Experts/Lecturers

TCEU- Reference Guide for CPs, NLOs/NLAs
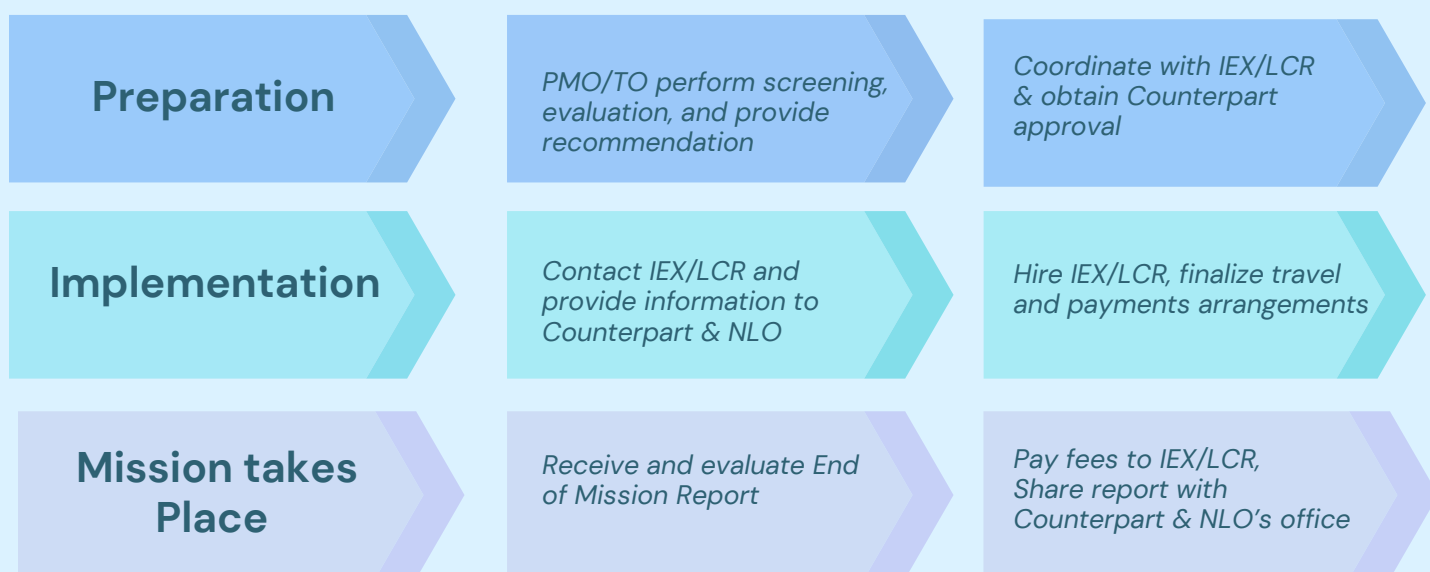
Definition and Purpose:

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

Criteria for the Selection of TC Experts/Lecturers:

a. The qualifications of the expert must meet the Job Description's specifications (e.g. education, experience, language ability).
b. Due regard is to be given to gender consideration.
c. Experts/Lecturers should be from the region where the mission takes place.
d. Experts from developing countries.

The Experts/Lecturers Process:

Preparation	PMO/TO perform screening, evaluation, and provide recommendation	Coordinate with IEX/LCR & obtain Counterpart approval
Implementation	Contact IEX/LCR and provide information to Counterpart & NLO	Hire IEX/LCR, finalize travel and payments arrangements
Mission takes Place	Receive and evaluate End of Mission Report	Pay fees to IEX/LCR, Share report with Counterpart & NLO's office

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 payment 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)

- 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 Report(s)

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.

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 NLOs/NLAs

- 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 mission of the Expert/Lecturer.
- 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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