Using InTouch+

InTouch+ is an online facility serving prospective meeting participants, nominators and approvers from the IAEA's Member States. InTouch+ is the improved and expanded successor to the Technical Cooperation Department's InTouch platform.

After registering on NUCLEUS, prospective meeting participants may apply through InTouch+to attend IAEA meetings, training courses, fellowships, scientific visits or other TC events. Project counterparts and country-level approval authorities (National Liaison Officers, Assistants, National Coordinators for Regional Projects) may use InTouch+ to review and approve nomination requests for TC events. An important new feature of InTouch+ is that it may be used for approving nominations for events under the IAEA's Regular Programme. National atomic energy authorities, permanent missions and foreign affairs ministries interested in using this facility should write to **InTouchPlus.Contact-Point@iaea.org**.

Overview 2
Before you start 3
Opening InTouch+ 4
Creating and managing your InTouch+ profile 5
Adding or changing an institute 6
Viewing your applications and their status 7
Creating a new application 8
Viewing your past participation 11
Endorsing applications (project counterparts) 12
Approving applications (country-level authorities) 14
Frequently asked questions 16

Overview

InTouch+ is a facility on the IAEA's NUCLEUS platform. Hence, every user of InTouch+ must be a registered NUCLEUS user.

There are three kinds of InTouch+ user:

Participants: Every InTouch+ user is a prospective event participant. Using InTouch+ a participant may view available IAEA events and submit requests to attend one or more events. Each request will include profile information. The participant enters some of this profile information in InTouch+ and some on the IAEA's recruitment platform. Once entered, this profile information will be available for every request the participant makes. The participant can update this information whenever necessary.

Project counterparts* are responsible for the overall management and implementation of a TC project in their country. They conduct the first-level review of participant requests in InTouch+ and endorse the requests for country-level approval.

Country approvers approve nomination requests on behalf of their country. Country approvers may be designated national liaison officers*, national liaison assistants, national coordinators, designated members of national atomic energy agencies, permanent missions or ministries of foreign affairs.

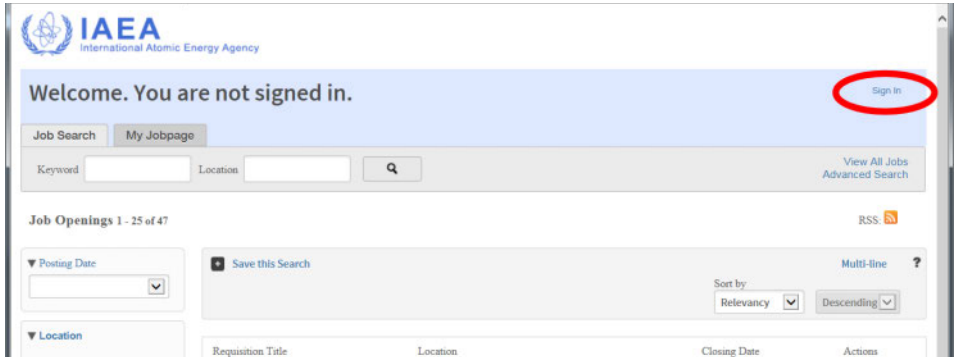
All these users perform their roles – application, endorsement, approval – using different tabs within InTouch+.

*For more information on the roles of project counterparts and national liaison officers please see **https://www.iaea.org/technicalcooperation/programme/Prog-Man/Roles/index.html**

Before you start

If you are a completely new user, go to **https://nucleus.iaea.org** and click **Register**. You will be taken to the NUCLEUS registration page, where you may create your NUCLEUS account. This registration will serve for all NUCLEUS applications, including InTouch+:

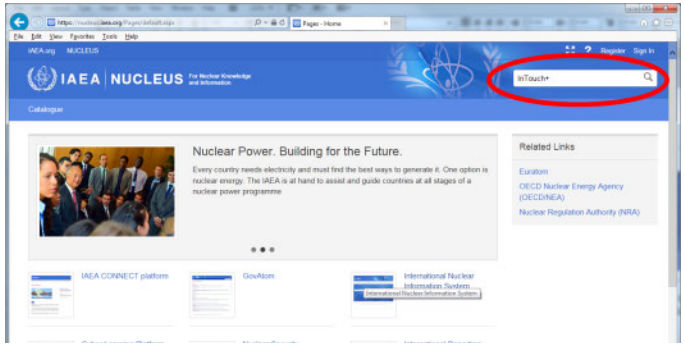
Next, if you have not already done so, go to the IAEA's recruitment platform at **https://iaea.taleo.net/careersection/ex/jobsearch.ftl** and create your recruitment profile:

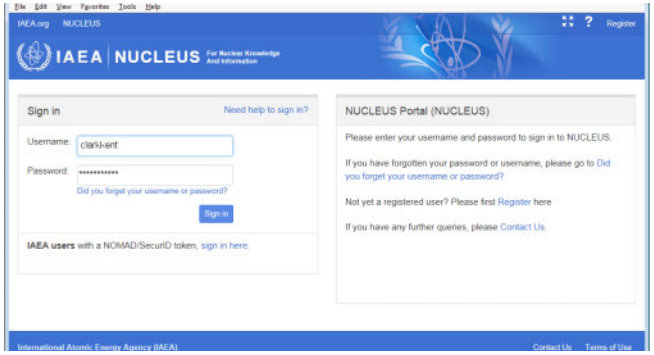


N.B. Please make sure you provide the **same email address** in both registrations. This will enable your InTouch+ profile to synchronize with your recruitment profile.

Opening InTouch+

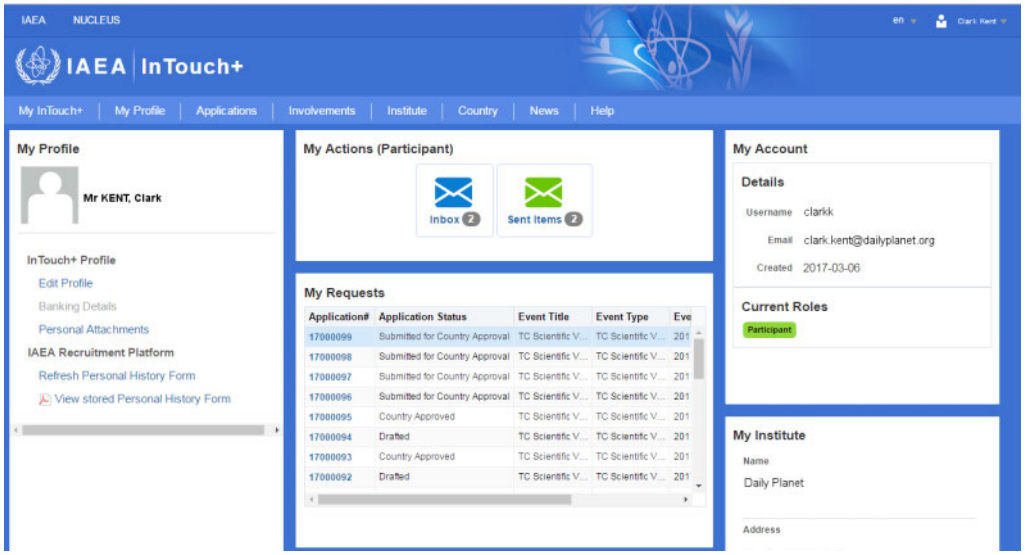
Go to **https://nucleus.iaea.org,** enter **InTouch+** in the search field and press **Enter**. You will be taken to a sign-in page. Enter the username and password you chose when you registered for NUCLEUS, then click the **Sign in** button:





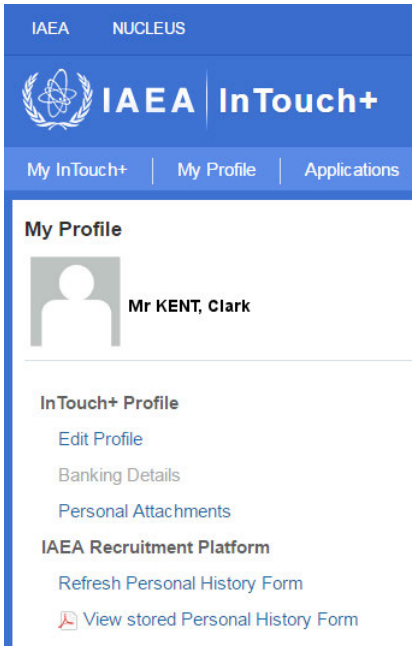
The **My InTouch+** page will open. From here you can

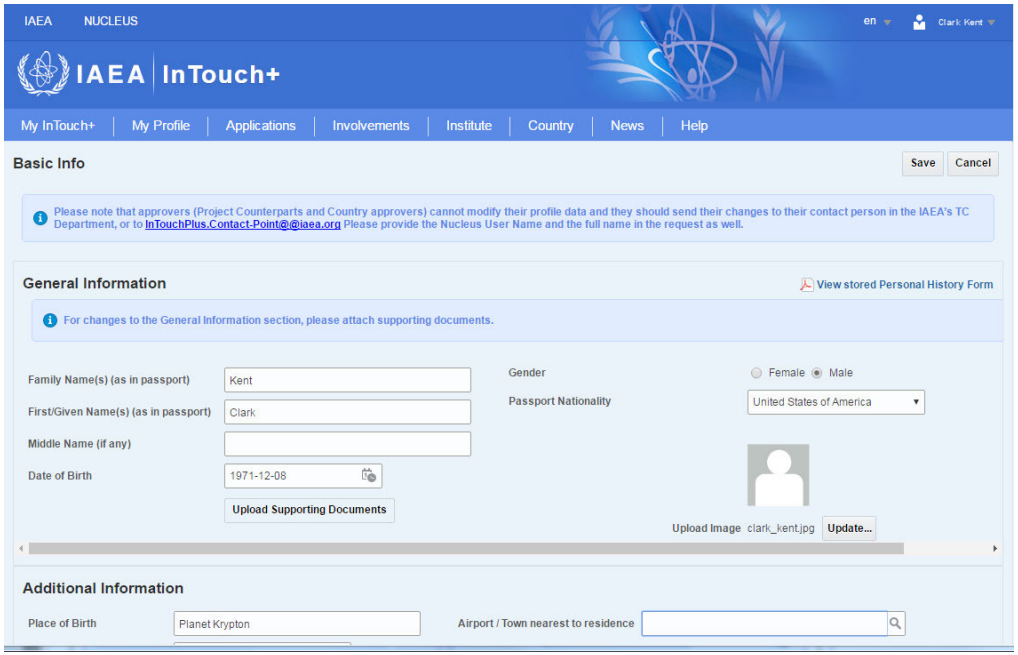
- Create and manage your InTouch+ profile
- Link your InTouch+ profile with your recruitment profile
- Link to your home institute
- Apply to attend an IAEA event
- View your event applications
- View your mailbox
- View your involvements
- Endorse an application (if you are a project counterpart)
- Approve an application (if you are a country approver)
- Change your language setting (in the top right-hand corner): InTouch+ is in English, French and Spanish



Creating and managing your InTouch+ profile

On the upper left-hand side of your **My Profile** page click **Edit Profile**. This will open your profile for editing:



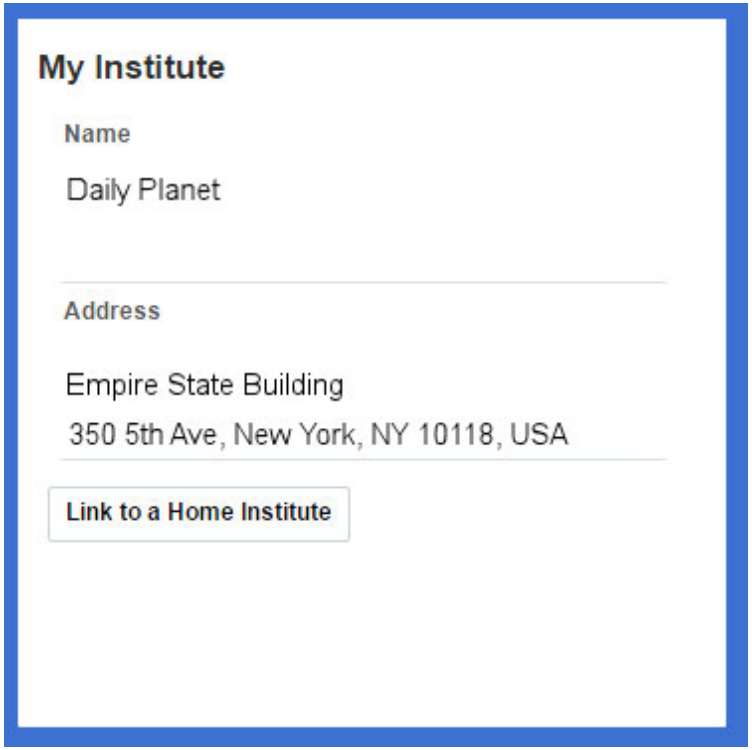


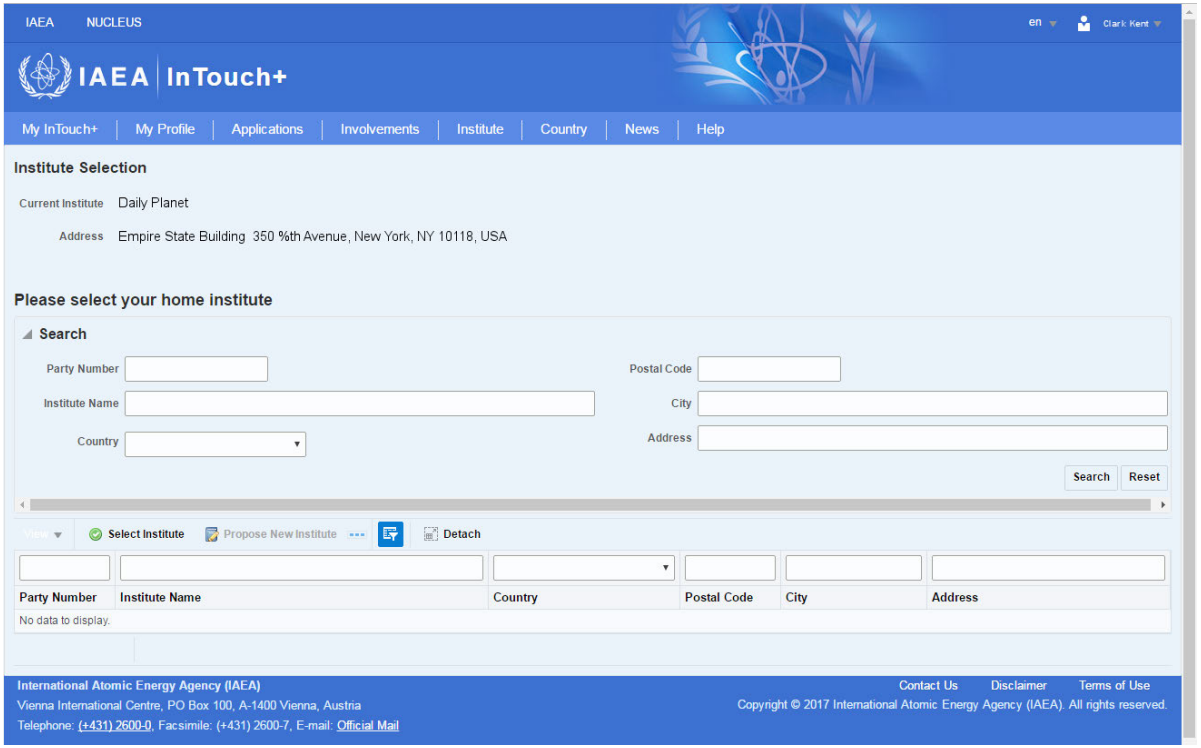
Enter your basic personal details, including your home address, passport details, correspondence email and health and radiation-related information. The email address must be the same as the email address you entered in your recruitment profile. All communication from InTouch+ relating to your applications will be sent to this address. It is also recommended that you keep your Health and Radiation related data up-to-date: please upload any related attachments such as medical certificates and your occupational exposure history. When you have completed your entries, click the **Save** button.

Some of the data in your InTouch+ profile is drawn from your recruitment profile. To ensure that your InTouch+ profile is up-to-date with any changes you have made to your recruitment profile, click the **Refresh Personal History Form** on the upper left-hand side of your **My Profile** page. To see your recruitment profile, click **View stored Personal History Form**.

Adding or changing an institute

InTouch+ allows you to be associated with one organization or institute which you may be representing at an IAEA event. (You may attend events associated with your country of nationality or with the country of your institute.) The institute is shown in the **My Institute** panel on the lower right-hand side of your **My Profile** page. If you wish to enter a new institute or change an existing one, click **Link to a Home Institute**. This will open the **Institute Selection** page:

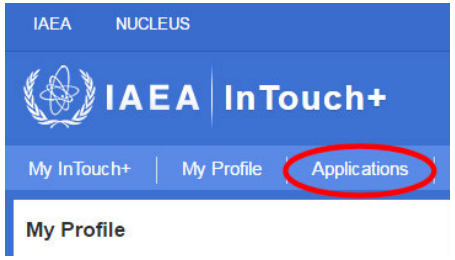




Here you can search for and select the institute, which must already be listed in InTouch+. If your institution is not listed, you may request that it be added by clicking **Propose New Institute** and entering the necessary details.

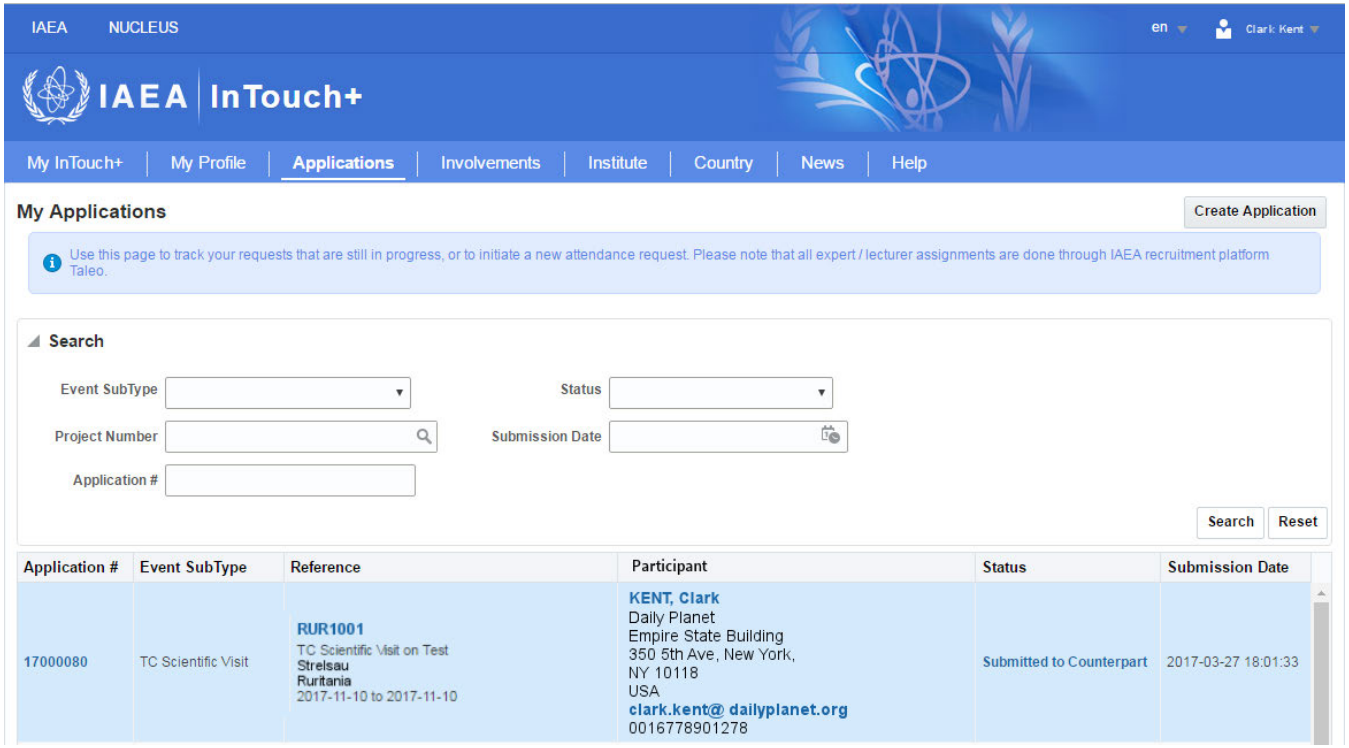
Viewing your applications and their status

Click the **Applications** link on My InTouch+. This will open the **My Applications** page, where you will see a list of all the IAEA events in which you have applied to participate and the current status of each application. If you have many applications listed, you may search for a particular application using the criteria in the **Search** area.



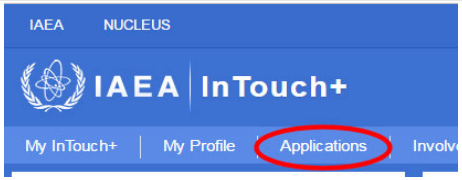
Each listed application contains hyperlinks which you may click for more details:

- **Application #:** Click to open your nomination request. Once submitted, this information cannot be edited. 'History and Forward' shows the progress of your nomination request. The 'Documents' tab shows profile-related documents you have uploaded, as well as application-related documents. Here you will also find event-related documents such as the terms of reference, announcements for abstracts and visa information letters, as well as information specific to your application, such as an offer letter.
- **Reference**: click for information about the TC Project, the IAEA staff and the project counterparts involved in this project.
- **Participant**: click to open your Personal History Form.
- **Status**: click to see details of the approval flow of this nomination request.

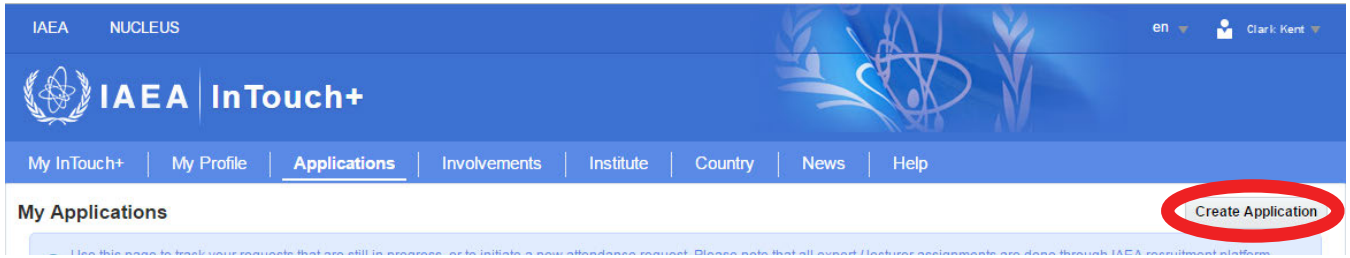


Creating a new application

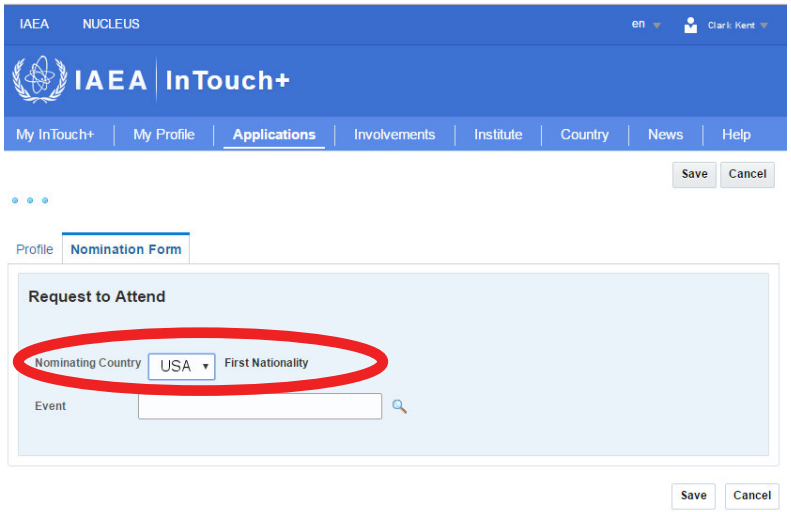
In **My InTouch+** click the **Applications** link.



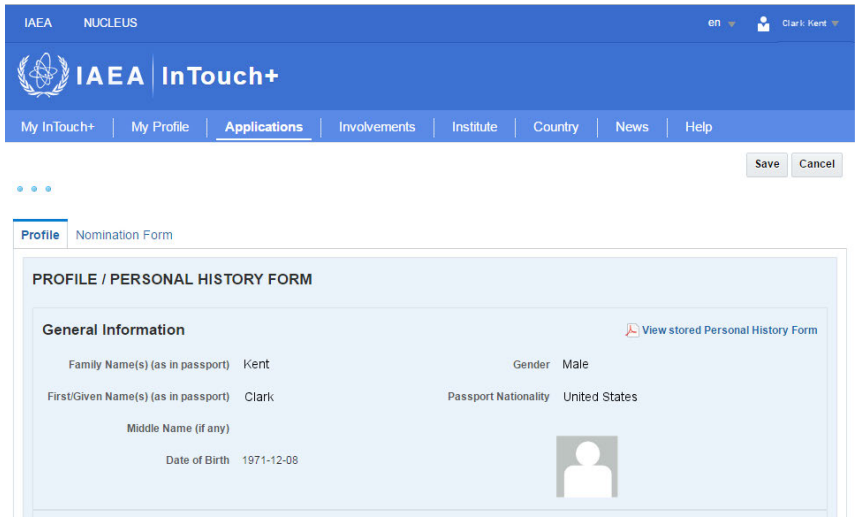
This will open the **My Applications** page. Now click the **Create Application** button on the upper right-hand side of the screen.



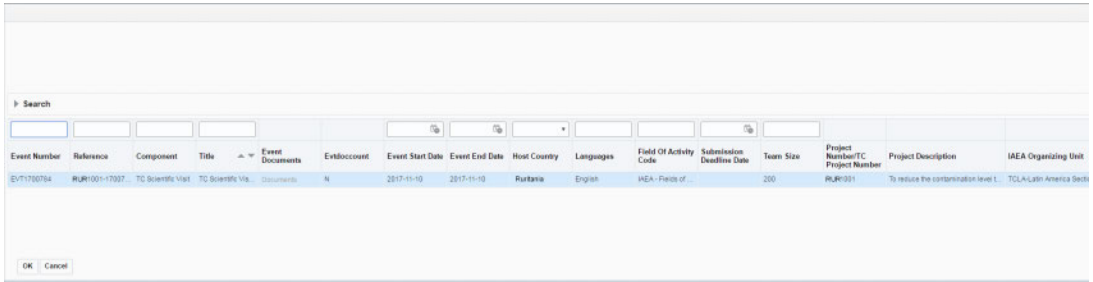
A nomination form will open. Here you should first select the nominating country for which you will be attending the event. This may be your country of nationality or the country of your institute. The events you may apply for will be governed by this selection.

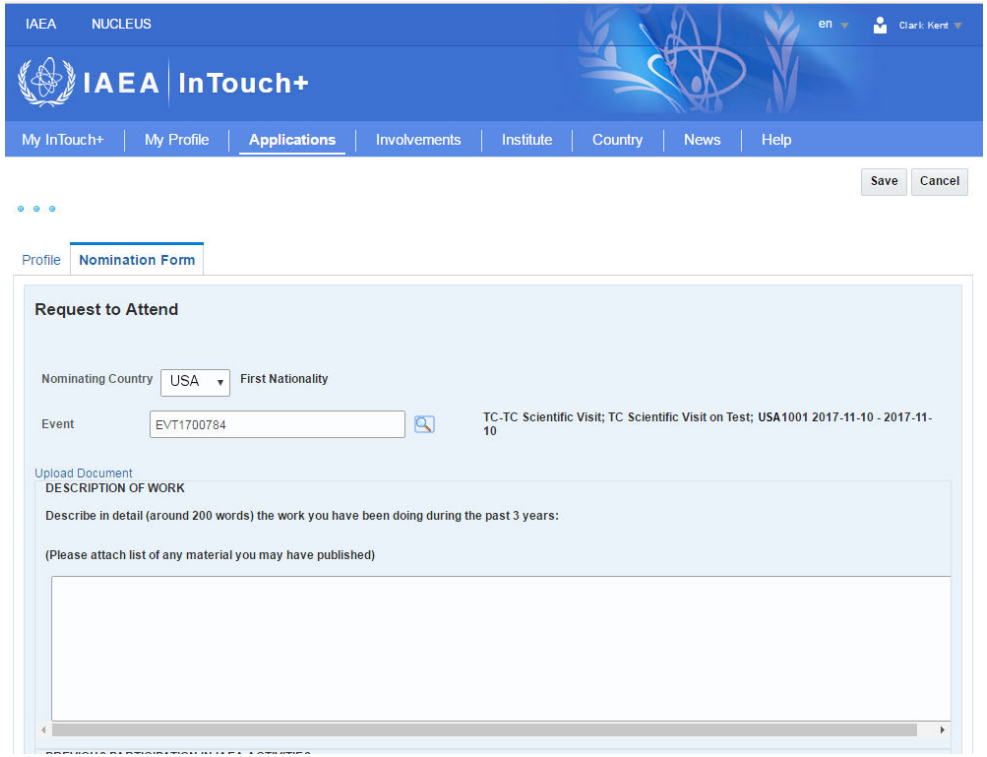


At this point you may also wish to check the profile being submitted with this application. You may see this by clicking open the **Profile** tab; note that the information shown in this tab may not be changed here. If you wish to change your profile, go back to the **My Profile** screen and follow the directions in page 5 of this guide.

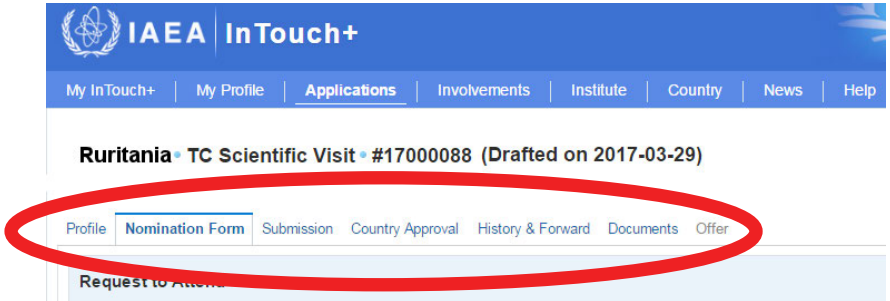


Having selected your nominating country, you should now choose the events relating to that country. In the nomination form, click the magnifying glass to the right of the **Event** field. This will produce a list of available events. If there are many entries, you may search for the one that interests you by entering search criteria in the available field. Having found the event you wish to apply for, select it by clicking on its row. Then click **OK**.



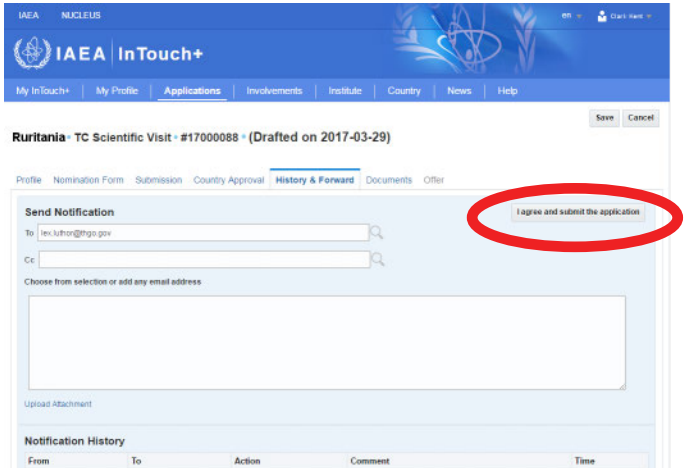


You will now be presented with a **Request to Attend** form. Complete all the fields in this form. If appropriate, you may attach supporting documents by clicking the **Upload Document** link. When you have completed your entries, click the **Save** button.



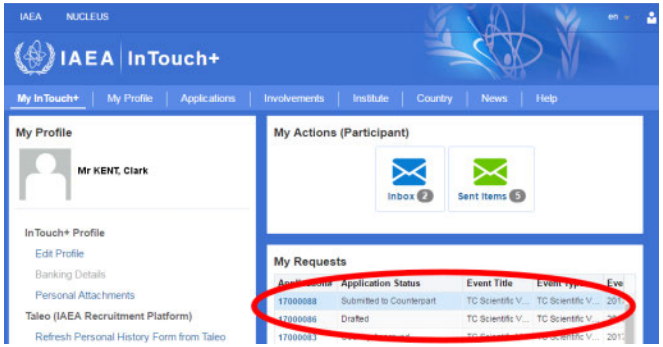
You will notice that a number of new tabs have appeared on the **Nomination Form** page. Click the **Submission** tab.

If this application is for a fellowship or scientific visit, indicate whether supervisor approval has been obtained, by entering a check (tick) in the appropriate box and typing in the supervisor's name. When you are ready to submit, click **Submit to Project Counterpart**. (If no project counterpart exists, the **Submit to Project Counterpart** button will be greyed out, and you should click the **Submit to National Liaison Officer/Coordinator** button to request immediate country-level approval.)



Complete your submission by sending a notification to the project counterpart. Their email address will be entered by default. If necessary you may change this and/or add further addressees. Now click the button labelled **I agree and submit the application**.

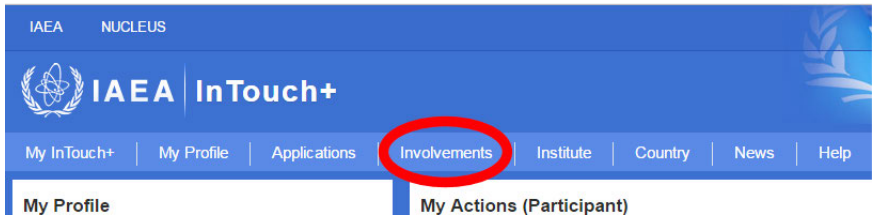
The counterpart will check the application and submit the form through InTouch+ to the National Liaison Officer for approval.

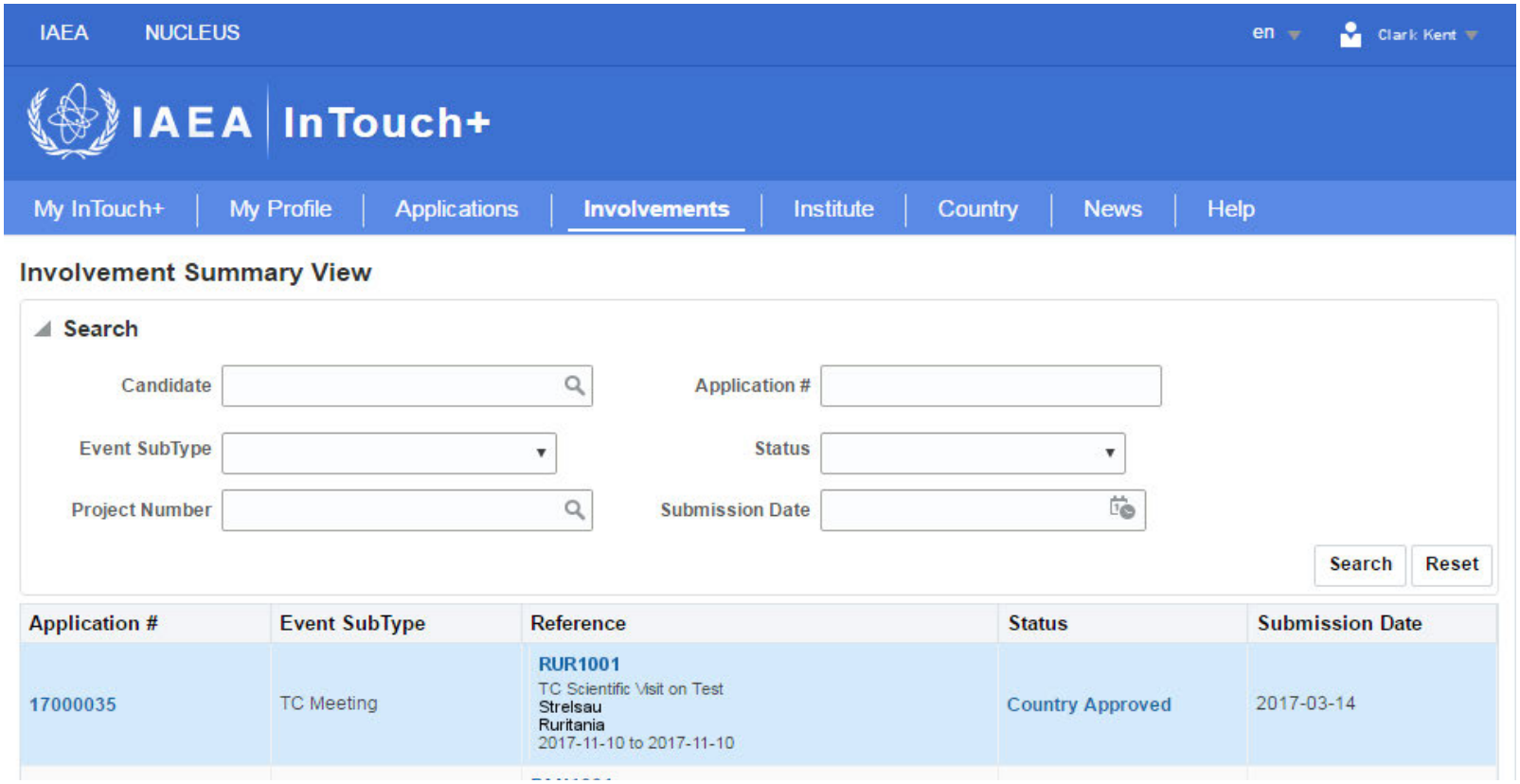


The application will be listed on your **My InTouch+** page in the section headed **My Requests**.

Viewing your past participation

By clicking open the **Involvements** tab you can see a list of all the IAEA events which you have attended in the past.

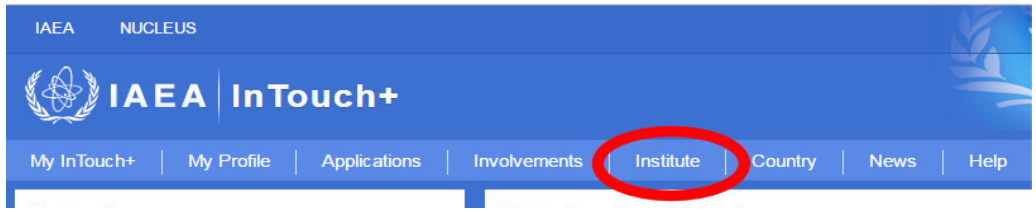




If many events are shown, you may filter the list by entering search criteria in any of the six fields on the page and clicking **Search**.

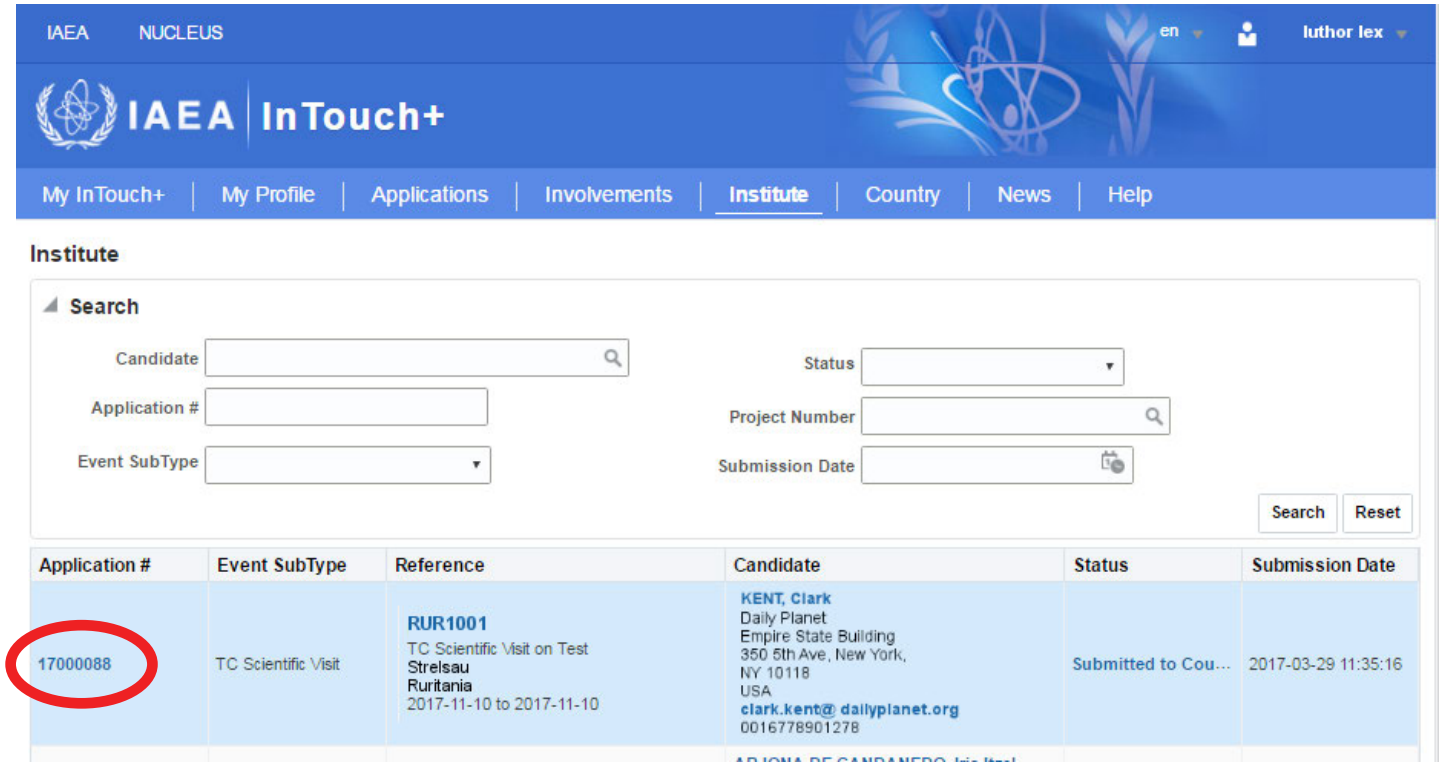
Endorsing applications (project counterparts)

Project counterparts are notified by email that their endorsement is required. The counterpart will find the relevant application by going to the **Institute** page:

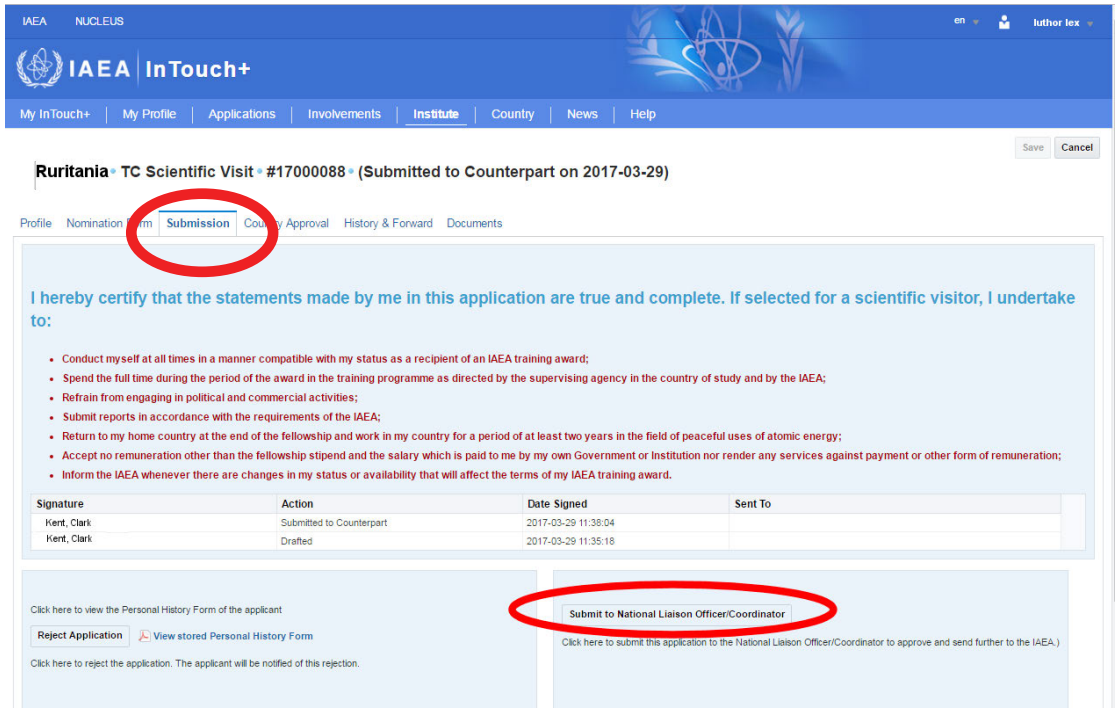


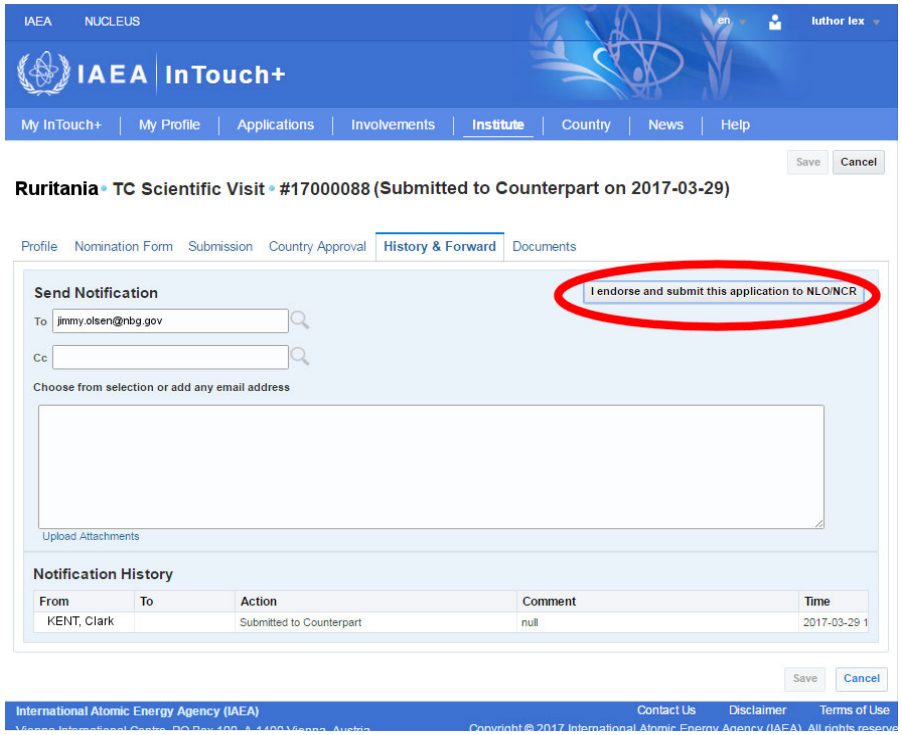
If there are many entries, you may search for the one that interests you by entering search criteria in the available field.

Open the application by clicking on the hyperlinked number in the **Application #** column.



Click the **Submission** tab and check the submission details. You may endorse the request by clicking the **Submit to National Liaison Officer/Coordinator** button.

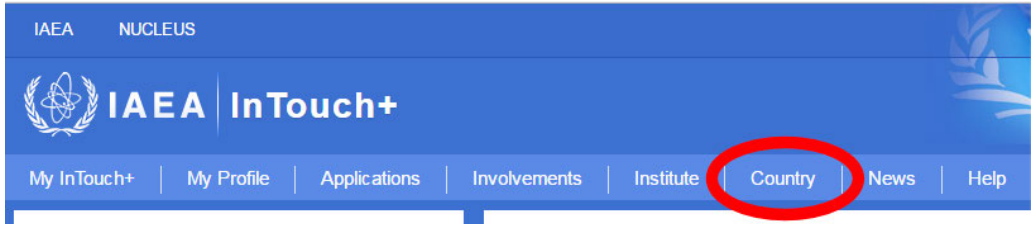




Complete the endorsement by sending a notification to the country authority. Their email address will be entered by default. If necessary you may change this and/or add further addressees. Now click the button labelled **I endorse and submit this application**.

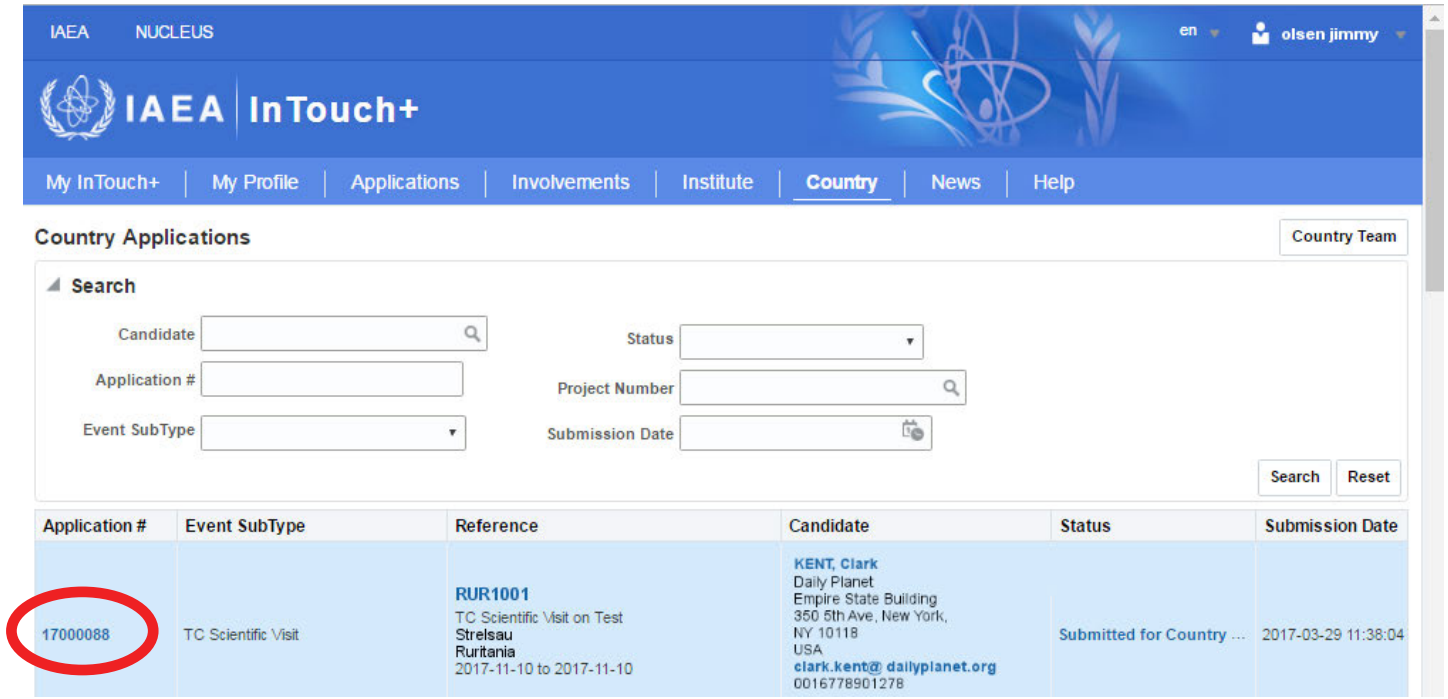
Approving applications (country-level authorities)

National Liaison Officers and other country-level authorities are notified by email that their approval is required. The authority will find the relevant application by going to the **Country** page:



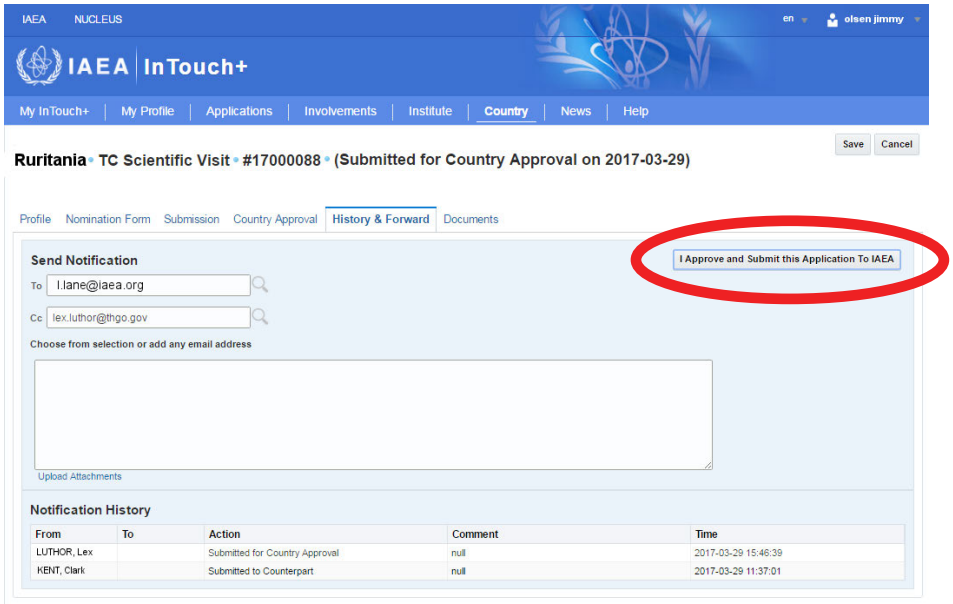
If there are many entries, you may search for the one that interests you by entering search criteria in the available field.

Open the application by clicking on the hyperlinked number in the **Application #** column.



Click the **Submission** tab to check the submission details.

To approve the request, click the **Country Approval** tab, then click the **Approve** button.



Complete the approval by sending a notification to the the IAEA Project Management Officer. Their email address will be entered by default. If necessary you may add further addressees in the Cc line, such as the participant or the project counterpart. Now click the button labelled **I approve and submit this application to IAEA**.

Frequently asked questions

What is a fellowship?

A Fellowship is specialized training for junior professionals. The training programme encompasses on-the-job training, long-term academic training, sandwich courses and e-learning. Fellowships normally last at least one month.

IAEA Fellowships can be awarded as part of a technical cooperation project or on an individual basis as a direct contribution to the manpower development of the country's atomic energy programme. They provide opportunities for the training of the necessary personnel to undertake the development of atomic energy applications for peaceful purposes in their own countries.

The application forms for fellowships must be submitted to the IAEA through governmental channels and priority is given to requests associated with projects of direct benefit to the Member States.

What is an IAEA training course?

These are training events 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). Course topics are closely aligned with the TC project work plan. The main purpose of this training is to bolster Member States' management and technical capacity.

There are three major types of training course: interregional, regional and national. Interregional courses train participants from two or more regions; regional, from one region; and national, from one Member State. Regional courses may be part of Cooperative Agreements (AFRA, ARCAL, ARASIA, and RCA) or other regional projects.

What is a scientific visit?

A scientific visit is a specialized programme for experienced professionals who hold a senior advisory or management position. Scientific visits usually last a maximum of two weeks, and take place in no more than two countries.

The application forms for scientific visits must be submitted to the IAEA through governmental channels. Priority is given to requests associated with projects of direct benefit to the Member States.

What is a meeting?

Meetings are events organized by the IAEA where experts and/or participants 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.

What are expert/lecturer assignments?

TC project personnel, who are funded from TC funds, may be employed as TC International Experts or as lecturers, depending on their functions.

International Experts (IEX) are individuals hired to provide advice, on-the-job training or technical analysis and offer recommendations towards achieving TC project objectives.

Lecturers are individuals hired to transfer technical knowledge and skills to training course participants.

To apply for an expert/lecturer assignment, register on the **IAEA's recruitment platform** and complete your profile under the Requisition Title "Expert/Lecturer Technical Cooperation Programme".

On which browsers can I use InTouch+?

InTouch+ should work on all current browsers. It has been tested on Internet Explorer version 11 and Google Chrome version 56.

I have a system issue or a question that isn't answered here

Please write to **InTouchPlus.Contact-Point@iaea.org**. If you are reporting a system issue, provide as much detail as possible, including your user name and any relevant application number. Please also include a screenshot of any error message you receive.