



**IAEA**

*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

Organismo Internacional de Energía Atómica

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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 **Leadership Academy for Nuclear Security** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **15 to 19 June 2020**.

The purpose of the event is to help build leadership skills among middle and senior managers working in the field of nuclear security.

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 **9 April 2020** 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, Mr Dmitry Nikonov, Division of Nuclear Security, Department of Nuclear Safety and Security (Email: [D.Nikonov@iaea.org](mailto:D.Nikonov@iaea.org)), and to the Administrative Secretary, Ms Lilla Hedervari (Email: [L.Hedervari@iaea.org](mailto:L.Hedervari@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 to the IAEA's Member States the assurances of its highest consideration.



2020-02-27

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



# **Leadership Academy for Nuclear Security**

**IAEA Headquarters  
Vienna, Austria**

**15–19 June 2020**

**Ref. No.: EVT1804403**

## **Information Sheet**

### **Introduction**

Leadership has been recognized by the IAEA and its Member States as one of the most important factors in both, safety and nuclear security. From the perspective of nuclear security, leadership is introduced as part of Essential Element 12: Sustaining a Nuclear Security Regime (Nuclear Security Series No. 20 Objective and Essential Elements of a State's Nuclear Security Regime).

The proposed Academy for leadership development in nuclear security is designed not only to identify leadership attributes, attitudes, and behaviour necessary for successful leaders develop and thrive, but also to offer:

- (a) current leaders – opportunities for consolidating and improving their existing set of leadership attributes, tools and methods for identifying and fostering future leaders; and
- (b) young leaders – opportunities to learn from their more experienced peers in order to become successful leaders in the future.

## Objectives

The objective of this Workshop is to bring together middle and senior managers from organizations with functions in nuclear security to help them further develop leadership behaviours in nuclear security. This will be achieved through a series of presentations from established leaders in nuclear security, through sharing experiences among the participants, case studies and exercises, and structured discussions.

## Target Audience

Mid- to senior-level managers working at nuclear or associated facilities or organizations, or in charge of nuclear and associated activities, as well as individuals enrolled in related succession programmes in their countries and organizations. Participants are expected to possess sufficient experience in nuclear security and understanding of nuclear security specificity, activities, systems and measures, and threats and risks.

## Working Language(s)

English

## Participation and Registration

All persons wishing to participate in the event have to be designated by an invited IAEA Member State, non-Member State, Entities or should be members of organizations that have been invited to attend.

In order to be designated by an invited IAEA Member State, non-Member State, Entities, 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 **9 April 2020**. 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.

Please note that the IAEA is in a transition phase to manage the entire registration process for all regular programme events electronically through the new InTouch+ (<https://intouchplus.iaea.org>) facility, which is the improved and expanded successor to the InTouch platform that has been used in recent years for the IAEA's technical cooperation events. Through InTouch+, prospective participants will be able to apply for events and submit all required documents online. National authorities will be able to use InTouch+ to review and approve these applications. Interested parties that would like to use this new facility should write to: [InTouchPlus.Contact-Point@iaea.org](mailto:InTouchPlus.Contact-Point@iaea.org).

## 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 **9 April 2020**.

## 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:

<http://www-pub.iaea.org/iaeaevents/GeneralInfo/Guide/VIC>.

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

### Mr Dmitriy Nikonov

Division of Nuclear Security  
Department of Nuclear Safety and Security  
International Atomic Energy Agency  
Vienna International Centre  
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1400 VIENNA  
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## Co-Scientific Secretary

### Mr Alexey Kazennov

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Email: [A.Kazennov@iaea.org](mailto:A.Kazennov@iaea.org)

## Administrative Secretaries

### Ms Lilla Hedervari

Division of Nuclear Security  
Department of Nuclear Safety and Security  
International Atomic Energy Agency  
Vienna International Centre  
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1400 VIENNA  
AUSTRIA

Tel.: +43 1 2600 21072

Fax: +43 1 26007

Email: [L.Hedervari@iaea.org](mailto:L.Hedervari@iaea.org)

Subsequent correspondence on scientific matters should be sent to the Scientific Secretaries and correspondence on other matters related to the event to the Administrative Secretary.

# Participation Form

## Leadership Academy for Nuclear Security

**IAEA Headquarters, Vienna, Austria**

**15–19 June 2020**

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 [D.Nikonov@iaea.org](mailto:D.Nikonov@iaea.org) and to the Administrative Secretary [L.Hedervari@iaea.org](mailto:L.Hedervari@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: 9 April 2020**

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	

**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:**

The designating authority confirms that the participant is proficient in the language in which the event is to be held.

☐ Yes

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



# Grant Application Form

## Leadership Academy for Nuclear Security

IAEA Headquarters, Vienna, Austria

15–19 June 2020

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 [D.Nikonov@iaea.org](mailto:D.Nikonov@iaea.org) and to the Administrative Secretary [L.Hedervari@iaea.org](mailto:L.Hedervari@iaea.org).

**Deadline for receipt by IAEA through official channels: 9 April 2020**

Family name: (e.g. Smith)	First name(s): (e.g. John)	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 worked 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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