Training Courses

TCEU - Reference Guide for CPs, NLOs/NLAs

Definition and Purpose:

Training courses refer to a training event provided by the IAEA, in cooperation with the Member State(s), where knowledge or skills in a particular field is transferred from one group of individuals (lecturers) to another (participants). Course topics are closely aligned with the TC project workplan.

The main purpose of this training is to bolster Member States' management and technical capacity.

Types of Training Courses:

There are three major types of training courses:

- **National courses:** the training of participants from one Member State.
  National courses are normally part of a national project; however they may be part of a regional project as well.
- **Regional courses:** the training of participants from one TC region (i.e. Africa, Asia, Europe, Latin America and the Caribbean).
- **Interregional courses:** the training of participants from two or more regions.

Documents:

Host Government Agreement (HGA): is a document by which the IAEA requests a Member State to host an official IAEA 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.

The host Member State will inform the IAEA in writing of their acceptance of the HGA as well as the names of the designated Event Organizer and Finance Officer. No HGA is required for national training courses.

Training Courses

Call for nominations:

Upon acceptance of the HGA by the host Member State, a call for nominations together with the event's information sheet is sent to the National Liaison Officers (NLOs) and the project counterparts (CPs) of the participating countries as stated in the HGA.

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

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

IAEA Contribution:

For national training courses the IAEA's contribution is generally limited to providing international lecturers.

For regional and interregional training courses, the IAEA may contribute to local operating costs as detailed in the HGA or other hosting arrangements.

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

The Training Course Process

• Agree venue, time frame & host organization
• Obtain Host Government Agreement's acceptance from host Member State
• Identify Lecturers
• Prepare information sheet & define candidates' profile
• Send call for nominations to NLOs & project counterparts

Training Course Preparation

• Receive, screen & evaluate nominations
• Select participants
• Ensure funds availability
• Approve event & send for implementation

Evaluation & Approval

• Hire Lecturers
• Maintain contact & coordination with participants & counterpart/Course Director/ Finance Officer
• Make travel & payment arrangements
• Provide financial support to host institution
• Prepare certificates
• Finalize final accounts, invoices and reports

Implementation

Roles and Responsibilities

- The NLO, NLA, Project Counterpart, Course Director and Finance Officer are key players in the implementation of training courses.

Roles and Responsibilities of the TC Implementation Team

Programme Management Officer (PMO)

- Ensures activity is approved in the workplan.
- Together with the TO and counterpart agrees on location, time frame and 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(s) for sharing with counterpart(s) and NLO's office.

Technical Officer (TO)

- Identifies and contacts Lecturer(s).
- Prepares information sheet and candidate's profile.
- Defines the training programme, duration of training, etc.
- Defines Lecturer duties and duration of mission.
- Together with PMO evaluates candidates and selects participants.
- Coordinates the agenda and technical details with Lecturers and Counterpart.
- Evaluates the End of Mission Report(s).

Project Assistant (PA)

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

Programme Management Assistant (PMA)

- Administrative contact during the implementation phase.
- Implements. Contacts and contracts Lecturer(s).
- Contacts and coordinates with participants, Course Director and Finance Officer.
- Processes travel arrangements and payments.
- Prepares certificates for participants.
- If applicable, receives End of Mission Report(s) and forwards it to PMO for information and to 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 Course Director/Counterpart, providing information on the organization of IAEA events in the country, security recommendations, past experiences, good practices, etc.

- Ensures dissemination of the training invitation at national level so that other relevant institutions can participate, provided the topic and size of the meeting allow it.

- Reviews, approves, prioritizes, and sends nominations to the IAEA.

- Assists on internal country clearances for the course (Governmental clearances, visa for lecturers and/or participants, etc.)

- Assists Lecturers/participants in emergency cases.

Roles and Responsibilities of the Counterpart/Course Director:

- Coordinates with the PMO and TO regarding the location, agenda, dates and host Organization for the event.
- Prepares communication notes / consolidates information for dissemination and outreach of the course.
- If required, completes and sends to the IAEA the Lecturer(s)' Job Description form with all 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.
- Assists Lecturers/participants in emergency cases.
- Sends to the IAEA the attendance sheet duly signed by participants and Course Director.

Roles and Responsibilities of the Finance Officer:

- Sends to the IAEA a signed Finance Officer Statement.
- Receives funds from the IAEA as 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 attendees to the hospitality event, if applicable.
- Reimburses unused funds to the IAEA upon completion of the event.

Roles and Responsibilities of the Lecturer:

- Arrives one day prior to the mission start date.
- Prepares and 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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