Regional Training Course on the Economic Feasibility Analysis for Radiation Technology Projects

Hosted by

The Government of Viet Nam
through the
Vietnam Atomic Energy Agency (VAEA)
Hanoi, Viet Nam

10 to 14 August 2020

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Information Sheet

Purpose: The purpose of the event is to train participants on the application of relevant tools for financial and economic feasibility analysis and to teach via examples how to structure and perform feasibility analysis for selected investment projects.

Working Language(s): The working language of the event will be English.

Deadline for Nominations: 30 June 2020
**Background:**

The IAEA regional project RAS0080 is designed to support national nuclear institutions (NNIs) in Member States in developing their institutional capacities toward self-reliance and sustainability. It is becoming evident that a different management outlook and practice are required in order to transform the NNIs’ management, programmes and approaches, and to reshape and integrate the nuclear science and technology R&D programmes sustainably into the national developmental efforts. The R&D programmes of mature and potentially productive NNIs need to be adjusted for optimum sustainability and for the benefit of all parties concerned.

This goal can be achieved by designing into the NNIs’ R&D programmes (appropriately and in a timely manner) the requisite self-reliance elements and relevant interfaces with collaborating national stakeholders (including the industrial sector). Such an approach will eventually relieve the NNIs from total dependence on government funding and gradually transform the NNIs’ innovative potential into a viable input and contribution to the national socio-economic development.

Currently, many Member States with mature NNIs do not possess the required capacity to review critically and adjust the sustainability-related approach of their NNIs’ R&D programmes or the interface of these NNIs with other national stakeholders, including the industrial sector. There is an urgent need to support and advise Member States on how to overcome these shortcomings if their NNIs’ R&D programmes are to develop, e.g., a cost-effective bench to business (B2B) approach to research products and services from nuclear science and technology.

One of the important elements that needs to be in place is the ability to assess the socio-economic potentials of research products and services from nuclear science and technology. This is particularly true when partnership and cooperation with private / industrial sectors are being sought for.

**Scope and Nature:**

The workshop will focus on developing case studies of feasibility analysis of selected nuclear and radiation technology applications investment projects of NNIs. The meeting will use UNIDO’s COMFAR and IAEA’s EMPOWER software.

The meeting will include the following components:

(i) Training in financial and economic feasibility analysis;
(ii) Hands-on training of the tools COMFAR and EMPOWER;
(iii) Integration of COMFAR with EMPOWER

**Expected Output:**

(i) Personnel trained in financial and economic feasibility analysis in the region
(ii) Teaching materials and prototypes and case studies developed and available to be used by member states.

**Participation:**

The project invites participation of Member States with National Nuclear Institutions (NNIs) having concrete R & D & Innovation and technology transfer initiatives as well as concrete programmes toward attaining self-reliance and sustainability. Participation in this project should be personnel who require training in financial and economic feasibility analysis of radiation and nuclear projects requires the financial data for a case study to be collected prior to the meeting and some tools available to perform it. Participants will be required to have a laptop on which they have “administrator privilege” to install new software.
In the event that the training must be held remotely due to travel restrictions, participants should also have access to a good broadband network connection and be able to connect to meeting software such as Webex for the duration of the training workshop with a functioning microphone and speaker.

Participants’ Qualifications: Participants should be managers responsible for R&D programmes and product development in areas of nuclear and radiation applications, such as radiopharmaceuticals, mutation breeding, sterile insect technology, food safety, non-destructive testing and other relevant areas of industrial applications. The meeting will invite one selected participant per country. Participants should preferably have training or experience in finance or accounting, and project development. Participants should be members of the national team formed and endorsed by country’s relevant authority / NLO to participate in project RAS0080.

Target Countries: For this pilot case study, the meeting will invite participants from all countries participating in RAS0080 which already have expressed the need for training in financial and economic feasibility analysis methods and tools.

Application Procedure: Candidates wishing to apply for this event should follow the steps below:

1. Access the InTouch+ home page (https://intouchplus.iaea.org) using the candidate’s existing username and password. If the candidate is not a registered Nucleus user, she/he must create a Nucleus account (https://websso.iaea.org/IM/UserRegistrationPage.aspx) before proceeding with the event application process below.

2. On the InTouch+ platform, the candidate must:
   a. Finalize or update her/his personal details, provide sufficient information to establish the required qualifications regarding education, language skills and work experience (‘Profile’ tab) and upload relevant supporting documents;
   b. Search for the relevant technical cooperation event (EVT2002632) under the ‘My Eligible Events’ tab, answer the mandatory questions and lastly submit the application to the required authority.

NOTE: Completed applications need to be approved by the relevant national authority, i.e. the National Liaison Office, and submitted to the IAEA through the established official channels by the provided designation deadline.

For additional support on how to apply for an event, please refer to the InTouch+ Help page. Any issues or queries related to InTouch+ can be addressed to InTouchPlus.Contact-Point@iaea.org.

Should online application submission not be possible, candidates may download the nomination form for the training course from the IAEA website.

NOTE: A medical certificate signed by a registered medical practitioner dated not more than four months prior to starting date of the event must be submitted by candidates when applying for a) events with a duration exceeding one month, and/or b) all candidates over the age of 65 regardless of the event duration.
### Security Considerations:

It is recommended that participants complete the BSAFE online security awareness training prior to undertaking missions to UN duty stations. Access to the training can be found under the following link: https://training.dss.un.org/. The aim of the course is to educate participants on how best to avoid or minimize potential dangers and threats, and to show what individuals can do if they find themselves in insecure situations.

The IAEA will request the local organizer to transmit to the participants, upon their arrival at the duty station, any advice received from the United Nations Security Coordinator concerning the current security situation in the country.

### Administrative and Financial Arrangements:

Nominating authorities will be informed in due course of the names of the candidates who have been selected and will at that time be informed of the procedure to be followed with regard to administrative and financial matters.

Selected participants will receive an allowance from the IAEA sufficient to cover their costs of lodging, daily subsistence and miscellaneous expenses. They will also receive either a round-trip air ticket based on the most direct and economical route between the airport nearest their residence and the airport nearest the duty station through the IAEA’s travel agency American Express, or a travel grant, or they will be reimbursed travel by car/bus/train in accordance with IAEA rules for non-staff travel.

### Disclaimer of Liability

The organizers of the event do not accept liability for the payment of any cost or compensation that may arise from damage to or loss of personal property, or from illness, injury, disability or death of a participant while he/she is travelling to and from or attending the course, and it is clearly understood that each Government, in approving his/her participation, undertakes responsibility for such coverage. Governments would be well advised to take out insurance against these risks.

### Note for female participants

Any woman engaged by the IAEA for work or training should notify the IAEA on becoming aware that she is pregnant.

The Board of Governors of the IAEA approved new International Basic Safety Standards for Protection against Ionizing Radiation and for the Safety of Radiation Sources. The Standards deal specifically with the occupational exposure conditions of female workers by requiring, inter alia, that a female worker should, on becoming aware that she is pregnant, notify her employer in order that her working conditions may be modified, if necessary. This notification shall not be considered a reason to exclude her from work; however, her working conditions, with respect to occupational exposure shall be adapted with a view to ensuring that her embryo or foetus be afforded the same broad level of protection as required for members of the public.
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Subject: Regional Training Course on the Economic Feasibility Analysis for Radiation Technology Projects, Hanoi, Viet Nam, from 10 to 14 August 2020

Dear National Liaison Officer / National Coordinator,

I am pleased to inform you that the International Atomic Energy Agency (IAEA) is organizing the above event under the IAEA technical cooperation project RAS0080, “Promoting Self-Reliance and Sustainability of National Nuclear Institutions”.

The purpose of the event is to train participants on the application of relevant tools for financial and economic feasibility analysis and to teach via examples how to structure and perform feasibility analysis for selected investment projects.

The attached Information Sheet provides further details, including technical and administrative aspects of the event. Selection of participants will be in accordance with IAEA procedures. Member States are strongly encouraged to identify suitable women participants.

The IAEA will provide non-local participants with a round-trip air ticket based on the most direct and economical route between the airport nearest the participant’s residence and Hanoi. Travel details will be agreed with the participants upon receipt of their official nomination. Participants will also receive an allowance from the IAEA sufficient to cover their costs of lodging, daily subsistence and miscellaneous expenses for the duration of the event in line with IAEA rules and procedures.

We would appreciate receiving your country’s nominations by 30 June 2020 through the IAEA’s InTouch+ platform (https://Intouchplus.iaea.org). Should this not be possible, applicants may download the Nomination Form for the course from the IAEA’s webpage. Completed forms must be endorsed by the relevant government authority and may be sent to the IAEA, preferably by email to Official Mail - IAEA Mail address Official.Mail@iaea.org, with copy to Mr Syahril Syahril S.Syahril@iaea.org. Please be advised that late nominations or replacements of participants after the closing date for nominations will not be accepted.
We look forward to receiving your early response.

Yours sincerely,

Syahril Syahril
Programme Management Officer
Division for Asia and the Pacific
Department of Technical Cooperation

Enclosure: Information Sheet
**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.

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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](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.
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.
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.
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 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.