



Technical Meeting on International Nuclear Security Advisory Service Missions

**IAEA Headquarters
Vienna, Austria**

23 - 25 October 2023

Ref. No.: EVT2206685

Information Sheet

Introduction

International Nuclear Security Advisory Service missions (INSServ) help Member States to maintain and strengthen their nuclear security regime related to nuclear and other radioactive material out of regulatory control by: i) Assisting in capability and gap analysis; ii) Setting priorities for an effective nuclear security regime, as well as for implementing nuclear security systems and measures; and iii) Providing advice to the State through the evaluation of the implementation of the international legal instruments and application of IAEA nuclear security guidance. Since the publication of the IAEA Services Series No. 39, INSServ Guidelines in 2019, several Member States have requested and hosted INSServ missions. The meeting will serve as a forum for sharing experience and lessons learned from these Member States and from international experts took part in such missions.

Objectives

The objective of the event is to familiarize Member States with the International Nuclear Security Advisory Service (INSServ) process, as defined in the IAEA Services Series No. 39 INSServ Guidelines, as well as to provide participants with a common understanding of the benefits received from conducting INSServ missions and its follow-up activities. To achieve these objectives, the meeting will serve as a forum for sharing experience and lessons learned from Member States that have hosted recent INSServ missions and from international experts who took part in such missions.

Target Audience

Target audience should come from relevant Member State authorities which are key stakeholders responsible for the detection of and response to criminal or intentional unauthorized acts involving nuclear and other radioactive material. These include national policy, strategic and planning or decision-making level, senior level nuclear regulators, command level representative of law enforcement agencies and/or military, organizations involved in the national nuclear security regime. The meeting is open up to two national representatives from each Member State.

Working Language(s)

English

Participation and Registration

In order to be designated by an IAEA Member State or invited organization, participants are requested to submit their application via the InTouch+ platform (<https://intouchplus.iaea.org>) to the competent national authority (Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) or organization for onward transmission to the IAEA by **15 September 2023**, following the registration procedure in InTouch+:

1. Access the InTouch+ platform (<https://intouchplus.iaea.org>):
 - Persons with an existing NUCLEUS account can sign in to the platform with their username and password;
 - Persons without an existing NUCLEUS account can register [here](#).
2. Once signed in, prospective participants can use the InTouch+ platform to:
 - Complete or update their personal details under ‘Complete Profile’ and upload the relevant supporting documents;
 - Search for the relevant event under the ‘My Eligible Events’ tab;
 - Select the Member State or invited organization they want to represent from the drop-down menu entitled ‘Designating Authority’ (if an invited organization is not listed, please contact InTouchPlus.Contact-Point@iaea.org);
 - If applicable, indicate whether financial support is requested and complete the relevant information (this is not applicable to participants from invited organizations);
 - Based on the data input, the InTouch+ platform will automatically generate the Participation Form (Form A) and/or the Grant Application Form (Form C);
 - Submit their application.

Once submitted through the InTouch+ platform, the application, together with the auto-generated form(s), will be transmitted automatically to the required authority for approval. If approved, the application, together with the applicable form(s), will automatically be sent to the IAEA through the online platform.

NOTE: The application for financial support should be made, together with the submission of the application, by **15 September 2023**.

For additional information on how to apply for an event, please refer to the [InTouch+ Help](#) page. Any other issues or queries related to InTouch+ can be sent to InTouchPlus.Contact-Point@iaea.org.

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

Participants are hereby informed that the personal data they submit will be processed in line with the [Agency's Personal Data and Privacy Policy](#) and is collected solely for the purpose(s) of reviewing and assessing the application and to complete logistical arrangements where required. The IAEA may also use the contact details of Applicants to inform them of the IAEA's scientific and technical publications, or the latest employment opportunities and current open vacancies at the IAEA. These secondary purposes are consistent with the IAEA's mandate. Further information can be found in the [Data Processing Notice](#) concerning IAEA InTouch+ platform.

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, together with the submission of the application, by **15 September 2023**.

Venue

The event will be held at the Vienna International Centre (VIC) where the IAEA's Headquarters are located. Participants must make their own travel and accommodation arrangements.

General information on the VIC and other practical details, such as a list of hotels offering a reduced rate for IAEA participants, are listed on the following IAEA web page:
<https://www.iaea.org/events>.

Participants are advised to arrive at Checkpoint 1/Gate 1 of the VIC one hour before the start of the event on the first day in order to allow for timely registration. Participants will need to present an official photo identification document in order to be admitted to the VIC premises.

Visas

Participants who require a visa to enter Austria should submit the necessary application to the nearest diplomatic or consular representative of Austria at least four weeks before they travel to Austria. Since Austria is a Schengen State, persons requiring a visa will have to apply for a Schengen visa. In States where Austria has no diplomatic mission, visas can be obtained from the consular authority of a Schengen Partner State representing Austria in the country in question.

Organization

Scientific Secretary

Mr Fei Liu

Division of Nuclear Security
Department of Nuclear Safety and Security
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA

Tel.: +43 1 2600 26723

Fax: +43 1 26007

Email: F.Liu@iaea.org

Administrative Secretary

Ms Olga Palka

Division of Nuclear Security
Department of Nuclear Safety and Security
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA

Tel.: +43 1 2600 21407

Fax: +43 1 26007

Email: O.Palka@iaea.org

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.