



Atoms for Peace

الوكالة الدولية للطاقة الذرية

国际原子能机构

International Atomic Energy Agency

Agence internationale de l'énergie atomique

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The Secretariat of the International Atomic Energy Agency presents its compliments to the Ministries of Foreign Affairs of its Member States and has the honour to refer to the start of preparations for the **2014–2015 technical cooperation (TC) programme**.

The attached *Guidelines for the Planning and Design of the IAEA Technical Cooperation Programme* set out the process for the development of new projects for the 2014–2015 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 2014–2015 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. These guidelines also incorporate efforts for further harmonizing the TC and regular budget programmes.

In view of operative paragraph 9 of the IAEA General Conference resolution on strengthening of the Agency's TC activities (GC(55)/RES/11), which welcomes the efforts of the Secretariat to rationalize the number of TC projects in order to increase programme efficiency and create synergies among projects, the project concept and design process and associated documentation have been improved and streamlined.

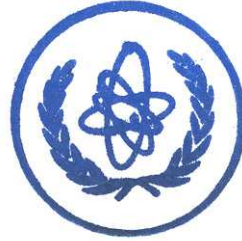
Member States are invited to submit their Country Programme Note (CPN) for the 2014–2015 TC cycle with a limited number of prioritized new national and regional project concepts as early as possible, and no later than **31 May 2012**. Member States are requested to use the CPN and project concept templates 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 TC Fund allocation of the previous cycles for national programmes as a reference budgetary figure for the new national projects of the 2014–2015 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 of developing their 2014–2015 TC project concepts and proposals by contacting their respective Programme Management Officer (PMO) in the Secretariat.

The Secretariat requests the cooperation of Member States in meeting the deadlines provided in the guidelines so that the preparations for the 2014–2015 technical cooperation 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 its Member States of its highest consideration.



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Enclosure: Guidelines for the Planning and Design of the IAEA 2014–2015 Technical Cooperation Programme