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International Atomic Energy Agency

Agence internationale de l'énergie atomique

Международное агентство по атомной энергии

Organismo Internacional de Energía Atómica

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In reply please refer to: **EVT1905971**

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The Secretariat of the International Atomic Energy Agency (IAEA) presents its compliments to the IAEA's Member States and has the honour to draw their attention to the **Regional Training Course on Addressing Insider Threats for Radioactive Material and Associated Facilities** (hereinafter referred to as "event") to be held in Beijing, China, from **31 August to 4 September 2020**.

The purpose of the event is to familiarize participants with nuclear security measures that address insider threats, including unauthorized removal of radioactive material, and sabotage at facilities containing radioactive material.

The attached Information Sheet provides further details of the event.

The event will be held in English.

Member States are invited to designate one participant to represent the Government at this event. Member States are strongly encouraged to identify suitable women 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 at the time of designating the participants using the attached Grant Application Form (Form C).

It should be noted that compensation is not payable by the IAEA for any damage to or loss of personal property. The IAEA also does not provide health insurance coverage for participants in IAEA events. Arrangements for private insurance coverage on an individual basis should therefore be made. The IAEA will, however, provide insurance coverage for accidents and illnesses that clearly result from any work performed for the IAEA.

Designations should be submitted to the IAEA through the competent national authority (Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) not later than **10 July 2020** using the attached Participation Form (Form A). Completed and authorized Participation Forms should be sent either by email to: Official.Mail@iaea.org or by fax to: +43 1 26007 (no hard copies needed). Copies should be sent by email to the Scientific Secretary of the event, Mr Muhammad Waseem, Division of Nuclear Security, Department of Nuclear Safety and Security (Email: M.Waseem@iaea.org), and to the Administrative Secretary, Ms Hiroko Dyck (Email: H.Dyck@iaea.org). The Scientific Secretary of the event will liaise with the participants directly concerning further arrangements, including travel details, as appropriate, once official designations have been received.

Should Governments wish, in addition, to appoint one or more observers to assist and advise the designated participants, they are kindly requested to inform the IAEA of the names and contact details of any such observers by the above date. In accordance with the established rules, Governments are expected to bear the cost of attendance of any observers they may send to IAEA events. Compensation is not payable by the IAEA for any damage to or loss of observers' personal property or for illness, injury or death occurring while travelling to or in connection with their attendance at IAEA events.

The Secretariat of the International Atomic Energy Agency avails itself of this opportunity to renew to the IAEA's Member States the assurances of its highest consideration.



2020-05-29

Enclosures: Information Sheet
 Participation Form (Form A)
 Grant Application Form (Form C)



Regional Training Course on Addressing Insider Threats for Radioactive Material and Associated Facilities

Hosted by the

Government of China

through the

State Nuclear Security Technology Centre

Beijing, China

31 August–4 September 2020

Ref. No.: EVT1905971

Information Sheet

Introduction

This regional training course, which was piloted in 2018 and then carried out in Africa and Latin America in 2019, focuses on addressing the insider threat for radioactive material and associated facilities. Based on assessed needs of several countries, the course was designed to provide participants with a comprehensive understanding of what an insider threat is and how to implement security measures to protect against insider threats in their own countries and organizations.

Objectives

The objectives of the course are to: (i) increase participants' awareness of potential insider threats to radioactive material and associated facilities; (ii) provide participants with the required information to enable them to increase the security culture within their organizations and to establish security measures to prevent insider threats; (iii) spread awareness about the security of radioactive sources under regulatory control; (iv) utilize a hypothetical facility and small-group activities to apply the concepts presented in the training; and (v) further their understanding and knowledge of how to identify potential sensitive information and threats, in relation to insiders, within their own organization.

Target Audience

Participants should occupy a position in their country where they are responsible for, or closely involved in, their national programmes for regulating radioactive source security, or be a licensee of a facility that uses or stores radioactive sources. They should have a background and related experience in operational aspects relating to the use of all categories of sources, radioactive source regulation, security for radioactive materials or associated facilities and/or response forces. Participants should be advanced in their knowledge and understanding of radioactive source security.

Working Language(s)

English

Participation and Registration

All persons wishing to participate in the event have to be designated by an IAEA Member State or should be members of organizations that have been invited to attend.

In order to be designated by an IAEA Member State, participants are requested to send the **Participation Form (Form A)** to their competent national authority (e.g. Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) for onward transmission to the IAEA by **10 July 2020**. Participants who are members of an organization invited to attend are requested to send the **Participation Form (Form A)** through their organization to the IAEA by above deadline.

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

Please note that the IAEA is in a transition phase to manage the entire registration process for all regular programme events electronically through the new InTouch+ (<https://intouchplus.iaea.org>)

facility, which is the improved and expanded successor to the InTouch platform that has been used in recent years for the IAEA's technical cooperation events. Through InTouch+, prospective participants will be able to apply for events and submit all required documents online. National authorities will be able to use InTouch+ to review and approve these applications. Interested parties that would like to use this new facility should write to: InTouchPlus.Contact-Point@iaea.org.

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 using the **Grant Application Form (Form C)** which has to be stamped, signed and submitted by the competent national authority to the IAEA together with the **Participation Form (Form A)** by **10 July 2020**.

Visas

Participants who require a visa to enter China should submit the necessary application as soon as possible to the nearest diplomatic or consular representative of China.

Organization

Scientific Secretary

Mr Muhammad Waseem

Division of Nuclear Security

Department of Nuclear Safety and Security

International Atomic Energy Agency

Vienna International Centre

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Co-Scientific Secretary

Ms Alessia Maria V. Rodriguez y Baena

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Administrative Secretary

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Fax: +43 1 26007

Email: H.Dyck@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.

Participation Form

Regional Training Course on Addressing Insider Threats for Radioactive Material and Associated Facilities

Beijing, China

31 August–4 September 2020

To be completed by the participant and sent to the competent national authority (e.g. Ministry of Foreign Affairs, Permanent Mission to the IAEA, or National Atomic Energy Authority) of his/her country for subsequent transmission to the International Atomic Energy Agency (IAEA) either by email to: Official.Mail@iaea.org or by fax to: +43 1 26007 (no hard copies needed). Please also send a copy by email to the Scientific Secretary M.Waseem@iaea.org and to the Administrative Secretary H.Dyck@iaea.org.

If applicable: Participants who are members of an invited organization can submit this form to their organization for subsequent transmission to the IAEA.

Deadline for receipt by IAEA through official channels: 10 July 2020

Representing following Member-State/ non-Member State/entity or invited organization:		
Family name(s): (same as in passport)	First name(s): (same as in passport)	Mr/Ms:
Name of Institute/Affiliation:		
Address of Institute/Affiliation:		
Tel. (Fax) Office/Mobile:		
Email:		
Date of birth (YYYY-MM-DD):	Place of birth:	
Nationality:	Passport number:	
Date/Place of issue of passport:	Passport valid until:	

1. Education (post-secondary):

Name and place of institution	Field of study	Diploma or Degree	Years attended from	to

2. Recent employment record (starting with your present post):

Name and place of employer/ organization	Title of your position	Type of work	Years worked from to	

3. Description of work performed over the last three years:

4. Relevance of the event:

How do you envisage applying the knowledge and/or experience gained from the event to your current work role?

5. Language ability:

The designating authority confirms that the participant is proficient in the language in which the event is to be held.

☐ Yes

6. Medical Status

Both the designating authority and the applicant acknowledge that the applicant shall be solely responsible for his or her fitness to travel, as well as for any medical requirements or precautions in connection with traveling to the event, including vaccinations or immunizations.

☐ Yes

Date: **Signature of applicant:** _____

Date: **Name, signature and stamp of Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority** _____

Grant Application Form

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Deadline for receipt by IAEA through official channels: 10 July 2020

Family name: (e.g. Smith)	First name(s): (e.g. John)	Mr/Ms:
Mailing address:	Tel.:	
	Fax:	
	Email:	
Date of birth (yyyy/mm/dd):	Nationality:	

1. Education (post-secondary):

Name and place of institution	Field of study	Diploma or Degree	Years attended from to	

2. Recent employment record (starting with your present post):

Name and place of employer/ organization	Title of your position	Type of work	Years worked from to	

3. Description of work performed over the last three years:

4. Institute's/Member State's programme in field of event:

Date: _____ **Signature of applicant:** _____

Date: _____ **Name, signature and stamp of Ministry of Foreign Affairs,
Permanent Mission to the IAEA or National Atomic Energy
Authority**
