



Triennial Meeting of States' Points of Contact for the Incident and Trafficking Database

**IAEA Headquarters
Vienna, Austria**

1-3 October 2024

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Information Sheet

Introduction

Regular meetings of the designated national State Points of Contact (POC) for the Incident and Trafficking Database (ITDB) provide a forum for exchanging views and experiences on the prevention, detection and response to incidents of illicit trafficking, and other unauthorized activities involving nuclear and other radioactive material out of regulatory control. These meetings, held every three years, have become central in reviewing, developing and improving the activities of the ITDB. The meetings also serve as a forum for all participating States to share case studies of incidents reported to the ITDB and best practices for national activities relevant to the scope of the ITDB.

Objectives

The meeting will review: (i) the progress and activities of the ITDB over the period (2021-2023); (ii) incidents reported to the ITDB in this period and the outputs of the programme; and, (iii) the progress made on the outcomes of the previous POC meeting, held in April 2022. The meeting will also discuss future activities and direction of the ITDB for the period of 2024-2028. The outcomes of this meeting will be documented in a Chair's report that will be distributed to ITDB POCs and other participants of the meeting.

Target Audience

Member States are invited to designate their national POC(s) for the IAEA's ITDB. In lieu of the ITDB POC(s), for reasons of unavailability, Member States are invited to designate an official with national responsibilities for the coordination of information exchange on illicit trafficking events involving nuclear or other radioactive materials.

In addition to general preparations for the meeting, some participants, through mutual agreement, may be asked to contribute presentations on national experiences relevant to the ITDB issues addressed during the meeting. The IAEA will work closely in advance of the meeting with these participants, providing support where necessary to the development process.

Working Language

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 or invited organization, participants are requested to submit their application via the InTouch+ platform (<https://intouchplus.iaea.org>) to the competent national authority (Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) or organization for onward transmission to the IAEA by **9 August 2024**, following the registration procedure in InTouch+:

1. Access the InTouch+ platform (<https://intouchplus.iaea.org>):
 - Persons with an existing NUCLEUS account can sign in to the platform with their username and password;
 - Persons without an existing NUCLEUS account can register [here](#).
2. Once signed in, prospective participants can use the InTouch+ platform to:
 - Complete or update their personal details under 'Complete Profile' and upload the relevant supporting documents;
 - Search for the relevant event under the 'My Eligible Events' tab;
 - Select the Member State or invited organization they want to represent from the drop-down menu entitled 'Designating Authority' (if an invited organization is not listed, please contact InTouchPlus.Contact-Point@iaea.org);
 - If applicable, indicate whether financial support is requested and complete the relevant information (this is not applicable to participants from invited organizations);
 - Based on the data input, the InTouch+ platform will automatically generate the Participation Form (Form A) and/or the Grant Application Form (Form C);
 - Submit their application.

Once submitted through the InTouch+ platform, the application, together with the auto-generated form(s), will be transmitted automatically to the required authority for approval. If approved, the application, together with the applicable form(s), will automatically be sent to the IAEA through the online platform.

NOTE: The application for financial support should be made, together with the submission of the application, by **9 August 2024**.

For additional information on how to apply for an event, please refer to the [InTouch+ Help](#) page. Any other issues or queries related to InTouch+ can be sent to InTouchPlus.Contact-Point@iaea.org.

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. The IAEA may also use the contact details of Applicants to inform them of the IAEA's scientific and technical publications, or the latest employment opportunities and current open vacancies at the IAEA. These secondary purposes are consistent with the IAEA's mandate.

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, together with submission of the application, by **9 August 2024**.

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

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