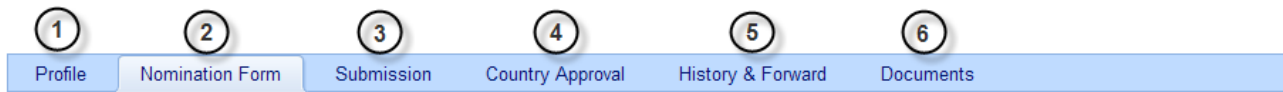


Applying for a Meeting or Training Course

Each nomination form comprises the following steps



1. 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 or 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. The candidate fills out the 'Nomination Form'

3. Once the candidate has filled out the nomination form with all required data (and assuming the profile page has all the data), he/she submits the nomination form to the Project Counterpart or National Liaison Officer/Coordinator.

4. 'Country Approval' is done by the National Liaison Officer/Coordinator. If the nomination is approved, the appropriate Programme Management officer is notified.

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

6. In this 'Documents' section 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.

Initiating a Nomination Form

Before starting filling out the nomination form, please make sure that you select the right type of event:



Meetings are events organized by the IAEA where a group of Experts and/or participants¹ come together to discuss, analyse and evaluate technical or managerial aspects of a TC project or programme. Meetings also serve as a venue for professional exchange and for developing recommendations in different fields related to the TC programme.

Training courses refer to a training event provided by the IAEA, in cooperation with the Member State(s), where knowledge or skills in a particular field is transferred from one group of individuals (lecturers) to another (participants).

¹Meeting participants may also include a formerly termed National Expert or Consultant. For more information on the various types of participants, consult [Definition of IAEA TC HR Development Types](#).

When you start filling out a nomination form, please note the different sections in the form

Nigeria Training Course Nomination (New)

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

1. Application Candidate

The screenshot shows a web form titled "Nomination Form" with a blue header. At the top left are "Save" and "Cancel" buttons. To the right is "2. Control changes to form" and "3. Progress Indicator" (a progress bar at 50%). The form fields include:

- Nomination Type:** Radio buttons for "Meeting" and "Training Course" (selected).
- Nominating Country:** A dropdown menu set to "Nigeria".
- TC Project:** A search box containing "RAF8044" and a link to "Radiation Processing for Human Health (AFRA IV-16)".
- Event:** A search box containing "RAF8044/006(Approved)" with a close button. Below it is a text area with "6" rows and the text: "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:** A dropdown menu set to "Fully Agency Financed".
- 7. Past work done by the nominee which is relevant to the event:** A section with a sub-header "5. Application Data" and a text area with "6" rows for "Upload Publication".
- 8. Other than the activities listed TC Involvement:** A section with a sub-header "5. Application Data" and a text area with "6" rows for listing IAEA activities.

- 1. Nomination Candidate:** At the top you see who the candidate for this nomination form is. Normally you would see your name in this section, but if you are a National Liaison Officer/Assistant or Regional Coordinator, you can select some other candidate and fill in a nomination form for him/her. Refer to the section below ‘The Role of the National Liaison Officer/Coordinator’ for more information.
- 2. Control changes to form:** There are buttons that you can use to either Save the changes that you made or ignore them (Cancel). When the form is displayed for viewing (read-mode), instead of having Save/Cancel buttons, you will see an Edit button that, when you click on it, will unlock the fields in the form for editing.
- 3. Progress Indicators:** In the top right corner there is a progress indicator. Every time you save the changes on the form, the progress indicator will be updated. When you fill out all of the necessary data for the form, the indicator will be at 100%.
- 4. Define Nomination:** In this area you define the type of nomination and you specify the TC Project that the meeting or training course is related to, as well as the related event. If the event has been published by the IAEA, you can find it by clicking on the magnifier. If the event has not been published by the IAEA, please enter the title of the course/meeting in the text box below the magnifier.
- 5. Nomination Data:** This area contains questions related to the nomination form. You will find more information about them in another section in this document.

Event Type and Nominating Country

First you have to provide the basic details about the nomination form such as a) the nomination type, b) the nominating country, c) TC project under which the meeting/training course will take place, d) a related event and e) the type of financial support. Once you fill in these fields, you can already click the Save button and your nomination will be saved in Draft mode.

You do not have to fill in all the information in this section immediately, you can fill it or update it later on if you want.

After you fill in some information, and you click ‘Save’ at this point, you will see that the form will look similar to the one on the screen below.

Visible after you save the form

Note that now we have a new section above the form, in which we can see various information related to the form. By default we are in ‘Nomination form’ and in later sections we will see how the other tabs work as well. Please also note that after clicking the Save button, the Progress indicator was updated.

1. Description of Work & Previous Involvement

In this section you fill in information about the type of work that you have been doing in the last 3 years. If you want, you can prepare a document with a list of your published work and attach it in this section. You should also list information about any previous involvement with the IAEA.

The screens should be taken from the same event – either meeting or training course, as it is confusing to jump from one to the other. It is perhaps better to choose a training course from the beginning, as additional questions are asked

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

[+ Upload Publication](#) ← You can use this to upload a document that lists your published work

6 editor rows (max. 4000 characters)

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)

← Only visible in Training Course application

How is the Government going to make use of the training received by the candidate at the course?

6 editor rows (max. 2000 characters)

By clicking on ‘TC involvement’ you can choose from a list of your previous TC involvements automatically detected by the system. Please add any additional involvements not mentioned in this list, such as participation in a coordinated research projects or IAEA consultancy. In the case of a Training Course, additional information regarding the use of the training to the government has to be entered.

2. Finalizing your nomination form

If you completed all of the form fields in the nomination form and click the Save button, you should see that the progress indicator is at 100%. Once the form is 100% complete, you can move on to submitting the form for review.

Nigeria Training Course Nomination (Drafted on 2010-09-28)

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

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

Save Cancel

100%

3. Form Submission to Project Counterpart

Once you completed the nomination form, you click on the submission tab to submit your nomination form to the Project Counterpart.

🔍 Nigeria Meeting Nomination #146 (Drafted on 2010-12-09) 📄 🗑️ 📧

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

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 Meeting 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

(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.)

To submit your Nomination form you should click the ‘Submit to Project Counterpart’ button. Once you click the button you should see the Search Person form allowing you to choose the Project Counterpart via the “Select” button.

🔍 Nigeria Meeting Nomination #146 (Drafted on 2010-12-09) 📄 🗑️ 📧

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

Profile

Search Person

Search Options

	Person Name	Institute	Location	Country
Select ▶	 Ahmadu Bello University (ABU) Centre for Energy Research and Training (CERT) P.M.B. 1014 Zaria 810006 Nigeria	 Centre for Energy Research and Training (CERT), Ahmadu Bello University (ABU) (T004874)	Zaria	 Nigeria
Select ▶	 Director General/CEO Nigeria Atomic Energy Commission Commission 9 Kwame Nkrumah Crescent, Asokoro P.M.B. 646 Garki Abuja FCT Nigeria	 Nigeria Atomic Energy Commission (T014345)	Abuja	 Nigeria

After you chose a Project Counterpart you can enter a message.

🔍 **Nigeria Meeting Nomination #146 (Drafted on 2010-12-09)** 📄 📧 📎

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

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 Meeting 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;

I agree & submit this application Cancel **3**

To: 🔍 **1**

Cc: 🔍

 B *I* U **abe** Arial S... A

Dear Project Counterpart,

Please find enclosed my Nomination Form for your consideration. **2**

Sincerely,

John Smith

From	To	Action	Comment	Time
SMITH, John		Draft	Drafted	2010-12-09 09:14:33

Once you submitted the nomination form, the Project Counterpart will be able to review it and based on the provided information forward it the respective NLO or send it back to the candidate for further editing.

4. The role of the Project Counterpart

If you are a Project Counterpart and there are nominations that have been submitted to you, they will appear in your inbox. After you open the nomination form using the links in the Inbox, you have the possibility to make changes to the form yourself or you can use the forward feature in the 'History & Forward' tab to send the nomination back to the candidate for changes.



Once the form is ready for submission, click on 'Submit to National Liaison Officer/Coordinator'. *(Please note: Submit to Project Counterpart is disabled because you are already the Project Counterpart)*

Profile	Nomination Form	Submission	Country Approval	History & Forward	Documents
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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%

<input type="button" value="Submit to Project Counterpart"/> <p>(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.)</p>	<input type="button" value="Submit to National Liaison Officer/Coordinator"/> <p>(Click here to submit this application to the National Liaison Officer/Coordinator to approve and send further to the IAEA.)</p>
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Once you click the submit button, you will get this form to submit the nomination to the National Liaison officer.

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;

I agree & submit this application
 ✕ Cancel

3

Submit

1

Select a Project Counterpart

←

To:

Cc:

ABC
B I U abc
Font Name
S...
A

2

Enter message for Project Counterpart

From	To	Action	Comment	Time
IAEA (TCPC)		Draft	Drafted	2010-10-22 14:56:56

After you open the nomination form using the links in the Inbox, you have the possibility to make changes to the form yourself or you can use the forward feature in the 'History & Forward' tab to send the nomination form back to the candidate for changes.

Country Inbox

Click here to open application

ID	Type	Reference	Candidate	Status	On	Form	PartB			
#126	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 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	SMITH, John Addenbrooke's NHS Trust Hills Road CB2 2QQ Lagos CB2 2QQ Nigeria Tel: 01223 216472 E-mail: john.smith.intouch@gmail.com View Profile TC Involvement	Submitted to NLO	2010-09-29	100%				

Once you think that the nomination is complete and ready for further processing, you can use the Country Approval tab that looks like on the image below to either approve or reject 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
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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

Click here to approve this application and send to the IAEA.

Reject

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

If you approve the nomination form, you will be redirected to the ‘History & Forward’ tab where you can approve and send the nomination to the IAEA Programme Management Officer.

The screenshot shows a web interface with a navigation bar at the top containing tabs: Profile, Nomination Form, Submission, Country Approval, History & Forward (selected), and Documents. Below the navigation bar, the heading reads "The nominating authority gives the following assurances:". A list of five bullet points follows, detailing the assurances provided by the nominating authority. Below the list is a button labeled "I Approve & Submit this Application to IAEA" with a green checkmark icon and a "Cancel" button. Below the button are "To:" and "Cc:" fields with search icons. A green box highlights the "To:" field with the text "PMO of this project will receive application" and an arrow pointing to the search icon. At the bottom, there is a rich text editor toolbar with various icons and a large empty text area.

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 Cancel

To: [Search] PMO of this project will receive application

Cc: [Search]

ABC [Rich Text Editor Icons] Font Name S... A [Rich Text Editor Icons]