



Institution History Form (IHF)

INSTRUCTIONS:

Resource institutions providing expertise and/or training, within the purview of IAEA TC Programme should complete an **IHF** and submit it directly to the IAEA via e-mail: TCInstRoster@iaea.org or fax: (43)1 2600-29500. Applications may be submitted at any time.

1. GENERAL INFORMATION

1.1 Full name of the institution: _____ Acronym _____

1.2 Contact Details:

Street and Number:		Telephone: [] [] []
P.O. Box:	Post Code :	Fax: [] [] []
Town/City:		E-mail:
Region/District:		Web Page:
Country:		
Airport/town nearest to location:		

1.3 Contact Person(s)

Name:	Name:
Telephone: [] [] []	Telephone: [] [] []
Fax:	Fax:
E-mail:	E-mail:

2. SUBJECTS OF EXPERTISE:

Please specify the fields of activity where the institution can provide services (use key words or terms referred in the *list of TC Fields Codes with Subjects of Expertise* available under http://tc.iaea.org/tcweb/abouttc/terminology/fieldsofactivity_exproster.pdf)

3. EXISTING CAPACITY

3.1 PERSONNEL:

Please list the experts available in the institution for providing expert services, such training and lectures, advice, supervising, managing and coordinating events, etc

Last name(s)	Name(s)	Subject of expertise (use same list as in 2)

Experts wishing to be included in the TC Expert Roster should fill and send to IAEA the IAEA Personal History Form : http://tc.iaea.org/tcweb/participation/asexpert/Expert_Personal_History.dot



3.2 TRAINING CAPACITY:

Type of training <u>in the last 2 years:</u>	<input type="checkbox"/> Training courses/ Workshops	<input type="checkbox"/> Fellowships/ On-the-job training	<input type="checkbox"/> Scientific Visits	<input type="checkbox"/> Other? (Postgraduate/ Master Programme, E-learning, etc) <i>Specify:</i>
3.2.1 Maximum number of people that can be received at the same time?				
3.2.2 Maximum number of courses, fellowships and visits that can be organized in one year?				

3.2.3 Main subjects of training offered? *Please use key words and/or provide the web link.*

3.2.4 Training languages:

3.3 SERVICES:

3.3.1 List the relevant facilities and laboratories available for providing analytical services

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3.3.2 Field of expertise for the above mentioned services

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3.3.3 Has the facility been accredited?

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3.3.4 Information on protocols used

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3.3.5 Number of samples per year that can be accepted from other Member states for analysis

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3.3.6 The fee (if any) that would be charged

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3.3.7 Is your institution providing reagents?, if yes which ones:

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3.3.8 Additional information can be provided as an MS Word or PDF attachment or as a web link.

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4. PUBLICATIONS

List (please attach as MS Word or PDF or as a web link.) relevant publications in the last **5 years** (such as books, reports, guidelines and methodologies):

5. ADDITIONAL REMARKS

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