



Atoms for Peace

الوكالة الدولية للطاقة الذرية

国际原子能机构

International Atomic Energy Agency

Agence internationale de l'énergie atomique

Международное агентство по атомной энергии

Organismo Internacional de Energía Atómica

Vienna International Centre, PO Box 100, 1400 Vienna, Austria

Phone: (+43 1) 2600 • Fax: (+43 1) 26007

Email: Official.Mail@iaea.org • Internet: <http://www.iaea.org>

In reply please refer to: **L2-TM-50748**

Dial directly to extension: (+431) 2600-26739

The Secretariat of the International Atomic Energy Agency (IAEA) presents its compliments to the Ministries of Foreign Affairs of the IAEA's Member States and has the honour to request that they draw the attention of the appropriate governmental authorities to the forthcoming **Technical Meeting to Prepare Guidance Documents for Capacity Building** to be held at the IAEA's Headquarters in Vienna, Austria, from **23 to 27 February 2015**.

The purpose of the meeting is to: (1) present and discuss the current status and perspectives of the IAEA's endeavours to assist Member States with their capacity building programmes in accordance with the IAEA Action Plan on Nuclear Safety; (2) present the IAEA's activities in all areas of capacity building; (3) present and discuss the current methodologies and peer review tools for capacity building; (4) pilot-test the newly developed methodology for knowledge management peer review missions as well as the self-assessment tool for national capacity building programmes; and (5) provide recommendations to the IAEA on further activities to support national capacity building programmes.

The attached Terms of Reference provide further details of the meeting.

The meeting will be held in English.

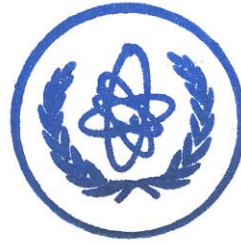
Member States are invited to nominate one or more participants for this meeting. Nominated participants should be involved in human resource development, education and training, and/or knowledge management. Those who are interested or involved in knowledge networks are also welcome to participate. Member 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 meeting. The IAEA has, however, limited funds at its disposal to help meet the cost of attendance of certain participants. Such assistance may be offered upon specific request to normally one participant per country provided that, in the IAEA's view, the participant on whose behalf assistance is requested will make an important contribution to the meeting. The application for financial support should be made at the time of nominating the participant.

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 meetings, workshops or training courses or for consultants. 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.

Nominations should be submitted through the established official channels not later than **12 January 2015** for the attention of the Scientific Secretary of the meeting, Mr Zoltan Pasztory, Department of Nuclear Energy, IAEA, Vienna International Centre, PO Box 100, 1400 Vienna, Austria (Tel.: +43 1 2600 26739; Email: Z.Pasztory@iaea.org). Nominations should also be copied to the Administrative Secretary for the meeting, Ms Rita Ogunfojuri (Email: R.Ogunfojuri@iaea.org). The full names and complete contact details (including postal address, telephone/fax numbers, and email address) of nominated participants should be provided.

The Secretariat of the International Atomic Energy Agency avails itself of this opportunity to assure the Ministries of Foreign Affairs of the IAEA's Member States of its highest consideration.



2014-12-16

Enclosures: Terms of Reference

Participation Form (Form A)