

### GUIDELINES TO REQUEST ACCESS TO NEA DB CODES

These guidelines clarify the procedures for organizations, institutes or establishments (hereafter ‘entities’) in the respective IAEA Member States to request access to NEA DB codes. As the NEA DB works exclusively with Liaison Officers of the entities in the respective IAEA Member States, the guidelines also explain the role of the NEA DB Liaison Officer (NEA DB LO) and the procedure for appointing an NEA DB LO.

The NEA DB LO is required to review the end-user license application content, including all user information and detailed end-use descriptions, and ensure that the license conditions will be met. As such, the NEA DB LO must have sufficient information technology and nuclear energy expertise to perform his/her role. NEA DB LOs are employees of the entity that will make the request for access to NEA DB services. The NEA DB LO, their entities and end users should be aware of the following:

1. The NEA DB will only consider requests for NEA DB 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 NEA DB 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 the nationalities held by the end user(s) will be required.
2. The NEA DB 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 NEA DB LO may request a code at <https://www.oecd-nea.org/abs/request-iaea.pl>.
3. Entities that do not have a designated NEA DB LO can propose one individual to be designated according to the following procedure:
  - a. A request from the IAEA Member State’s entity to designate an NEA DB LO should include the full name of the designated person, the name of the entity he/she is representing, and his/her official address, email, and telephone number at the entity (private contact information including emails will not be accepted). The IAEA Member State’s entity should send its request to the focal point of the National Atomic Energy Authority or Nuclear Energy Commission or equivalent National Authority of the IAEA Member State concerned. A sample NEA DB LO nomination letter can be found at [https://www.oecd-nea.org/dbcps/PDF-Library/Nomination%20of%20LO%20\(for%20use%20by%20entities\).pdf](https://www.oecd-nea.org/dbcps/PDF-Library/Nomination%20of%20LO%20(for%20use%20by%20entities).pdf).
  - b. Once the relevant National Authority 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 Member State’s Permanent Mission in Vienna must submit the designation request to the IAEA’s INIS Secretariat at the email address [INIS.Feedback@iaea.org](mailto:INIS.Feedback@iaea.org). The IAEA will register the request, validate it and submit to the NEA DB for processing.
  - d. Once the process is completed, the NEA DB will send the official documents to the newly designated NEA DB LO for signature.