

# Webinar for new CPs, LPCs and NLOs/NLAs





IAEA



## The IAEA Technical Cooperation Programme: a shared responsibility

Thursday, 1 October 2020

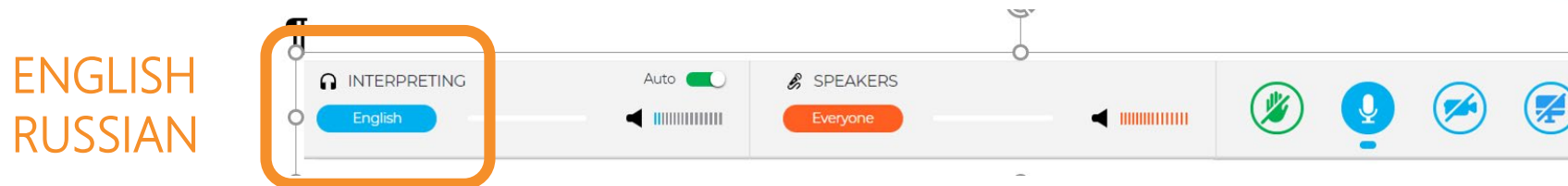


# 1

## Before we start....



- Please note that the session is provided in English with one-way interpretation into Russian



- This will be an interactive session where participants will be able/are expected to engage in various exercises
- Aside from the speakers, all participants will be muted throughout today's presentation
- If you are experiencing any technical issues, please inform us using the chat box
- Please be informed that this session will be recorded and made available on the event web page at <https://www.iaea.org/tceu-webinars/1-introductory-webinar-to-the-iaea-technical-cooperation-programme>
- Towards the end of the session we will have a Q&A section. If you have questions, please raise them through the chat box at any time during the presentation. We will try to answer as many as possible

# 1

## Opening Remarks



KALA, Eve-Küllu  
Director  
Division for Europe  
Department of  
Technical  
Cooperation



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## Objective of the Webinar Series



- The webinar series has been designed to:
  - provide a complete description of the programme procedures and operating components, focusing on the most essential timelines and milestones for the implementation of the TC programme
  - clarify the rules, roles and responsibilities which underpin the management and implementation of the technical cooperation programme

[Click to add text](#)

### Participants:

- Project counterparts (PCs) to national projects
- Lead project coordinators (LPCs) of regional projects
- NLOs and NLAs



# 1

## Session overview



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**The IAEA  
Technical  
Cooperation  
Programme: A  
shared  
responsibility**



**TC Programme  
Implementation:  
Human Resource  
Components of the  
TC programme**



**TC Programme  
Implementation:  
Procurement of  
equipment and  
Services through  
the TC Programme**



**Monitoring,  
Reporting and  
Closure of the TC  
programme**



**Evaluation and  
Communication of  
the TC Programme**



# Session 1: The IAEA Technical Cooperation Programme: a shared responsibility

# 1

## Objective of the session

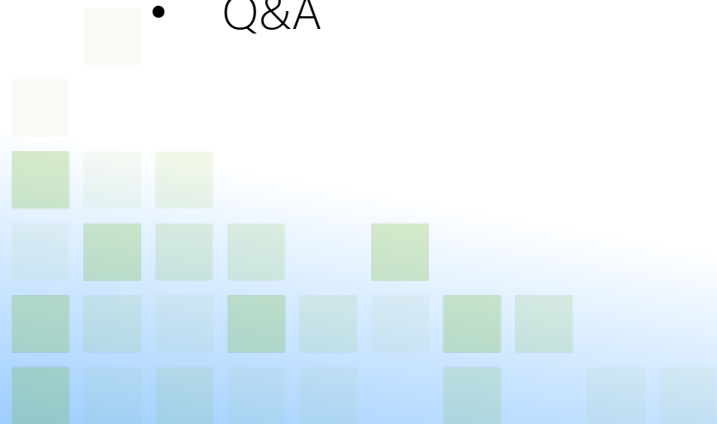


### Objective:

- Get to know the IAEA and the Technical Cooperation (TC) Programme
- Learn how the TC Programme can support sustainable socioeconomic development
- Understand the TC Programme cycle
- Get to know the different roles of the TC Project Team

### Structure of the Session:

- Part I – Overview of the IAEA and TC Programme
- Part II - TC Programme Cycle
- Part III - TC Programme Stakeholders
- Q&A





## Moderator



Emina Alic  
Programme  
Management Officer  
TCEU

## Presenters



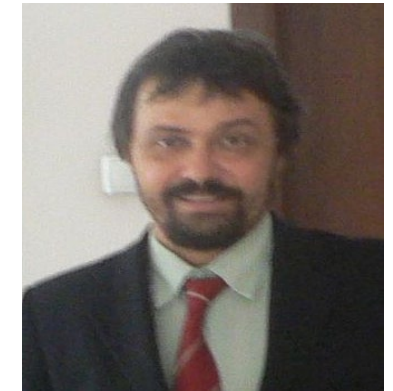
Carmina  
Jimenez Velasco  
Programme  
Management Officer  
TECU



Anna  
Melkumyan  
National Liaison  
Assistant,  
Armenia



Zoran Tešanović  
National Liaison  
Officer, Bosnia and  
Herzegovina



Valentin Veleff  
National Liaison  
Assistant,  
Bulgaria

# Part I – Overview of the IAEA and TC Programme

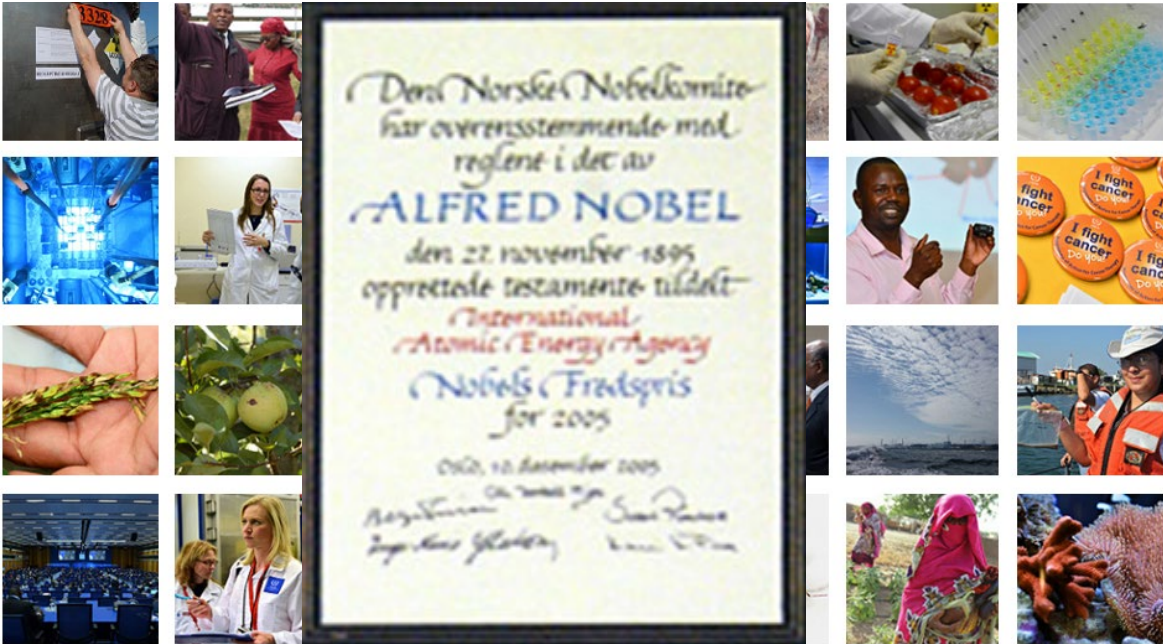


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# The IAEA's and its Mandate



The Agency shall seek to accelerate and enlarge the **contribution of atomic energy to peace, health and prosperity** throughout the world. **It shall ensure**, so far as it is able, that assistance provided by it or at its request or under its supervision or control **is not used in such a way as to further any military purpose.** (IAEA Statute Art. II: Objectives)



The United Nations System

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## The IAEA at Glance



IAEA

171  
Member States  
(as of 05<sup>th</sup> February  
2019)

2,500+ staff  
from  
over 100 countries

- HQ in Vienna
- Safeguards Regional offices in Toronto and Tokyo.
- Liaison offices in New York and Geneva
- Laboratories in Seibersdorf, Monaco and Vienna



# 1

## IAEA Areas of Work



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Nuclear Science and Technology

World's focal point for S&T cooperation in nuclear fields



Safety and Security

Protect people and the environment from harmful radiation exposure



Safeguards and Verification

Prevent the further spread of nuclear weapons



- ✓ Research: Development and dissemination of new knowledge - **Technical Departments (TDs)**
- ✓ Application to address priority needs - Technical Cooperation (TC)

# 1 The Technical Cooperation (TC) Programme



## Strategic Objective:

- Increasingly promote **tangible socio-economic impact**
- Contributing directly in a **cost-effective** manner
- Achieving major **sustainable development priorities** of each country/region

Major vehicle for IAEA to deliver development services to its Member States, helping them to address key development priorities



147 countries/territories including 35 LDCs receive support  
80% of recipients are non-nuclear power countries  
Around 650 new TC projects approved every biennium  
€ 82M TCF; € 12.3 EBT

# 1 Resources: Funding the TC Programme



## 1. Technical Cooperation Fund (TCF) – funded by:

Annual “voluntary” contributions of MSs

**National Participation Costs** (equivalent to 5% of the value of each national programme). – **Countries must pay at least 2.5% of the amount to get their TC projects activated.**



## 2. Extra budgetary contributions (EBT):

Donors and Government Cost Sharing (GCS), where the donor is the recipient

## 3. In-kind contributions:

Resources estimated in € value: resources needed to implement the projects (time, equipment, materials, maintenance, repairs, infrastructure, construction, sampling costs, etc.), cost-free experts

## 4. Footnote/a projects/components:

Projects or project components that have been approved but resources are not sufficient to implement them. Resources will need to be mobilized

# 1 TC Programme Topic Areas

Sustainable Development Goals (SDGs)



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## Human Health

Improving the diagnosis and treatment of diseases and nutrition



## Food & Agriculture

Promoting food security and sustainable agricultural development



## Water Resources

Making cleaner water accessible to more people



## Environment

Understanding and protecting the environment



## Science & Industry

Providing knowledge & expertise for science & industry



## Energy

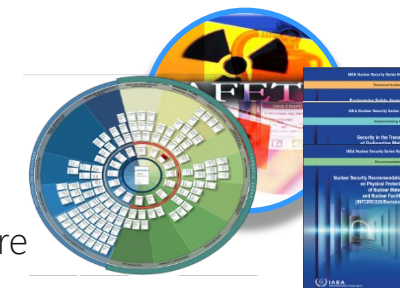
Helping MSs expand their options



## Knowledge Management/ Gender mainstreaming

## Safety and Security

Helping MSs to protect people and the environment from harmful radiation exposure



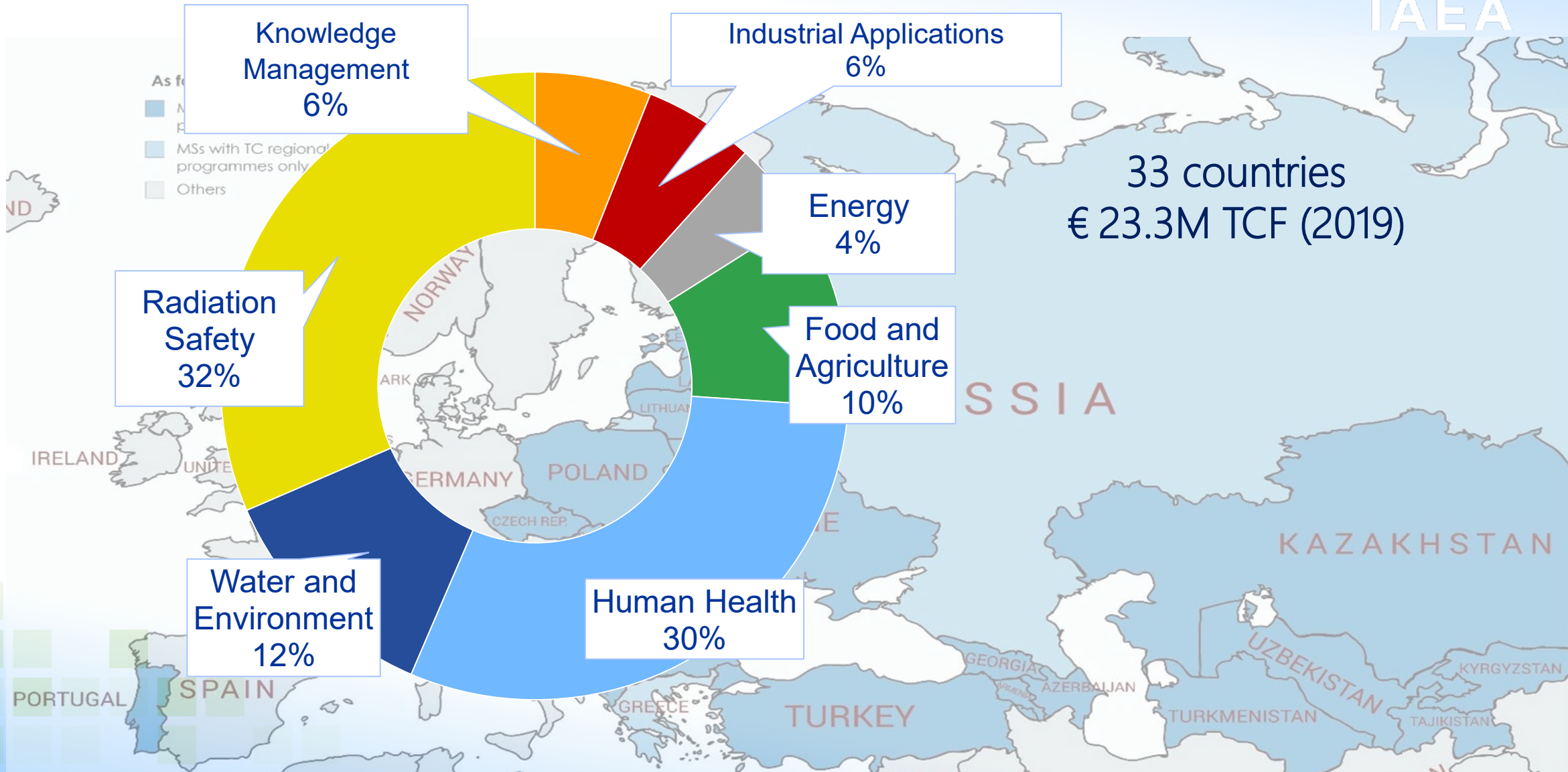


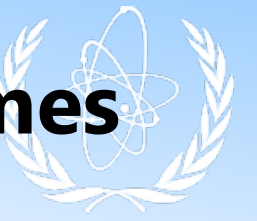
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# Areas of support in the TCEU region (2020-2021)



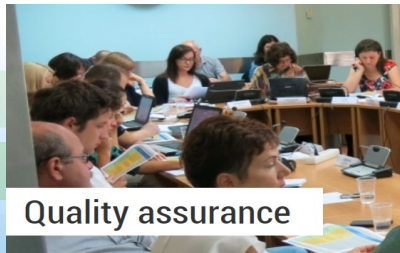
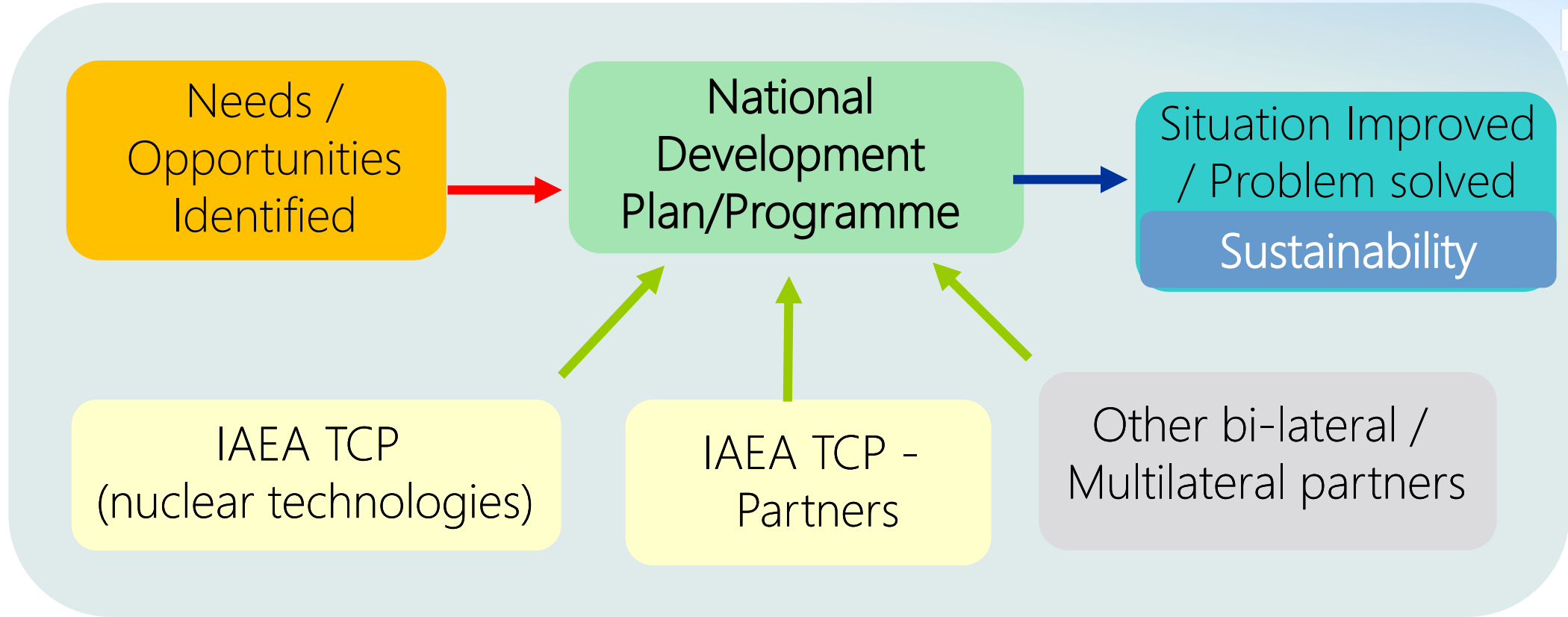
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# 1 TC Programme contributes to National Programmes



## TC Quality Criteria

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# Alignment with MS' priorities: CPF and SDGs



1. **Country Programme Framework:** Strategic document prepared by a country in collaboration with IAEA

CPF reflects the mutually agreed development priorities to be supported through technical cooperation activities, medium term (4-6 years)

2. Sustainable Development Goals (SDGs)



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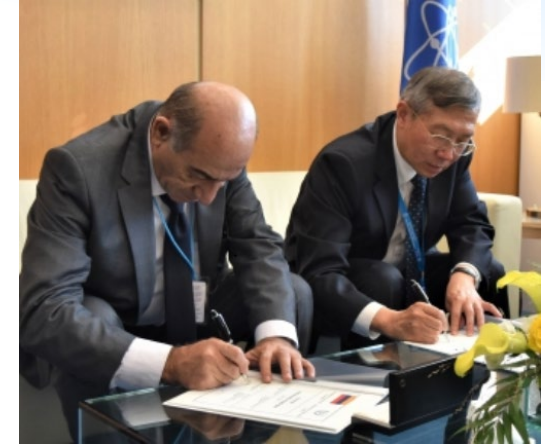
## CPF - Example of Armenia



- CPF Armenia covers the period 2018-2023
- Basis for future national project and is referred to in projects' concepts

### Contents of CPF

- IAEA developed CPF template with instructions for each chapter
- CPF describes:
  - Relevant national development plans/strategies/ policies (Armenia Development Strategy for 2014-2025)
  - UNDAF (Armenia - UNDAF 2016-2020)
  - Cooperative agreements with development partners and donors and other (international) plans and framework:
  - Relevant SDGs and their link to each thematic area covered in CPF
  - National targets, from which the national priorities and goals have been identified
  - Highlights the main areas of past TC support and key achievements



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## CPF Development Process: Role of NLO



- NLO is the coordinator of CPF development
- Based on past experience and future needs and priorities **identifies key areas** in consultation with relevant authorities and stakeholders
- Drafts CPF and submits it to **relevant stakeholders** for review and comments
- Upon receipt of comments and proposals incorporates them in the CPF and **finalizes it**
- Submits draft CPF to PMO for further review by the IAEA
- PMO and NLO **consultations** on CPF
- PMO initiates **review by IAEA departments**. Comments are forwarded to NLO for review.
- NLO reviews IAEA feedback and reflects them in the CPF if considered relevant



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# Alignment with MS' priorities: Strategic Partnerships



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## Partnerships: Bosnia and Herzegovina Possible partners in a TC project



- UN-SDG/UNDAF
  - Food and Agriculture Organization (FAO)
  - World Health Organization (WHO)
  - World Meteorological Organization (WMO)
- EU-EC financed projects
  - IPA projects
  - DG DEVCO - Directorate General for Development and Cooperation
  - INSC — Instrument for Nuclear Safety Cooperation
- Other bilateral partners – donors
- Our government projects, other project activities
- Others



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## Partnerships: Bosnia and Herzegovina Why to include other partners



- Project exceed IAEA TC fund or frame of IAEA activities
- To achieve broader aims
- Project efficiency
- Project synergy





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## Partnerships: Bosnia and Herzegovina Who to do what



- CP - Knowledge and understanding of IAEA TC programme
  - International/Governmental project experience
  - Synergy capabilities and active TC project involvement
- NLO project communication activities
  - TC IAEA concept phase of preparation – projects merge
  - Overall International/Governmental project experience,
  - Knowledge about current project activities in a country
- **High ranking officials** in different fields with connection to nuclear technology
  - Government financial contribution
  - Strategic project approach – having interest for efficiency



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## Bosnia and Herzegovina - Partnership case



### Project: Fight against breast cancer

- **WHO** – Screening programme activities in the country
- **IAEA** – Education, training of all staff should be included, as well as equipment procurement
- **Health ministries** and different level governments – admin and financial support
- **Other donors** (which support fight against cancer) financial participation - contribution in the project via TC IAEA – additional equipment procurement
- **NGOs** in the country – project promotion in the country



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## QUIZ: Part I



What is the objective of the TC Programme?

- Support scientific research and academic publications
- Contribute to socioeconomic development priorities in MSs
- Generate positive and sustainable impact



*Tip: multiple answers are possible*

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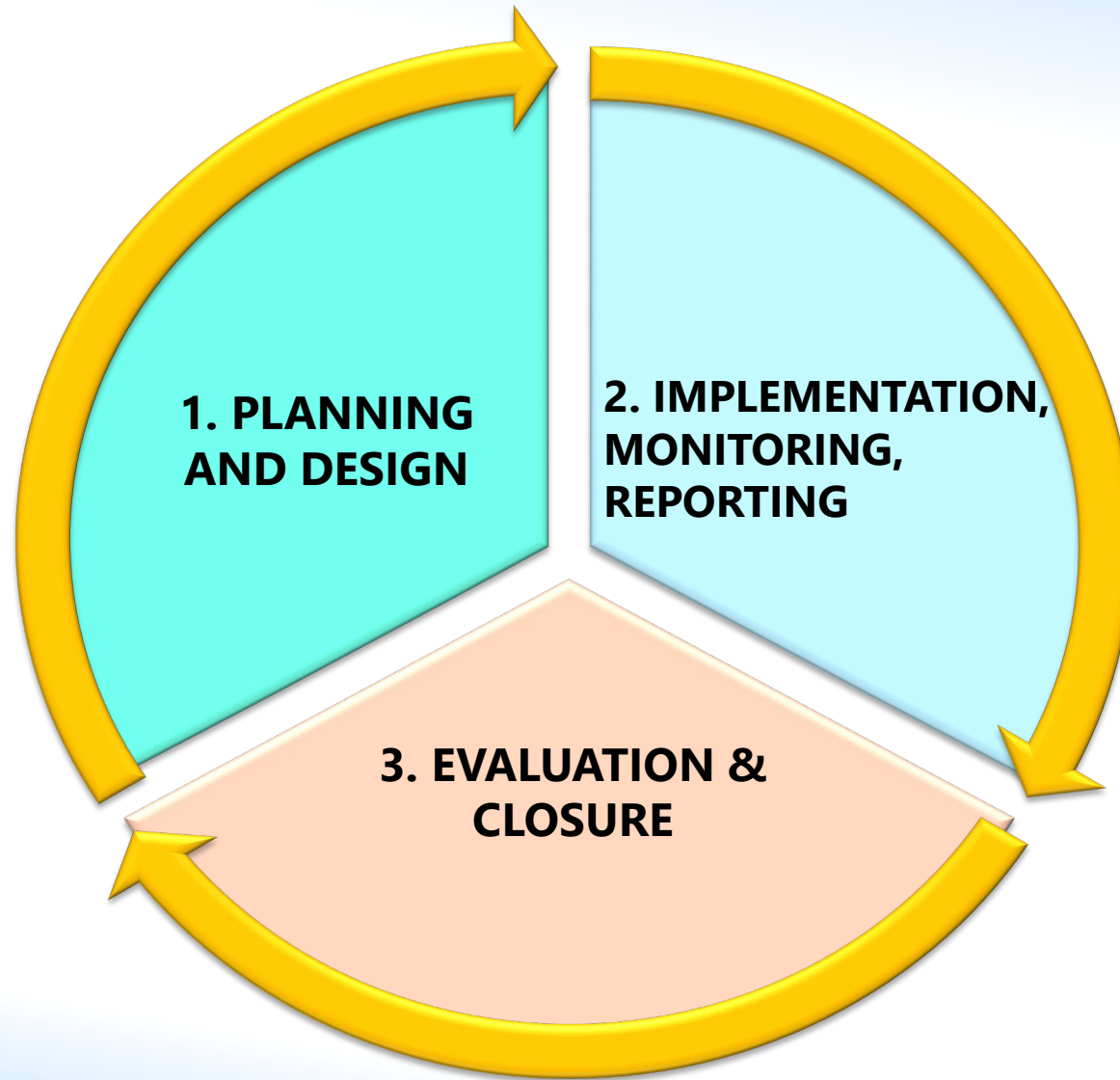


# Part II – TC Programme/Project Cycle



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# TC Programme/Project Cycle



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# TC Mechanism for Cooperation: TC Projects



## Session II. Human Resources

- MS contributes with:
- National Program with Government Commitment
  - Financial support for local operating costs and NPCs
  - Physical Infrastructure
  - Human resources
  - Ownership
  - Sustainability



Expert assistance



Fellowships & scientific visits



Training courses, meetings & workshops



Conferences and seminars



**TC Project**



Procurement of equipment and services

## Session III. Procurement

# 1

## TC project types



### National

Address country's specific needs  
Infrastructure development  
About 60-65% of the programme



### Regional

Networking and experience sharing  
Address issues of common interest and issues of regional dimension

### Interregional

Networking and experience sharing  
Address issues of common interest in the four regions







## WELCOME TO THE PREPARATION OF THE 2022-2023 TC PROGRAMME

### Online tutorials available facilitating good project design (2020-06-23)

Counterparts and National Liaison Officers are encouraged to watch the online tutorials on the **Logical Framework Approach** and the **Project Document Template** which will guide project teams when designing TC projects.

**The Logical Framework Approach Tutorial:** This tutorial will guide you through the main stages and steps of the Logical Framework Approach and how to apply it when designing TC Projects.

[English](#)

**The Project Document Template Tutorial:** This tutorial will guide you through each section of the Project Document Template and it provides you with tips, recommendations and examples of good designs.

[English](#) | [Spanish](#)

### PCMF CPN Deadline extended to 22nd May 2020 (2020-05-04)

Member states are informed the deadline for the submission of Country Programme Notes (CPNs) has been extended to 22nd May 2020.

### Note Verbale and Guidelines for the Planning and Design of the IAEA 2022-2023 TC Programme (2020-01-31)

Please refer to the Note Verbale on the start of preparations for the 2022-2023 TC programme, including the guidelines and timeframe for the planning and design of the 2022-2023 TC programme.

**Note Verbale:** [English](#) | [French](#) | [Spanish](#) | [Russian](#) | [Chinese](#) | [Arabic](#)

**Guidelines:** [English](#) | [French](#) | [Spanish](#) | [Russian](#) | [Chinese](#) | [Arabic](#)

### Submission of 2019 Project Progress Assessment Reports (PPARs) (2019-12-03)

The platform for submission of the mandatory annual Project Progress Assessment Reports (PPARs) is ready to receive reports relative to the year 2019.

Once PMOs have initiated the request for a report, CPs, DTMs and NLOs will receive a standard email asking them to provide their input. All users must have a Nucleus account (Username and Password) before having access to the system.

PPARs for 2019 can only be submitted through this platform – no other format will be registered.

The platform is accessible via the following link: <https://tcreports.iaea.org/>

The deadline for submission of e-PPARs is **31 January 2020**. Guidelines for PPAR preparation and detailed user guides for NLOs/NLAs, CPs and DTMs are available in the PCMF Reference Desk.

### QUALITY ENHANCEMENT EXERCISE FINALIZED (2019-04-11)

In line with the Timeframe for the Preparation of the 2020-2021 TC Programme, feedback for quality enhancement has been provided for all project designs. It has either been directly uploaded into PCMF or is available from your respective PMO.

The main purpose of the Quality Enhancement Exercise was to provide constructive feedback to project teams on how project design documents can be improved, addressing the TC Programme Quality Criteria. Good project design facilitates project implementation and enables meaningful project progress reporting.

The feedback was provided by external experts and has been reviewed by the TC Quality Assurance Section. It is based on the project documents that were available in PCMF on 11 February 2019 and followed the approved framework and tools adopted for Quality Assurance.

### PROJECT PROGRESS ASSESSMENT REPORT (PPAR) WEBINAR (2019-01-23)

The TC Quality Assurance Section conducted a webinar on the mandatory annual Project Progress Assessment Reports (PPARs). Experts from the IAEA Technical Cooperation Department outlined the process of writing, submitting and completing PPARs and how they support the results-based management of national and regional TC projects. Guidance was provided on each step of the reporting workflow, including communication between Counterparts, NLOs, TOs and PMOs.

PPARs for 2018 are to be submitted by 31 January 2019. The webinar was attended by 233 Counterparts, NLOs and DTMs.

**Recording of the Webinar:** [PPAR Webinar Recording](#)

[How to Login to PCMF?](#)

### Programme Note Templates

#### Country Programme Note (CPN)

[English](#) | [French](#) | [Spanish](#)

#### Regional Programme Note (RPN)

[English](#) | [French](#) | [Spanish](#)

#### Interregional Programme Note (IPN)

[English](#) | [French](#) | [Spanish](#)

### Project Document Templates

[National Project Document](#)

[Regional Project Document](#)

[Project Document](#)

[LFM & Workplan Template](#)

### Online Tools

[Reference Desk](#)

[InTouch+](#)

[TC Reports \(e-PPAR\)](#)

[TC PRIDE](#)

[TC Country Profile](#)

[More](#)

### TC Contact Points

[PCMF - Contact Point](#)

[TC Project Team - Contact Point](#)

[InTouchPlus - Contact Point](#)

[TC Reports - Contact Point](#)



## TC Programme Reference Desk

### Programme Planning and Design

The [TC programme](#), which runs in a two-year cycle, is jointly planned and designed through a consultative process with Member States. Starting two years prior to project implementation, the planning and design phase includes identifying concepts, drafting proposals, and designing projects. The TC programme is formulated following the submission of each Member State's Country Programme Note (CPN). All project proposals are reviewed by the IAEA Secretariat for technical feasibility, and any safety, security or safeguards issues identified and addressed. The proposed TC programme is then reviewed by the Technical Assistance and Cooperation Committee (TACC) and presented for approval to the IAEA Board of Governors. Implementation of the current TC programme, and planning and design of the following, are simultaneous and continuous activities.

#### About Country Programme Frameworks (CPFs)

[Link](#)

##### Country Programme Framework (CPF) Operational Guidelines

[English](#) | [French](#) | [Spanish](#) | [Russian](#)

##### Country Programme Framework (CPF) Template with Annotations

[English](#) | [French](#) | [Spanish](#) | [Russian](#)

##### Country Programme Framework (CPF) Template without Annotations

[English](#) | [French](#) | [Spanish](#) | [Russian](#)

##### Note Verbale and Guidelines for the Planning and Design of the IAEA 2020-2021 TC Programme

Note Verbale: [English](#) | [French](#) | [Spanish](#) | [Russian](#) | [Arabic](#) | [Chinese](#)

Guidelines: [English](#) | [French](#) | [Spanish](#) | [Russian](#) | [Arabic](#) | [Chinese](#)

##### Note Verbale and Guidelines for the Planning and Design of the IAEA 2018-19 TC Programme

Note Verbale: [English](#) | [French](#) | [Spanish](#) | [Russian](#) | [Arabic](#) | [Chinese](#)

Guidelines: [English](#) | [French](#) | [Spanish](#) | [Russian](#) | [Arabic](#) | [Chinese](#)

#### TC Programme Quality Criteria

##### Quality Checklist for Programme Management Officers, National Liaison Officers and Project Counterparts

(guidance to the project team on the requirements for high quality of the project document, Logical Framework Approach (LFA)/Logical Framework Matrix (LFM) and project work plan)

[English](#) | [French](#) | [Spanish](#) |

##### Designing IAEA Technical Cooperation Projects using the Logical Framework Approach (LFA)

[English](#) | [French](#) | [Spanish](#)

#### E-Learning Course: Designing High Quality IAEA Technical Cooperation Projects

[English](#)

**Sample Logframe Matrices (LFM).** The available samples are to facilitate the correct completion of the LFM required for project design:

[LFM-Radiotherapy](#) | [LFM-Safety](#) | [LFM-Crop-Production](#) | [LFM-Environmental-Monitoring](#)

##### TC Fields of Activity


[English](#) | [French](#) | [Spanish](#)

##### Reference Guide for Linking TC Projects to the SDGs

[English](#)


# 1 Phase 1: Planning and Design (2 years)



 **IAEA** | Technical Cooperation Programme Cycle Management Framework

[Home](#) [My Actions](#) [My Programme Note](#) [My Designs](#) [My Projects](#) [My TC PRIDE](#) [Footnote-a Requiring Funding](#) [My Project Management](#) [Help](#) [Logout](#)

## WELCOME TO THE PREPARATION OF THE 2022-2023 TC PROGRAMME

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### PHASE 1.

- 1) NV: MSs invited to develop and submit **Programme Notes** with proposed project concepts
- 2) Project **designs** are developed and reviewed
- 3) Projects are approved by the BoG and TACC

<https://pcmf.iaea.org>

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## Planning and Design: Example of Bulgaria



How to proceed with the selection of project proposals?

- The CPF in place
- Screening of national priorities/ industries (scientific, health, agriculture, nuclear) /if applicable/ institutions
- Visits to institutions
- Consultations with prospective counterparts
- Raising awareness of the IAEA Technical Co-operation programme
- Collection of proposals
- Selection of the best submitted proposals



# 1 Phase 2: Implementation and Monitoring (2- 4 years)



IAEA Technical Cooperation Programme Cycle Management Framework

Home My Actions My Programme Notes **My Designs** **My Projects** My TC PRIDE Footnote-a Requiring Funding My Project Management Help Logout

## Ongoing Projects

Project Number	In Team	Type	Title	Start Date
Georgia (7)				
GEO5001 [GEO2018001]		Ongoing	<a href="#">Enhancing National Programmes for Testing and Monitoring Food Contaminants and Residues</a>	2020-01-31

### PHASE II:

- 1) Implementation of activities
- 2) Monitoring progress towards the achievement of results
- 3) Managing risk
- 4) Adjusting work plans
- 5) Reporting performance (self-assessment)

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## Implementation of a project - Initiation



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Revisit what was approved, what are the expected results, the planned activities and the budget.

Results Based Management and Logical Framework Methodology

**Analytical steps:** 1. situation analysis; 2. stakeholder analysis; 3. problem tree, 4. objective tree; 5. analysis of alternatives; and 6. development of:

- Project Document
- Logical Framework Matrix
- Work Plan
- Budget

# Project Information in PCMF



## Formulations

### Background (GEO5001)

- Logical Framework Matrix
  - [Project Elements](#)
  - [Assumptions](#)
  - [Indicators](#)

- [Generate LFM](#)
- [Generate Workplan \(Text\)](#)
- [Generate Workplan \(GANTT\)](#)
- [Generate Project in Word](#)
- [Project Budget](#)
- [Technical Resources](#)
- [Edit Project SDG](#)
- [Select Sub Programme Link](#)
- [Edit Participating MS List](#)
- [Edit Participating MS Percentage](#)

### Project Implementation Team

If the team member contact details shown below are incorrect please email [IC Project Team - Contact Point](#) with the correct information.

[Show Team](#)

Core Team	Country	Role	Rank
-----------	---------	------	------

[Add Core Team Member](#)

Support Team	Section	Role	Rank
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## Background

Concept No:	GEO2018001
Project Number:	GEO5001
Priority:	N/A
Title:	Enhancing National Programmes for Testing and Monitoring Food Contaminants and Residues
Original Language Title:	
French Language Title:	Renforcement des programmes nationaux d'analyse et de surveillance des contaminants alimentaires et des résidus
Spanish Language Title:	Mejora de los programas nacionales de análisis y vigilancia de los contaminantes y los residuos en los alimentos
Abstract:	The project aims to establish a competent laboratory in terms of personnel and instrumentation to ensure that Georgia improves the regular and reliable testing and monitoring of food contaminants such as veterinary drugs, pesticide residues, and mycotoxins using nuclear/isotopic and complimentary techniques. The laboratory of the Ministry of Environment Protection and Agriculture of Georgia (LMA) will be the counterpart of the project. The laboratory is responsible for residue monitoring in the country and has a national network of 11 laboratories to provide services nation-wide. The focus of the project will be on infrastructure and human resource development and the deliverables would include: established analytical methods for residues and related food contaminants; modernized analytical capabilities and instrumentation for confirmation of residues and related contaminants; quality management system including accreditation (s); competent laboratory analysts; and national residues monitoring plan(s). These results will enhance the national programmes for testing and monitoring food contaminants and residues, thus contributing to safeguard consumers and boost trade in foodstuff.

# Project Document and Logical Framework Matrix



Project Document

Concept-Number:-GEO2018001+

Title:-Enhancing National Programmes for Testing and Monitoring Food Contaminants and Residues+

Original-Language-Title:-????????????????-????????????????-????????????????-????????????????-????-??-????????????????-????????????????-????????????????-????????????????-????????????????+

Project-Number:-GEO5001+

Project-Type:-National+

Project-For:-Georgia+

Submitted-By:-Member State and/or Observers With Rights+

Priority:-1+

Project-duration-(Total-number-of-years):-2+

Project-duration-(Start-date):-2020-01-01+

Field-of-Activity:-24 -- Food safety+

FOA-Distribution:-+

FOA Code:-24 = 100%.....+

Sustainable-Development-Goal:-+

02 -- End hunger, achieve food security and improved nutrition and promote sustaina

Link-to-RB-Programme:-2.1 Food and Agriculture -- 2.1.3 Improvement of Food S

**Project-Description/Abstract:** The project aims to establish a competent laboratory to ensure that Georgia improves the regular and reliable testing and monitoring of pesticide residues, and mycotoxins using nuclear/isotopic and complimentary tech Environment Protection and Agriculture of Georgia (LMA) will be the counterpart of for residue monitoring in the country and has a national network of 11 laboratories of the project will be on infrastructure and human resource development and the analytical methods for residues and related food contaminants; modernized analytical confirmation of residues and related contaminants; quality management system in laboratory analysts; and national residues monitoring plan(s). These results will be and monitoring food contaminants and residues, thus contributing to safeguard co

**Problem-to-be-addressed:** Food residues and contaminants such as veterinary drugs have harmful effects on human health. To address the problem and ensure food safety agencies have established lists of forbidden or banned substances and tolerance levels for authorized veterinary drugs. Many of these food regulations have been incorporated by Georgia into its national legislation for protecting public health and the

**Overall Objective (or Developmental Objective):** To contribute to safeguarding consumers and boosting trade in foodstuff.

	Design Element	Indicator	Baseline and Target	Means of Verification	Assumptions
Outcome	National programmes for testing and monitoring food contaminants and residues enhanced.	At least 2 more monitoring plans for contaminants and residues in place earliest of Q2 2022; Number of analytical samples analysed doubled by Q3 2021; A minimum of 1 analytical technique accredited by Q2 2022	There are 2 monitoring plans. The target is to have a minimum of 4 by Q2 2022; Currently there are ~ 200 fit-for-purpose methods and the target to have a 5% increase in methods that meet international standards (e.g. accreditation) by Q2 2022; Currently 50 samples are analysed per month and the target is a minimum of 100 by Q3 2021	National or project reports; accreditation and laboratory reports;	There is commitment of the Ministry of Environment Protection and Agriculture of Georgia and the activities of the laboratory and monitoring programs are integrated into national Public Health and Trade plans.
Output	1 Analytical capabilities/instrumentation for confirmation of residues and related contaminants modernized.	One new LC-MS/MS in place and operational by Q2 2020	There is 1 LC-MS/MS that can not cover the large scope and demand for analysis and the target is to have 2 at the minimum by Q2 2020	Purchase Order; delivery, installation and application reports	Funds are available for maintaining the equipment and laboratory in optimal conditions.
	2 New or improved analytical methods for residues and related food contaminants established.	Up to 10 new or improved analytical methods in place by Q3 2021	50 methods currently available and the target is 10 more by Q3 2021	Laboratory or mission reports; Official list of methods available to customers and published	Funds are available for accreditation; Analytical methods are accredited and maintained in the accreditation scope and are applicable to the national monitoring programs
	3 Competency of laboratory analysts and managers increased.	At least 7 staff trained latest Q4 2021	Currently 7 staff are working in the laboratory and their capabilities will be enhanced Q4 2021	Training reports including fellowship, Scientific Visit and local training	Trained laboratory analysts and managers continue to work in the laboratory implementing regular and reliable testing of food contaminants such as veterinary drug and pesticide residues
	4 Quality management system including accreditation(s) in place.	A LIMS in place applied to routine laboratory activities and up to 10 methods accredited by Q2 2022	There is a QMS with ~200 methods in place and accredited and the target to maintain this accreditation and include 10 more	Laboratory accreditation scope	No risk identified
	5 National residue monitoring plan(s) strengthened and or/expanded.	At least 2 monitoring plans for residues/contaminants in place by Q4 2021	There are 2 plans in place and the target is at least 4 by Q4 2021	National Monitoring Programme reports; Ministry reports; EU (DG SANTE) review missions	Staff well training in sampling; there is commitment from Ministry of Agriculture to expanding residue/contaminant surveillance



# 1 Looking at the work plan by budget year



(Output/)Activities	Responsibility	Input Description	Funding Source	Budget	Start	End
1 Analytical capabilities/instrumentation						
1.1 Prepare site for installation of LC-					Q1/2020	Q2/2020
	Member	1.1.1 LOCAL: Local costs on	NonAgenc	2,000	Q1/2020	Q2/2020
	Agency	1.1.2 EM/TO: Expert or TO mission to	FootNote	4,200	Q3/2020	Q3/2020
1.2 Re-enforce existing analytical					Q1/2020	Q3/2020
	Agency	1.2.1 EQ: Procure and install and LC-	FootNote	280,000	Q1/2020	Q3/2020
	Agency	1.2.2 EQ (GCS): Procure and install and	FootNote	80,000	Q1/2020	Q3/2020
1.3 Train staff on toxic metal analysis as					Q2/2020	Q2/2020
	Agency	1.3.1 SV: Scientific visit to acquire	FootNote	5,040	Q2/2020	Q2/2020
1.4 Train staff on pesticide residue					Q2/2020	Q2/2020
	Agency	1.4.1 SV: Scientific visit to acquire	FootNote	5,040	Q2/2020	Q2/2020
2 New or improved analytical methods for						
2.1 Develop, improve or implement new					Q2/2020	Q3/2020
	Agency	2.1.2 EQ: Procurement of laboratory	FootNote	20,000	Q2/2020	Q3/2020
5 National residue monitoring plan(s)						
5.1 Establishment or strengthening of					Q2/2020	Q2/2020
	Agency	5.1.1 EM to support new or existing	Core	4,200	Q2/2020	Q2/2020
5 National residue monitoring plan(s)						
5.3 Developing new or improving existing					Q3/2020	Q1/2021
	Member	5.3.1 Local resources to support	NonAgenc	2,000	Q3/2020	Q1/2021
<b>Sub-Total for 2020</b>				402,480		

# 1

# Looking at the Workplan and Budget (Gantt)



		2020				2021			
	Budget	Q	Q	Q	Q	Q	Q	Q	Q
<b>1.1 Prepare site for installation of LC-MS/Ms</b>									
1.1.1 LOCAL: Local costs on preparation to receive and set up LC-MS/MS	2,000								
1.1.2 EM/TO: Expert or TO mission to facilitate readiness to install analytical equipment	4,200								
<b>1.2 Re-enforce existing analytical instrumentation</b>									
1.2.1 EQ: Procure and install and LC-MS/Ms including on-site training for staff	280,00								
1.2.2 EQ (GCS): Procure and install and LC-MS/Ms including on-site training for staff	80,000								
1.2.3 EQ: Procure and install and LC-MS/Ms including on-site training for staff	99,609								
1.2.4 EQ: Procure and install a radio receptor assay tool with kits and material to facilitate	70,000								
<b>1.3 Train staff on toxic metal analysis as well as ion chromatography</b>									
1.3.1 SV: Scientific visit to acquire additional knowledge and benchmark toxic element analysis	5,040								
1.3.2 SV: Scientific visit to acquire knowledge on the use of ion chromatography (1 person, 2 weeks)	5,040								
<b>1.4 Train staff on pesticide residue analysis;</b>									
1.4.1 SV: Scientific visit to acquire additional knowledge and benchmark analysis of priority	5,040								
<b>2.1 Develop, improve or implement new analytical methods</b>									
2.1.2 EQ: Procurement of laboratory material to facilitate methods application	20,000								
2.1.1 NTC: National Training Course on the use of the analytical equipment.	4,200								
2.1.3 EQ: Procurement of laboratory material to facilitate methods application	17,000								
2.1.4 NTC: National Training Course on toxic metal analysis	4,200								
2.1.5 EM/TO: Expert/TO mission to conduct technical progress assessment and on-site technical	4,200								
2.1.6 LOCAL: Development of protocols for the application of the new methods	5,000								

Outcome	National programmes for testing and monitoring food contaminants and residues enhanced.
Output	1 Analytical capabilities/instrumentation for confirmation of residues and related contaminants modernized.
	2 New or improved analytical methods for residues and related food contaminants established.

What is to be done,  
 When (Date),  
 Where (Place),  
 Who will do it (R&R),  
 What it will cost  
 (budget/resources)

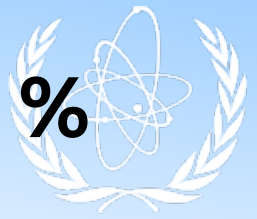
# 1 Project Budget



Year	Input	Component	Fund Source	Budget Estimate
2020	5.1.1 EM to support new or existing	Expert	Agency	4,200
	<b>Sub-Total for 2020</b>			<b>4,200</b>
2020	5.3.1 Local resources to support development	Subcontract	Local Cost (MS)	2,000
2020	1.1.1 LOCAL: Local costs on preparation to	Subcontract	Local Cost (MS)	2,000
	<b>Sub-Total for 2020</b>			<b>4,000</b>
2020	2.1.2 EQ: Procurement of laboratory material	Procurement	Donor extrabudgetary contribution (footnote-a/)	20,000
2020	1.2.1 EQ: Procure and install and LC-MS/Ms	Procurement	Donor extrabudgetary contribution (footnote-a/)	280,000
2020	1.1.2 EM/TO: Expert or TO mission to	Expert	Donor extrabudgetary contribution (footnote-a/)	4,200
2020	1.4.1 SV: Scientific visit to acquire additional	Scientific Visit	Donor extrabudgetary contribution (footnote-a/)	5,040
2020	1.3.1 SV: Scientific visit to acquire additional	Scientific Visit	Donor extrabudgetary contribution (footnote-a/)	5,040
	<b>Sub-Total for 2020</b>			<b>314,280</b>
2020	1.2.2 EQ (GCS): Procure and install and LC-	Procurement	Government Cost Sharing (footnote-a/)	80,000
	<b>Sub-Total for 2020</b>			<b>80,000</b>
2021	.....	.....	.....	
			<b>Grand Total</b>	<b>699,009</b>

1

# The project budget and the implementation rate %



Home My Actions My Programme Note My Designs My Projects **My TC PRIDE** Footnote-a Requiring Funding My P

**TC Project Number**  
GEO5001 Refresh  
Oracle Project Number: 2062322

General  
Summary Information  
IAEA Staff  
Counterpart(s)  
Approvals & Description  
Achievements  
Finance  
**Current Year Status**  
Disbursement Summary

## Current Year Financial Status

[Show Implementation Details](#)

Award	Current Year Budget (+/- transfers) ?	Current Year Implementation ?	Funds Available ?	Impl. Rate ?
TCF	317,430.00	257,803.40	59,626.60	81.21%
EBT-GEO03-20-01	80,000.00	69,748.92	10,251.08	87.18%

# 1

## The project budget and the implementation rate %

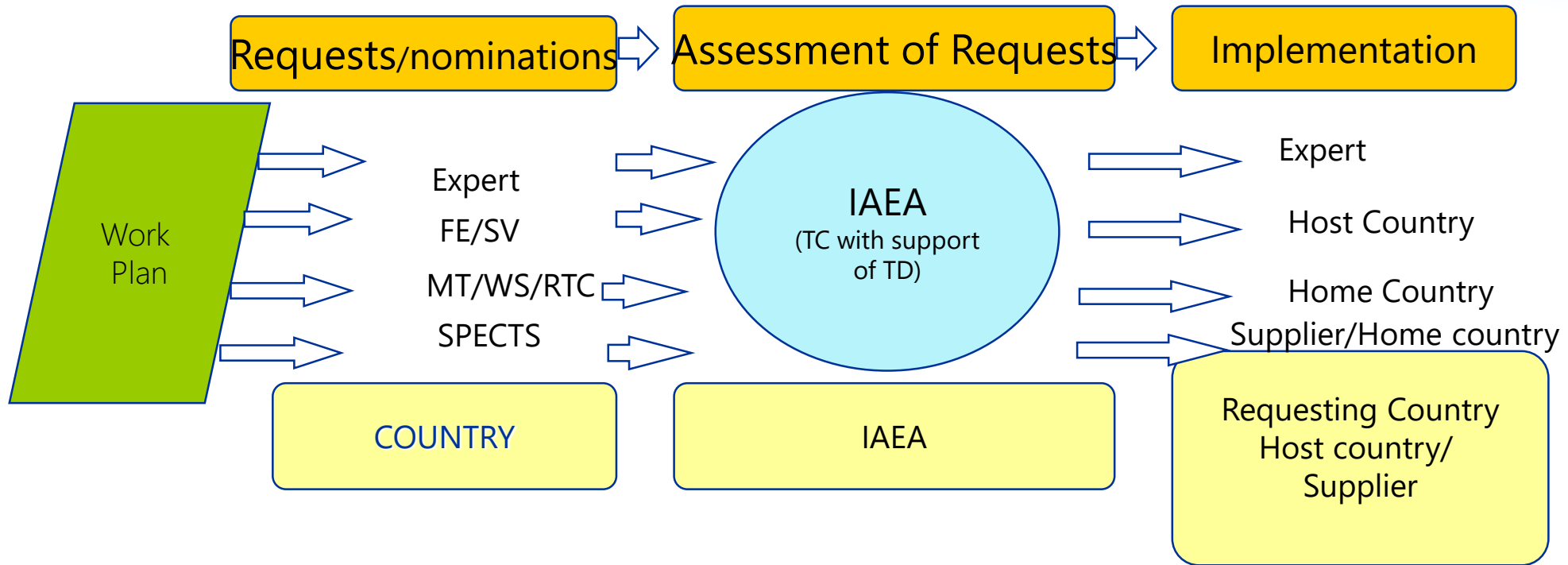


	Budget	2020				2021			
		Q	Q	Q	Q	Q	Q	Q	Q
<b>1.1 Prepare site for installation of LC-MS/Ms</b>									
1.1.1 LOCAL: Local costs on preparation to receive and set up LC-MS/MS	2,000	■							
1.1.2 EM/TO: Expert or TO mission to facilitate readiness to install analytical equipment	4,200		✗						
<b>1.2 Re-enforce existing analytical instrumentation</b>									
1.2.1 EQ: Procure and install and LC-MS/Ms including on-site training for staff	280,00	■			✓				
1.2.2 EQ (GCS): Procure and install and LC-MS/Ms including on-site training for staff	80,000	■			✓				
1.2.3 EQ: Procure and install and LC-MS/Ms including on-site training for staff	99,609				■				
1.2.4 EQ: Procure and install a radio receptor assay tool with kits and material to facilitate	70,000	■	←	■					
<b>1.3 Train staff on toxic metal analysis as well as ion chromatography</b>									
1.3.1 SV: Scientific visit to acquire additional knowledge and benchmark toxic element analysis	5,040		✗						
1.3.2 SV: Scientific visit to acquire knowledge on the use of ion chromatography (1 person, 2 weeks)	5,040				■				
<b>1.4 Train staff on pesticide residue analysis;</b>									
1.4.1 SV: Scientific visit to acquire additional knowledge and benchmark analysis of priority	5,040		✗						
<b>2.1 Develop, improve or implement new analytical methods</b>									
2.1.2 EQ: Procurement of laboratory material to facilitate methods application	20,000	■			✓				
2.1.1 NTC: National Training Course on the use of the analytical equipment.	4,200				■				
2.1.2 EQ: Procurement of laboratory material to facilitate methods application	17,000				■				

			Budget	Cost	Delta
01.02 Re-	Re-enforce existing analytical instrumentation				
01.02.01	EQ: Procure and install and LC-MS/Ms including on-site training for staff	Equipment	€280 000	€151 795	€128 205
01.02.02	EQ (GCS): Procure and install and LC-MS/Ms including on-site training	Equipment	€80 000	€69 749	€10 251
01.02.04	EQ: Procure and install a radio receptor assay tool with kits and material	Equipment	€70 000	€56 185	€13 815
01.01	Prepare site for installation of LC-MS/Ms				

# 1

## Project Implementation (Session II and III)



# 1 Hints for a successful HR implementation



## FE, SV, RTC, MT

- Requests should be linked to work plan inputs.
- Any new activity should be agreed beforehand with PMO and TO.
- Timely submissions of nominations via In Touch+
- Candidates should meet selection criteria
- Nomination forms should be of high-quality
- Informal contact with host institutions helps, but IAEA and Government decide!

## Experts, NTC:

- JDs for experts should be clear
- Informal contacts with experts helps – but IAEA takes decision
- Timely acceptance of missions
- Avoid changes of agreed dates for experts/lecturers or last-minute withdrawal
- Avoid changes of nominated candidates/participants

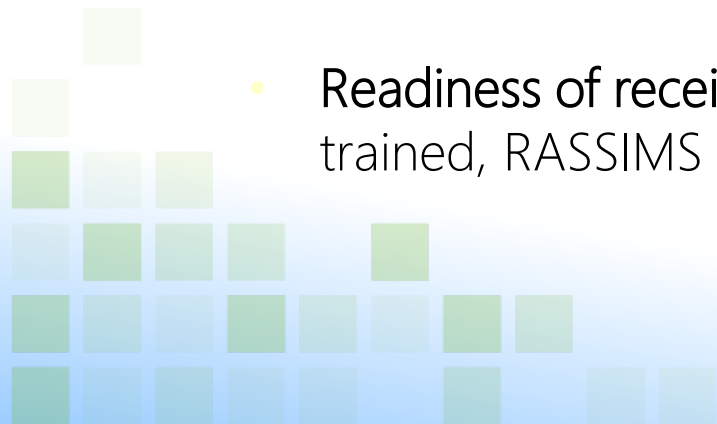


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## Hints for successful procurement (Session III)



- Clearly define requirements: the need not the solution
- Initiate Specifications as early as possible (ideal in the design phase)
- Robust Technical Specifications/Statement of Work: complete, clear, and adequate
- Ensure all requirements are understood
  - Compatibility
  - Environment
  - Language
  - Licensing
  - Installation/training
  - Power supply
  - Site Access
  - Certification
- Import issues: Timely processing of tax exception and collection from Customs, etc.
- Readiness of receiving institute: Facility construction finished, Bunker built, Staff trained, RASSIMS



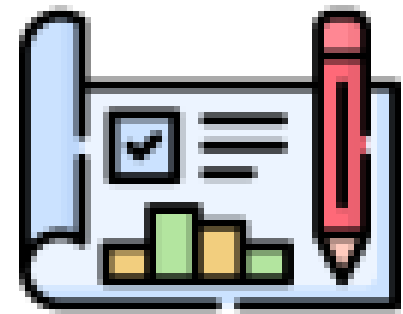


# 1 Monitoring and Reporting (Session 4)



Monitoring project performance is an ongoing process:

- Monitoring progress towards results
- Monitoring scope, schedule, quality and budget
- Identifying potential problems & taking timely corrective action
- Adjusting the work plan and budget as needed
- Preparation of e-PPARs (once per year by the CP)
- Reporting performance and lessons learnt



# 1

# Monitoring and Reporting Tools



PCMF: <http://pcmf.iaea.org/>

- My Designs/ My Projects (Project Baseline)
- TC Pride: Real time information on budget & Activities
- My Programme Management: Work Plans

- **Mandatory: Yearly e-Project Progress Assessment Reports (e-PPARs)**
- Field Monitoring Missions (FMMs)
- Achievements report for project closure
- IAEA staff field monitoring missions
- Correspondence with counterparts and NLO
- Information contained in expert mission reports
- Project coordination meeting reports
- IAEA-TC Annual Reports
- Success Stories/ Web stories
- TC Country Profile

## PROJECT PROGRESS ASSESSMENT REPORT (PPAR) Regional Projects

	Explanations	
<b>SECTION-1: BASIC INFORMATION</b>		
<b>Project Number and Title</b>	<i>(prefilled)</i>	
<b>List of Participating Countries</b>		
<b>Report Compiled by</b> <input type="checkbox"/> DTM <sup>1</sup> · <input type="checkbox"/> LCC <sup>2</sup> · <input type="checkbox"/> LPC <sup>3</sup> · <input type="checkbox"/> PC <sup>4</sup> · <input type="checkbox"/> PSC <sup>5</sup> Name: ····· · Institution: ·····		
<b>1<sup>st</sup> Year of Approval</b>		
<b>Estimated Duration</b>		
<b>Expected End Date</b>		
<b>Total Project Budget</b> <i>(as per IAEA White Book)</i>		
<b>Reporting Period</b> <input type="checkbox"/> January - June ······ <input type="checkbox"/> July - December		<i>Tick one reporting period</i>
<b>Report Contributors</b> ·····		<i>Other contributors to the report besides counterparts</i>
<input type="checkbox"/> Yes ······ <input type="checkbox"/> No		

# 1 Evaluation and Closure (Session 4 and 5)

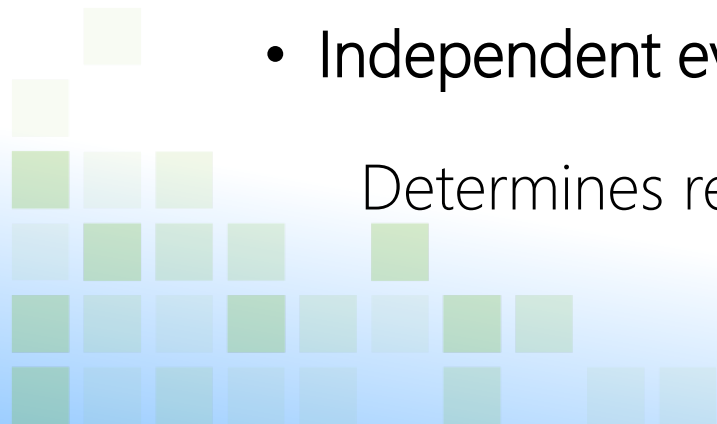
- Completion and Closure of Activities and open POs
- Self-evaluation

Evaluation of results to determine if **expected positive change of the situation was achieved** as a result of the project

Identification of **lessons learnt** and feedback

- **Achievement Reports**
- **Independent evaluation (OIOS) and Audits**

Determines relevance, efficiency, effectiveness, impact of projects



1

## QUIZ: Part II



Which information on the e-PPAR is correct?

- The e-PPAR has to be prepared by the CP
- The e-PPAR has to be prepared and submitted yearly
- The e-PPAR has to be prepared and submitted quarterly

*Tip: Two answers are correct*



1

## QUIZ: Part II



Which information on the e-PPAR is correct?

- ✓ The e-PPAR has to be prepared by the CP
- ✓ The e-PPAR has to be prepared and submitted yearly
- ✗ The e-PPAR has to be prepared and submitted quarterly

*Tip: Two answer are correct*





IAEA

# Part III – TC Programme Stakeholders

# 1

## TC project stakeholders



IAEA

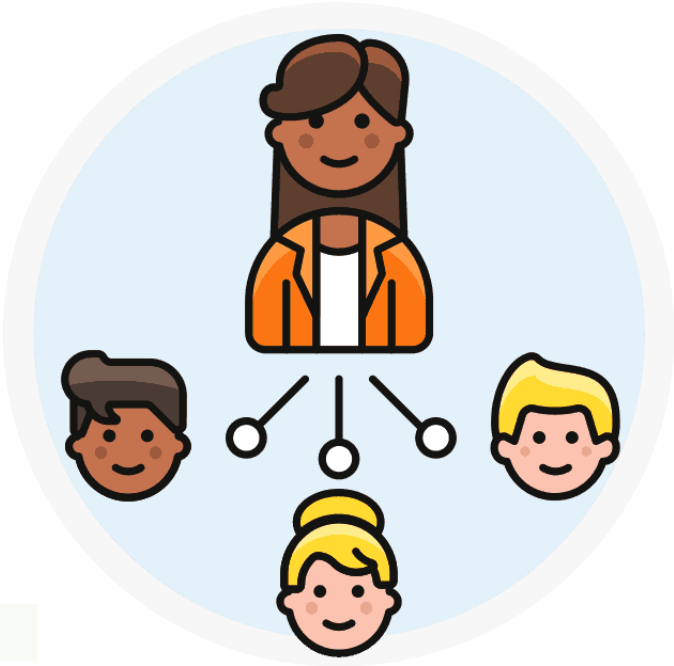


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# Project Team: National Liaison Officer



IAEA



**NLO and NLA**



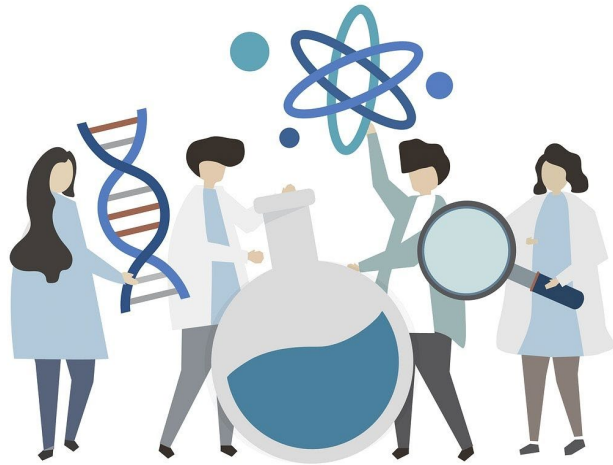


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# TC Programme: National Stakeholders



## Counterparts / LPCs



- Develop the project
- Lead and manage the project towards results
- Prepares e-PPARs / clearing ARs
- Interacts with stakeholders throughout the project cycle
- Ensures local resources and mobilizing GCS as needed

1

## TC Programme: IAEA Stakeholders



Programme  
Management  
Officer (**PMO**)



- Advises on CPF formulation process
- Assists in design of new projects
- Manages TC Programme of countries and regional/interregional projects
- Coordinates TC Project team throughout the project life cycle
- Fosters networks and partnerships

1

# TC Programme: IAEA Stakeholders

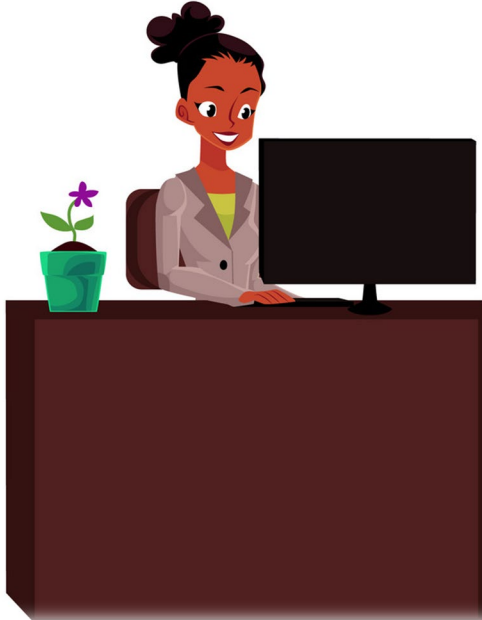


Programme Management Assistant (**PMA**)



Implements human resources

Programme Assistant (**PA**)



Assists PMO in all duties

1

# TC Programme: IAEA Stakeholders



IAEA

Technical Officer **(TO)**



Ensures technical integrity

Procurement Officer



Implements Procurement component



## Quiz: Part III



### **Which of the following functions are the responsibility of the National Liaison Officers?**

- Primary contact and interface between IAEA & Country on matters relating to IAEA, in particular the TC programme
- Ensure technical integrity of the project designs
- Advise government on IAEA TC matters
- Coordinate with national stakeholders and supervise overall TC country programme management at national level, lead CPF processes



## Quiz: Part III

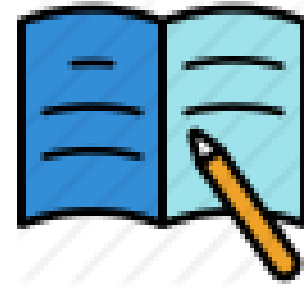


### Which of the following functions are the responsibility of the National Liaison Officers?

- Primary contact and interface between IAEA & Country on matters relating to IAEA, in particular the TC programme
- Ensure technical integrity of the project designs
- Advise government on IAEA TC matters
- Coordinate with national stakeholders and supervise overall TC country programme management at national level, lead CPF processes

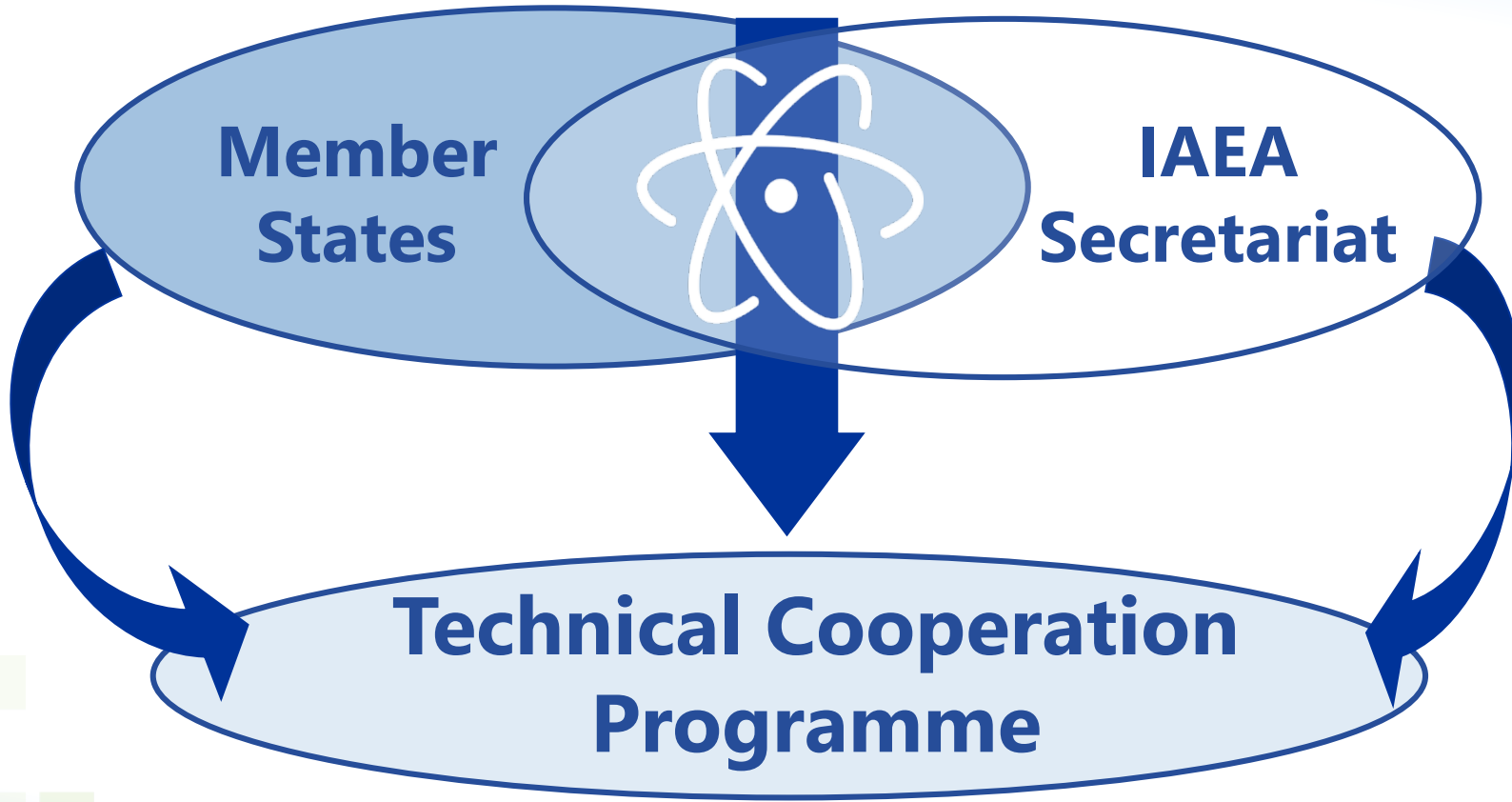
# 1 Lessons from successful projects

- Counterpart institutions with adequate mandate, ownership and resources
- Readiness of institutions (project pre-conditions met)
- Understanding of IAEA procedures
- Effective project teams
- Fluent communication
- Early payment of NPCs and on-time initiation of agreed activities;
- Robust and realistic work plans
- Monitoring efficiency: is project on track? on time, within scope, budget and quality.
- Monitoring effectiveness: is project delivering the results
- Timely corrective actions



**1**

# TC: A shared responsibility



**Member States Own the TC projects**

**TAKE INITIATIVE  
BE PROACTIVE  
GET INVOLVED**

This graphic features a central illustration of six hands of different colors (purple, orange, green, blue, red, and light green) raised in a gesture of participation. The text is arranged around the hands, with 'TAKE INITIATIVE' and 'BE PROACTIVE' at the top and 'GET INVOLVED' at the bottom. The entire graphic is enclosed in a rounded rectangular frame with a green border.

**Code of Conduct**

To Prevent Harassment, Including Sexual Harassment, AT UN SYSTEM EVENTS

This graphic is enclosed in a rounded rectangular frame with a blue border. It features the text 'Code of Conduct' in a large, bold font, followed by the subtitle 'To Prevent Harassment, Including Sexual Harassment, AT UN SYSTEM EVENTS' in a smaller font. The background of the text area is white with a light blue grid pattern.





IAEA

# Q & A



IAEA



Technical  
Cooperation  
Programme

*Technical cooperation:  
delivering results for  
peace and development*

