



*Atoms for Peace and Development*

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  
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In reply please refer to: **EVT2003637**  
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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 **Tenth Meeting of the Working Group on Radioactive Material Security** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **10 to 14 October 2022**.

The purpose of the event is to share information about IAEA activities on the security of radioactive material, and to explore technical topics related to regulatory challenges and lessons learned.

The attached Information Sheet provides further details of the event.

The event will be held in English.

Member States are invited to designate one or more participants 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 **15 July 2022** using the attached Participation Form (Form A). Completed and authorized Participation Forms should be sent either by email to: [Official.Mail@iaea.org](mailto: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, Ms Alessia Maria V. Rodriguez y Baena, Division of Nuclear Security, Department of Nuclear Safety and Security (Email: [A.Rodriguez@iaea.org](mailto:A.Rodriguez@iaea.org)), and to the Administrative Secretary, Ms Rosalia Fraga Pazos (Email: [R.Fraga-Pazos@iaea.org](mailto:R.Fraga-Pazos@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 the IAEA's Member States the assurances of its highest consideration.



2022-06-16

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



# **Tenth Meeting of the Working Group on Radioactive Material Security**

**IAEA Headquarters  
Vienna, Austria**

**10 - 14 October 2022**

**Ref. No.: EVT2003637**

## **Information Sheet**

### **Introduction**

The purpose of the Working Group on Radioactive Material Security (WGRMS) is to foster coordination, collaboration and communication among relevant stakeholders in order to optimize the delivery of IAEA assistance related to the protection and control of radioactive material, including radioactive sources, towards promoting and enhancing nuclear security worldwide. The WGRMS is a standing meeting open to all States to share information about activities related to the security of radioactive material, since the last meeting of the Working Group on Radioactive Source Security held in 2021.

### **Objectives**

The main objectives of the WGRMS are to:

- Identify, by consolidated opinion, approaches to enhance cooperation, coordination and communication between the IAEA and other stakeholders - including but not limited to donor States, beneficiary States, international organizations and other initiatives - in the field of radioactive material, including radioactive sources, protection and control;
- Serve as a forum for the exchange of information among various stakeholders on plans, programmes and technical solutions for improving the security of radioactive material, including radioactive sources, in order to optimize and inform the use of resources and to coordinate specific projects;

- Provide consolidated input for improved planning and delivery of IAEA assistance (under IAEA's Nuclear Security Plan inter alia) related to the security of radioactive material, including radioactive sources, which is commensurate with, and tailored to the needs of beneficiary countries; and
- Facilitate the exchange of good practices on enhancing safety and security synergies for the protection and control of radioactive material, including radioactive sources, throughout its life cycle.

## Target Audience

The meeting targets participants responsible for regulating the security of radioactive material and associated facilities, or responsible for implementing security measures at facilities where radioactive material is used or stored. In addition, participation of representatives from international and bilateral programmes promoting security of radioactive material and associated facilities as well as from radioactive sealed source producer associations is encouraged.

## 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 **15 July 2022**. 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.

Participants are hereby informed that the personal data they submit will be processed in line with the [Agency's Personal Data and Privacy Policy](#) and is collected solely for the purpose(s) of reviewing and assessing the application and to complete logistical arrangements where required.

## 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 **15 July 2022**.

## Venue

The event will be held at the Vienna International Centre (VIC) where the IAEA's Headquarters are located. Participants must make their own travel and accommodation arrangements.

General information on the VIC and other practical details, such as a list of hotels offering a reduced rate for IAEA participants, are listed on the following IAEA web page:

<https://www.iaea.org/events>.

Participants are advised to arrive at Checkpoint 1/Gate 1 of the VIC one hour before the start of the event on the first day in order to allow for timely registration. Participants will need to present an official photo identification document in order to be admitted to the VIC premises.

## Visas

Participants who require a visa to enter Austria should submit the necessary application to the nearest diplomatic or consular representative of Austria at least four weeks before they travel to Austria. Since Austria is a Schengen State, persons requiring a visa will have to apply for a Schengen visa. In States where Austria has no diplomatic mission, visas can be obtained from the consular authority of a Schengen Partner State representing Austria in the country in question.

# Organization

## Scientific Secretary

**Ms Alessia Maria V. Rodriguez y Baena**

Division of Nuclear Security  
Department of Nuclear Safety and Security  
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## Administrative Secretary

**Ms Rosalia Fraga Pazos**

Division of Nuclear Security  
Department of Nuclear Safety and Security  
International Atomic Energy Agency  
Vienna International Centre  
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AUSTRIA

Tel.: +43 1 2600 24550

Fax: +43 1 26007

Email: [R.Fraga-Pazos@iaea.org](mailto:R.Fraga-Pazos@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.

## Event Web Page

Please visit the following IAEA web page regularly for new information regarding this event:  
[www.iaea.org/events/EVT2003637](http://www.iaea.org/events/EVT2003637)

# Participation Form

## Tenth Meeting of the Working Group on Radioactive Material Security

IAEA Headquarters, Vienna, Austria

10 to 14 October 2022

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](mailto: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, Ms Alessia Maria V. Rodriguez y Baena, Division of Nuclear Security, Department of Nuclear Safety and Security (Email: [A.Rodriguez@iaea.org](mailto:A.Rodriguez@iaea.org)) and to the Administrative Secretary, Ms Rosalia Fraga Pazos, (Email: [R.Fraga-Pazos@iaea.org](mailto:R.Fraga-Pazos@iaea.org)).

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: 15 July 2022

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

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

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**4. Relevance of the event:**

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

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**5. Language ability:**

Enter your languages and your proficiency per Description.

Mother tongue:		Proficiency Description:
Language:	Proficiency:	
		<b>FLUENT (F):</b> Speak, read and write nearly as well as mother tongue
		<b>WORKING KNOWLEDGE (W):</b> Speak, read and write nearly as well as mother tongue Engage freely in discussions, read and write more complex material
		<b>LIMITED (L):</b> Limited conversation, reading of newspapers, routine correspondence

**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** \_\_\_\_\_

Participants are hereby informed that the personal data they submit will be processed in line with the [Agency's Personal Data and Privacy Policy](#) and is collected solely for the purpose(s) of reviewing and assessing the application and to complete logistical arrangements where required.



# Grant Application Form

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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](mailto: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, Ms Alessia Maria V. Rodriguez y Baena, Division of Nuclear Security, Department of Nuclear Safety and Security (Email: [A.Rodriguez@iaea.org](mailto:A.Rodriguez@iaea.org)) and to the Administrative Secretary, Ms Rosalia Fraga Pazos, (Email: [R.Fraga-Pazos@iaea.org](mailto:R.Fraga-Pazos@iaea.org)).

**Deadline for receipt by IAEA through official channels: 15 July 2022**

Family name(s): (same as in passport)	First name(s): (same as in passport)	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 attended	
			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

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