

TERMINOLOGY

USED IN RELATION TO THE TECHNICAL COOPERATION PROGRAMME

ACTIVITY

The various actions that are undertaken as part of a TC project which if successfully carried out should produce a project's intended outputs, and therefore contribute to its outcome(s) and achieve the project objective. Examples of such activities are the training of the staff of a nuclear analytical laboratory in a new technique or the placing into operation of a new instrument; the carrying out of RIA tests on a selected herd of cattle, or the production of bulk RIA reagents.

ADJUSTED BUDGET

The total value of all technical cooperation activities approved and funded for a given calendar year plus all approved assistance brought forward from previous years but not yet implemented. In mathematical terms,

$$\text{Adjusted Budget} = \text{New Obligations} + \text{Funds Available.}$$

ADJUSTED PROGRAMME

The total value of technical cooperation activities approved for a given year plus all approved assistance from previous years that is still awaiting implementation.

AFIMS

(see **AGENCY FINANCIAL INFORMATION MANAGEMENT SYSTEM**)

AFRA

(see **AFRICAN REGIONAL CO-OPERATIVE AGREEMENT FOR RESEARCH, DEVELOPMENT AND TRAINING RELATED TO NUCLEAR SCIENCE AND TECHNOLOGY**)

AFRICAN REGIONAL CO-OPERATIVE AGREEMENT FOR RESEARCH, DEVELOPMENT AND TRAINING RELATED TO NUCLEAR SCIENCE AND TECHNOLOGY (AFRA)

This agreement provides a framework for African Member States to intensify their collaboration through programmes and projects focused on the specific shared needs of its members. It is a formal inter-governmental agreement which entered into force in 1990 (INFCIRC/377).

AGENCY EXECUTION

The arrangement whereby an organization of the United Nations system, such as the IAEA, is entrusted, as the "Executing Agency", with the implementation of a UNDP-financed project.

AGENCY FINANCIAL INFORMATION MANAGEMENT SYSTEM (AFIMS)

Computer system used for financial processing and monitoring.

AGENCY PROJECT CODES (APC)

Codes established in the Agency's Programme and Budget document which are used to classify the various activities undertaken as part of the Agency Regular Programme and its TC programme into groups of related actions

AGENCY TRAVEL, LODGING AND SUBSISTENCE SYSTEM (ATLAS)

Computer system used for processing travel documents (for experts, lecturers, scientific visitors, fellows, trainees, staff members) which would then be acted upon by other offices providing fare quotes, approvals, payment requests, AFIMS processing, UNDP processing, ticket procurement and claim processing.

ALLOTMENT

Funds assigned to a project, identified by source (i.e. Technical Cooperation Fund, extrabudgetary funds, etc.) and by the approved project component groups (human resources and procurement).

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ALLOTMENT MANAGER

TC manager, assigned by DDG-TC, who has control over the funds for a specific portion of the TC programme, such as TC section heads and division directors.

APC

(see **AGENCY PROJECT CODES and/or ASSESSED PROGRAMME COST**)

APMA

(see **AUTHORIZING PROGRAMME MANAGEMENT ASSISTANT**)

APPROVED PROGRAMME

The total value of project and non-project technical assistance approved by the Board of Governors for a given period.

ARASIA

(see **CO-OPERATIVE AGREEMENT FOR ARAB STATES IN ASIA FOR RESEARCH, DEVELOPMENT AND TRAINING RELATED TO NUCLEAR SCIENCE AND TECHNOLOGY**)

ARCAL

(see **CO-OPERATION AGREEMENT FOR THE PROMOTION OF OF NUCLEAR SCIENCE AND TECHNOLOGY IN LATIN AMERICA AND THE CARIBBEAN**)

ASSESSED PROGRAMME COSTS (APC)

The costs previously charged to Member States receiving technical assistance, amounting to 8 per cent of the assistance actually provided from both the TCF and extrabudgetary contributions, but excluding UNDP-financed assistance. No APCs were charged on assistance delivered in 2003 or 2004, and the mechanism was replaced with National Participation Costs effective 1 January 2005.

ATLAS

(see **AGENCY TRAVEL, LODGING AND SUBSISTENCE SYSTEM**)

AUTHORIZING PROGRAMME MANAGEMENT ASSISTANT (APMA)

General Service staff in TC regional divisions who coordinate processing actions for expert, meeting, training course and fellowship subcomponents, process complex cases, contribute to preparing project work plans and monitoring project implementation as a member of project and country teams, Assigned as contracting officers for the human resource component of the TC programme.

AWAITING DONORS

Projects approved by the Board of Governors for which no immediate funds are available (either for the entire project or parts thereof), and for which financing is sought from extrabudgetary resources or, should circumstances permit, TCF resources. Also known as 'footnote-a/' projects.

BOARD DOCUMENT

A document prepared by the Agency Secretariat for submission to the Agency's Board of Governors. For the TC programme, this includes documents such as the Overview of the Agency's Proposed Technical Cooperation Programme (for a cycle) and the annual TC Report.

BOARD OF GOVERNORS

One of the two main policy-making organs of the IAEA (the other being the General Conference). The Board, inter alia, approves, on the recommendation of the Technical Assistance and Cooperation Committee (TACC), the Technical Cooperation programme to be supported by the Agency.

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BUDGET REVISIONS

A change made to the approved allotments of a specific TC project, such revisions are made to reflect adjustments to funding requirements within a project, as well as to accommodate changes in resources available to the TC programme as a whole. They are governed by procedures approved by the Director General on 2001-09-27.

CC
(see **CONVERTIBLE CURRENCY**)

CENTRAL CRITERION

The central criterion supersedes the Model Project concept. A project meets the central criterion if it can be shown that it is in an area of national priority that enjoys strong government commitment with evidence of significant financial support; or it is clearly related to a core competency of the Agency (i.e. it is safety related or deals with nuclear power operations or radioactive waste management) and has a good chance of achieving its expected result.

CERTIFICATE

TC issues certificates for participation in regional and interregional training courses and for fellows certifying that s/he attended the course/fellowship training.

CMS
(see **COURSE MANAGEMENT SYSTEM**)

CONCEPTS AND PLANNING SECTION (TCCPS)

Section in TCPC which is responsible for monitoring progress towards, and facilitating achievement of objectives and targets in the TC Strategy; analysis of external factors that could have an impact on the TCP; analysis of programme trends and formulation of recommendations for future directions; formulation and articulation of overall policy issues as requested by the Board of Governors and senior management; facilitating Thematic Planning Exercises; alerting regional divisions to opportunities created by the plans of other donors; facilitating linkages with other donors and interested parties; and resource mobilization, particularly from non-traditional sources.

CONSIGNEE

Term used in the TC field procurement process for a person or an organization to whom a shipper directs the carrier to deliver goods. Such person or organization is generally the buyer of goods and is designated a 'consignee' on a bill of loading.

CONTINGENCY ALLOWANCE

A small amount of money included in the payment made to an expert/lecturer, which is meant to cover incidental expenses.

CONTINUATION
(see **PROJECT CONTINUATION**)

CONVERTIBLE CURRENCY (CC)

National currencies which are freely exchangeable into other currencies, e.g. US Dollars can be freely converted to Japanese Yen. In earlier years the TC programme was budgeted in convertible and non-convertible currencies.

CO-OPERATION AGREEMENT FOR THE PROMOTION OF NUCLEAR SCIENCE AND TECHNOLOGY IN LATIN AMERICA AND THE CARIBBEAN (ARCAL)

This agreement provides a framework for Member States in Latin America and the Caribbean to intensify their collaboration through programmes and projects focused on the specific shared needs of its members. It was established in 1984, and was made a formal intergovernmental agreement in 1998 (INFCIRC/582). The acronym stems from its Spanish name "Acuerdo Regional de Cooperación para la Promoción de la Ciencia y la Tecnología Nucleares en América Latina y el Caribe".

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CO-OPERATIVE AGREEMENT FOR ARAB STATES IN ASIA FOR RESEARCH, DEVELOPMENT AND TRAINING RELATED TO NUCLEAR SCIENCE AND TECHNOLOGY (ARASIA)

This agreement provides a framework for Arab States in Asia to intensify their collaboration through programmes and projects focused on the specific shared needs of its members for training, research, development and applications of nuclear science and technology and to implement them through their competent national institutions. The agreement with the IAEA was established in 2002 (GOV/INF2002/10).

COORDINATED RESEARCH PROJECTS (CRP)

Coordinated research projects are the framework within which research efforts supported by the Agency are normally carried out. CRPs are developed in relation to a well-defined research topic on which an appropriate number of institutions are invited to collaborate and represent an effective means of bringing together researchers in both developing and industrialized countries to solve a problem of common interest. Each CRP is essentially a network of 5-15 national research institutions mandated to conduct the research within the countries concerned. CRPs are funded from the Agency's Regular Budget or from extrabudgetary resources.

CORE PROGRAMME

Projects and activities financed from the TCF are said to be 'core programme' in that they have an identified funding source.

COST FREE EXPERT

When a government/the expert's employer waives fees and/or other expenses (daily subsistence allowance, travel cost) for its experts, such experts are said to be 'cost-free' or 'partly cost free'.

COST FREE LECTURER

When a government/the lecturer's employer waives fees and/or other expenses (daily subsistence allowance, travel cost) for its lecturers, such lecturers are said to be 'cost-free' or 'partly cost-free'.

COST-SHARING

The term used to describe a co-financing arrangement whereby project costs are covered in full or in part by a contribution from the recipient Government or a third-party donor.

COUNTERPART (PROJECT COUNTERPART)

The national official in a Member State who is designated as responsible for the overall management and direction of a TC project.

COUNTERPART INSTITUTE

The institution in a Member State which is the point of contact for liaison with TC on a specific project. The institution may, depending on the project plan, carry out management or implementation responsibilities for a TC project.

COUNTRY OFFICER (CO)

The functional title Country Officer was replaced by Programme Management Officer (PMO) in December 2005.

COUNTRY PROGRAMME

The full set of approved TC projects of a specific country at a given time.

COUNTRY PROGRAMME FRAMEWORK (CPF)

The CPF is a descriptive planning process that provides a concise frame of reference for future technical cooperation with Member States agreed in a document between the concerned State and the Agency for the medium term (4-6 years). It serves to ensure that the TC projects are effectively focused on agreed needs and priorities within the overall framework of the Member State's national plan for the use of nuclear related technology. CPFs also relate to the country's development aims in specific sectors taking the relevant UN Millennium Development Goals into account.

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COUNTRY PROGRAMMING MISSIONS

Interdisciplinary missions organized by the Agency and a specific Member State to review the status of nuclear activities in the country for the purpose of identifying those priority areas where additional assistance and projects are required. The country programming missions may be implemented in support of CPF's.

COURSE DIRECTOR

The person designated by the host country as the major local counterpart responsible for the organization and management of a training course.

COURSE MANAGEMENT SYSTEM (CMS)

Computer system used in the training course implementation process.

CPF

(see **COUNTRY PROGRAMME FRAMEWORK**)

CRP

(see **COORDINATED RESEARCH PROJECTS**)

CSO

(see **COUNTRY SAFETY OFFICER**)

DELIVERY

In the context of the TC field procurement process, term used for the transfer of possession; as applied to shipping, delivery occurs when lading is surrendered and title to goods passes to the receiver or consignee.

DELIVERY [FINANCIAL]

In financial terms, the disbursements made during a certain period.

DEMURRAGE

Term used in the TC field procurement process for a charge, allowed in tariffs or by contract, assessed against a consignor, consignee, or other responsible person for delays to transportation equipment in excess of 'free time' for loading, unloading, reconsigning, or stopping in transit.

DESIGNATED TEAM MEMBER (DTM)

The Designated Team Member (DTM) role in the PCMF IT system that refers to any member of the project team assigned by the PMO with responsibility to prepare a draft project design or to edit a project design (in PCMF Phase II). The PMO can also assign himself/herself as DTM.

DESK EVALUATION REVIEW (DER)

Term no longer used. As a part of the Agency's evaluation of its technical cooperation activities, projects were selected for review through questionnaires and/or review of files.

DISBURSEMENTS

Actual cash outlays for goods provided and services rendered.

DTM

(see **DESIGNATED TEAM MEMBER**)

EARMARKING

Amounts allotted for funding approved assistance still awaiting implementation ('funds available' excluding budget overruns).

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EQUIPMENT LIST

Term no longer used. The equipment required for the implementation of a project is captured in the PCMF IT system and in the Request for Procurement in TC PRIME.

EVALUATION

Evaluation is a process which attempts to determine as systematically and objectively as possible the relevance, efficiency, effectiveness and impact of TC projects, programmes and processes. The main aim of all evaluation activity is to seek out those lessons which will contribute to improving the efficiency and effectiveness of Agency-supported technical cooperation.

EXPERT

A consultant employed by the Agency for the purpose of providing technical services for a project and whose cost is normally charged to a TC project. In the Agency's own internal rules the term, 'expert' is applied only to a short-term field consultant employed for a period of service normally not exceeding a continuous period of six months.

EXPERT MANAGEMENT COMPUTER SYSTEM (EMS)

Computer system used in the expert recruitment process.

EXPERT MONTH

Thirty days of expert services for a project. Also sometimes indicated mm/dd (i.e. months and days, where the amount is less than a full month - as in 6/23 mm/dd, meaning 6 months and 23 days). When the number of months is indicated in an Agency report, such as 6 m, this refers to the total length of service. This total service can be composed of one or more assignments, for example 6 m may be 1 expert for 6 months or 2 experts for three months each or any number of other variations adding up to 6 months.

EXPERT ROSTER

A computerized list of persons who are serving as experts or who have expressed an interest in serving as experts under TC projects and whose qualifications have been positively evaluated by the appropriate Agency officer.

EXPERT TASK

A general description of the main activities requiring expert services. These tasks should be identified at the time of project approval. A task may require one or more experts as well as one or more missions to accomplish.

EXPORT LICENSE

Term used in the TC field procurement process for a certificate granting the holder permission to export goods.

EXTENSION

(see **PROJECT EXTENSION**)

EXTRABUDGETARY CONTRIBUTION

Contributions offered to the Agency by: Governments of Member States of the Agency, in addition to their contribution to TCF; Governments of other States which are Members of the United Nations or of any of the specialized agencies; organizations which have concluded an appropriate relationship agreement with the Agency; other intergovernmental organizations; and non-governmental sources. Extrabudgetary contributions are generally made to fund footnote-a/ projects and to support training events or special programmes.

FELLOWSHIP

TC project-related practical/on-the-job training of candidates (duration from one month up to one year) or long-term academic training (MSc or PhD). Fellowships are usually awarded to university graduates and individuals at the technician level in the requested field.

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FELLOWSHIP GUIDE

Booklet entitled *Guide for IAEA Fellows* which is sent to a fellow upon notification of acceptance by the host country.

FELLOWSHIP NUMBER

The number assigned to a specific fellowship application.

FELLOWSHIP OR SCIENTIFIC VISIT AWARD

Agreement to grant fellowship training or scientific visit to a specific applicant after the selection and evaluation process in the Agency.

FELLOWSHIP OR SCIENTIFIC VISIT NOMINATIONS

The candidatures of proposed trainees submitted to the Agency on the required Fellowship Application Form through the official Government channels designated for proposing candidates (i.e. the National Liaison Officers).

FELLOWSHIP OR SCIENTIFIC VISIT PLACEMENT

The process of finding an appropriate host country/place of study for a candidate who has been awarded an Agency fellowship or scientific visit.

FELLOWSHIP OR SCIENTIFIC VISIT PROPOSAL

The fellowship training or scientific visit request submitted by the Agency to a potential host country.

FELLOWSHIP/SCIENTIFIC VISIT EVALUATION FORM

Internal Agency document prepared by the Programme Management Officer and the Technical Officer, assessing nominees for fellowships/scientific visits.

FELLOWSHIPS AND TRAINING SYSTEM (FTS)

Computer system used in the fellowships/scientific visits process.

FIELD EVALUATION REVIEW (FER)

Term no longer used. This involved both extensive data collection efforts in the Agency and a visit to project sites.

FIELD PROCUREMENT MANAGEMENT SYSTEM (FPMS)

Procurement computer system used by the Office of Procurement Services (MTPS) for TC projects.

FIELD PROCUREMENT OFFICER (FPO)

This title has been superseded by Procurement Specialist.

FIELD PROCUREMENT SECTION (TCFPS)

Section formerly in TCPC, was responsible for the procurement of equipment, supplies and technical services on time and at the lowest cost in support of the TC programme and Coordinated Research Projects. As of January 2005, this section was incorporated into the Office of Procurement Services (MTPS).

FINANCE OFFICER

The person designated by the host country as the officer responsible for financial matters in connection with a training course or meeting.

FINANCE OFFICER'S STATEMENT

Attachment to the Payment Instructions Letter which is sent to the Course Director. By signature of this statement, the Finance Officer (or the Course Director) officially confirms to the Agency that s/he assumes responsibility for the proper handling of the Agency's funds released for the purposes of the course or meeting.

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FINANCIAL YEAR

The year in which a financial transaction takes place. In the Agency, the financial year and the calendar year are identical.

FOOTNOTE-a/

Projects approved by the Board of Governors for which no immediate funds are available (either for the entire project or for parts thereof), and for which financing is sought from extrabudgetary resources or, should circumstances permit, TCF resources. Also known as unfunded projects.

FPMS

(see **FIELD PROCUREMENT MANAGEMENT SYSTEM**)

FPO

(see **FIELD PROCUREMENT OFFICER**)

FPSR (see **FULL PROJECT STATUS REPORT**)

FTS

(see **FELLOWSHIPS AND TRAINING SYSTEM**)

FULL PROJECT STATUS REPORT (FPSR)

Report (formatted for printing) that is available electronically to Secretariat staff – which provides details on a TC project, such as: title and objectives, year of approval, counterpart institution, name of project counterpart, names of IAEA staff members involved, funds approved, financial status as of the date of issue, implementation details on human resources and procurement components, list of available expert reports, research contracts related to the project, etc.

FULLY FUNDED

An approved project, or part of an approved project, for which funds have been allocated from the TCF or from extrabudgetary contributions.

GENERAL CONFERENCE

One of the two main policy-making organs of the IAEA, the other being the Board of Governors. At the time of the annual session of the General Conference, the Department of Technical Cooperation organizes meetings with representatives of developing Member States and, as appropriate, staff from different Technical Departments, to discuss on-going TC activities and the forthcoming TC programme.

GIFTS IN KIND

(See **IN KIND CONTRIBUTION**)

GOVERNMENT CLEARANCE

In the context of the TC programme implementation process, the approval of an expert for a specific mission by the recipient government or counterpart.

GOVERNMENT EXECUTION

An arrangement whereby recipient Governments are entrusted with the responsibility for executing UNDP assisted projects or parts of such projects.

GOVERNMENT COST-SHARING

Funds provided by Member States to supplement projects in their own countries.

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HOST COUNTRY

The Member State which provides or is requested to provide training for a fellowship or scientific visit applicant, or premises for training courses and meetings.

HOST GOVERNMENT

The government of the country on whose territory a TC event takes place.

HOST GOVERNMENT AGREEMENT

An agreement between the Agency and the host government specifying the respective responsibilities of the two parties in relation to the organization of training courses and meetings.

HOST INSTITUTE

The institute in the host country on the premises of which a training course or other TC event is held.

HOSTING FEE

The hosting fee is a lump sum paid as a contribution towards local operating costs. It is paid if requested by the host institute in accordance with appropriate fees to assist the host in completing the requirements of the event. The amount of the fee is determined on a case-by-case basis as a result of negotiations. The hosting fee applies to both meeting and training course events. Hosting fees are not paid for Expert missions.

IMPLEMENTATION

A general term that is used to describe the carrying out or execution of activities taking place within a project.

IMPLEMENTATION ASSISTANT (IA)

The functional title Implementation Assistant was replaced by Authorizing Programme Management Assistant (APMA) in December 2005.

IMPLEMENTATION CLERK (IC)

The functional title Implementation Clerk was replaced by Programme Management Assistant (PMA) in December 2005.

IMPLEMENTATION OFFICER (IO)

The position no longer exists (since December 2005).

IMPLEMENTATION RATE

A term to describe the percentage ratio obtained by dividing the value of new obligations by the total adjusted TC programme. It indicates the rate of financial expenditure, but not the progress made in delivering actual outputs.

IMU

(see **INDIVIDUAL MEMORANDUM OF UNDERSTANDING**)

INDIVIDUAL MEMORANDUM OF UNDERSTANDING (IMU)

This term is no longer used. It has been replaced by Individual Service Agreement.

INDIVIDUAL SERVICE AGREEMENT (ISA)

Contract concluded between the IAEA and the expert's employer institution for the services of an individual expert/lecturer.

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IN-KIND CONTRIBUTION (GIFTS IN-KIND)

These contributions are 'gifts' of services, equipment and facilities made available to the Agency by: Governments of Member States of the Agency; Governments of other States which are Members of the UN or of any of the specialized agencies; organizations which have concluded an appropriate relationship agreement with the Agency; other intergovernmental organizations; and non-governmental sources. Official in-kind credit is given, and reflected in the Accounts of the Agency, for providing expert and training course lecturer services fully or partially cost-free in countries other than their own; sponsoring training course participants from countries other than their own; providing full or partially cost-free fellowship training (type II fellowships); and donating equipment that is received by another Member State.

INPUT

The goods, services, personnel, etc. provided for a project. These inputs are used to carry out project activities in order to produce the expected outputs and outcomes for which the project was approved.

INTERNATIONAL EXPERT

Individual or group of individuals tasked with providing advice, on-the-job training or analysis of a technical nature and making recommendations in order to contribute toward achieving the TC project objective

INTERREGIONAL PROJECT

A TC project that delivers TC support across national and regional boundaries. It serves common needs of several Member States from more than one geographical region.

INTERREGIONAL TRAINING COURSE

An Agency training event open to attendance by trainees from countries of more than one geographical region.

INVITATION LETTER

Circular letter sent to governments inviting them to submit nominations for a given training course, fellowships/scientific visits or meetings.

JOB DESCRIPTION (JD)

Document used in the TC implementation process for experts, which includes information on the project under which the expert assignment is to be carried out (project number, background information), on the task itself (task number, duration, duty station, the specific duties to be performed), on the expert's required qualifications, and other details. This is available in the Expert module of TC PRIME.

LDC

(see **LEAST DEVELOPED COUNTRY**)

LEAD TIME

This refers to the minimum time required to implement an activity in a TC project's workplan (e.g., fielding of experts, placement of fellows, organizing a training course or meeting. When used in the TC procurement specific context, 'lead time' is the period of time from date of ordering to the date of delivery during which the buyer must reasonably allow the vendor to prepare goods for shipment.

LEAST DEVELOPED COUNTRY (LDC)

The United Nations has established criteria for classifying countries as 'least developed', and maintains an official list of such countries. Member States of the Agency falling in this category are exempt from paying national participation costs (and formerly assessed programme costs).

LETTER OF APPOINTMENT

A letter from the Agency informing a fellow/the nominating authorities of his/her acceptance by a host country, giving details of the programme, start date and stipend.

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LETTER OF AWARD

A letter from the Agency informing a participant/the nominating authorities of his/her selection for a TC training event, and giving details about administrative and financial arrangements.

LETTER OF INSTRUCTION

A letter accompanying the Special Service Agreement for TC experts.

LFM

(See **LOGICAL FRAMEWORK MATRIX**)

LOCAL LECTURER

A lecturer who is a national of the host country.

LOCAL PARTICIPANT

A training course or meeting participant who is a national of the host country.

LOCAL PURCHASES

If it is in the interest of the project, the project counterparts or experts under contract to the IAEA may be authorized to purchase items necessary for project implementation locally. Authorization must be received prior to purchase.

LOGICAL FRAMEWORK (LOGFRAME) MATRIX

Project planning tool designed to help think through and analyze the logic of a project and thereby ensure a sound and quality project design. The LFM provides a consistent scheme for analyzing problem situations and of ensuring that all factors essential for project success are addressed. The LFM is a cause-effect logic chain that requires project designers to link the various project design elements in a strictly hierarchical and logical fashion. The TC project design elements are: objective, outcome(s), output(s), activities and inputs.

MEDIUM TERM STRATEGY

A forward-looking document the Agency uses to establish and communicate the broad strategic direction of Agency programmes for the following five or six years.

MEETING

Event where a group of experts and/or participants come together to discuss, analyse, evaluate technical or managerial aspects of a TC project or programme, or to exchange experience and develop recommendations in different fields related to the TCP.

MILLENNIUM DEVELOPMENT GOALS

These eight goals were adopted in the United Nations Millennium Declaration in 2000. All 191 UN Member States have pledged to meet these goals by 2015. These goals are the eradication of extreme hunger and poverty, achievement of universal primary education, promotion of gender equality, reduction of child mortality, improvement of maternal health, combating HIV/AIDS, malaria and other diseases, ensuring environmental stability and development of a global partnership for development (see also <http://www.un.org/millenniumgoals>). TC programming is striving to increase and strengthen links with the MDGs.

MISCELLANEOUS COSTS

Small project-required items, e.g. postage, customs clearance charges, etc.

MISCELLANEOUS OBLIGATION DOCUMENT (MOD)

Internal document used in the TC implementation process; accompanies the Payment Instructions Memorandum to the Division of Finance in the Department of Management (MTBF), and serves for the obligation of funds.

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MDG
(see **MILLENNIUM DEVELOPMENT GOALS**)

MOD
(see **MISCELLANEOUS OBLIGATION DOCUMENT**)

MODEL PROJECT

This term is no longer used. It was formerly used to designate TC projects with greater emphasis on (a) responding to a high priority national need, (b) much greater government commitment, (c) significant and measurable end user/end beneficiary impact, (d) the major role to be played by a nuclear technology, (e) sustainability beyond the life cycle of the project itself.

MONITORING

Monitoring is the process of providing a more or less continuous review of the financial and physical implementation process of a project or programme. It seeks to ensure that the delivery of project inputs (equipment, fellowships, expert services, meetings, training courses, fellowships, scientific visits), work plans, and other required actions are proceeding according to plan and to provide indication of when early corrective action should be taken in case of deviations and inadequacies.

MULTI-YEAR PROJECT

A technical cooperation project whose implementation runs for more than one year and for which Agency resources for multi-years years are identified and approved. Most TC projects are multi-year.

NATIONAL COORDINATOR

The official in a country party to one of the Regional Cooperative Agreements (AFRA, ARCAL, RCA, and ARASIA) who coordinates activities under the Agreement within his/her country and who is the focal point, therefore, vis-à-vis the Agency.

NATIONAL EXPERT

National manager/professional who is involved in the exchange of knowledge/information regarding the management and/or technical activity of a relevant programme/project.

NATIONAL LIAISON ASSISTANT (NLA)

An official in the National Liaison Office of an Agency Member State who has been designated by the National Liaison Officer to carry out some of his/her duties with regard to the TC programme.

NATIONAL LIAISON OFFICER (NLO)

The official in an Agency Member State who coordinates the TC programme within his/her country and who is the focal point, therefore, vis-à-vis the Agency. For example, a National Liaison Officer clears project concept submissions and subsequent project designs to the Secretariat, endorses fellowship applications and participant nominations for meetings and training courses.

NATIONAL PARTICIPATION COSTS (NPCs)

As of January 2005, Member States receiving technical assistance are assessed a charge of 5% of their national programme, including national projects and fellows and scientific visitors funded under regional or interregional activities. At least half of the assessed amount for the programme must be paid before contractual arrangements for the projects may be made. The remainder, based on actual delivery, is paid upon completion of the project. This mechanism replaces assessed programme costs which were suspended in 2004 (see document GOV/2004/46).

NATIONAL PROJECT

A project approved for implementation in an individual Member State.

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NATIONAL TRAINING COURSE

Training event arranged by a Member State for national participants, with Agency contribution for non-local lecturer(s) and limited financial support for Least Developed Countries.

NCC

(see **NON-CONVERTIBLE CURRENCY**)

NLA

(see **NATIONAL LIAISON ASSISTANT**)

NLO

(see **NATIONAL LIAISON OFFICER**)

NOMINATING MEMBER STATE

The Member State submitting an application for a fellowship/scientific visit or for a training course.

NOMINATION FOR TRAINING COURSE [FORM]

Form produced by the Agency and made available to Member States for submitting their candidates for a training course. It gives details about, inter alia, the candidate's academic and professional background, and is an important document used in the evaluation process of the Selection Panel.

NON-AWARD

Decision made by the Agency not to grant training to a specific applicant. A reason for this decision is always provided in the letter to the government applying for fellowship/scientific visit or for a training course.

NON-CONVERTIBLE CURRENCY (NCC)

National currencies which are not freely exchangeable into other currencies.

OBJECTIVE

The purposes and aim of a project, programme or activity with specific reference to a given time period and identified target group.

OBLIGATION (FINANCIAL)

Amounts recorded in the accounts of the Agency representing expected cost for activities contracted or otherwise formally undertaken, where there is the expectation that payment must be made from project resources.

OBSERVER

A participant of any nationality who participates in a training course or TC meeting at no cost to the Agency.

ONGOING PROJECT

A TC project previously approved by the Board of Governors.

OUTCOME

The intermediate benefit or changes resulting from the project's outputs which relate to the achievement of the project objective.

OUTPUT

The specific product, which result from the inputs supplied to a project and the activities undertaken within the project.

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OVERHEAD COSTS

A UNDP term for the administrative costs that are incurred by executing agencies in connection with the implementation of UNDP-financed projects.

OVERPROGRAMMING

The margin by which anticipated available TCF resources are intentionally exceeded in programming TC activities. Such a policy anticipates that unknown delays and cancellations will reduce planned activities to the level that can be supported from available resources and thus allows maximum use to be made of TC resources.

PAYMENT INSTRUCTION LETTER

The letter sent to the Training Course Director or to the Finance Officer, which contains details regarding to whom and for what purpose payments are to be made in connection with a TC training event.

PCMF

(see **PROGRAMME CYCLE MANAGEMENT FRAMEWORK**)

PERFORMANCE INDICATOR

Indicators for outcomes are referred to as 'performance indicators', and project progress is reviewed against these performance indicators. Indicators refer to a feature, characteristic, or yardstick used to 'measure' or observe (indicate) progress over a period of time. The statement of a performance indicator usually includes a baseline, target and means of verification.

PMA

(see **PROGRAMME MANAGEMENT ASSISTANT**)

PMC

(see **PROGRAMME MANAGEMENT CLERK**)

PMO

(see **PROGRAMME MANAGEMENT OFFICER**)

PREPARATORY ASSISTANCE

All assistance provided by the Agency during the planning and preparation phase of a project before it is submitted to the Board of Governors for approval.

PRE-PROJECT MISSIONS

Missions undertaken to developing Member States for the purpose of (a) identifying opportunities and priorities for the provision of assistance which come within the scope of the Agency and may lead to a project request or (b) identifying project objectives, inputs, activities and outputs of a request already submitted, but requiring further clarification before it can be included in the Agency's programme.

PROCUREMENT REQUEST

(see **REQUEST FOR PROCUREMENT**)

PROCUREMENT SPECIALIST

An Agency professional staff member employed in the Office of Procurement Services (MTPS), who is, among others, responsible for procurement of equipment under TC projects.

TERMINOLOGY USED IN RELATION TO THE TECHNICAL COOPERATION PROGRAMME

PROGRAMME COORDINATION SECTION (TCPCS)

Section in TCPC which is responsible for compilation, coordination, analysis and synthesis of financial, human resource and institutional programme data and information; overall management of available resources plus monitoring of resource use; quality management; compilation of reports to Policy-Making Organs and other stakeholders; and capacity building and training.

PROGRAMME CYCLE MANAGEMENT FRAMEWORK (PCMF)

An approach to the TC programme, facilitated by an IT system for registered users, to develop and manage technical cooperation projects from project concept submission through project design, approval, implementation, monitoring and assessment. The IT application provides all stakeholders (in the Member States and in the Secretariat) with online access to their projects and facilitates real-time interaction between members of the project team.

PROGRAMME MANAGEMENT ASSISTANT (PMA)

General Service staff in TC regional divisions who process implementation actions relating to the expert, meeting, training course and fellowship subcomponents of TC projects in accordance with established policies, procedures and quality standards as a member of project and country teams.

PROGRAMME MANAGEMENT CLERK (PMC)

General Service staff in TC regional divisions who initiate processing actions and provide clerical support in all phases of the programme cycle as members of project and country teams.

PROGRAMME MANAGEMENT OFFICER (PMO)

Title of a professional staff member in one of the TC regional divisions responsible for the TC programme in one or more countries of that region. The Programme Management Officer develops and manages innovative programmes and projects in the area of nuclear technology based on Member States' priority development needs.

PROGRAMME RESERVE

An amount set aside within the TCF by the Board each year for financing assistance of an urgent nature requested after the Board has approved the TC programme. Such assistance cannot exceed \$50,000 per request.

PROGRAMMING CYCLE

The Agency adheres to a two-year TC programming cycle with annual budgetary approval. Every two years (Year A), Member States submit their requests for technical cooperation to be provided during Years C and D.

PROJECT BUDGET REVISION (See BUDGET REVISIONS)

PROJECT CLERK

The functional title Project Clerk was replaced by Programme Management Clerk (PMC) in December 2005.

PROJECT COMPONENTS

Funds allotted to a TC project are broken down into two project component groups: human resource and procurement. The human resource component comprises experts, fellowships, scientific visits, training courses and meetings. Procurement comprises equipment and sub-contracts.

PROJECT CONCEPT

A project concept reflects the ideas for a potential project under the IAEA TC programme with its Member States. Project concepts are submitted for programme modalities of national, regional and interregional TC projects. Concepts are screened by the Secretariat and pre-qualified using the PCMF IT system.

PROJECT CONTINUATION

This term is no longer used (since June 2008). It has been replaced by 'ongoing' project, which is a project previously approved by the Board of Governors.

TERMINOLOGY

USED IN RELATION TO THE TECHNICAL COOPERATION PROGRAMME

PROJECT DESIGN

A project design for a TC project comprises background information about the project, an objective, outcome(s) and associated performance indicators, output(s), activities, inputs and budgets. Assumptions and risks, verifiable indicators and means of verification are also stated in the design. Project design is facilitated by the PCMF IT system.

PROJECT EXTENSION

This term is no longer used (since June 2008). It has been replaced by 'ongoing' project, which is a project previously approved by the Board of Governors.

PROJECT WORK PLAN

A TC project work plan contains the activities, inputs, budgets and timeframes captured in the project design (in the PCMF IT system). Project work plans and budgets are updated regularly.

PURCHASE ORDER

A Purchase Order is a binding contract between the equipment supplier and the Agency. It serves as the basis for a financial obligation. The Purchase Order form includes a description of the equipment ordered, specifications about quantity and price, and the address to which the equipment is to be shipped. Every Purchase Order has a number, which is composed of the project number, the number assigned to the particular purchase and a letter which corresponds to the Agency staff member handling the purchase (e.g.: INS/3/008/072B). This number serves the purpose of identifying every equipment item that is purchased through MTPS.

RADIATION PROTECTION ADVISORY TEAM (RAPAT)

An Agency programme designed to assist Member States in assessing the current status of their radiation protection efforts and to identify a cohesive strategy for addressing any needs identified for improvement.

RAPAT (see **RADIATION PROTECTION ADVISORY TEAM**)

RADIATION SAFETY TECHNICAL SERVICES OFFICER (RSTSO)

The Radiation Health and Safety Officer is a Professional staff member, designated by the Director of the Division of Radiation and Waste Safety who shall, inter alia,

- a) assist any *Person in Charge* (referred to in Rule 1.04.5) in the safety assessment of sources, in accordance with Chapter III of the Radiation Protection Procedures, and advise him/her on the implementation and interpretation of the Rules,
- b) develop an appropriate programme of training of occupationally exposed workers in radiation protection and ensure its proper execution,
- c) identify those workers who are to be monitored in accordance with the provisions of Chapter I of the Radiation Protection Procedures;
- d) keep under review the proper implementation of the Rules, draw the attention of the occupationally exposed worker and/or his/her supervisor to any non-compliance with the provisions of the Rules, and advise as to the nature of the remedial action required,
- e) carry out those emergency functions which are assigned to him/her in Chapter IV of the Radiation Protection Procedures,
- f) clear radioactive substances and devices that contain radioactive substances or produce radiation that are to be provided under TC projects.

RCA (see **REGIONAL CO-OPERATIVE AGREEMENT FOR RESEARCH, DEVELOPMENT AND TRAINING RELATED TO NUCLEAR SCIENCE AND TECHNOLOGY FOR ASIA AND THE PACIFIC**)

TERMINOLOGY USED IN RELATION TO THE TECHNICAL COOPERATION PROGRAMME

RECIPIENT COUNTRY

An IAEA Member State which receives assistance through a national, regional or interregional TC project in the form of expert missions, meetings, fellowships, scientific visits, training courses, and procurement.

RECRUITMENT LETTER

A letter sent by the TC regional divisions to the government of a Member State asking that a specific expert from that country be released for mission.

REGIONAL CO-OPERATIVE AGREEMENT FOR RESEARCH, DEVELOPMENT AND TRAINING RELATED TO NUCLEAR SCIENCE AND TECHNOLOGY FOR ASIA AND THE PACIFIC (RCA)

This arrangement provides a framework for Asian Member States to intensify their collaboration through programmes and projects focused on the specific shared needs of its members. Apart from a few general programme provisions, it contains only procedural and organizational rules that set up the mechanisms for implementing agreed activities. RCA does not commit States to a predetermined set of projects. RCA is a formal intergovernmental agreement which entered into force in 1972.

REGIONAL COORDINATOR

This position no longer exists (since December 2005).

REGIONAL PROGRAMME MANAGEMENT OFFICER (RPMO)

This position no longer exists (since December 2005).

REGIONAL PROJECT

A TC project designed to respond to the needs in several of the Member States of a given region.

REGIONAL DIVISION

The TC Department has four divisions that focus on geographic regions. These are the regional divisions for: Africa, Asia and the Pacific, Europe and Latin America. The regional divisions respond to relevant developmental priorities in Member States (MS) through effective programme management, increased engagement of MS, partnership building and improved coordination in the region and to contribute to increased self-reliance of MS in the application of nuclear techniques.

REGIONAL TRAINING COURSE

Training course targeted at participants from a single region, provided by the Agency, in cooperation with the Member State(s), where one group of people (lecturers) teaches another group of people (participants) providing additional knowledge or skills in a particular field. On occasion, a few participants from other regions may be included for purposes of efficiency.

REGULAR BUDGET

The Agency's budget funded by assessed (not voluntary) contributions from Member States that supports both administrative costs and programmes other than the TC programme.

REGULAR TC PROGRAMME

This refers to the TC projects that are financed from the TCF. Also referred to as Core Programme.

REPHASING

A reallocation of project funds approved for inputs which were planned for a given programme year and which cannot be implemented as scheduled. Rephasing does not change total inputs approved for the project; rather, it serves to keep project planning realistic. Funds may be rephased from the current year into the future year(s), or from the future year(s) into the current year.

TERMINOLOGY USED IN RELATION TO THE TECHNICAL COOPERATION PROGRAMME

REQUEST FOR EXPERT RECRUITMENT (in TC PRIME)

Electronic internal request in TC PRIME that captures all the details required to recruit an appropriate expert/lecturer for a project mission, which is approved by the relevant allotment manager before implementation.

REQUEST FOR MEETING (in TC PRIME)

Electronic internal request in TC PRIME that captures all the details required to arrange a meeting, such as venue, purpose and targeted participants as part of TC project implementation, which is approved by the relevant allotment manager before implementation.

REQUEST FOR PROCUREMENT (in TC PRIME)

Electronic internal request for the purchase of specific items of equipment or services in TC PRIME, which is endorsed by the relevant allotment manager and then electronically forwarded to MTPS.

REQUEST FOR TRAINING COURSE (in TC PRIME)

Electronic internal request in TC PRIME that captures all the details required to arrange a training course, including the venue, scope and purpose of the training course, targeted participants and lecturer recruitment arrangements, which is approved by the relevant allotment manager before implementation.

RESEARCH AGREEMENTS

Research Agreements are a contractual arrangement offered by the Agency to institutions wishing to participate in a CRP. Research Agreements do not provide financial support, and may be awarded to institutions which can contribute to the achievement of the objectives of a CRP.

RESEARCH CONTRACTS

Research Contracts are a contractual arrangement awarded for the financial support of activities which involve an essential research element or the development of a technique or specified item of equipment related to an Agency programme. These contracts are normally awarded in relation to research activities which are part of a CRP.

RESIDENT REPRESENTATIVE

The head of a Permanent Mission, or a UNDP country or regional field office.

RESOURCE COUNTRY

An IAEA Member State which participates or otherwise contributes to a national, regional or interregional TC project by providing human resources, facilities or financial inputs to the TC programme.

REVISED GUIDING PRINCIPLES (INFCIRC/267)

Shortened name for the “The Revised Guiding Principles and General Operating Rules to Govern the Provision of Technical Assistance By the Agency” (approved by the Board of Governors on 21 February 1979), one of the legal documents defining the principles for Member States’ participation in the Agency’s technical cooperation activities. This is included in Administrative Manual Part IX/1.

RFP

(see **REQUEST FOR PROCUREMENT**)

RFR

(see **REQUEST FOR EXPERT RECRUITMENT**)

RHSO

(see **RADIATION HEALTH AND SAFETY OFFICER**)

TERMINOLOGY

USED IN RELATION TO THE TECHNICAL COOPERATION PROGRAMME

SCIENTIFIC VISIT (SV)

A scientific visit is a short-term scholarship which is awarded to senior scientists, heads of research groups and directors of research centres to enable them to visit research institutes, nuclear power facilities and laboratories for the purpose of observing the development of nuclear science, research and technology, or to study the organization and functional aspects of such facilities. Scientific visits also provide the opportunity to make contacts and develop relationships with colleagues in other countries for the purpose of furthering professional collaboration and the exchange of scientific information. The duration of a scientific visit is usually two weeks.

SV
(see **SCIENTIFIC VISIT**)

SECTION

The organizational sub-unit of a division.

SECTION HEAD (SH)

The Agency professional staff member who serves as Head of one of the Sections in the TC Department.

SELECTION PANEL OR SELECTION COMMITTEE

A group of staff members which considers the individual candidates submitted by their governments for a training course and selects those qualified, establishes a waiting list, and rejects those not qualified.

SH
(see **SECTION HEAD**)

SPECIAL EVALUATION REVIEW (SER)

This term is no longer used. As a part of the Agency's overall strategy of providing a comprehensive pattern of evaluation coverage for the Technical Cooperation programme, selected significant programming approaches (e.g. regional projects) and implementation issues (e.g. equipment procurement) were reviewed.

SPECIAL SERVICE AGREEMENT (SSA)

A contract concluded between the Agency and an individual expert/lecturer specifying the terms and conditions of duty, including financial terms (payment of honorarium (where appropriate), travel, daily subsistence allowance, contingency).

SSA
(see **SPECIAL SERVICE AGREEMENT**)

SUB-CONTRACTS

Relates to procurement. Could be a 'package delivery' of equipment including installation, commissioning, training, development of course curriculum and delivery of course; or for laboratory testing by a third party.

SUPPORT COSTS (OVERHEAD COSTS)

A UNDP term for the administrative costs that are incurred by executing agencies in connection with the implementation of UNDP-financed projects. The External Auditor has recommended that the Agency charge support costs on all extrabudgetary contributions (not on TCF contributions).

T-NUMBER

TC-specific ID number which is assigned to every individual who participates in a TC activity or is otherwise linked to the management or implementation of the TC programme.

TACC
(see **TECHNICAL ASSISTANCE AND COOPERATION COMMITTEE**)

TERMINOLOGY

USED IN RELATION TO THE TECHNICAL COOPERATION PROGRAMME

TC
Technical Cooperation

TC LIAISON OFFICER (TCLO)

The Agency staff member who acts as focal point for TC programme-related matters in a technical department/division and who maintains liaison with/coordinates activities amongst the relevant TC and technical department/division.

TC COUNTRY PROFILE

A website for registered users which provides, at the Country level, online and up-to-date combined information (general, financial, statistical and links) about the technical cooperation programme and activities.

TC PRIDE (TECHNICAL COOPERATION PROJECT INFORMATION DISSEMINATION ENVIRONMENT)

A web site for registered users both within the Agency and in Member States, which provides detailed information about all ongoing and completed projects as well as various summary financial reports for Agency staff.

TC PRIME

An intranet web site to enable staff involved in the TC programme to manage their TC project activities (request for procurement, request for fellowship placement, request for expert recruitment, etc.)

TC REF DESK

An intranet site, which contains reference materials about TC policies and procedures. It includes the presentations prepared for the TC Workshop, a training workshop that is given periodically to introduce new Agency staff members to the TC programme. The TC Ref Desk can thus be used as an introduction and reference source for newcomers. It also provides a handy compilation of all the information that staff members need to refer to in their daily work related to planning and implementing the TC programme.

TC WEB SITE

The external web site of the Department of Technical Cooperation, which is open to the public at large and contains news and highlights; summary project information; application forms in MS Word and PDF; and publications.

TCCPS
(see CONCEPTS AND PLANNING SECTION)

TCDC
(see TECHNICAL COOPERATION AMONG DEVELOPING COUNTRIES)

TCF
(see TECHNICAL COOPERATION FUND)

TCPA

The TC division for Africa and East Asia & the Pacific no longer exists (since December 2005).

TCPB

The TC division for Europe, Latin America and West Asia no longer exists (since December 2005).

TCAF

The TC regional division responsible for the Technical Cooperation programme for Africa.

TERMINOLOGY

USED IN RELATION TO THE TECHNICAL COOPERATION PROGRAMME

TCAP

The TC regional division responsible for the Technical Cooperation programme for Asia and the Pacific.

TCEU

The TC regional division responsible for the Technical Cooperation programme for Europe.

TCLA

The TC regional division responsible for the Technical Cooperation programme for Latin America.

TCPC

The Division of Programme Support and Coordination is responsible for the provision of support to the design and delivery of the TC programme through policy formulation, assessment of past performance and analysis of programming trends, plus timely information dissemination within the Agency and to Member States, overall management of financial resources and monitoring of resource use, facilitation of linkages with other partners, quality management, and IT services.

TCPCS

(see **PROGRAMME COORDINATION SECTION**)

TECHNICAL ASSISTANCE AND COOPERATION COMMITTEE (TACC)

The committee of the Board of Governors responsible for the initial consideration and review of TC policies, programme and future direction. It normally meets once a year, immediately before the December meeting of the Board of Governors, which approves the draft TC programme.

TECHNICAL COOPERATION PROJECT (TC PROJECT)

A planned undertaking which is designed to achieve specified objectives within a given budget and timeframe, using the Logframe methodology. The TC projects of the Agency are requested by one or more Member States, reviewed by Agency staff and approved for implementation by the Board of Governors. Funding for TC projects is provided through the Technical Cooperation Fund (TCF) and from extrabudgetary contributions.

TECHNICAL COOPERATION AMONG DEVELOPING COUNTRIES (TCDC)

This term is applied to the strategy of encouraging developing countries to assist each other in their development efforts and recognizes that in many areas highly relevant expertise and resources are available in many developing countries that can be used to assist others that need to acquire these skills and technologies.

TECHNICAL COOPERATION FUND (TCF)

The main fund for the financing of the Agency's technical cooperation activities. It is funded by the voluntary contributions of Member States, national participation costs, assessed programme costs arrears and miscellaneous income.

TECHNICAL COOPERATION PROGRAMME

The full set of all approved TC projects in all participating countries and regions encompassing all themes.

TECHNICAL COOPERATION PROGRAMME COMMITTEE

Committee established under the 1999 "Management Principles for the Formulation and Implementation of the Technical Cooperation Programme" to provide a forum for high-level co-ordination and advice within the Secretariat on the TC Programme. The members of the TCP Committee are the DDsG of the Departments of TC, Nuclear Sciences and Applications (NA), Nuclear Energy (NE) and Nuclear Safety and Security (NS).

TERMINOLOGY

USED IN RELATION TO THE TECHNICAL COOPERATION PROGRAMME

TECHNICAL COOPERATION STRATEGY

The TC strategy defines the overall goals and objective of the Agency's Technical Cooperation. It was adopted by the Board of Governors in 1997 and reviewed in 2002.

TECHNICAL COOPERATION PROJECT STAFF MEMBERS

Longer-term personnel (6 months or more) employed by the Agency to technically manage or otherwise carry out project activities in the field or Headquarters.

TECHNICAL DEPARTMENT

The Agency Departments which provide technical support to the Department of Technical Cooperation for the delivery of the TCP (i.e., the Departments of Nuclear Safety and Security, Nuclear Energy, and Nuclear Sciences and Applications).

TECHNICAL DIVISION

Technical divisions are organizational entities in technical departments.

TECHNICAL OFFICER (TO)

The Agency staff member of a Technical Department, who ensures the technical integrity of assigned technical cooperation activities by providing technical and scientific advice and inputs to the conceptual design, formulation, implementation and monitoring of technical cooperation projects, ensuring that the technology delivered is appropriate and fit for the purpose, and is used in a safe and secure manner.

TECHNICAL SCREENING

The term generally applied to the technical review of a project concept by the Agency technical staff prior to a decision as to whether the concept should be developed into a project design. Project designs are also reviewed for technical soundness prior to inclusion in Member State programmes submitted to the Board of Governors for approval.

THEMATIC PLAN

A planning process that focuses on the technology-problem link where TC projects have successfully demonstrated a significant contribution to national socio-economic development, or where solid evidence exists to predict such a contribution.

TO

(see **TECHNICAL OFFICER**)

TRAINING COURSE

Training event provided by the Agency, in cooperation with the Member State(s), where one group of people (lecturers) teaches another group of people (participants) providing additional knowledge or skills in a particular field.

TRAINING COURSE PARTICIPANT

A person designated by an IAEA Member State to attend a course, who has been evaluated and selected by the Agency to take part in that course.

TYPE I FELLOWSHIPS

Fellowships fully funded from the Agency's TC resources.

TYPE II FELLOWSHIPS

Fellowships provided by Member States at reduced or no cost to the Agency.

UMBRELLA MEMORANDUM OF UNDERSTANDING (UMU)

This term is no longer used. It has been replaced by Umbrella Service Agreement.

TERMINOLOGY

USED IN RELATION TO THE TECHNICAL COOPERATION PROGRAMME

UMBRELLA SERVICE AGREEMENT

Contract concluded between the IAEA and Member State institutions covering all experts employed by that institution and all trainees hosted by that institution.

UMU

(see **UMBRELLA MEMORANDUM OF UNDERSTANDING**)

UN RESIDENT COORDINATOR

A UN official who represents all agencies of the UN system in a country and is generally responsible for the co-ordination of the technical cooperation activities of the UN system in the country. In most countries this function is held by the UNDP Resident Representative.

UNFUNDED PROJECTS

Projects approved by the Board of Governors for which no immediate funds are available (either for the entire project or parts thereof), and for which financing is sought from extrabudgetary resources or, should circumstances permit, TCF resources. Also known as 'footnote-a/' projects.

UNLIQUIDATED OBLIGATIONS

Obligations incurred where no disbursements have been made or where only partial payments have been made. (See also 'Obligation (Financial)').

UPGRADED [PROJECT]

A footnote a/ project which has received some funding and been made operational.

WHITE BOOK

An informal term commonly used to describe the documentation containing country/regional programme overviews, brief project descriptions and financial requirements for the Agency's TC programme proposed for the following biennium (e.g. in 2006 the White Book contained project descriptions for the Agency's proposed 2007-2008 TC programme) or the annual update. The documentation is presented to the TACC for deliberation and submission to the Board of Governors for approval.

WORK PLAN

See **PROJECT WORK PLAN**

ZERO-GROWTH BUDGET

A term generally applied to the policy of avoiding any budgetary growth in the agencies of the UN system.