

# GUIDE FOR IAEA FELLOWS



**IAEA**

International Atomic Energy Agency

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## I. INTRODUCTION

1. The purpose of this Guide is to provide you, an International Atomic Energy Agency (IAEA) fellow, with information concerning administrative, financial, travel and reporting matters regarding your IAEA fellowship. You should read this guide carefully and refer to it whenever questions arise regarding such matters as visas, travel, stipends and other allowances, insurance and hospitalization, and reporting.
2. All communication relating to your fellowship should be addressed to the **relevant** IAEA division:

IAEA Divisions
Division for Africa
Division for Asia and the Pacific
Division for Europe
Division for Latin America

Mailing Address	Telecontacts
Department of Technical Cooperation International Atomic Energy Agency P.O. Box 100, A-1400 Vienna Austria	Tel: + 43 1 2600 Fax: + 43 1 26007 E-mail: Official.Mail@iaea.org

Regular communication should be addressed to the relevant Programme Management Assistant. Always give your full name and fellowship code number on all your correspondence.

3. IAEA fellowships usually form an integral part of the implementation of a technical cooperation project in a developmental field of high national priority. They provide practical, guided, on-the-job training; or long term academic training; or specialized qualifications in the use of nuclear techniques in the relevant field. The main objective of your fellowship is to help you to improve your professional competence so that you can solve scientific and technical problems related to your country's development.
4. Fellowships are awarded, in general, for training at one single institute in only one country. The IAEA has found that more thorough training is obtained when fellows concentrate their efforts at only one place of study.
5. When you made your original application for your IAEA fellowship, **you agreed to return to your home institute after the completion of your training** and to work in the field of peaceful nuclear applications for at least two years.

## II. PREPARING FOR YOUR FELLOWSHIP

6. **Acceptance.** Together with this Guide, you will have received a letter of appointment that describes the training programme prepared for you, the training grant you will be receiving, and a proposed starting date. Your governmental authorities have also received this information, and both you and your Government have to confirm acceptance of the appointment and its related conditions. Final arrangements for the fellowship programme can only be completed after the relevant IAEA Programme Management Assistant has been notified of your acceptance of the fellowship.
7. **Passports and visas.** You are responsible for obtaining your own passport and whatever visas you require, including transit visas if necessary. Visa applications should be made well in advance of your departure as visa processing often takes several weeks. If difficulties arise regarding the issue of your visas(s), you should inform the host immediately, giving your passport number, your name and date of birth as shown on the passport, its date of issue and date of expiry and the date of your visa application. The host will then try to expedite the visa process through its own or host country channels.

8. **It is important that your name is spelled the same way in all documents.** This means that **the spelling of your name should be the same as the spelling that appears in your passport.** Otherwise, you will have transaction difficulties, i.e. obtaining your visa, air ticket and money. When applying for a visa to train or study in the host country, be sure that your passport will be valid for at least several months beyond the expected duration of your fellowship. No allowances are granted by the IAEA for passport and visa expenses. Your own government agreed to cover these expenses when it endorsed your fellowship application.
9. In case you encounter a problem obtaining your visa due to health insurance coverage, please send an e-mail to [TC.Vanbreda@iaea.org](mailto:TC.Vanbreda@iaea.org) to obtain an **insurance certificate** from Vanbreda International. The certificate will prove that you are covered by health insurance during the period of travel and training.
10. You may be required to successfully complete the course “Basic Security in the Field” and “Advanced Security in the Field” before undertaking your fellowship. Training in both Basic Security in the Field (BSITF) and Advanced Security in the Field (ASITF) are requirements for TC fellows travelling to duty stations that have a declared UN Security Phase. Links to the courses: [Training on Basic Security in the Field \(BSITF\)](#) and [Training on Advanced Security in the Field \(ASITF\)](#).
11. **Host country.** If you are not acquainted with the host country in which you are to be trained, you should learn as much as possible about it, its customs, culture, climate, currency regulations, etc., before you leave home. Many countries provide information written especially for prospective visitors. You may find it useful to apply to the public information or cultural affairs office of your prospective host country’s embassy or consulate for information.
12. **Clothing.** Fellows are encouraged to make adequate preparations in advance to acquire clothing suitable for the climate of the host country. Failure to obtain suitable clothing may create difficulties later, as the stipend paid in the country of study is not intended to cover such extra expenses.
13. **Delayed arrival.** Delayed arrival can cause many difficulties. Your host institute will have made special arrangements to accept you and to help you get settled in and started on your training. Late arrival could seriously compromise its goodwill. You must show your host institution due respect by keeping your part of the agreement, including adhering strictly to the approved arrival date. Postponement of arrival could lead to additional costs (e.g. payment for unused hotel accommodation or cancellation fees, shortened duration of programme and reduction of stipend).
14. **Medical Report.** If the medical report on the nomination form is more than a year old at the time of your departure, you should undergo a medical examination one to three months prior to the start of the fellowship and send the medical report to the IAEA before departure. The fellowship is subject to the reception of the medical report and its clearance by the IAEA. (see Appendix IV)
15. **Postponement of the fellowship due to pregnancy.** Any woman engaged by the IAEA for a fellowship should notify the IAEA on becoming aware that she is pregnant. It is strongly encouraged that you postpone your fellowship if you are pregnant (see Appendix III).

### III. FINANCIAL CONSIDERATIONS

#### A. TRAVEL

16. **International travel by air.** IAEA fellows are provided with economy-class air tickets (or a lump sum travel grant on an exceptional basis) for the travel from their home country to the training institution in their host country, and for their return home. The tickets are provided either by the IAEA or the local UNDP office.

If you have been issued with a round trip or return ticket, you must start your return travel before the ticket expires. Please inform the IAEA immediately if you cannot travel on time due to visa problems. In the case of fellowship extension by the IAEA beyond the validity of the return ticket, you must send the ticket back to the IAEA by registered mail: a replacement ticket will be issued at no expense to you. However, should you delay your travel beyond the validity of the air ticket for personal reasons, **you** must pay the additional cost to have the ticket extended.

17. **Travel by rail/bus:** If you prefer to travel by rail/bus, second class train tickets or bus tickets will be reimbursed by the IAEA upon submission of original used tickets and *after* the fellowship has taken place.

18. **Travel by car.** Fellows who undertake any IAEA-financed international or local travel by private car in connection with their training programmes will be reimbursed, within approved limits, at the IAEA rate\*\* for the shortest route. However, this reimbursement will never exceed the economy class air fare for long journeys and the second-class rail fare for shorter trips. If, for personal reasons, you choose to travel by a route which is not the most direct, you must pay the additional fare yourself. You will only be reimbursed *after* the fellowship has taken place.
19. **Local travel.** The cost of commuting every day from your living quarters to your training site is included in your stipend.

## B. ALLOWANCES

20. **Stipend rates.** You will receive a stipend to cover your living costs either from the IAEA or from the host government. Your stipend is not a salary, but an allowance to cover your own expenses for accommodation, meals, local travel and incidentals while on your fellowship.. The stipend is paid in the local currency.
21. The stipend is based on the stipend rate established by the United Nations Development Programme (UNDP) for each host country. The rate depends on the costs of accommodation, meals, local transportation, and other incidentals in the country. The first month's stipend is higher than that for subsequent months to allow for settling-in costs.
22. **Book allowance.** A monthly book allowance is included in the stipend rate. It is to be used for the purchase of books, technical publications, calculators and supplies related to your field of training.
23. **Contingency Allowance.** A contingency allowance is included in the first month's stipend to provide for airport transport, taxis and other travel expenses for arrival and departure, e.g., shipment of materials home at end of fellowship (see paragraph 43).
24. **IAEA publications.** You may request a reasonable number of IAEA publications in your field of training to be sent to you cost free while on your fellowship. The IAEA will determine what 'a reasonable number' is in each case. You may also purchase additional IAEA publications at half price. Requests for such publications must be made through the relevant Division, at the address given in section I.
25. **Thesis expenses.** Should a fellow incur financial expenses for the preparation and binding of a thesis, dissertation, memoir or other paper required for completion of a degree programme, the IAEA will reimburse the actual expenses up to an amount not exceeding US \$750, provided that the relevant receipts (originals, not photocopies) are submitted to the IAEA. Charges for thesis *translation* will not be covered, nor will page charges for publication in scientific journals.
26. The IAEA strongly discourages you from taking any members of your family to stay with you during the period of your fellowship. Many of the institutes in the various countries that accept fellows are reluctant to welcome families as they lack the facilities to provide appropriate living conditions. In all cases, the host authority and host institute must confirm their agreement *before* you make arrangements to take any family members with you.
27. Your stipend is not adequate to support members of your family in the host country. If members of your family do accompany you, you must provide proof of additional funds for their travel and subsistence as well as of the purchase of local medical insurance for them. You are the only person who will be covered by a medical insurance policy during the period of your fellowship. The IAEA will neither assume any responsibility for dependants, nor will it cover them under its own medical scheme. **Your insurance will not cover private extensions or interruptions of your stay in the host country** (see paragraph 36 and Appendix II for more information).

## C. PAYMENT

28. Details of your stipend payment will be included in your travel and payment instruction (TPI), which will be sent to you a few weeks before your departure.
29. You are expected to honour the commitments you accepted for the whole period assigned for training or study. Any overpayment resulting from premature termination must be refunded to the IAEA.

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\* The current rate is US\$ 0.20 per kilometer.

## D. EMPLOYMENT AND SUPPLEMENTAL GRANTS

30. You may not accept paid employment or a supplementary grant, fellowship, stipend or honorarium while you are on an IAEA fellowship in the host country. This restriction does not apply to the normal salary paid to you by your own Government or institution, which is expected to be paid to you while on your fellowship.

## IV. ARRIVAL IN THE HOST COUNTRY

31. **Notification of arrival.** You must notify the organizing authority of the host country of the exact date and time of your arrival. Upon arrival at your host institution, you must notify the IAEA of the actual date of your arrival in the host country. If you delay informing the IAEA of your arrival your next stipend payments may be delayed (see also paragraph 34). In addition, you might not be insured by the health insurance provider, Vanbreda International, if the date of arrival is not recorded properly.

32. **Accommodation.** Fellows are advised to contact the organizing authorities of the host country or the institute providing training for assistance in finding suitable, moderately priced accommodation. You are responsible for paying your own hotel bills, rent, telephone bills, etc. You should notify the IAEA of your mailing address and contact information (telephone, fax and/or e-mail) to facilitate correspondence (see paragraph 34). The IAEA strongly urges you to stay at the accommodation arranged by the host and to not change your address. Delayed arrival can result in cancellation fees which may be deducted from your stipend. Therefore you are advised to notify your host contact and the IAEA immediately in case of postponed arrival.

33. If requested, the IAEA may assist fellows coming to Vienna to find accommodation.

## V. THE PERIOD OF YOUR TRAINING

34. **Reporting to the IAEA.** The schedule of reporting and the reporting formats are detailed in Appendix I. On arrival, you must immediately notify the IAEA and provide your mailing address and, if relevant, banking details.

35. Your first technical report to the IAEA should be sent not later than one month after the beginning of your fellowship. It should include a detailed training plan, prepared by you in collaboration with your supervisor for the duration of your fellowship, with comments on the availability of necessary equipment and facilities needed for your training. This report will be carefully reviewed by the IAEA to make sure the training programme to be undertaken corresponds to the one approved by the IAEA when your award was made. Technical progress reports are also required, as well as a final report. The first technical report and any progress reports must be countersigned by your supervisor, but not, however, the final one. All technical reports will be evaluated, but only the first and final ones will be acknowledged.

36. **Medical insurance.** All fellows are provided with medical insurance by the IAEA at its own expense, under a policy with Vanbreda International. This insurance should cover most of your personal medical expenses in the event of accident or illness, but does **not**, however, cover medical expenses of members of your family. **According to the terms of this insurance policy, you must pay your medical bills yourself, and then submit the original bills with proof of payment to Vanbreda International in Belgium.** They will reimburse you promptly. In case of an in-patient hospitalization, i.e. a hospital admission including at least one overnight stay, Vanbreda International can arrange direct billing with the care providers. Details on Vanbreda International Health Insurance scheme can be found in Appendix II. **Do not send medical bills to or via the IAEA.**

37. **Stipends during hospitalization.** In the event that you are hospitalized, if your training grant is paid by the IAEA, it will be reduced to 70% of the normal payment, because bed and board are provided by the hospital. This reduction of stipend does not apply to the first seven days of any period of hospitalization.

38. **Liability.** The IAEA holds a Public Liability Policy. This policy covers legal liability up to five million US dollars which the assured [the IAEA] shall become liable to pay in respect of claims made against the assured for compensation for loss or damage to property or bodily injury or illness (fatal or non-fatal) to persons caused by a negligent act, error or omission of the assured or any person or persons for whose acts, error, or omission they may be responsible. In addition, the policy also provides that indemnity will be granted to cover [the IAEA's] liability for training scientists at the Laboratories of Member States including the liability of trainees.

39. **Publication of scientific papers.** The importance of prompt publications of the results of scientific investigations or development projects cannot be overemphasized. No prior approval of the IAEA is required for

publication of a scientific paper resulting from research you have done while on your IAEA fellowship. However, you should acknowledge the IAEA in your paper as having provided support for your fellowship, and send a copy of the printed article to the IAEA for information.

40. **Vacation.** An IAEA fellowship is awarded for the purpose of providing a period of intensive training abroad. It is not intended that part of the fellowship be used to support a vacation period.

41. **Technical visits and meetings** may be considered if integrated into the programme prepared by the host institute at the time of acceptance. However, funds for special purposes such as attendance at meetings and symposia, inspection trips and visits to other institutes are extremely limited. Moreover, it is generally considered that a continuous period of training or research at one and the same institute is the most effective way to provide fellows with the experience they require. Fellows are therefore discouraged from planning unforeseen trips.

If a trip is approved, the IAEA will meet the costs of economy class air, second class rail or bus fares upon the fellow's submission of the exact itinerary countersigned by the supervisor and used travel tickets (and registration receipts in the case of formal meetings). The fellow will also be provided with an extra allowance to cover additional subsistence during the trip. Trips which have not been approved by the IAEA will not be reimbursed.

Travel to such meetings during the fellowship which involves a transoceanic journey or a major distance in one continent will not be approved owing to budgetary considerations.

42. **Fellowship extensions.** The IAEA grants fellowships of a duration considered sufficient to cover the training requirements of a fellow. It is emphasized that fellows should endeavour to complete their study and training programmes within the period specified in their letter of appointment. It is the responsibility of the fellow and his supervisor to design a training programme which can be completed in the allotted time. Failure to complete the work or study within the duration of the fellowship does *not* justify an extension. In some exceptional cases the fellow may apply for an extension provided his current programme is such as to justify a prolongation of the original award.

**Before applying for an extension, the fellow should check with the host authorities that it will be possible to have her/his visa extended.**

Requests for an extension will only be considered if the following conditions are met:

- (a) Submission of fellowship report(s) according to reporting schedule;
- (b) Request submitted by the fellow at least three months (or several weeks in the case of short-term fellowships) before the expiration of the initial fellowship period, containing reasons for the request;
- (c) Recommendation by the fellow's supervisor, whose communication should be sent directly to the IAEA as a separate document;
- (d) Notification by the fellow to his/her own Government, indicating that a request for extension is being submitted and that the IAEA will require a recommendation by the Government.
- (e) Approval by the Host and Nominating Governments.

The IAEA makes the final decision in light of all the circumstances with which it is confronted and the petitioning fellow is notified accordingly.

## VI. YOUR RETURN HOME

43. **Travel home.** You will be provided with an excursion or economy-class air ticket home if you were not issued with a round-trip or return ticket initially. Travel by rail/bus/car will be reimbursed only after your return home and upon submission of original used tickets. A contingency allowance is included in the first stipend payment (see paragraph 23) to cover the final expenses (including shipping excess baggage). **No additional funds will be provided to cover the costs of sending excess baggage home.**

44. **Return postponed.** You are requested to return home upon completion of your fellowship.

45. When you made your original application for your IAEA fellowship, you agreed to return home after the completion of your training to apply the knowledge gained during the training and to work in the field of peaceful nuclear applications for at least two years.

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## APPENDIX I: SCHEDULE OF REPORTING TO THE IAEA BY FELLOWS

It is vital that you give your name and fellowship code number on all reports. **Please send reports by electronic mail, if possible.**

<b>Notification of arrival</b>	On arrival, with the <i>actual</i> date of arrival in the host country.
<b>Administrative communication</b>	Within two weeks of arrival, giving your address in the host country and, if your fellowship is for more than three months, the name and address of your bank and your account number.
<b>First technical report</b>	To be completed four weeks after the start of training or study.
<b>Mid-term technical report</b>	To be completed halfway through the training period for all fellowships lasting between three and six months.
<b>Trimester technical reports</b>	To be completed every three months for all fellowships lasting more than six months.
<b>Final technical report</b>	To be completed by all fellows not later than two months 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 Code No.:
- 3 Address in host country:
- 4 Starting date of training:
- 5 Anticipated ending date of training:
- 6 Name and full address of institution where the training is taking place:
- 7 Please give the IAEA TC project number and name of the project counterpart:
- 8 Name of your training supervisor at training institution and his position:
- 9 Describe in detail (300-500 words) the training programme that you have established in cooperation with your training supervisor:
- 10 List the major facilities and equipment that you will be able to use during your programme. 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:
- 11 Please describe how the training programme that has been established will provide you with the skills and experience required by the project (if your fellowship is under a human resource project, please specify how your training programme will provide you with the skills and experience required in the institute you are working, if applicable):

To be signed and dated by fellow and supervisor.

## **MID-TERM OR TRIMESTER REPORT**

1. Name of fellow:
2. Fellowship Code No.:
3. Address in host country:
4. Please give the IAEA TC project number and name of the project counterpart:
5. Please review the progress of your training to date. Indicate (300-500 words) the major activities carried out and the new skills acquired:
6. 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:
7. Give your assessment, even if it is of a preliminary nature, of the training you have completed. 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):
8. Do you have any other comments that you would like the IAEA to consider?

To be signed and dated by fellow and supervisor.

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**FINAL TECHNICAL REPORT**

1. Name of fellow:
2. Fellowship Code No.:
3. Address in host country:
4. Starting date of training:
5. Ending date of training:
6. Name and full address of institution where the training is taking place:
7. Please give the IAEA TC project number and name of the project counterpart:
8. Describe the major elements of the training programme:
9. Provide a description of the training results (500 words or longer if desired) and any research work undertaken:
10. 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:
11. 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?
12. 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):
13. What is your present position? Briefly describe your present duties and responsibilities.
14. In order to improve the administration of our fellowship programme, we would appreciate 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 you received:
  - (iii) Quality and adequacy of the facilities made available to you:
  - (iv) Living arrangements:
  - (v) Assistance received from the IAEA:
  - (vi) Assistance received from home and/or host authorities:
  - (vii) Other comments:

To be signed and dated by fellow only.

## APPENDIX II: HEALTH INSURANCE SCHEME FOR FELLOWS

For the duration of the fellowship, the IAEA will, at its own expense, enrol you in a Health Insurance Scheme, the terms of which are given below. The Health Insurance Scheme covers fellows only. Dependants *cannot* be covered under the Scheme.

The health insurance policy (no: 909.229) is with:

Vanbreda International

Claims Department (Mrs. Freya De Herdt)

P.O. Box 69

B- 2140 Antwerpen

Belgium

International telephone No: +32-3-217-6965

FAX number: +32-3-663-2810

E-mail: mcc242@vanbreda.be

The period covered is the duration of your fellowship, taken as commencing two days before the starting date of your training to two days after the completion date, to allow for travel status. The insurer will, for the period of your fellowship, reimburse you for the costs of medical treatment prescribed by qualified doctors, and for hospital services such as:

- a) Bed and board (rate for room with 2 or more patients);
- b) General nursing services;
- c) Use of operating rooms and equipment;
- d) Use of recovery rooms and equipment,
- e) Laboratory examinations;
- f) X ray examinations;
- g) Drugs and medicine for use in the hospital

The following are subject to certain limitations:

- a) Dental treatment is limited to a maximum of US\$ 600 per period of coverage;
- b) Psychiatric treatment, including psychoanalysis, is only reimbursable if you are treated by a qualified psychiatrist and only at the rate of 50 per cent and to a maximum of US \$600 for not more than 50 visits in an consecutive six-month period;
- c) The costs of radiological treatment are reimbursable only if you are referred to a radiologist by your own doctor;
- d) In the case of an emergency or a major disability, the cost of special transportation, including cost of attendant, will be reimbursed up to a maximum of US \$7500.

The insurance coverage does not extend to:

- a) Periodic, preventive health examinations;
- b) Rejuvenation cures or cosmetic treatment;
- c) Consequences of sickness or accidents resulting from voluntary action;
- d) Result of injuries resulting from motor-vehicle racing and dangerous competitions in respect of which betting is allowed;
- e) Direct or indirect results of explosions, heat release or radiation produced by transmutation of the atomic nucleus or by radioactivity resulting from radiation produced by the artificial acceleration of nuclear particles;
- f) The consequences of insurrection or riots, if by taking part the insured person has broken the applicable laws;
- g) Aircraft accidents, unless the insured person is on board on aircraft with a valid certificate of air-worthiness, piloted by a person in possession of a valid licence for the type of aircraft in question;
- h) Hearing aids or spectacles, nor to fees for examination for these aids.

Should you require medical attention during your fellowship, you must pay the medical bills yourself and then submit the original bills with proof of payment directly to Vanbreda International at the address given above, who will then reimburse you, usually within 15 days, to the address you indicate. The conversion of medical expenses to currencies other than US dollars will normally be made at the UN operational rate of exchange in force on the date the claim is submitted. Please use the attached claim for reimbursement to Vanbreda International. Your full name and your Fellowship Code Number *must* be quoted on all claims submitted for reimbursement.

**GLOBAL GROUP MEDICAL INSURANCE POLICY**  
**FOR FELLOWS, SCIENTIFIC VISITORS, TRAINING COURSE AND MEETING PARTICIPANTS**  
**OF A UNITED NATIONS ORGANIZATION**  
**FREQUENTLY ASKED QUESTIONS**

This leaflet gives you an overview of the Frequently Asked Questions and is directed to fellows, scientific visitors, training course and meeting participants who are covered within the framework of the above-mentioned policy.

**1 When does your coverage commence and terminate?**

The coverage will be effective from the starting date of your fellowship, scientific visit, training course or meeting. Coverage is for the entire period of the fellowship, scientific visit, training course or meeting up to and including the last day for which an allowance is payable.

**2 Who can be covered?**

Only the fellows, scientific visitors, training course and meeting participants can be covered by the scheme; dependants cannot be included in this coverage.

**3 What is the coverage for medical expenses?**

The medical insurance policy provides for reimbursement of medical, hospital and dental treatment up to a maximum of US \$10 000/US \$15 000/US \$25 000/US \$50 000 per insured person (depending on the coverage selected by the organization) in any twelve consecutive months' period, subject to the following limitations:

3.1 Reimbursement at 100% of the expenses involved in respect of medical treatment prescribed by doctors qualified to treat patients. At the rate of 100% are also reimbursed the costs of hospital services such as:

- bed and board (maximum rate: the rate of the hospital concerned for a room for two or more patients)
- general nursing service
- use of operating rooms and equipment
- use of recovery rooms and equipment
- laboratory examinations
- X-ray examinations
- drugs and medicine for use in the hospital

The first US \$10 of any claim for medical expenses is not reimbursable (per 12 month period starting on the commencement of the coverage).

3.2 The following types of treatment alone are subject to certain limitations:

- **Dental treatment:** the cost of dental care, of periodontic treatment, of false teeth, crowns, bridges, other similar appliances and dentofacial orthopaedics is reimbursed only to a maximum sum of US \$600 in a any twelve consecutive months period per insured person.

- **Special examinations and treatments:**

- i) The costs of psychiatric treatment including psycho-analysis are reimbursable only if the patient is treated by a psychiatrist. The costs of psychiatric treatment are reimbursable only at the rate of 50% and to a maximum reimbursement of US \$600, for not more than 50 visits per Insured Person in any consecutive six-month period.
- ii) The costs of radiological treatment are reimbursable only if the patient has been referred to the specialist by the doctor in attendance.
- iii) Expenses of or in connection with travel or transportation whether by ambulance or otherwise are covered if a professional ambulance service is used to transport the insured person between the place where he/she is injured by an accident or has contracted a disease and the first hospital where treatment is given. In case of emergency or major disability, special transport of the insured person, including cost of accompanying person or attendant, will be allowed, up to a maximum of US \$7 500 (for coverage with an overall ceiling of US \$50 000 a maximum of US \$10 000 will be covered). In addition, preparation and repatriation of the mortal remains to the home country will be covered up to a maximum of US \$7 500.

3.3. Which services are **not** covered?

- Hearing aids;
- Spectacles;
- Fees for examination of the eye for glasses;
- Spa-cures;
- Periodic, preventive health examinations;
- Rejuvenation cures and cosmetic treatment. Cosmetic surgery is covered, however, when it is necessary as a result of an accident occurred during the insured period;
- The consequences of sicknesses or accidents resulting from voluntary and intentional action on the part of the insured person, e.g. attempted suicide, voluntary mutilation, and sexually transmitted diseases;
- The consequences of wounds or injuries resulting from motor vehicle racing and dangerous competitions in respect of which betting is allowed; normal sports competitions are covered;
- The consequences of insurrections or riots, if by taking part, the insured person has broken laws applicable in the country concerned; the consequences of brawls, except in case of self-defense;
- The direct or indirect results of explosions, heat release or irradiation produced by transmutation of the atomic nucleus or by radioactivity or resulting from radiations produced by the artificial acceleration of nuclear particles;
- Aircraft accidents are only covered if the insured person is on board of an aircraft with a valid certificate of air-worthiness, piloted by a person in possession of a valid license for the type of aircraft in question.

#### 4 Direct payment procedure

Vanbreda International has a wide range of agreements with health care providers and facilities located all over the world. These agreements may vary from one provider to another.

It is highly recommended that, in case of a **planned admission**, Vanbreda International duly receives at least **5 days in advance** a notification of hospitalisation from the member or the care provider. As such, all administrative and financial aspects can be arranged well in advance, which guarantees a smooth admission and avoids deposit requirements.

Certain providers automatically arrange direct payment by contacting Vanbreda International. This means that they immediately provide the information required for sending a **guarantee of payment**. Others prefer to await our cost estimate form to complete and our accompanying letter, which already confirms enrolment under the medical plan of Vanbreda International.

In case of an **urgent admission**, the name and telephone number of the care provider suffice for our Customer Service Representatives to initiate the direct payment procedure.

Besides direct payment, Vanbreda International has negotiated specific tariff agreements and/or discounts with several health care providers and facilities. Although you may not be aware of this at the time of admission, the provider's billing and our settlement will reflect these preferential rates, which are of benefit both to the individual member and to the Vanbreda plan.

### ***When does it apply?***

In case of an **in-patient hospitalization**, i.e. a hospital admission including at least one overnight stay, Vanbreda International can set up a direct payment procedure with the care providers. To this end, the following information should be provided to our medical adviser: the diagnosis and treatment, the exact dates of admission and discharge as well as the detailed cost per type of care. Please use an estimate form which can be downloaded from Vanbreda International's dedicated website. The completed estimate form can be sent to:

- e-mail: [admissions@vanbreda.com](mailto:admissions@vanbreda.com)
- regular mail: [Vanbreda International](#), PO Box 69, B-2140 Antwerpen (Belgium).

If the diagnosis and treatment are covered under the terms and conditions of the plan and the related expenses prove to be reasonable and customary, Vanbreda International will send a **guarantee of payment** to the care providers.

The hospital is requested to send all invoices directly to Vanbreda International for direct settlement, which leaves only the balance at your charge. You will be informed of the latter amount by means of our corresponding **settlement note**.

Together with this settlement note we send you a copy of the corresponding invoices we received directly from the provider. It is important that you check the hospital bill to make sure that it corresponds exactly to the services given.

Here are **5 golden rules to check your hospital bill**:

- Check the dates of your admission and discharge in order to verify whether the correct number of days was billed;
- If you were in a semi-private room, make sure you have not been charged for a private room;
- Make sure you have not been charged twice for the same service, supplies or medication (e.g. doctors' fees billed by both doctor and hospital);
- Did you receive every service, treatment and medication for which you are being billed (e.g. your physician ordered an expensive test and then canceled it but you were charged anyway)?
- In case you are entitled to reimbursement from another insurance, is this clearly mentioned on the invoice?

**Out-patient expenses** however, are first to be settled by the insured person, who can afterwards claim reimbursement by means of the appropriate claim form, accompanied by the original, detailed invoices, the proof of payment and - if possible - a detailed medical report. This claim form is available online and can be downloaded from Vanbreda International's dedicated website.

## 5 How to submit claims

You can submit claims for reimbursement of medical, hospital and dental expenses by means of the attached claim form. You can fill it out and send it to:

**Vanbreda International**  
**PO Box 69**  
**B – 2140 ANTWERPEN**  
**BELGIUM**

Please submit the claim for reimbursement to Vanbreda International together with a copy of the acceptance letter from your sponsoring organization and the original statement of the diagnosis as well as the medical, surgical, pharmaceutical and hospital bills, etc. as well as by any payment slips made out by possible other Insurers (with details of the amount reimbursed). If you are entitled to reimbursement by another Insurer, reimbursement by Vanbreda International will be made as appropriate on the basis of the costs actually incurred and the reimbursement obtained from other sources. Please make sure that you keep copies of the invoices for your own file which is very helpful in a case of loss.

Confidential information may be sent under seal to the medical adviser of Vanbreda International, who will provide the claims department with only the information, which is essential to the processing of the claim.

## 6 How and when will claims be settled?

Claims will be settled by cheque in US dollar within two weeks, following the receipt of satisfactory written evidence by Vanbreda International.

The conversion of medical expenses incurred in another currency than US dollar will normally be made at the UN-operational rate of exchange, in force on the date the claim was signed.

## 7 How can I contact Vanbreda International?

You can direct your queries on coverage, claims paid and reimbursements to Vanbreda International's Medical Claims Center:

- [mcc242@vanbreda.com](mailto:mcc242@vanbreda.com)
- **Phone** + 32 3 217 66 58
- **Fax** + 32 3 663 28 10

We herewith kindly invite you to have a look at the Vanbreda International dedicated website

**[www.vanbreda-international.com](http://www.vanbreda-international.com)** where you can find all relevant information.

Enter the website as follows:

- Go to member's access;
- Enter '242' in the first block of '**Personal Reference Number**';
- Enter '**EXTIAP**' (upper case required) in the second block '**Personal Reference number**';
- Enter '**06/06/1963**' in the block of '**Date of birth**'

The website shows you different tabs with information on coverage, direct payment, claims procedure, forms, contact data and Vanbreda International's proprietary provider list.

GROUP HEALTH INSURANCE  
 PLAN DE GRUPO MÉDICO

**Claim for reimbursement of medical expenses**  
**Solicitud de reembolso de gastos médicos**

<b>Insured person / Asegurado</b>	VANBREDA PERS. REF. NO. / N° DE REF. PERS.	242 /
NAME / NOMBRE		
ADDRESS / DIRECCIÓN		
DATE OF BIRTH / FECHA DE NACIMIENTO (D - M - Y/A)	SEX / SEXO	<input type="checkbox"/> M <input type="checkbox"/> F
E-MAIL		
PROJECT NO. / N° DE PROYECTO		
PERIOD OF CONTRACT / PERÍODO DE SU CONTRATO		
NAME OF THE ORGANISATION / NOMBRE DE LA ORGANIZACIÓN		
IN CASE OF ACCIDENT: IS A THIRD PARTY INVOLVED? / EN CASO DE UN ACCIDENTE: HAY TERCEROS?	<input type="checkbox"/> Yes / Sí <input type="checkbox"/> No	
IF YES, PLEASE SEND US A 'NOTIFICATION OF ACCIDENT' FORM. / EN CASO AFIRMATIVO, POR FAVOR NOS ENVÍE EL FORMULARIO 'DECLARACIÓN DE ACCIDENTE'.		

<b>Amounts claimed per currency / Importe reclamado por moneda</b>		
CURRENCY MONEDA	AMOUNT IMPORTE	DATE OF SERVICE FECHA DE ENTRADA EN FONCIÓN
<b>Total</b>		

<b>Mode of payment by Vanbreda</b> (complete only in case of change)	
<b>Forma de pago por Vanbreda</b> (complételo sólo en caso de cambio)	
<input type="checkbox"/> TRANSFER / TRANSFERENCIA BANCARIA	<input type="checkbox"/> MAIL CHEQUE TO / ENVÍE EL CHEQUE A
IBAN NO. / N° IBAN	NAME / NOMBRE
ACCOUNT NO. / N° DE CUENTA	
FULL BANK NAME AND ADDRESS / NOMBRE COMPLETO Y DIRECCIÓN DEL BANCO	ADDRESS / DIRECCIÓN
NAME ACCOUNT HOLDER / NOMBRE DEL TITULAR DE LA CUENTA	
BIC CODE / CÓDIGO BIC	
ID BANK / IDENTIFICACIÓN DEL BANCO	

SIGNATURE OF THE INSURED PERSON / FIRMA DEL ASEGURADO	In view of a smooth administration of the contract and/or settlement of the insurance claim, and only for that purpose, I hereby give my specific and informed consent regarding the processing of the medical data concerning myself and/or the members of my family (article 7 of the Belgian law of December 8, 1992 concerning the private life). En vista de una administración fluida del contrato y/o el reembolso de los gastos, y sólo para este uso, doy por la presente mi consentimiento específico en cuanto al procesamiento de mis datos médicos o de los datos médicos de los miembros de mi familia (artículo 7 de la ley belga del 8 de diciembre de 1992 sobre la protección de la privacidad).
DATE / FECHA	

### **APPENDIX III: NOTE TO FEMALE IAEA FELLOWS**

Any woman engaged by the Agency for work or training should notify the Agency on becoming aware that she is pregnant.

The Board of Governors of the IAEA approved new International Basic Safety Standards for Protection against Ionizing Radiation and for the Safety of Radiation Sources. The Standards deal specifically with the occupational exposure conditions of female workers by requiring, inter alia, that a female worker should, on becoming aware that she is pregnant, notify her employer in order that her working conditions may be modified, if necessary. **This notification shall not be considered a reason to exclude her from work; however, her working conditions, with respect to occupational exposure, shall be adapted with a view to ensuring that her embryo or foetus be afforded the same broad level of protection as required for members of the public.**

**APPENDIX IV: MEDICAL REPORT**

<b>MEDICAL REPORT</b>	
INSTRUCTION: To be completed in duplicate by a registered medical practitioner after a thorough clinical and laboratory examination including an X-ray of the chest. The International Atomic Energy Agency reserves the right to require the applicant to undergo a further medical examination before he/she takes up his/her fellowship.	
Name of applicant:	
Date of birth (year-month-day)      -      - <input type="checkbox"/> Female <input type="checkbox"/> Male      Height (cm):      Weight (kg):	
1. List any abnormalities which are indicated by the chest X-ray:	
2. If the applicant has been under treatment during the last three years, please describe the condition, the treatment and the present status of the disease(s):	
3. List all medications which the applicant regularly takes; explain the reason for each:	
4. What is the applicant's normal blood pressure?	
5. Is the applicant in good health and able to work at full capacity?	
6. Is the applicant able physically and mentally to carry on intensive training away from his/her home?	
7. Is the applicant free from infectious diseases (for example tuberculosis or trachoma) which could present risks for both the applicant and his/her contact during his/her period of training?	
8. Does the applicant have any medical condition which might require treatment during his/her period of training?	
Full name and address of examining physician (printed or typed)	
Date	Signature and stamp of the examining physician