Mission Reports.

Project Assistant (PA)

- Initiates event as per agreed dates & venue.
- Prepares & sends Host Government Agreement letter to hosting Member State.
- Receives & screens nominations for compliance with IAEA's rules & regulations.
- If applicable, sends End of Mission Report to host Member State.



Programme Management Assistant (PMA)

- **Administrative contact during the implementation phase.**
- Implements; contacts and hires Expert.
- Contacts and coordinates all the logistic aspects with participants, Meeting Coordinator and/or Finance Officer.
- Processes travel arrangements and payments.
- If applicable, receives End of Mission Report and forwards to PMO and TO for Evaluation.

Roles and Responsibilities of the NLO/NLA:

- Liaises with the host Member State's authorities, counterpart and IAEA regarding the Host Government Agreement.
- Supports the Meeting Coordinator/Counterpart, providing information on the organization of IAEA events in the country, security recommendations, past experiences, good practices, etc.



- Ensures dissemination of the meeting invitation at national level so that other relevant institutions can participate, provided the topic and size of the meeting allow it.
- Receives, reviews, prioritizes, approves and sends nominations to the IAEA.
- Assists on internal country clearances for the meeting (Governmental clearances, visa for Experts and/or participants, etc.)
- Assists Experts/participants in emergency cases.

Roles and Responsibilities of the Counterparts/Meeting Coordinators:

- Coordinates with the PMO and TO regarding the location, dates and host organization for the event.
- Prepares communication notes / consolidates information for dissemination and outreach of the meeting.
- If required, completes and sends to the IAEA the Expert's Job Description form with relevant information.
- Ensures that all facilities, equipment, etc. are available for the course as per HGA.
- Coordinates and communicates with the Programme Management Assistant (PMA) and the Finance Officer regarding any organizational/financial support from the IAEA.
- Organizes hotel reservations and other local arrangements such as meeting room, local transportation to the course venue, etc. as applicable.
- Whenever necessary, assists with customs/visa formalities.
- Sends to the IAEA the attendance sheet duly signed by participants and the Meeting Coordinator.
- Assists Experts/participants in emergency cases.



Roles and Responsibilities of the Finance Officer:



- Sends to the IAEA a signed Finance Officer's Statement.
- Receives funds from the IAEA as a cash advance to be used for the purposes specifically authorized by the IAEA.
- Is responsible for the funds received and is in the position to account for them.
- Sends to the IAEA a final account report and the receipts/invoices corresponding to the items/services authorized and acquired with the funds advanced by the IAEA.
- Sends to the IAEA a list of the attendees to the hospitality event, if applicable.
- Reimburses unused funds to the IAEA upon completion of the event

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