# ANNEX 1: REPORTING TO THE IAEA BY FELLOWS

It is vital that fellows give their name and event number on all reports and communication. **Reports should be sent by e-mail.**

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| **Notification of arrival** | On arrival, with the *actual* date of arrival in the host country. |
| **Administrative communication** | Within two weeks of arrival, containing the fellow’s address in the host country and, if the fellowship is for more than three months, the nameand address of the fellow’s bank and account number. |
| **First technical report** | To be completed four weeks after the start of training or study. |
| **Mid-term technical report** | To be completed halfway through the training period for all fellowships lasting between three and six months. |
| **Trimester technical reports** | To be completed every three months for all fellowships lasting more than six months. |
| **Final technical report** | To be completed by all fellows not later than one month after the completion of training or study. |

Fellowships lasting less than three months require only the first and final reports. The formats of the technical reports are specified on the following pages.

# FIRST TECHNICAL REPORT

|  |  |
| --- | --- |
| **1. Name of fellow:** |  |
| **2. Fellowship event number:** |  |
| **3. Address in host country:** |  |
| **4. Start date of training:** |  |
| **5. Anticipated end date of training:** |  |
| **6. IAEA TC project number:** |  |
| **7. TC project counterpart:** |  |
| **8. Name and full address of institution where the training takes****place:** |  |
| **9. Name and position of training supervisor at the training****institution:** |  |
| **10. Detailed description (300-500 words) of the training programme established in cooperation with the training supervisor:** |
|  |
| **11. List of the major facilities and equipment that you will be able to use during your training. If there****are important facilities or equipment that you believe would be useful to have access to but which appear to be unavailable at the training site, indicate what they are, their importance to your training needs and why they are unavailable:** |
|  |
| **12. Describe how the established training programme will provide you with the skills and experience required by the TC project; or, if the fellowship takes place within a human resource TC project, specify how the training programme will provide you with the skills and experience required at your home institute, if applicable):** |
|  |
| **Date:** |  |
|  |  |
| **Fellow’s signature** | **Fellow supervisor’s signature** |

**MID-TERM OR TRIMESTER TECHNICAL REPORT**

|  |  |
| --- | --- |
| **1. Name of fellow:** |  |
| **2. Fellowship event number:** |  |
| **3. Address in host country:** |  |
| **4. IAEA TC project number:** |  |
| **5. TC project counterpart:** |  |
| **6. Please review the progress of your training to date. Indicate the major activities carried out and the new skills acquired (300-500 words):** |
|  |
| **7. Indicate any significant changes (modified or new activities, dates etc.) that have occurred in the****training programme that you initially established with your training supervisor. Explain each such change in relation to the objectives that were established for your training:** |
|  |
| **8. Give your assessment, even if it is of a preliminary nature, of the training received so far. Please comment specifically on the extent to which the training has prepared you to contribute to the TC****project on your return (or to your institute, if applicable):** |
|  |
| **9. Do you have any other comments that you would like the IAEA to consider?** |
|  |
| **To be signed and dated by the fellow and his/her supervisor** |
| **Date:** |  |
|  |  |
| **Signature of fellow** | **Signature of fellow’s supervisor** |

**FINAL TECHNICAL REPORT**

|  |  |
| --- | --- |
| **1. Name of fellow:** |  |
| **2. Fellowship event number:** |  |
| **3. Address in host country:** |  |
| **4. Start date of training:** |  |
| **5. End date of training:** |  |
| **6. IAEA TC project number:** |  |
| **7. TC Project counterpart:** |  |
| **8. Name and full address of the institution where the training****took place:** |  |
| **9. Describe the major elements of the training programme:** |
|  |
| **10. Provide a description of the training results (500 words or longer if desired) and any research work undertaken:** |
|  |
| **11. If, during your training, you produced any publications, unpublished works or reports, or received any degrees, certificates or awards, please list them and provide copies:** |
|  |
| **12. Give your assessment of the quality and impact on your professional career of the training you have received. If this training has provided you with new skills and capabilities, how do you****anticipate utilizing them in your home country?** |
|  |
| **13. Please comment specifically on the extent to which the training has prepared you to contribute to the TC project (or to your institute, if applicable):** |
|  |
| **14. What is your present position? Briefly describe your present duties and responsibilities.** |
|  |
| **15. In order to improve the administration of the IAEA’s fellowship programme, please provide your comments and suggestions on the following points:** |
| **(i) Suitability of the host institution chosen for your training:** |
|  |
| **(ii) Suitability of the training programme undertaken and quality of the guidance received:** |
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| **(iii) Quality and adequacy of the facilities made available to you:** |
|  |
| **(iv) Living arrangements:** |
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| **(v) Assistance received from the IAEA:** |
|  |
| **(vi) Assistance received from home and/or host authorities:** |
|  |
| **(vii)Other comments.** |
|  |
| **To be signed and dated by the fellow.** |
|  |  |
| **Date:** | **Fellow’s signature** |