Webinar Series
for new CPs, NLOs/NLAs

TC DIVISION FOR ASIA AND THE PACIFIC
19 JANUARY 2020

9.00 AM – 11.30 AM (VIENNA)

2 **Before we start…**

- 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 Technical Cooperation Projects in Asia and the Pacific | IAEA

- 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

Session overview

Date: 19 January 2021
TC Programme
Implementation: Human
Resource Components of the
TC programme

Date: 11 & 12 January 2021
TC Programme Implementation:
Procurement of equipment and
Services through the TC Programme

TC Programme Implementation:
Human Resource Components of the TC Programme

Objectives of the session

- Understand the **implementation process** and your role

- Stay on top of **key deadlines and milestones** concerning the TC programme

- Understand the **human resource components** of the programme

- Learn how **InTouch+** works and the role of the NLO in submitting nominations

- Get to know the elements of a **nomination**

- Understand **your role** in the process as part of the TC project team

Presenters

Moderator

Denis Subbotnitskiy
Programme Management Officer
TCAP2

Cyriac Cherukad
Authorizing Programme Management Assistant
TCAP1

Andi Junirsah
Authorizing Programme Management Assistant
TCAP2

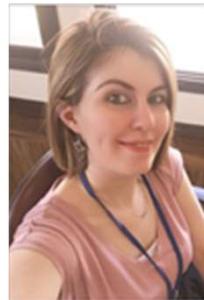**Betsy Shnitzer-Jelinek**
Programme Management Assistant
TCAP2

Eric Boghos Schababian
Programme Management Assistant
TCAP2

Joanna Marie Pressl
Data Assistant
TCPC

Dalia Daghoz
National Liaison Assistant
Syria

Nor Pai'za Hasan
National Liaison Officer
Malaysia

Hamad Ibrahim
Project Counterpart
Qatar

Ilham Mukriz
Project Counterpart
Malaysia

2 **TC Project**
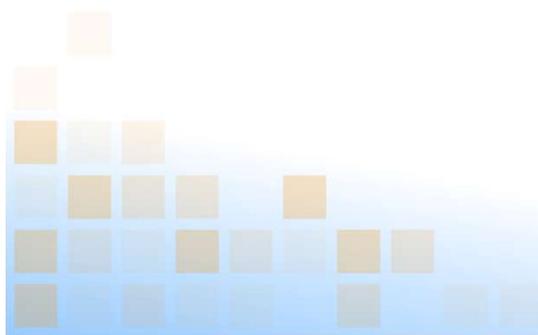**Human Resource Components**

Fellowships/

Scientific Visits

Training Courses

Workshops/
Meetings/
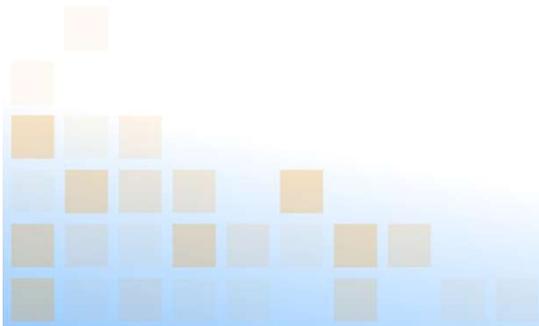**Sponsored**
Participation

Experts/
Lecturers

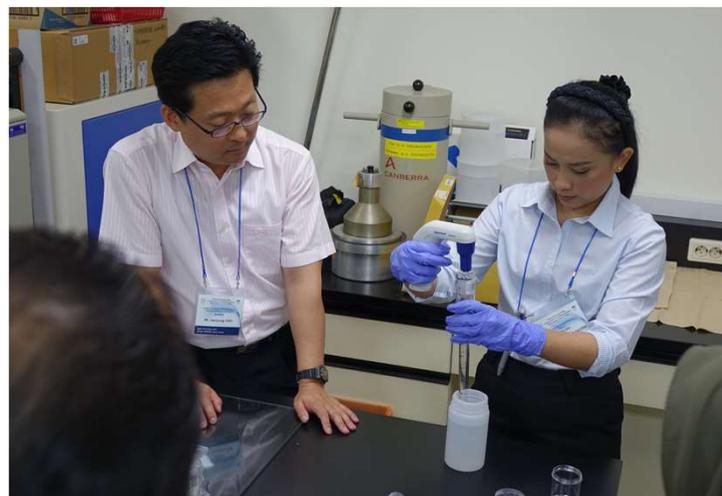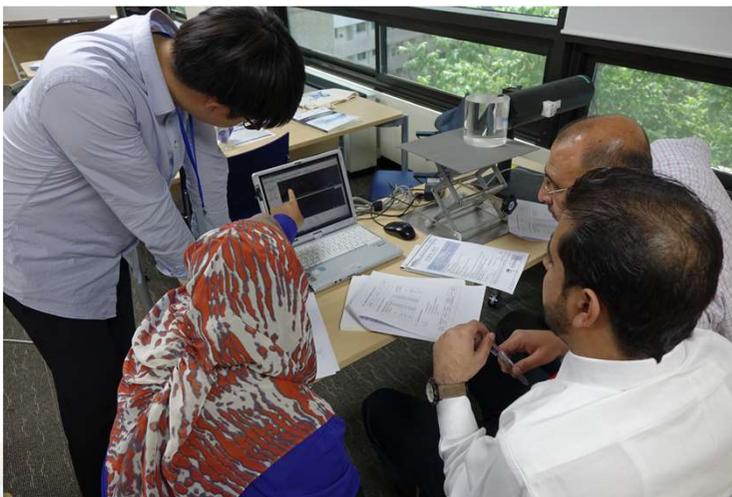**2** **Fellowships and Scientific Visits**

2 **FELLOWSHIP (FE)**

is a specialized training for **junior professionals:**
on-the job training, long term academic training (MSc or PhD), sandwich training and e-learning.
Duration: at least 1 month.

2 Fellowship: Selection Criteria

- awarded to junior professionals with a university degree or equivalent; and with at least 2 years' experience in the project/field

- academically or technically qualified, including language skills

- be able to apply the training received within their country upon return

- should not normally be awarded a fellowship until at least two years after completion of previous training

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SCIENTIFIC VISIT (SV)
is a specialized programme for experienced professionals who hold a senior advisory or management position.
Visiting facilities (research reactors, power plants, laboratories etc.)
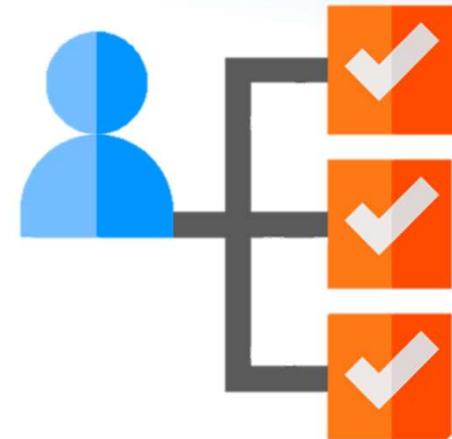Maximum 2 weeks duration; maximum 2 countries

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Scientific Visit: Selection Criteria

- awarded to senior staff with at least 5 years experience in the project/field

- holds an appropriate advisory or management position

- age limit: 5 years below the retirement age from the home country

2 Fellowships and Scientific Visits: Major Work Steps

Step	Responsible
Receipt of Application from National Authority	**PMO**
Screening / Acknowledgement / Evaluation / Host Selection	**PMO / TO / PA**
Award / Non-Award	**PMO / APMA**
Proposal to Host Country(s) Authorities / Institutes	**PMA**
Agreement on Training Programmes and Training Fees	**TO / PMO / APMA**
Finalize Financial / Travel Arrangements: Stipend (FE) or DSA (SV) and Ticket	**PMA**
Fellow / Scientific Visitor on Training	
Fellow / Scientific Visitor's Report / Submission of Invoice (Host)	**TO / PMO / PMA**
Evaluation of Final Report and Training	**PMO / TO**
Certificate	**PMA**

2 **Lead Time: FE/SV Implementation**

➤ Fellowship: 6 months

➤ Scientific visit: 3 months

National FE&SV: who reside out of town and commute 50 km or more from the host institute. Local FE&SV: who reside in the town of the host institute

2 **Programme Management Assistants (PMAs) your administrative contacts for FE/SV implementation**

Hasnat Rizvi	Claudette Ashi	Ana-Pia Papaccioli	Saloua Herberstein	Nazim Si-Ahmed

2 **Planning SV/FE: The example from Syria**

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SYRIAN GROUP SCIENCITIFIC VISIT TO MALAYSIA IMPLEMENTED UNDER THE SYRIAN NATIONAL IAEA TC PROJECT (19-23 Aug 2019)

This visit was successfully completed to establish networking channels to implement TC projects between the Malaysia and Syrian counterparts for eventual monitoring and collaboration

The group discussed pending activities and prepared table on the possible activities that can be hosted in relevant institutes in Malaysia.

Technical visits were arranged to:
Gamma Green House Facility, Food and Agriculture facility, IAEA collaboration Center (ICC) for (NDT), Medical Sterilization Facility, ICC for Radiation Processing of Polymer and Natural Polymer and Nanomaterials, Environmental Analytical Laboratory, Water Resource Management, Research Reactor and Malaysian National Cancer Institute (NCI).

2 Organization of SV/FE

•Individual training program is developed for a new recruited staff taking into account his/her qualification:
  –A university student was recruited

•NLO prioritizes applications according to project objectives and country needs and availability of financial resources.

•NLO/NLA reviews application form and if information is incomplete can return for revision/improvement

•Ensure all information and documentation before submitting to IAEA

•Ensure that candidate have the appropriate qualifications (e.g. education. Language proficiency) for the training requested.

•SV/FE application form is completed

•Counterpart can suggest the host institution by indicating this in the application. In some cases they may also establish informal contact. However, it is up to the IAEA to select the host and length of the training.

•Upon return to home institute fellow has to :
  –prepares report on training and knowledge gained in his visit
  –FE/SV materials are handed over to library and saved in a dedicated file in intranet
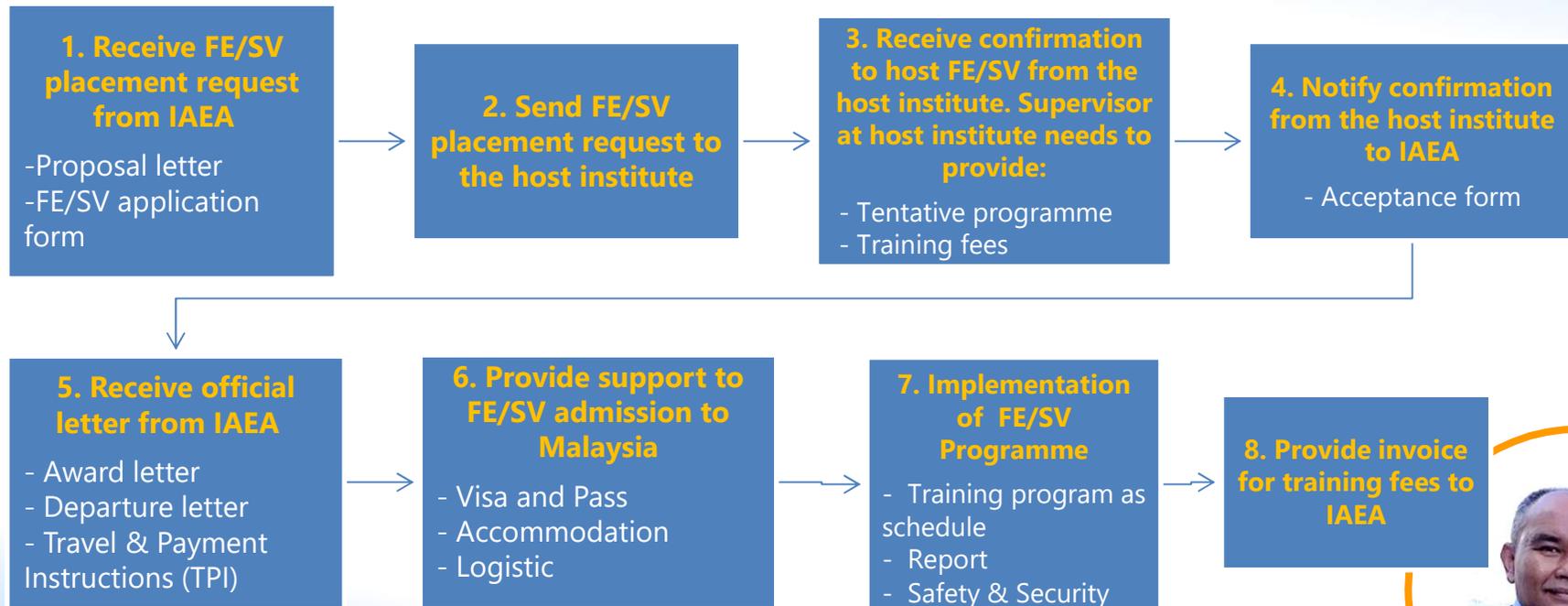 –Organize a Seminar where he/she presents knowledge gained

Hosting FE/SV – An Example from Malaysia

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Process and Procedure of Hosting FE/SV

1. Receive FE/SV placement request from IAEA

-Proposal letter
-FE/SV application form

2. Send FE/SV placement request to the host institute

3. Receive confirmation to host FE/SV from the host institute. Supervisor at host institute needs to provide:

- Tentative programme
- Training fees

4. Notify confirmation from the host institute to IAEA

- Acceptance form

5. Receive official letter from IAEA

- Award letter
- Departure letter
- Travel & Payment Instructions (TPI)

6. Provide support to FE/SV admission to Malaysia

- Visa and Pass
- Accommodation
- Logistic

7. Implementation of FE/SV Programme

- Training program as schedule
- Report
- Safety & Security

8. Provide invoice for training fees to IAEA

2 Hosting FE/SV – An Example from Malaysia

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> **Host Organization – Issues & Problems**

➢ **Visa and Pass**
- All visa-including transit visa-requirements are FE/SV responsibility and should submit the application in a timely manner
- NLO/NLA and host institute will assist on the professional pass application if needed (depends on country).

➢ **Stipend**
- Fellows will receive stipend through UNDP Malaysia
- Inform IAEA immediately if FE/SV stipend not received after arrival

➢ **Training Programme**
- Implement activity for FE/SV based on the agreed programme
- Inform IAEA in case of any additional fees to cover laboratory costs or scientific travel to relevant facilities

❑ **Situation of 5 Fellows from Syria and 3 Fellows from Nepal – stranded during Movement Control Order (MCO) in Malaysia**

- Notify IAEA to extend the duration of training programme
- Contact Immigration Department to request for visa and pass extension
- Inform IAEA the current fellows situation in Malaysia and support needed from IAEA, especially additional stipend
- Provide support to fellows from time to time, including the extension of house rental, logistic, groceries, etc

Please select the statements that are **true**:

- A fellowship is awarded to junior professionals with a university degree or equivalent; and with at least 2 years experience in the project/field
- A scientific visit is awarded to senior staff with at least 5 years experience in the project/field who holds an appropriate advisory or management position
- A fellowship/scientific visit should not normally be awarded until at least two years after completion of previous training/visit

2 **QUIZ**

✅ A fellowship is awarded to junior professionals with a university degree or equivalent; and with at least 2 years experience in the project/field

✅ A scientific visit is awarded to senior staff with at least 5 years experience in the project/field who holds an appropriate advisory or management position

✅ A fellowship/scientific visit should not normally be awarded until at least two years after completion of previous training/visit

2 **Training Courses**

Lecturer(s)

Course participants

- Transfer of specific knowledge/skills through lectures/practical exercises
- Purpose in line with the framework of a certain TC project

2 **Training Courses: Types**

Regional (RAS) Training Courses
- for targeted Member States within region
- under a Regional Project

Interregional (INT) Training Courses
- for targeted Member States in all geographical regions
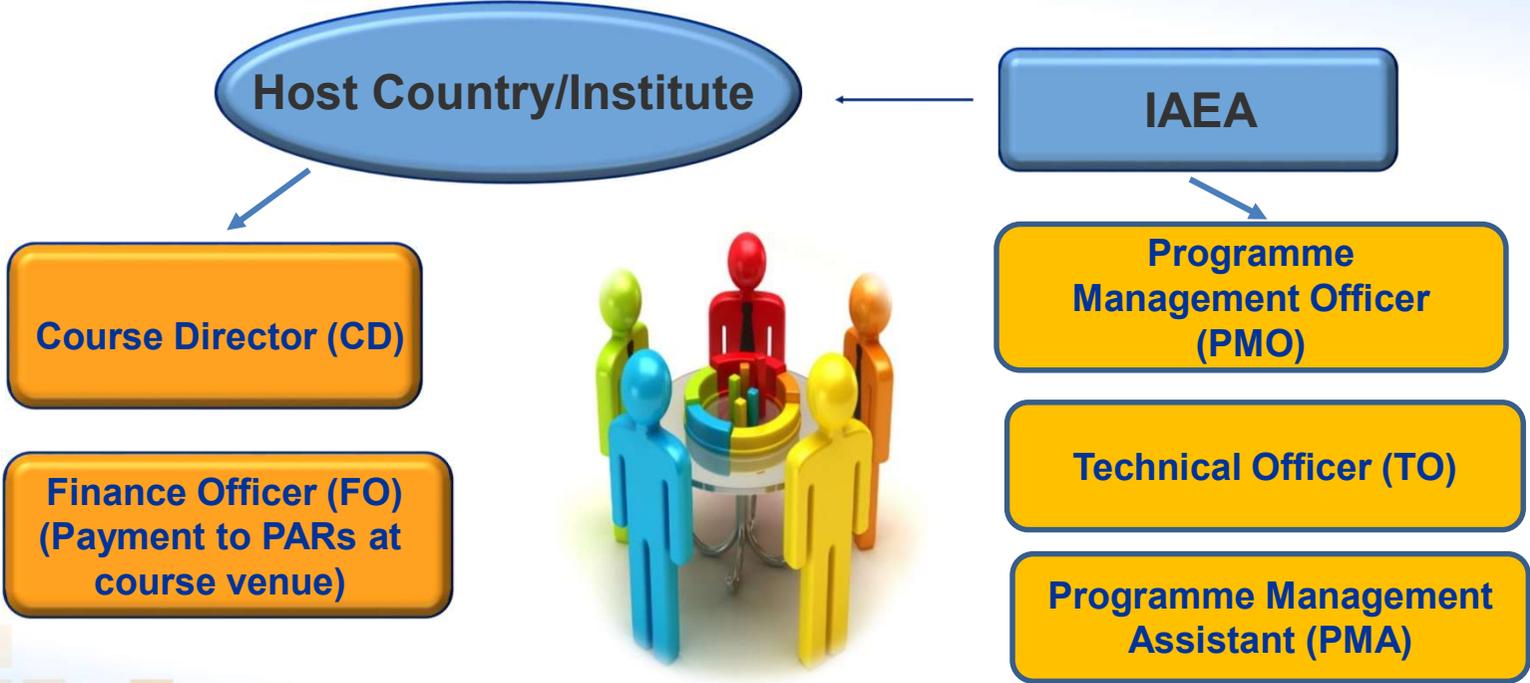- under an Interregional Project

National Training Courses
- for one Member State, under a National Project
- TC *only* provides *lecturers*
- No TC certificate (national institute can issue)

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Training Courses - Regional (RAS) & Inter-regional (INT): Stakeholders

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Host Country/Institute ← **IAEA**

Course Director (CD)

Finance Officer (FO) (Payment to PARs at course venue)

Programme Management Officer (PMO)

Technical Officer (TO)

Programme Management Assistant (PMA)

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Training Courses: Selection Criteria

- Candidates (preferably young professionals) from developing countries - training is generally not provided to candidates close to retirement age
- Proficiency in the course language
- Female candidates are encouraged to apply
- Candidates' past and future work is in line with course subjects
- Relevance of training to country's development needs
- Training linked to TC project

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INT/RAS Training Courses: Major Work Steps

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Timeline	Action	Responsible Stakeholders
6 months	➤ Information Sheet	TO / PMO / PA/CP
4 - 6 months	➤ Identification of Lecturers	TO
4 – 6 months	➤ Host Government Agreement (HGA)	PMO/PA/Host Gov't
3 months	➤ Invitation letter to Member States for Submission of Nominations	PMO/PA/NLOs
6 – 8 weeks Implementation time	➤ Selection of Participants	PMO/TO
	➤ Administrative Letter (CD/FO), Letters of Award (PARS), Recruitment of Lecturer	PMA/CD/FO
	➤ Certificates	TO/PMA
	➤ Finalize Payments, Travel Arrangements, Hosting Fee upon Request	PMA/CD/FO
After the course	➤ Final Accounts	FO/PMA
	➤ Course Evaluation	PMO/TO

2 **Training Courses (TN): An example from Qatar**

- Identification of the topic and scope of the TN

- Selection of appropriate participants for the TN

- Inviting leading scientists as lecturers

- Logistical arrangements

- Assistance to the host organization of the TN

- Reference material from the TN

2 Workshops / Meetings

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Workshops and *meetings* are designed to facilitate the exchange of knowledge and ideas among peers.

Experts and Participants come together to discuss, analyse or evaluate technical or managerial aspects of a TC project or programme.

Conferences, symposia and seminars: designed to support the exchange of ideas between experts and specialists from various countries.
Usually not organized under a TC project.
TC can sponsor participants (SP) to such events under a specific TC project, if their participation is relevant to that project.

2 Workshops / Meetings: Selection Criteria

❖ Duly endorsed by their Government Authority

❖ Candidates meet the qualification criteria spelled out in the meeting prospectus

❖ Female candidates are encouraged to apply

❖ Representative geographical distribution of candidates for Interregional/Regional events

❖ The priority order of candidates assigned by NLO

2 Workshops/ Meetings: Major Work Steps

Step		Responsible
	Meeting Programme	TO/PMO/CP
4-6 months	Host Agreement / Acceptance	PMO / Host Gvmt.
3 months	Invitation Letter / Nominations	PMO / NLO
	Participant Selection	TO/PMO
6-8 weeks	AIPS Event Approval	PMO / APMA
	Admin. Letter to Participants	PMA
	Instructions to Meeting Organizer / Agree on Local Operating Costs	PMA / CP
	Payment / Travel Arrangements	PMA
	Meeting	CP / TO / PMA

2 **Training Courses and Meetings**
Challenges and Major Issues

➢ Nomination forms late, incomplete, not endorsed
   Last minute requests for replacements will not be considered

➢ Difficult/late negotiations regarding Local Operating Costs

➢ Avoid tourist area (high costs, transportation problems)

➢ Security situation: security clearance, all participants must stay at the same hotel, booked by host

➢ Visa (lengthy process, need for invitation letter)

Workshops, Meetings and RTC Organization - An example from Malaysia

Workshops, Meetings and RTC Organization - An example from Malaysia

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Experts and Lectures

EXPERTS are individuals hired to provide advice, on-the-job training or technical analysis and offer recommendations towards achieving TC project objectives.

LECTURERS are individuals hired to transfer technical knowledge and skills to training course participants.

International experts and lecturers are persons who are identified to undertake an assignment in a country which is not his/her own; non-staff members.

2 **Experts &Lecturers: Selection Criteria**

✓ qualifications meet those specified in the
   job description

✓ technically competent body in IAEA evaluates and selects
   the expert / lecturer

✓ age requirement (below 70 years)

Preference is given to:
- female experts/lecturers
- experts/lecturers from developing countries
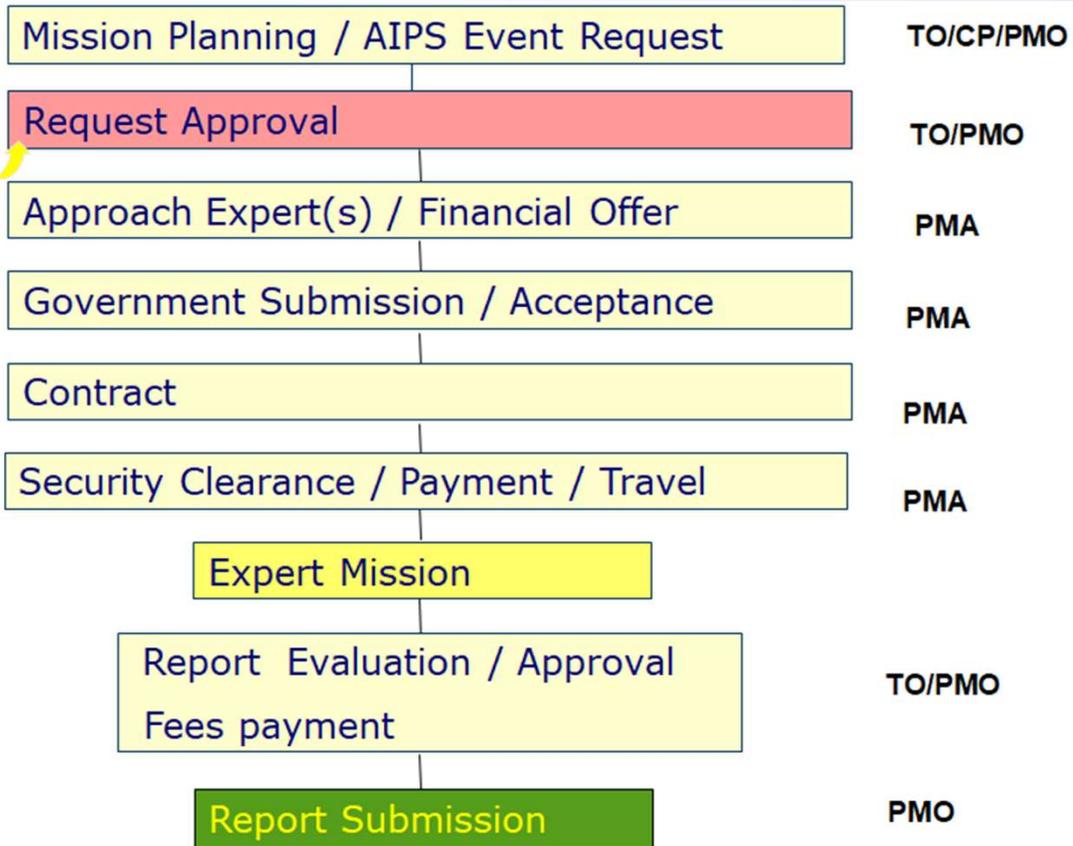- experts/lecturers from the region

Experts & Lecturers - Major Work Steps

2 Experts / Lecturers
Challenges and Major Issues

➢ Late request from the counterpart

➢ Medical certificate needed for all experts (extensive examination if over 65 years)

➢ Government acceptance/security clearance missing

➢ Counterpart / Equipment not ready

➢ Missing accommodation information

➢ Visa requirements

➢ UN security clearance

Minimum Implementation Lead Time: Training Course/Meeting/Expert

➢ Meeting/Workshop   6 - 8 weeks

➢ Training course   8 weeks

➢ Expert/lecturer   6 weeks

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Training Courses and Meetings
Differences: Financial & Administrative

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	Training Courses	**Meetings/ Workshops**
Terminology	*Course Director*/Finance Officer	*Local Organizer*/ Finance Officer
Financial - Participants	• *Stipend*: Amount agreed with host, based on actual costs, covers meals + incidentals; • Participants receive their stipend upon arrival *through the Finance Officer.*	• *DSA* (daily subsistence allowance): based on UN rates; covers accommodation, meals and incidentals. • Participants receive DSA *directly to* their *bank accounts* (or UNDP).
Hotel/ Accommodation	Reserved by the organizers and *paid directly by Finance Officer.*	Reserved by the organizers and *paid directly by the Participants*.
Certificates	Prepared by TC, signed by DIR-TC. Sent by courier or with IAEA staff and co-signed by Course Director	NO certificates for meetings/ workshops.

2 TC-Sponsored Participation

➢ **TC-Sponsored Participation (SP) serves to support Member States' participation in non-TC events, such as IAEA conferences, symposiums, major meetings or such non-IAEA-external events.**

➢ **The participation in the event should ideally be included as an input in the workplan of the TC project, but if not included, the participant should reach out to his/her NLO to identify a relevant and potential funding TC project, if any.**

➢ **Participants must be nominated by Member States and have to submit nominations via InTOUCH+, endorsed by NLO and CP of the funding project.**

➢ **Selection criteria**
   • **Participation should directly contribute to the outcome of the funding project;**
   • **Proof of acceptance by the organizer;**
   • **The candidate shall present a paper or make an oral presentation or shall have a resource role in key events (e.g. as a panellist).**

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**Programme Management Assistants (PMAs)
your administrative contacts**

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- 1. Betsy Shnitzer-Jelinek

- 2. Eric Boghos Schababian

- 3. Maria Tassie Confesor

- 4. Elise Nangula Ratschmann

- 5. Nasrin Rizk

- 6. Gladis Steephen-Madhavappallil

- 7. Concepcion Segura

- 8. Larissa Gilda Rasina

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2 **Experts and Lecturers: An example from Qatar**

- Identification of the topic and scope of the EM
- Proposal of appropriate experts/lecturers to the IAEA
- Logistical arrangements with the institutions subject of the EM
- Preparation of reference material and submission to the experts well in advance
- Requirement for the experts for a sound and coherent final report with specific proposals and solutions.

2 **QUIZ**

Please select the statements that are part of the selection criteria for training courses

- Candidates (preferably young professionals) from developing countries with proficiency in course language

- Candidates' past and future work in line with course subjects

- Training linked to TC project

2 **QUIZ**

<u>All </u>following statements are part of the selection criteria
for training courses

- ✔ Candidates (preferably young professionals) from developing countries with proficiency in course language

- ✔ Candidates' past and future work in line with course subjects

- ✔ Training linked to TC project

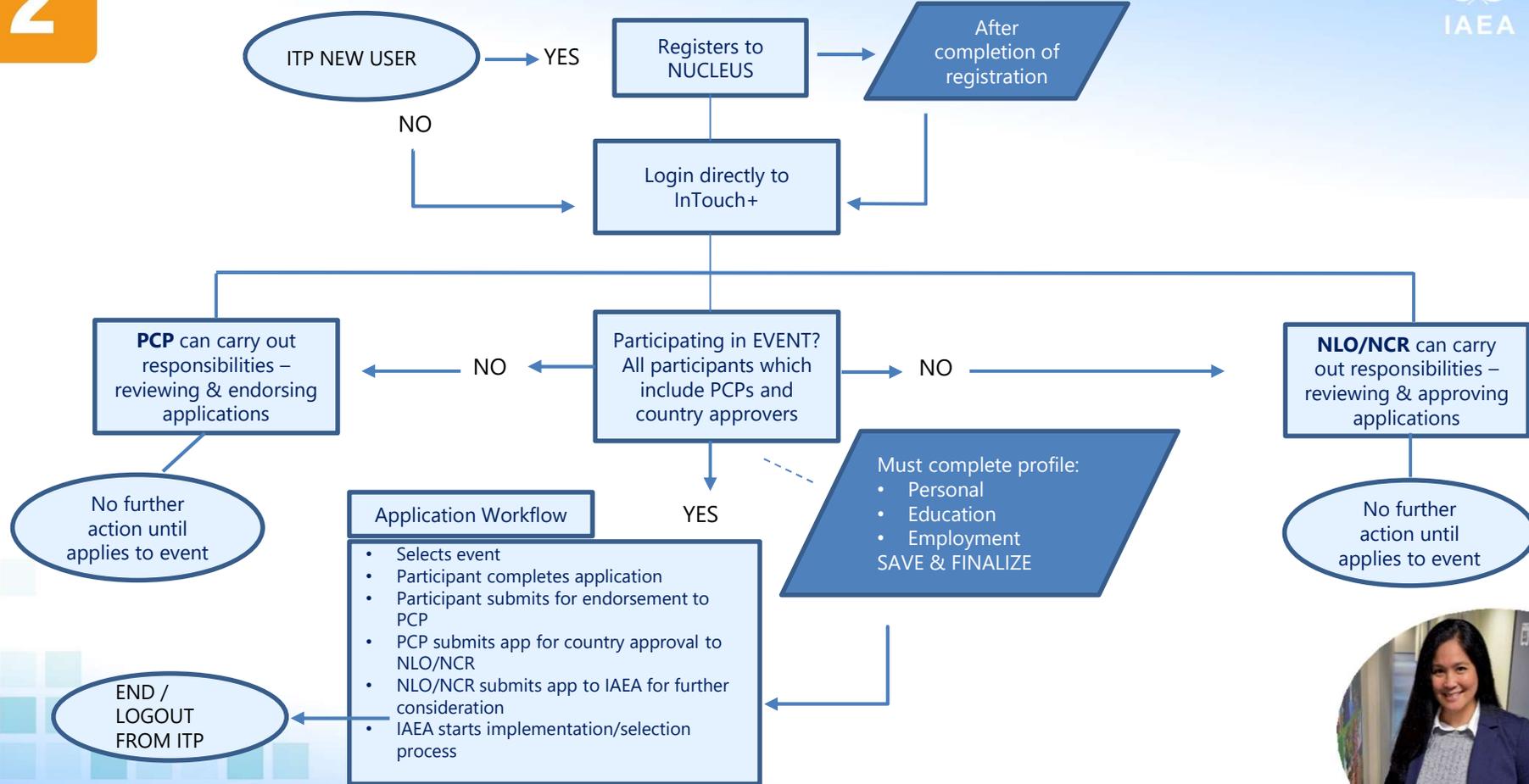# Introduction to InTouch Plus (ITP) / InTouch+

WHAT IS InTouch+

InTouch Plus (ITP) is an IAEA web platform, embedded within <u>NUCLEUS</u>, that *enables submission, review and approval of applications* for events, including <mark>training Courses, fellowships, scientific visits, meetings,</mark> Conferences, <mark>sponsored participations</mark>, as well as registration to meetings of the Board of Governors (BoG), General Conference (GC) and Conventions. ITP serves prospective **event participants**, Registered Focal Points (RFPs), **appointed Technical Cooperation (TC) Project Counterparts (PCPs) and Country Approvers, National Liaison Officers (NLOs), National Liaison Assistants (NLAs) and National Coordinators for Regional Projects (NCRs).**

2 InTouch+ Workflow

ITP NEW USER → YES → Registers to NUCLEUS → After completion of registration

NO

Login directly to InTouch+

Participating in EVENT? All participants which include PCPs and country approvers

NO → **PCP** can carry out responsibilities – reviewing & endorsing applications → No further action until applies to event

NO → **NLO/NCR** can carry out responsibilities – reviewing & approving applications → No further action until applies to event

YES

Must complete profile:
- Personal
- Education
- Employment
SAVE & FINALIZE

Application Workflow
- Selects event
- Participant completes application
- Participant submits for endorsement to PCP
- PCP submits app for country approval to NLO/NCR
- NLO/NCR submits app to IAEA for further consideration
- IAEA starts implementation/selection process

END / LOGOUT FROM ITP

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2 **WHERE TO GET HELP**

Access the **ITP help page** at anytime, no registration needed
https://nucleus.iaea.org/sites/intouchplushelp/Pages/UsingInTouchPlusHelp.aspx

2 Nomination of participant – NLO/NLA actions

- To receive the IAEA invitation
- To distribute IAEA invitation among interested organizations:
  - NLO-signed official letter supported with:
    - Information Sheet,
    - InTouch plus user guide - for all event organized under TC program application form should be completed in Intouch+ system
    - Application form on https://www.iaea.org/services/technical-cooperation-_programme/how-to-participate)
- To set a deadline other that IAEA's one for submission of applications
- To review received applications for correctness and completeness and return it for revision if incomplete
- To select candidate(s) taking into account requirements specified in Prospectus and submit to IAEA

(Receive, review, prioritize, approve and sends nominations to the IAEA)

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2 **POLL**

Would you be interested in separate detailed training in InTouch+?

- Yes
- No

Q & A

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Technical Cooperation Programme
IAEA

Technical cooperation: delivering results for peace and development

Please send any additional questions to:

Denis Subbotnitskiy
TCAP2 PMO
d.subbotnitskiy@iaea.org