

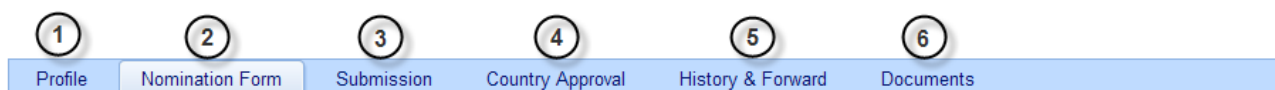
InTouch Guidelines for Counterparts, and National Liaison Officers (NLOs)/Assistants (NLAs) and National Coordinators under a Cooperative Agreement (NCRs)

A. Workflow

1. Profile
 2. Nomination Form
 3. Submission
 4. Country Approval
 5. History and Forward
 6. Documents
- B. Submitting a Nomination Form for a Candidate
- C. Status of Nominations

A. Workflow

Each nomination form for fellowship/scientific visit, training course and meeting comprises the following steps:



1. Profile:

The candidate first edits and completes his profile. The candidate's profile needs to be completed 100% before a nomination form can be submitted to the Project Counterpart (for some projects the counterpart may be the National Liaison Officer/Coordinator). Ideally the candidate's profile should be completed before filling out a nomination of activities form. However it is possible to start filling out a nomination form, save it in draft mode and complete the information in the profile page later on.

2. Nomination Form

The candidate fills out the 'Nomination Form', after clicking on 'apply for fellowship, scientific visit, training course or meeting'

Nigeria Training Course Nomination (New)

SMITH, John, Addenbrooke's NHS Trust, Hills Road, CB2 2QQ Lagos CB2 2QQ, Nigeria

1. Application Candidate

Nomination Form

Save Cancel 2. Control changes to form 3. Progress Indicator 50%

Nomination Type: ☐ Meeting ☒ Training Course

Nominating Country: * Nigeria 4. Define Application

TC Project: * RAF8044 Radiation Processing for Human Health (AFRA IV-16)

Event: * RAF8044/006 (Approved) X
(Please either select from the database or specify title, place, dates)
RAF8044/006: Regional (AFRA) Training Course on Radiation Processing of Natural Polymers and Radiation Synthesis of Medical Aids, 2010-11-07 - 2010-11-11, 5d, Est.#:15, Algeria

Financial support: Fully Agency Financed

7. Past work done by the nominee which is relevant to the event:
(Please attach list of any material you may have published) 5. Application Data

Upload Publication
6 editor rows (max. 4000 characters)

8. Other than the activities listed TC Involvement, Have you been or will you be involved in any IAEA activity? If yes, please list each activity below:
6 editor rows (max. 4000 characters)

3. Submission

Once the candidate has filled out the nomination form with all required data (+ complete profile), he/she submits the nomination form to the Project Counterpart (for some projects the counterpart may be the National Liaison Officer/Coordinator). The Project Counterpart receives an e-mail notification. After opening the nomination form using the links in the Inbox, the counterpart has the possibility to make changes to the form or use the forward feature in the 'History & Forward' tab to send the nomination back to the candidate for changes.

The counterpart then submits the nomination to the National Liaison Officer or National Coordinator (for activities done under a regional/cooperative agreement project).

Profile Nomination Form Submission Country Approval History & Forward Documents

I hereby certify that the statements made by me in this application are true and complete.

- All information supplied by the applicant is complete and correct;
- The position of the nominee will be retained for him/her and he/she will continue to receive during the training course a salary and related emoluments to enable him/her to meet his/her financial commitments in his/her home country;
- The selected nominee will conduct himself/herself in a manner compatible with his/her status as a participant in an IAEA event and will refrain from engaging in any political and commercial activities;

Signature	Action	Date signed	Sent to

100% profile completeness Application Form: 100%

Submit to Project Counterpart Submit to National Liaison Officer/Coordinator

(Click here to submit this application to the project counterpart who should verify the statements in this application are true/complete and send further to the National Liaison Officer/Coordinator.) (Click here to submit this application to the National Liaison Officer/Coordinator to approve and send further to the IAEA.)

If the candidate applies for a fellowship, s/he should first print the form and have it signed by their supervisor. The signed copy is then scanned and uploaded electronically into InTouch. S/he finally submits the nomination form to the Project Counterpart. More information under Fellowship Help: <http://intouch.iaea.org/Portals/0/Help/InTouch%20Help%20-%20Fellowship%20SV%20Application.pdf>

4. Country Approval

'Country Approval' is done by the National Liaison Officer/Assistant or National Coordinator (for activities done under a regional/cooperative agreement project). When the National Liaison Officer/Assistant or National Coordinator receives the e-mail notification, s/he clicks on the link that brings her/him directly to the 'Country Approval' screen of the nomination. S/he can also go directly to InTouch and click on 'my Inbox' or 'Country Application Inbox' from the "my InTouch" screen. In "My Inbox", only e-mails sent directly to the person is shown (application submissions and other e-mails such as a communication sent by the PMO/PMA to NLO requesting further information); in 'Country Application Inbox', all the applications submitted to NLO or NCR can be seen by the NLO/NLA, NCR and by the Permanent Missions (for browsing without taking action).

My Actions

My Inbox: 18
My Draft: 0
My Outbox: 20
My Latest Activities (last 7 days): 0

Indonesia

Country Application Inbox: 4
Search Applications
Country Team

Contains e-mails sent directly through InTouch to the person who logged in (Application submissions + other communications sent through InTouch)

Contains all applications submitted to NLO/NCR.

Country Inbox

1 Application(s) Click here to open application

ID	Type	Reference	Candidate	Status	On	Form	PartB			
#128	Training Courses	RAF8044/006 (Approved) Regional (AFRA) Training Course on Radiation Processing of Natural Polymers and Radiation Synthesis of Medical Aids, 2010-11-07 - 2010-11-11 5d, Est #15 Algeria	SMITH, John Addenbrooke's NHS Trust Hills Road CB2 2QQ Lagos CB2 2QQ Nigeria Tel: 01223 216472 E-mail: john.smithintouch@gmail.com View Profile TC Involvement	Submitted to NLO	2010-09-29	100%		✓	✗	

Click here to view the Profile and the TC Involvement

The NLO/NLA/NCR then approves or rejects the nomination.

Nigeria Training Course Nomination (Submitted to NLO on 2010-09-29)

SMITH, John, Addenbrooke's NHS Trust, Hills Road, CB2 2QQ Lagos CB2 2QQ, Nigeria

Profile Nomination Form Submission Country Approval History & Forward Documents

The nominating authority gives the following assurances:

- All information supplied by the applicant is complete and correct;
- It is noted that the sponsoring organization(s), host country(ies) and host institution(s) do not accept liability for the payment of any costs or compensation arising from damage to or loss of personal property, or from illness, injury, disability or death of the nominee while he/she is travelling to and from or attending the Meeting/Workshop/National Consultancy and it, the nominating authority, undertakes the responsibility for such coverage;
- The position of the nominee will be retained for him/her and he/she will continue to receive during the Meeting/Workshop/National Consultancy a salary and related emoluments to enable him/her to meet his/her financial commitments in his/her home country;
- The selected nominee will conduct himself/herself in a manner compatible with his/her status as a participant in an IAEA event and will refrain from engaging in any political and commercial activities;
- No facts are known to the nominating authority regarding the reliability and character of the nominee which would obstruct giving him/her access to nuclear installations or institutions where ionizing radiation is used.

Signature	Action	Date signed	Sent to

100% profile completeness Application Form: 100%

Approve **Reject**

Click here to approve this application and send to the IAEA. Click here to reject this application and send back to the candidate.

Profile Nomination Form Submission Country Approval History & Forward Documents

The nominating authority gives the following assurances:

- All information supplied by the applicant is complete and correct;
- It is noted that the sponsoring organization(s), host country(ies) and host institution(s) do not accept liability for the payment of any costs or compensation arising from damage to or loss of personal property, or from illness, injury, disability or death of the nominee while he/she is travelling to and from or attending the Meeting/Workshop/National Consultancy and it, the nominating authority, undertakes the responsibility for such coverage;
- The position of the nominee will be retained for him/her and he/she will continue to receive during the Meeting/Workshop/National Consultancy a salary and related emoluments to enable him/her to meet his/her financial commitments in his/her home country;
- The selected nominee will conduct himself/herself in a manner compatible with his/her status as a participant in an IAEA event and will refrain from engaging in any political and commercial activities;
- No facts are known to the nominating authority regarding the reliability and character of the nominee which would obstruct giving him/her access to nuclear installations or institutions where ionizing radiation is used.

☒ I Approve & Submit this Application to IAEA

To:

Cc:

PMO of this project will receive application

Font Name S... A

As soon as the nomination is approved, the responsible Programme Management officer is automatically notified.

For fellowship nomination, as in the past, a country statement has to be completed before the nomination is submitted to IAEA by the counterpart/supervisor of the institution where the candidate is working or by the NLO/NLA/NCR if the training is related to a human resource project.

5. History and Forward

In the 'History and Forward' section, you can track the progress of the nomination form.

A - Application Form		B - Country Statement		Submission	Country Approval	History & Forward	Documents
<input checked="" type="button" value="Forward"/> <input type="button" value="Add a comment"/>							
				From/To Filter ALL			Action Filter ALL
From	To	Action	Comment	Time			
NLO		Modification	Modified	2010-05-05 21:36:29			
Counterpart	NLO	Submission		2010-05-05 21:29:44			
John, Smith	Counterpart	Submission		2010-05-05 21:20:22			
John, Smith		Modification	Modified	2010-05-05 20:33:52			
John, Smith		Draft	Drafted	2010-05-05 20:03:52			

You have the possibility to send an e-mail clicking on forward (same screen as when you submit the nomination)

Profile		Nomination Form	Submission	Country Approval	History & Forward	Documents
<input checked="" type="button" value="Forward"/> <input type="button" value="Add a comment"/>						
		From/To Filter ALL				Action Filter ALL
From	To	Action	Comment	Time		
BARRIONUEVO		Acknowledgement	Nomination acknowledged into the event RLA6061/005 by the IAEA	2011-09-02		

You can send an e-mail to a registered person who needs to take action and you have 2 possibilities to Cc. the e-mail: either you search the person using the magnifying glass (in that case the person is registered and will be able to go to InTouch through the link provided in the e-mail) or you can use the free text Cc. for non-registered InTouch user (in that case the person will only see the information in the e-mail and will not have access to InTouch).

Profile Nomination Form Submission Country Approval **History & Forward** Documents

Send Cancel

To: [Search Icon] [Magnifying Glass Icon]

Cc: [Search Icon] [Magnifying Glass Icon]

Show free text Cc for non-registered InTouch user

Font Name S... A

Upload Attachments

Send to a registered person who need to take action

Cc. to a registered person who is able to click on the link to InTouch

Cc. to a non-registered InTouch user who will not be able to click of the link to InTouch

If you enter a free text Cc., please make sure that you upload the nomination form or other documents as PDF to that e-mail, using “Upload Attachments”, as this person will not have access to InTouch.

Profile Nomination Form Submission Country Approval **History & Forward** Documents

Send Cancel

To: [Search Icon] [Magnifying Glass Icon]

Cc: [Search Icon] [Magnifying Glass Icon]

Hide free text Cc for non-registered InTouch user

Font Name S... A

Upload Attachments

Free text Cc. entry. No access to InTouch

Please do not forget to upload the nomination form, so that the non-registered InTouch user can see it.

Upload Files

Attach documents:

✕ Remove

Document #1

Document Name:

Document Type:

Description:

Remarks:

File:

6. Documents

In 'Documents', you can review (and/or upload more) signed nomination forms that are needed before the approval of the online nomination form, and other documents, such as medical and language certificates, BSITF/ASITF and confidentiality agreements.

Profile	A - Application Form	B - Country Statement	Submission	Country Approval	History & Forward	Documents
---------	----------------------	-----------------------	------------	------------------	-------------------	-----------

Application Attachments + Upload Application Attachments								
	Document Name	Type	Description	Remarks	Created By	Created On	Updated By	Updated On
	Signed copy of supervisor	Signed Application Form			CN-CHENC	2010-09-21	CN-CHENC	2010-09-21

Personnel Files + Upload Personnel Files								
	Document Name	Type	Description	Remarks	Created By	Created On	Updated By	Updated On
	Language Certificate	Language Certificate			CN-CHENC	2010-09-21	CN-CHENC	2010-09-21
	MedicalReport.pdf	Medical Certificate			CN-CHENC	2010-09-21	CN-CHENC	2010-09-21

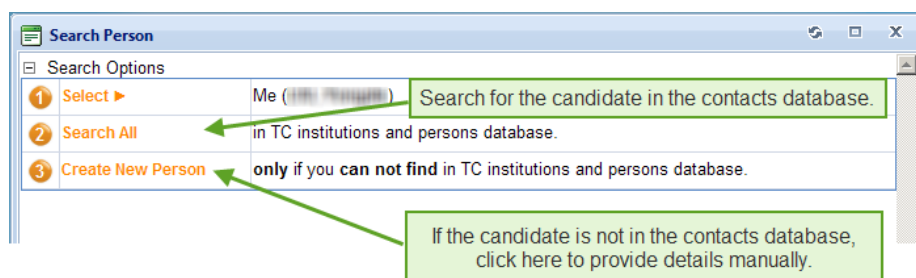
B. Submitting a Nomination Form for a Candidate

As a Counterpart, National Liaison Officer/Assistant or National Coordinator, you can submit nomination forms for other candidates, in case the applicant cannot do it by herself/himself. When you click 'Apply for Training Course/Meeting or for Fellowship/Scientific Visit', you will see that there is no candidate selected for the nomination form.

Training Course Nomination (New)

<== Please click here to select a candidate!

When you click on the magnifying glass, you will see the screen below where you can select an existing candidate or create a new one.



If the person has not been involved with TC before, then click on “Create New Person” and enter the profile and nomination form in the name of the candidate.

C. Status of Nominations

You can follow the status of the nominations using different tools:

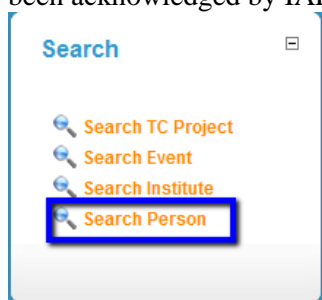
- Within the nomination form itself under “History and Forward” - see Chapter 5 above
- Within your inbox (for the applications that were sent to your e-mail) or within ‘Country Application Inbox (for all applications submitted in your country – only available for NLO/NLA/NCR and Permanent Mission) - see Chapter 4 above
- Using “Search Applications” (only available for NLO/NLA/NCR and Permanent Mission)

My Actions

My Inbox: 6
 My Draft: 1
 My Outbox: 13
 My Latest Activities (last 7 days): 4

Country Application Inbox: 5
 Search Applications
 Country Team

- Using the ‘person search’ at the bottom of ‘my InTouch’ (search for persons that have already been acknowledged by IAEA or that have previous TC involvements):



Click ‘TC involvements’ and then the link in the ‘ref.number’ column.

Please note that all persons registered for TC Extranet (TC PRIDE, PCMF and TC Country Profile) can enter InTouch with the same login & password.