

A formal letter may be sent to the Director General of the IAEA, requesting the designation of a Liaison Officer of your entity to the Computer Program Service of the OECD/NEA.

The letter should come from the Head of one of the following authorities:

1. Your country's Permanent Mission to the IAEA, or
2. Your National Atomic Energy Authority, or
3. Your Ministry of Foreign Affairs.

On receipt of this letter, the IAEA will be in a position to take further action.

Sample Letter Designating NEA DB LO for Member State Entity
(FOR USE ONLY BY PERMANENT MISSIONS)

Mr. Rafael Mariano Grossi
Director General
International Atomic Energy Agency
Vienna International Center
P O Box 100A-1400
Vienna
Austria

Sir,

The Permanent Mission of [*official name of Member State*] presents its compliments to the Secretariat of the International Atomic Energy Agency and, referring to the note verbale dated 12 March 2020 on the resumption of code request services for IAEA Member States via the OECD/NEA Data Bank, has the honor to inform that the individual named below has been designated as the NEA-DB Liaison Officer for [*full name of Institute and full mailing address*].

- Full name of individual:**
- Official Email:**
- Official Telephone:**
- Official Mailing Address:**

Accept, Sir, the assurances of my highest consideration.

A formal letter may be sent to the Director General of the IAEA, requesting that the organization in question be accepted as a participant in the Computer Program Service of the OECD/NEA. The letter should come from the Head of one of the following authorities:

1. Your country's Permanent Mission to the IAEA, or
2. Your National Atomic Energy Authority, or
3. Your Ministry of Foreign Affairs.

On receipt of this letter, the IAEA will be in a position to take further action.

**Sample Letter Requesting Member State Entity Participation and NEA DB LO
Designation for Member State Entity
(FOR USE ONLY BY PERMANENT MISSIONS)**

Mr. Rafael Mariano Grossi
Director General
International Atomic Energy Agency
Vienna International Center
P O Box 100A-1400
Vienna
Austria

Sir,

The Permanent Mission of [*official name of Member State*] presents its compliments to the Secretariat of the International Atomic Energy Agency and, referring to the note verbale dated 12 March 2020 on the resumption of code request services for IAEA Member States via the OECD/NEA Data Bank, has the honor to inform that [*full name of Institute and full mailing address*] wishes to participate in the Computer Program Service of the OECD/NEA Data Bank.

Please be advised that the following individual has been nominated to act as Liaison Officer between the [*repeat full name of Institute*] and the OECD/NEA Data Bank in the framework of this service.

Full name of individual:
Official Email:
Official Telephone:
Official Mailing Address:

Accept, Sir, the assurances of my highest consideration.
