



Atoms for Peace

الوكالة الدولية للطاقة الذرية

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International Atomic Energy Agency

Agence internationale de l'énergie atomique

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The Secretariat of the International Atomic Energy Agency (IAEA) presents its compliments to the Ministries of Foreign Affairs of the IAEA's Member States and has the honour to refer to the start of preparations for the **2018–2019 technical cooperation (TC) programme**.

The attached *Guidelines for the Planning and Design of the IAEA 2018–2019 Technical Cooperation Programme* set out the process for the development of new projects for the 2018–2019 TC programme. The guidelines also present the criteria that all projects must meet in order to ensure consistently high quality throughout the TC programme. The timeframe for the planning, design, appraisal and approval of the 2018–2019 TC programme is included at the end of the document.

In line with the Secretariat's emphasis on continuous improvement, the attached guidelines incorporate lessons learned from independent reviews, evaluations and external audit reports as well as from stakeholder feedback, with the intention of further improving the effectiveness and efficiency of the TC programme.

Member States are invited to begin preparations for the 2018–2019 TC cycle, and to submit the relevant Programme Notes as early as possible and no later than **30 April 2016**. Member States are requested to use the relevant Programme Note and project document templates available on the Programme Cycle Management Framework (PCMF) IT platform, in accordance with the procedures outlined in the attached guidelines.

Member States are advised to use the Technical Cooperation Fund allocation of the previous cycle for national programmes as a reference budgetary figure for the new national projects of the 2018–2019 cycle. This provides a realistic budgeting framework, and allows Member States to focus on comprehensive and well-integrated project proposals that contribute to established national programmes, in line with the IAEA Statute, the TC Strategy and the TC central criterion.

Member States can obtain more information and support on the process for developing their 2018–2019 TC project proposals by contacting their respective Programme Management Officer in the Secretariat.

The Secretariat requests the cooperation of Member States in meeting the deadlines indicated in the guidelines so that the preparations for the 2018–2019 TC programme can proceed in a timely manner.

The Secretariat of the International Atomic Energy Agency avails itself of this opportunity to assure the Ministries of Foreign Affairs of the IAEA's Member States of its highest consideration.



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Enclosure: *Guidelines for the Planning and Design of the IAEA 2018–2019 Technical Cooperation Programme*