



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

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2024-11-05

Dear Ms Liu,

I have pleasure in inviting you to attend the **Third Research Coordination Meeting on Advancing Maintenance, Repair, and Calibration of Radiation Detection Equipment**, (hereinafter referred to as "event") which is being held by the International Atomic Energy Agency (IAEA) under the coordinated research project J02014 at its Headquarters in Vienna, Austria, from **16 to 20 December 2024**.

The purpose of the event is to review the results of the activities conducted under the coordinated research project (CRP) entitled "Advancing Maintenance, Repair, and Calibration of Radiation Detection Equipment" and discuss outcomes and recommendations for inclusion in the IAEA Technical Document that will be prepared on the outcomes of the CRP.

The event will be held in English.

I wish to extend to you, as an authorized co-worker from your institute, authorized by the IAEA as your representative No. 23703, a cordial invitation to participate in this event.

The event will commence at on Monday, 16 December 2024, in Room M6, Building M, of the Vienna International Centre (VIC). You are requested 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 sufficient time for your grounds pass to be issued, as such passes are necessary for official visitors to the VIC.

The IAEA will provide you with a lump sum equivalent to €3853 for the travel expenses to and from Vienna, Austria, and for living expenses, including incidentals, connected with the event. You will be fully responsible for making your own travel arrangements and for cancellation costs, if any. This amount has been calculated on the assumption that you will stay for the total duration of the event. Should this not be the case, you would be requested to reimburse the IAEA for appropriate difference.

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.

Kindly note that the IAEA may grant you the status of Expert within the meaning of Article XVI, Section 42 of the Headquarters Agreement, and/or Expert on Mission for the Agency within the meaning of Article VII of the Agreement on the Privileges and Immunities of the Agency, as it determines.


It is a condition of your acceptance that you refrain from disclosing any industrial secret or other confidential information made known to you by reason of your participation in this event, and that you exercise the utmost discretion with regard to all matters related to your participation as an expert.

In this regard, you are kindly requested to complete and sign the attached *Confidentiality Undertaking for Non-Staff Members* and to return it to me (Email: R.Olsen@iaea.org) in my capacity as the Scientific Secretary of the event prior to the start of the event. A breach of your obligation not to disclose confidential information without appropriate authorization, as provided for under the attached Confidentiality Undertaking, may result in the initiation of legal proceedings against you and that, for such purposes, the Director General may waive any immunity which may pertain to you.

The IAEA values the privacy of all event participants. For the purposes of collaboration and information sharing, the IAEA may share a list of event participants with other event attendees. This list may include the following personal data: name, country, institute or affiliation, address, telephone number and email address. Exclusion from this list is available upon request. Unless otherwise expressly agreed in writing by an individual event attendee, further dissemination of the list to third parties is not permitted.

I would be grateful to receive a reply at your earliest convenience whether you are in a position to accept this invitation.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'R. Olsen', with a long horizontal line extending to the right.

Robert Olsen
Scientific Secretary
Division of Nuclear Security
Department of Nuclear Safety and Security

Enclosure: *Confidentiality Undertaking for Non-Staff Members*