

Title	Technical Training for Station Managers of IMS stations Operating under PCA contracts
Objectives	To provide Station Managers with an understanding of Operation and Maintenance activities in the scope of the Post Certification Activities contracts. To ensure proper level of knowledge in introduction of changes to the PCA contracts, PTS procurement process, mechanisms of Unscheduled Maintenance (USM) and logistical support, configuration change management process, and communication with the PTS through formalized reports.
Location	Vienna International Centre, Vienna, Austria
Dates	2 to 6 November 2026
Language	English
Point Of Contact	Capacity Building and Training Section (IDC/CBT) International Data Centre Division CTBTO Preparatory Commission Tel.: +43-1-26030-6147 Email: training@ctbto.org
Participants Profile	<p>Individuals with managerial and planning responsibility at certified IMS stations with PCA contracts where the PCA contracts require amendment or the new PCA contracts expected to be concluded within the next 12 months.</p> <p>Candidates must be proficient in English.</p> <p>States Signatories hosting IMS stations with PCA contracts should nominate participant(s) who are station managers directly involved in the planning and management of operation and maintenance activities.</p> <p>Priority will be given to managers who have not received training on PCA contract management and Operation and Maintenance Planning.</p>
Application Procedures	<p>Nominations together with the registration forms should be submitted through established official channels (their Permanent Missions to the Preparatory Commission for the CTBTO or Ministries of Foreign Affairs) to the PTS point of contact above, not later than 3 August 2026.</p> <p>However, pending the official nomination, the participants may email the registration upon its approval by a director of the institution or firm, to allow timely travel and accommodation arrangements by the PTS.</p>
Registration Form	Applicants are requested to use the attached registration form, which is also available at https://www.ctbto.org/news-and-events/capacity-building-and-training .
Deadline for Application	3 August 2026

Financial Information	<p>In accordance with the Staff Regulations and Rules and Administrative Directives, the PTS will provide the following:</p> <ul style="list-style-type: none"> • A Daily Subsistence Allowance (DSA) that is sufficient to cover the related expenses during the technical training; • The PTS travel agent will reserve, issue and forward the flight ticket to the participants for the most direct and economic route; • Funded participants are not allowed to purchase their own tickets unless, under exceptional circumstances, they are authorized to do so and only if this proves to be the most cost effective option for the PTS; • The PTS will book a hotel and cover the costs for the accommodation and technical training participants will receive their remaining Daily Subsistence Allowance upon arrival in Vienna; and • All participants will be covered under the Global Medical Insurance scheme for the PTS trainees under third party liability insurance. <p>Requirement: Scanned copies of valid passport.</p>
Agenda	<ul style="list-style-type: none"> • Overview of Operation and Maintenance at IMS stations • The scope of O&M activities in the PCA contract • Responsibilities of the station manager in the scope of PCA • Introduction of changes to the PCA contracts • PTS procurement process and financial regulations • Mechanisms for USM and logistical support • Configuration change management process • Communication with PTS through formalized reports • Hands-on exercise on the preparation of PCA proposal
Other Pertinent Information	<p>Participants should apply for visas, if needed, at the corresponding consular office upon receipt of an Acceptance Note Verbale from the PTS, in order to ensure timely processing.</p>