



# **Technical Meeting of the Points of Contact for the Nuclear Security Information Management System**

**IAEA Headquarters, Vienna, Austria**  
and virtual participation via Cisco Webex

**16 - 20 June 2025**

**Ref. No.: EVT2403356**

## **Information Sheet**

### **Introduction**

The event is the first Technical Meeting of the Points of Contact (PoC) for the Nuclear Security Information Management System (NUSIMS). It is designed to enable newly designated or prospective PoC to understand the role of the NUSIMS Self-Assessment Tool (SAT) in the Integrated Nuclear Security Sustainability Plan (INSSP) process; to gain insights into the tool's functionalities, and, acquire the necessary skills to develop tailored self-assessment questionnaires specific to their respective countries, regardless of whether States have developed or are planning to develop an INSSP. The event will also serve as a forum to explore the tangible benefits NUSIMS SAT offers by sharing experiences, lessons learned and good practices.

### **Objectives**

The objective of the event is to familiarize participants with the restructured Nuclear Security Information Management System (NUSIMS) Self-Assessment Tool, its integration with the Integrated Nuclear

Security Sustainability Plan (INSSP) process, the benefits that can be derived from undertaking such self-assessment, and to encourage more States to nominate a NUSIMS Point of Contact (PoC). The event will also provide a hands-on demonstration for its effective use, offering the participants an opportunity to enter country data, with IAEA assistance, into the system. The event also aims to provide a platform for States involved, or interested in the INSSP process to share their experience and lessons learned from the use of the NUSIMS Self-Assessment Tool with other States. The intended outcome of the meeting is to generate interest in, and support for, the NUSIMS Self-Assessment Tool among States and, ultimately, to encourage the development of their country-specific NUSIMS Self-Assessment questionnaires.

## Target Audience

The event is open to States that have developed INSSPs and to States that do not have an INSSP in place. The primary target audience includes already designated NUSIMS Points of Contact or prospective Points of Contact, with INSSP Points of Contact and other relevant States' representatives with nuclear security responsibilities being the secondary focus.

## 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 **14 March 2025**, 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](mailto: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 **14 March 2025**.

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](mailto: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. Further information can be found in the [Data Processing Notice](#) concerning IAEA InTouch+ platform.

## 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 the submission of the application, by **14 March 2025**.

## 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: [www.iaea.org/events](http://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.

## **IAEA Contacts**

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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.