
SSTS PROCESS SERIES

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PARTICIPATION IN IAEA DEPARTMENT OF SAFEGUARDS MEETINGS

1.0 *Background:*

The following information provides guidance to U.S. citizens selected to participate in advisory and consultant group and other formal meetings or seminars sponsored by the Department of Safeguards of the International Atomic Energy Agency (IAEA).

The Subgroup on Safeguards Technical Support (SSTS) is the U.S. Government (USG) interagency committee responsible for selecting U.S. representatives funded under USSP sources to attend technical meetings arranged by the IAEA Department of Safeguards. The SSTS is also involved in selecting and funding attendees to meetings of interest to the USG. The SSTS believes that the exchange of information and ideas between the U.S. technical community and other organizations increases the ability of the United States Support Program (USSP) to provide technical support to the IAEA.

Technical implementation of SSTS decisions is carried out by the International Safeguards Project Office (ISPO) located at Brookhaven National Laboratory. Questions concerning U.S. participation in such meetings may be addressed to ISPO or the ISPO Vienna Liaison Officer.

2.0 *Purpose:*

To inform potential U.S. representatives of the preferences and policies of the SSTS with respect to attendance at technical meetings, and to provide guidance to ISPO and the SSTS in determining if USSP funds should be used to defray expenses related to participation in technical meetings and seminars.

3.0 *General Guidance:*

The IAEA Department of Safeguards transmits invitations for Safeguards technical meetings to the U.S. Mission to International Organizations in Vienna (UNVIE). UNVIE transmits the invitations to U.S. government contacts, and if appropriate, to ISPO.

If requested, ISPO transmits the invitation to appropriate contacts and requests nominations of experts. For USSP supported visits, ISPO will ask the representatives to estimate the cost of attending the meeting. These nominations are reviewed and presented to the SSTS for consideration.

Individuals are selected by the SSTS to participate in IAEA Department of Safeguards meetings. UNVIE representatives also frequently attend meetings on an informal basis. Participants who are not U.S. Government employees should explicitly state in their written and oral presentations that their views do not represent official U.S. Government policy or positions. However, all participants have an obligation to be aware of relevant U.S. Government policy, if applicable, related to the substantive technical matter of the meeting and to ensure that their contributions are in accordance with any such policy.

Prior to departure for Vienna, the expert(s) will:

1. Arrange with the ISPO Liaison Officer or DOE UNVIE attaché for an in-brief/pre-brief at UNVIE or other location prior to the beginning of the meeting at the IAEA. This meeting will be designed to highlight any policy or technical issues which may arise during the IAEA meeting which are of particular interest or relevance to overall U.S. safeguards policy. Participants should in no case make commitments or agreements that will create financial or political obligations on the part of the U.S. Government.
2. Follow other U.S. Government requirements for foreign travel including filing the foreign travel request and requesting UNVIE clearance to conduct official business in Vienna.

Questions concerning official U.S. policy on safeguards-related issues can be addressed to the SSTS through ISPO.

4.0 Country Clearance and Guidance Cables:

If the SSTS deems it necessary, a specific guidance cable in addition to an electronic country clearance request will be prepared for U.S. participation in each advisory, consultant, or other expert meeting conducted by the Department of Safeguards. The cable will be prepared by ISPO and transmitted to UNVIE. This cable will provide the official notification to UNVIE of U.S. participation (and participants) in the meeting and will request country clearance for the travelers. The cable will consist of the following format:

- Title, Date, and Location of subject meeting
- Name(s) and Organizational Affiliations of U.S. participants
- Specific Policy or Technical Guidance related to the subject matter of the meeting

Travelers should contact ISPO or SSTS members to obtain a copy of the instruction cable prior to departure, or the ISPO Vienna Liaison Officer or DOE UNVIE attaché after arrival in Vienna. Also, UNVIE's approval of the electronic country clearance may contain advisory information. Travelers will be copied on this approval and should review any instructions from UNVIE before travel begins.

5.0 Reporting:

Prior to leaving Vienna, the expert(s) will provide the ISPO Vienna Liaison Officer or DOE UNVIE attaché with a summary of the meeting and its main results or recommendations (if any) for inclusion in a reporting cable from UNVIE.

A trip report is required to document the expert's participation in the subject meeting. Participants are to submit formal reports to the SSTS through ISPO. The trip report should include the following elements:

1. Summary (short abstract of report)
2. List of Participants
3. Major Topics and Issues
 - a. Short discussion, topics addressed, purpose
 - b. Follow-on activities expected as a result of the meeting
 - c. Other items of interest noted by the participant
4. Official Meeting Report or Conclusions and other Documentation

In the case of DOE laboratory or contractor participants, this requirement may be met by the DOE foreign travel trip report.

Note: Private sector participants to IAEA meetings who travel under their organization's funds are exempt from this reporting requirement.

6.0 Approval and Payment of Funding for U.S. Representation:

ISPO will evaluate the merits of a POTAS funding request for contractor travel and provide recommendations to the SSTS. Only the SSTS has the authority to allocate POTAS funds for contractor travel. The SSTS will not approve funding for meetings or conferences sponsored by professional societies (such as the INMM and ESARDA), USSP Review Meetings, or IAEA Symposia, except in special cases where the SSTS requests the presentation of a specific paper. The SSTS will evaluate requests for travel funding for other meetings (such as technical meetings organized by the IAEA or member state support programs) on a case by case basis.