

U.S. NUCLEAR REGULATORY COMMISSION MANAGEMENT DIRECTIVE (MD)

MD 5.13 NRC INTERNATIONAL ACTIVITIES, PRACTICES, AND PROCEDURES DT-25-06	
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EXECUTIVE SUMMARY Management Directive (MD) 5.13, “NRC International Activities, Practices, and Procedures,” is revised to— <ul style="list-style-type: none"> • Clarify the role of the Executive Technical Assistant to ensure efficient coordination between the Office of International Programs (OIP), the Office of the Executive Director for Operations (OEDO), and program office staff. • Reflect the NRC’s International Strategy. • Clarify the NRC’s role in facilitating regulatory cooperation and assistance to other countries. • Provide guidance regarding updated travel procedures, including pre- and post-trip coordination and approvals. • Reference new office instructions and updated program names (e.g., the International Assignee Program and International Training Program). 	

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I. POLICY

- A.** The Commission's 2014 [International Policy Statement](#) states that “international activities are integral to the U.S. Nuclear Regulatory Commission’s (NRC) public health and safety and common defense and security mission and directly support U.S. foreign policy objectives.” It further specifies that elements in which the NRC will engage include—
1. Implementing obligations pursuant to international treaties and conventions and, with U.S. Government (USG) partners, supporting the development and adoption of those pertaining to the NRC;
 2. Providing assistance to international regulatory counterparts for improving safety and security of civilian uses of radioactive materials;
 3. Fostering technical cooperation, sharing regulatory and operational experience, and supporting collaborative research for the mutual benefit of NRC programs and those of its international counterparts;
 4. Enhancing global nuclear safety, security, and safeguards by developing regulatory partnerships; and
 5. Demonstrating leadership on regulatory issues, both within the international community and the USG.
- B.** It is the policy of the NRC to establish practices and procedures for all NRC personnel who interact with international counterparts as part of their official duties.

II. OBJECTIVES

- Ensure that the NRC’s international activities are planned, coordinated, prioritized, conducted, and managed in an integrated manner that is consistent with USG policy and international legal obligations, all pertinent laws, Commission policy and strategy, and applicable directives of other Federal agencies and organizations. (See Section I of the handbook to this management directive (MD) for more details.)
- This MD updates, consolidates, and expands previous guidance on international interactions and participation in international activities.

III. ORGANIZATIONAL RESPONSIBILITIES AND DELEGATIONS OF AUTHORITY

A. Chairman

1. Serves as the NRC spokesperson at high level international conferences and meetings.
2. Represents the NRC at the annual General Conference of the International Atomic Energy Agency (IAEA).
3. Serves as the U.S. representative to the semi-annual meeting of the International Nuclear Regulators Association.
4. Performs the duties listed under the Commission.

B. Commission

Provides policy direction regarding NRC’s international interactions and participation in international activities, including issues related to—

1. International nuclear safety, security, and safeguards;
2. Import-export licensing for nuclear materials and equipment;
3. USG obligations under relevant treaties, conventions, and other international legal instruments;
4. USG nuclear non-proliferation commitments;
5. IAEA safeguards in the United States and support and assistance for IAEA safeguards globally;
6. International safety and security cooperation and assistance, bilaterally or through multilateral organizations; and
7. Cooperative safety research projects undertaken in partnership with the international community to gain expertise and information for making timely regulatory judgments.

C. Executive Director for Operations (EDO)

1. Implements Commission direction and provides direction on technical implementation of international activities to the program offices.
2. Approves management participation in international interactions and international travel for those offices reporting to the EDO, including selection of officials for international peer review missions, in consultation with the Director, OIP.
3. Approves the assignment or transfer of an NRC employee to a foreign regulatory body or international organization, in consultation with OIP and appropriate program offices.
4. Notifies the Commission, in cooperation with the Director, OIP, of planned international interactions of program offices involving known areas of sensitivity or policy issues that are of interest to the Commission.
5. Works with the Director, OIP, to ensure that all NRC employees comply with appropriate MDs and other policy guidance related to international interactions and ensures staff takes appropriate training before engaging in international activities.
6. Serves as co-chair with the Director, OIP for meetings of the NRC International Council (IC).
7. Provides to the Commission, in coordination with OIP, staff presentations, slides, and speeches that will be presented while on international travel or to international groups, if sensitive or controversial international policy issues are expected to be raised.
8. Identifies an Executive Technical Assistant to ensure coordination between OIP and the Office of the Executive Director for Operations (OEDO) and facilitates coordination among program offices for activities and issues of broad interest.
9. Ensures that follow-up items from OEDO and program office international engagements are reviewed, and action is taken to address these items at an appropriate level.
10. Ensures that a foreign regulatory employee assigned to the NRC as an international assignee or trainee complies with the requirements and restrictions contained in their approved security plan.
11. Reviews and approves the annual budget request for international activities agencywide, including the annual performance plan for international activities, in coordination with the Chief Financial Officer.
12. Develops and implements budgets and operating plans reflective of appropriate international activities and priorities, in coordination with OIP.

13. Provides a process that advises agency management on the safety, security, and threat-related information to make a risk-informed decision on staff planning for or currently on official foreign travel.

D. Director, Office of International Programs (OIP)

1. Recommends policy positions to the Commission and NRC senior management, in consultation with the EDO, when appropriate, on international activities and interactions with the Executive Branch, other USG agencies, and foreign government representatives.
2. Implements Commission policy and provides overall coordination of, and guidance for, the NRC's international programs, including licensing the export and import of nuclear materials and equipment from or into the United States, to ensure that international activities are conducted consistent with USG policy and international legal obligations, all pertinent laws, Commission policy, and applicable directives of other Federal agencies and organizations.
3. Notifies the Commission, in cooperation with the EDO, as appropriate, of planned international interactions involving known areas of sensitivity or policy issues that are of interest to the Commission and areas in which the United States is expected to comply with decisions reached as a result of those interactions in order to provide the Commission with the earliest possible opportunity for meaningful engagement within the USG and with the international community.
4. Supports the Chairman and the Commission, in cooperation with the EDO, as appropriate, to prepare for and execute international meetings and trips, including policy, technical, and logistical coordination with foreign counterparts; conducts country-specific briefings; and prepares briefing books and talking points for their use.
5. Advises the Commission in a timely manner, in cooperation with the EDO, as appropriate, of items of interest gleaned from international interactions and other sources, including Executive Branch agencies.
6. Consults with the EDO, program offices, and regional offices participating in international interactions, as appropriate, to facilitate effective and efficient participation, to increase awareness of related activities for travelers, to ensure coordinated and consistent messages to international counterparts on topics important to NRC technical and policy objectives, and to promote effective communication of the objectives and outcomes of those interactions, including follow-up activities.

7. Provides the Commission with information consolidated by the EDO and program offices on planned international meetings and travel by senior management (down to the level of deputy division directors) for inclusion in the bimonthly "List of Key International Meetings."
8. Approves all NRC international travel requests to ensure coordinated agency goals, the correct level of representation, prevent duplication of effort, and ensure effective and efficient use of funding.
9. Leads and supports interagency coordination to ensure NRC's international activities are consistent with USG priorities, objectives, and policy.
10. In consultation with the Chairman (who consults with the Commission), selects the NRC-funded Nuclear Safety Attaché to the U.S. Mission to International Organizations in Vienna, Austria.
11. Provides agency oversight and direction to the Nuclear Safety Attaché, who serves as the U.S. Mission's expert on nuclear safety, radiation protection, and waste management issues being considered by the IAEA, and as the primary liaison on nuclear safety matters between the IAEA and the USG.
12. Coordinates assignment of international assignees and trainees to the NRC, in conjunction with the hosting program office(s) and the Office of Administration (ADM), Division of Facilities and Security.
13. Serves as co-chair with the EDO for meetings of the IC.
14. Coordinates with the Protocol Office in the Office of Congressional Affairs (OCA) and the Office of Public Affairs (OPA) to ensure support for meetings and visits involving high level members of the international community.
15. Works with the EDO to ensure that all NRC employees comply with appropriate MDs and other policy guidance related to international interactions and take appropriate training before engaging in international activities.
16. Performs other functions as detailed in MD 9.14, "Organization and Functions, Office of International Programs."
17. Consolidates agency information for international budget formulation and reporting.
18. Oversees and manages the official representation funds for the agency in accordance with MD 5.4, "Official Representation Expenses."
19. Serves as the lead office in formulating the agencywide international activities budget, and for reporting on the agency's international activities product line resources.

20. Provides the overall prioritization of the mission-related and corporate support international activities workload and the associated resource requests and determines resource allocation decisions along established business lines.
21. In consultation with the EDO, selects NRC staff to participate in international peer review missions.

E. Director, Office of Congressional Affairs (OCA)

1. Oversees the international activities of the Protocol Office (director and staff) within OCA to help plan and provide support to meetings, ceremonies, conferences, and other events involving the Commission and high level members of the international nuclear community.
2. Develops and implements policies and procedures for the effective handling of distinguished international visitors to the NRC in coordination with OIP.

F. Chief Financial Officer (CFO)

1. Coordinates with OIP the review and approval of the annual budget request for international activities agencywide, including the annual performance plan for international activities.
2. Reviews and approves the financial terms of all international agreements and memoranda of understanding, including travel and other payment terms, before finalization.

G. Chief Human Capital Officer (CHCO)

1. Provides technical support to NRC employees on detail to or transferring to international organizations, as well as upon completion and return from the international assignment, as described in MD 10.2, "Staffing Assistance for International Organizations."
2. Provides staffing and benefit information regarding policies and procedures pertinent to details and transfers to these areas.

H. Office Directors and Regional Administrators

1. Ensure that participation in specific international activities is consistent with the NRC's International Strategy and broader strategic objectives, goals, and operating plans; and inform the EDO and OIP of decisions reached in these areas.
2. Ensure that staff members who are engaging in international activities are provided appropriate training and guidance regarding related NRC positions and strategy. Ensure that staff coordinates these activities with the appropriate OIP desk officer and program office international liaison.

3. Ensure that staff members who are engaging in international activities are provided appropriate briefings by the NRC's Defensive Counterintelligence Program in the Office of Nuclear Security and Incident Response, Division of Security Operations (NSIR/DSO).
4. Provide presentations, slides, and speeches with potentially sensitive or controversial international policy issues that will be used when speaking to international audiences to OEDO for review. OEDO will coordinate with OIP and then ensure the presentations, slides, and speeches are transmitted to the Commission, as appropriate.
5. Ensure that follow-up items in a trip report are reviewed and that actions are taken to address these items at the appropriate management level.
6. Ensure that an international assignee to the NRC complies with the requirements and restrictions contained in their approved security plan.
7. Develop international travel plans for each fiscal year.
8. Ensure that staff members populate the NRC International Cooperation and Engagement (NICE) database with planned international travel and meetings and update the information as required.
9. Develop and implement budgets and operating plans reflective of appropriate international activities and priorities, in coordination with OEDO and OIP.
10. Serve as a representative on the IC.
11. Designate NRC representatives on IAEA Safety and Security Committees (e.g., Nuclear Safety Standards Committee (NUSSC), Radiation Safety Standards Committee (RASSC), Waste Safety Standards Committee (WASSC), Transport Safety Standards Committee (TRANSSC), Emergency Preparedness and Response Standards Committee (EPReSC), and Nuclear Security Guidance Committee (NSGC)), international peer review missions, and Nuclear Energy Agency (NEA) committees and working groups, after consultation with the EDO as appropriate, and coordinate with OIP for final nomination.

I. Director, Division of Facilities and Security, Office of Administration

1. Reviews background and biographical data submitted by OIP for international assignees and trainees, including employees from other international regulatory bodies that are temporarily assigned to work at the NRC or take NRC training.
2. Reviews and approves a security plan for an international assignee, in conjunction with OIP.

3. Assesses non-compliance with the requirements and restrictions contained in an international assignee's security plan.

IV. APPLICABILITY

The policy and guidance in this MD apply to all NRC employees and contractors, except those in the Office of the Inspector General.

V. DIRECTIVE HANDBOOK

Handbook 5.13 contains guidance and procedures for staff and management on international interactions.

VI. REFERENCES

International Conventions

Convention on Assistance in the Case of a Nuclear Accident or Radiological Emergency, available at <http://www.iaea.org/publications/documents/treaties/convention-assistance-case-nuclear-accident-or-radiological-emergency>.

Convention on Early Notification of a Nuclear Accident, available at <http://www.iaea.org/publications/documents/treaties/convention-early-notification-nuclear-accident>.

Convention on Nuclear Safety, available at <http://www.iaea.org/publications/documents/infocircs/convention-nuclear-safety>.

Convention on the Physical Protection of Nuclear Material and its Amendment, available at <http://www.iaea.org/publications/documents/conventions/convention-physical-protection-nuclear-material>.

Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management, available at <http://www.iaea.org/publications/documents/conventions/joint-convention-safety-spent-fuel-management-and-safety-radioactive-waste>.

Nuclear Non-Proliferation Treaty, available at <https://www.iaea.org/publications/documents/treaties/npt>.

Treaties and Conventions, available at <https://www.nrc.gov/about-nrc/ip/treaties-conventions.html>.

U.S. Voluntary Offer and the Additional Protocol, available at <http://www.iaea.org/safeguards/protocol.html>.

Nuclear Regulatory Commission Documents and Web Sites

Commission Requirements Memoranda and Corresponding Staff Procedures, available at

https://usnrc.sharepoint.com/:w:/r/sites/secy-hub/_layouts/15/Doc.aspx?sourcedoc=%7B7AFE7EC3-A04C-4D51-8031-8C3FA65BA912%7D&file=Staff%20Requirements%20Memoranda.docx&action=default&mobilredirect=true&DefaultItemOpen=1.

International Policy Statement, available at

<https://www.federalregister.gov/documents/2014/07/10/2014-16173/nuclear-regulatory-commission-international-policy-statement>.

International Strategy, available at

<https://www.nrc.gov/about-nrc/international.html>.

Management Directives (MDs)

MD 3.9, “NRC Staff and Contractor Speeches, Presentations, Papers, and Journal Articles on Regulatory and Technical Subjects.”

MD 3.11, “Conferences.”

MD 5.4, “Official Representation Expenses.”

MD 9.14, “Organization and Functions, Office of International Programs.”

MD 10.2, “Assignments to International Organizations and/or Non-U.S. Counterpart Regulatory Authorities.”

MD 12.1, “NRC Facility Security Program.”

MD 12.2, “NRC Classified Information Security Program.”

MD 14.1, “Official Temporary Duty Travel.”

Memorandum from Mary C. Muessle, Acting Assistant for Operations, Office of the Executive Director for Operations, to Office Directors and Regional Administrators, “Approval of OEDO Procedure–0290, Revision 1, ‘International Travel,’” March 9, 2011 ([ML110350453](#)).

Memorandum from Melanie A. Galloway, Assistant for Operations, to Those on the Attached List, “NRC Employee Temporary Bilateral Assignments to Foreign Regulatory Counterparts,” January 20, 2015 ([ML14342A950](#)).

Memorandum from Nader L. Mamish, Director, Office of International Programs, to the Commission, SECY-19-0124, “Proposed Changes to Foreign Assignee Information Technology Access,” December 18, 2019 ([ML19291B278](#)).

NRC Forms Library:

<https://usnrc.sharepoint.com/teams/NRC-Forms-Library/SitePages/Home.aspx>.

NRC Public Web Site:

<http://www.nrc.gov>.

Office of International Programs Desk Officers:

<https://usnrc.sharepoint.com/teams/NICE/SitePages/Desk-Officers.aspx>.

Office of International Programs Intranet Web Page:

<https://usnrc.sharepoint.com/sites/oip-hub>.

Office of International Programs Office Instruction, OIP-01, "International Assignee Program" ([ML22075A015](#)).

Office of International Programs Office Instruction, TRN-02, "International Trainees Participating in NRC-Sponsored Training" ([ML23122A218](#)).

Public Website.

<https://www.nrc.gov/about-nrc/international.html>.

SECY-05-0142, "Update on NRC Foreign Assignee Program" ([ML051920348](#)).

SECY-12-0150, "Strategic Assessment of the [NRC's] International Activities and Priorities" ([ML12275A087](#)).

SECY-SRM-12-0150, Staff Requirements – SECY-12-0150, "Strategic Assessment of the Nuclear Regulatory Commission's International Activities and Priorities" ([ML13206A010](#)).

Staff Requirements Memorandum SRM-M010312B, "Discussion of Management Issues," April 24, 2001 ([ML011140126](#)).

Staff Requirements Memorandum–COMSECY-04-0043, "FY 2006 PBPM Budget Decision Book Dated June 2004," August 25, 2004 ([ML042380351](#)).

"Which Meetings Should Be Captured in NICE?", available at

<https://usnrc.sharepoint.com/teams/NICE/Shared%20Documents/Forms/AllItems.aspx?id=%2Fteams%2FNICE%2FShared%20Documents%2FActive%20vs%20Passive%20Roles%20%2D%20NICE%2Epdf&parent=%2Fteams%2FNICE%2FShared%20Documents>.

United States Code

Atomic Energy Act of 1954, as amended (42 U.S.C. 2011 et seq.).

Foreign Gifts and Donations Act (5 U.S.C 7342).

Nuclear Non-Proliferation Act of 1978 (22 U.S.C. 3201).

U.S. Department of State Web Site:
<http://www.state.gov>.

U.S. NUCLEAR REGULATORY COMMISSION DIRECTIVE HANDBOOK (DH)

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I. BACKGROUND

A. Commission Direction

1. On April 24, 2001, in Staff Requirements Memorandum (SRM)-M010312B, “Discussion of Management Issues,” the Commission requested that the staff ensure that proper international activities procedures are in place and that they are consistently followed. On August 25, 2004, through COMSECY-04-0043, “Fiscal Year (FY) 2006 PBPM Budgeted Decision Book,” dated June 2004, the Commission further directed the Office of the Executive Director for Operations (OEDO) to develop an agencywide process for monitoring and approving international travel to ensure that NRC representation at international meetings is coordinated and conducted as efficiently and effectively as possible. This management directive (MD) provides guidance and meets the requirements and intent of the 2001 and 2004 Commission guidance.
2. In the Office of the Secretary (SECY)-12-0150, “Strategic Assessment of the [NRC’s] International Activities and Priorities,” the staff provided the Commission with a strategic assessment highlighting that international activities are an integral part of the agency’s work and are managed in a manner consistent with organizational and programmatic priorities. The Commission provided direction through SRM-SECY-12-0150, which tasked the staff to, among other things, develop options for a Commission International Program Policy or Mission Statement, a description of how best to execute this policy in relation to the NRC’s strategic planning and budgeting processes and operational planning. SRM- SECY-14-0005 approved the Commission’s [International Policy Statement](#), which was subsequently published in the *Federal Register* in July 2014, designated the Office of International Programs (OIP) as the lead office for reporting on International Activities product line resources agencywide, and directed the staff to develop an International Strategy. The first NRC International Strategy was issued as an internal document in 2015 and the first revision was issued in 2020 and made public.

B. Framework for International Activities

1. NRC’s international activities are wide-ranging and include—
 - (a) International nuclear energy policy formulation,
 - (b) Export-import licensing for nuclear materials and equipment,
 - (c) Treaty and convention implementation,
 - (d) Nuclear nonproliferation,
 - (e) International safety and security cooperation and assistance,

- (f) Safeguards support and assistance, and
- (g) Cooperative nuclear safety research.
- 2. In accordance with the Commission's [International Policy Statement](#), the NRC's international activities directly support NRC's domestic mission and broader U.S. Government (USG) foreign policy objectives.
- 3. The legal bases for the NRC's international activities are contained in two principal pieces of legislation, the Atomic Energy Act of 1954, as amended (42 United States Code (U.S.C.) 2011 et seq.), and the 1978 Nuclear Nonproliferation Act (22 U.S.C. 3201). The NRC, as part of its mission, seeks to support U.S. legal and policy interests in the global safe and secure use of nuclear facilities and material and in nuclear nonproliferation.

C. U.S. Foreign Policy

- 1. The NRC is an independent regulatory agency, and its international activities are conducted in a manner that is consistent with its regulatory responsibilities and equities, recognizing that the President has the lead in matters involving U.S. foreign policy. The NRC consults with or, as appropriate, submits for Executive Branch comment and clearance for approval, its proposed international agreements, and export license applications.
- 2. Interagency consultation is an essential component of the NRC's prioritization for its international activities, ensuring overall conformance with U.S. foreign policy interests. When appropriate, the Commission consults with or directs OIP to consult on its behalf with other agencies, formally and informally, to develop common positions on significant international nuclear safety and security issues and to coordinate major initiatives. Several USG interagency coordinating groups review nuclear energy-related international policies, issues, and activities. These include, but are not limited to—
 - (a) The National Security Council-led Interagency Policy Committee and its subcommittees,
 - (b) The U.S. Subgroup on Nuclear Export Coordination, and
 - (c) TeamUSA (an interagency working group comprised of experts from various Executive Branch agencies (e.g., Department of State, Energy, Commerce, U.S. Trade and Development Agency, Export-Import Bank, NRC) that meet on a periodic basis to discuss the U.S. Government's international nuclear energy-related outreach and activities).

D. Conduct of International Activities

1. International activities should be conducted in accordance with the NRC's International Policy Statement and the NRC's International Strategy. The goal of the International Strategy is to maintain a high standard of global and domestic nuclear safety and security by—
 - (a) Maintaining excellence in execution of statutorily and legally mandated activities,
 - (b) Assisting countries to develop or strengthen their regulatory programs,
 - (c) Building strategic global partnerships in specific regions of the world,
 - (d) Demonstrating leadership in the international community, and
 - (e) Increasing integration of international and domestic activities.
2. International activities require informed judgment of the relative costs and merits, including efficiency and effectiveness considerations, of competing resource uses in the pursuit of USG goals. The NRC's strategic goals and objectives, the Commission's International Policy Statement, and the [International Strategy](#) should be considered when making decisions about international activities. Decisionmakers should seek the early involvement of the Commission, Office of the Executive Director for Operations (OEDO), program offices, and OIP in the international activity deliberative process, whenever appropriate. Early involvement allows the Commission the opportunity to provide policy guidance and influence the outcome of international activities, including international standards and guidance development. Involvement of the Commission, OEDO, program offices, and OIP includes not only those activities that are directly related to standards and policies that the NRC will have to adopt and implement by law but also activities in other significant and high-visibility international policy areas.
3. The following are the goals of NRC's international program.
 - (a) Statutorily and Legally Mandated Activities
 - (i) Implement export/import licensing, international safeguards, and international reporting and consultative activities that are mandated by U.S. law, international treaties, or international conventions, or are required pursuant to Commission-approved agreements or policy directives.
 - (ii) Conduct thorough and timely reviews of proposed nuclear exports and imports, as required by statute or regulation, and perform activities to satisfy the requirements of U.S. Agreements for Cooperation in the Peaceful Uses of Nuclear Energy (U.S. Agreements pursuant to Section 123 of the Atomic Energy Act).

- (iii) Consult with, and provide timely reviews to, Executive Branch agencies on proposed U.S. Section 123 Agreements, retransfers of U.S.-obligated nuclear materials and equipment, and nuclear technology transfers.
 - (iv) Facilitate implementation of International Atomic Energy Agency (IAEA) safeguards at NRC licensee facilities and submit international safeguards data to the IAEA under the U.S. Voluntary Offer and the Additional Protocol (<http://www.iaea.org/safeguards/protocol.html>).
 - (v) Meet the obligations of the Convention on Nuclear Safety (CNS), including the submittal of the U.S. National Report and active participation in the review meetings. Similar requirements apply to the Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management in coordination with the Department of Energy (DOE) (lead agency) and other Federal agencies particularly the Environmental Protection Agency (EPA) and the Department of State (DOS).
 - (vi) Implement actions necessary to meet USG obligations under other relevant international treaties, conventions, and political commitments (e.g., Nuclear Nonproliferation Treaty, Convention on Early Notification of a Nuclear Accident, Convention on Assistance in the Case of a Nuclear Accident or Radiological Emergency, the Convention on the Physical Protection of Nuclear Material and its Amendment, and the Code of Conduct on the Safety and Security of Radioactive Sources).
 - (vii) Participate in U.S. interagency bilateral physical protection visits to countries that possess U.S.-origin nuclear material.
- (b) Cooperation and Assistance Activities
- (i) Obtain and use international safety, security, and safeguards information to inform domestic decision-making, alert the NRC to potential safety and security problems and threats, help identify potential accident precursors, and provide accident and incident analyses, including lessons learned, directly applicable to the safety of U.S. nuclear power plants and other facilities, to licensees and relevant stakeholders.
 - (ii) Negotiate and renew OIP-administered arrangements with bilateral partners.

- (iii) Maintain appropriate levels of NRC research cooperation with countries and international organizations to examine key technical issues related to the safety and security of existing and proposed U.S. commercial nuclear facilities and nuclear materials. Cooperation can occur directly between the NRC and another country or through the IAEA, the Nuclear Energy Agency (NEA), the European Union (EU) or other multinational organizations. OIP ensures that research cooperation arrangements are properly vetted with the Executive Branch, as appropriate.
- (iv) Exchange technical and regulatory information with nuclear safety, security, or environmental agencies. Information exchanges may occur in writing, in person, or virtually.
- (v) Assess the safety and security significance of international nuclear accidents or incidents for civilian power reactors and uses of radioactive materials, including all those rated 2 or higher on the International Nuclear and Radiological Event Scale, to understand the implications for the NRC and its licensees.
- (vi) Participate in select activities of the IAEA, the NEA, the International Commission on Radiological Protection, and relevant regional or other multilateral bodies that support the NRC's International Strategy and U.S. national interests. In general, the NRC will participate in NEA and IAEA activities related to the resolution of safety issues, regulatory matters, and research; development of standards and guidance documents; exchange of good practices and operating experience; international peer review missions; and international assistance and regulatory development programs, consistent with Executive Branch priorities.
- (vii) Coordinate regulatory programs to promote enhanced coordination with countries that border the United States.
- (viii) Support Executive Branch and other international efforts to globally enhance nuclear safety, security, and safeguards, and support associated USG decision-making and outreach activities. Activities include, but are not limited to, developing and improving associated international regulatory capabilities and independence, and nuclear safety, security, and domestic safeguards cultures.
- (ix) Coordinate the controlled release of non-publicly available safety, domestic safeguards, security, and physical protection information to designated countries and international organizations.

- (x) Carry out training and assistance activities for international regulatory, safety, safeguards, and security agencies bilaterally, regionally, or through international organizations.
- (c) Leadership Partnerships
 - (i) Influence international safeguards, security, and nuclear safety regulatory standards, policies, guidance, and practices to ensure consistency with NRC approaches and USG objectives. Take proactive steps, in collaboration with other USG agencies, to identify and frame U.S. interests and, in cooperation with international regulatory, safety, security, and safeguards agencies, to ensure that international outcomes are consistent with U.S. goals.
 - (ii) Represent the USG in positions of influence at IAEA, NEA, and other international organizations, including but not limited to the IAEA Commission on Safety Standards and the safety standards and security and emergency preparedness guidance committees, the Small Modular Reactors (SMR) Regulators Forum, the NEA Steering Committee on Nuclear Energy, and relevant Standing Technical Committees.
 - (iii) Participate in IAEA and bilateral meetings and consultations on international safeguards and security activities, including work on implementation of the U.S. Voluntary Offer and the Additional Protocol to the U.S.–IAEA Safeguards Agreement; and work on strengthening IAEA safeguards, security, export controls, and nonproliferation initiatives.
- (d) The NRC International Council (IC) provides an ongoing forum for the exchange of information and provides direction to the NRC's program of international activities. The IC is co-led by the Director of OIP and the Executive Director for Operations (EDO) and is comprised of a representative from each of the following:
 - (i) The regions (rotates among the regions annually),
 - (ii) Office of Nuclear Material Safety and Safeguards (NMSS),
 - (iii) Office of Nuclear Reactor Regulation (NRR),
 - (iv) Office of Nuclear Regulatory Research (RES),
 - (v) Office of Nuclear Security and Incident Response (NSIR),
 - (vi) Office of the Chief Human Capital Officer (OCHCO),
 - (vii) Office of Administration (ADM),
 - (viii) Office of the Chief Financial Officer (OCFO), and

- (ix) Office of the General Counsel (OGC).
- (e) The IC, either directly or through the work of the International Council Working Group (ICWG)—
 - (i) Develops and maintains a common understanding and awareness of NRC and USG international activities, priorities, and associated strategies.
 - (ii) Takes reasonable measures to inform and coordinate international activities in and between the respective offices.
 - (iii) Identifies, discusses, and resolves policy and program implementation issues.
 - (iv) Reviews and confirms the staff's assessment of success relative to established strategies, objectives, and performance measures.
 - (v) Reviews the NRC's International Strategy, as needed, and advises on priorities and budgeting.

II. BASIS FOR PARTICIPATION IN SPECIFIC INTERNATIONAL ACTIVITIES

A. Selection of International Activities in Which to Participate

1. An office management decision to participate in a specific international activity should be consistent with NRC policy, strategic objectives, and goals. In consultation with OIP for policy assessments, the responsible office should prioritize its international activities based on whether proposed international interactions are important to fulfill the agency's International Strategy, Commission's international policies, and broader USG goals. Staff and supervisors should review the Travel Prioritization Guidance ([ML24053A372](#)) to ensure that NRC staff members use common criteria for prioritizing international travel and other engagements and that such prioritization reflects the NRC International Strategy. In making these determinations, the responsible office should assess whether proposed international interactions will—
 - (a) Help facilitate the desired outcomes of the NRC's International Strategy;
 - (b) Provide the NRC information relevant to ongoing or planned work;
 - (c) Improve the quality or timeliness of NRC work;
 - (d) Facilitate the dissemination of information important to safety, security, safeguards, or nonproliferation;
 - (e) Allow the NRC to provide unique technical advice or regulatory assistance that supports broader U.S. foreign policy objectives; or
 - (f) Be needed to comply with a legal requirement or political commitment.

2. The responsible office will also seek input from the OEDO and OIP, as warranted, and will inform OEDO and OIP of its deliberations and ultimate decision.
3. The same process should be applied in considering each international activity, even when NRC participation is requested on short notice or expenses are being paid by an entity other than the NRC. The scope of activities may include participation in an international meeting or peer review mission (domestically or abroad) or a request from an international organization or government for an information exchange, document review, or other regulatory support.
4. When the roles and responsibilities of more than one office are relevant to a particular international activity, these offices are expected to coordinate the NRC's participation and consult with OIP and OEDO, as needed. The level of participation by several offices should be commensurate with the desired outcomes of the meeting and the benefits to the organization.

B. Invitations to Participate in International Activities

Staff should contact the appropriate OIP Desk Officer (DO) (if applicable, through their program office's international liaison) immediately upon receipt of any invitation to participate in an international activity. In such cases, OIP should be contacted regardless of whether expenses are to be paid by another (i.e., non-NRC) organization so that proper protocols and procedures will be followed. Acceptance and nomination of appropriate personnel for participation in international activities is the NRC management's prerogative and should be coordinated with OIP. All proposed international meetings and visits with active NRC participation should be entered into the NRC International Cooperation and Engagements (NICE) system to ensure appropriate management coordination and approvals. Staff are responsible for ensuring they have a valid official passport, and visa, if required.

C. Selection of an NRC Staff Member to be Involved in an International Activity

1. An office director, or designated supervisor, should select staff to participate in an international activity based on the individual's knowledge of the topics and issues, ability to contribute to the activity, ability to work well in an international forum, current workload, and personal availability for travel. An assignment may include an opportunity designed to facilitate knowledge management to maintain the necessary expertise in international areas or technical topics within the NRC. Specific requests for participation in an international meeting are not automatically approved but must go through the appropriate review process. Before receiving official approval, an NRC staff member may not commit either the agency or themselves to participation in an international activity.
2. Office directors and supervisors should select the best-qualified candidates for each delegation.

3. Each program office is responsible for coordinating with OIP to ensure responses to meeting invitations are submitted timely. Major program offices have international liaisons, who are responsible for leading these coordination activities with OIP. If an international liaison has not been identified, the office is responsible for coordinating directly with the [OIP DO](#) for the destination country or international organization.
 - (a) For an invitation to participate in a meeting activity at the IAEA, the program office must provide the response to OIP, which then submits the participant's name for approval through the interagency clearance process.
 - (b) For an emergent invitation to participate in an activity at the NEA or bilaterally, the program office must coordinate the response with the relevant [OIP DO](#).
 - (c) For an invitation from another USG agency to participate in an international activity or meeting, the program office must coordinate the response and the ensuing work with the responsible [OIP DO](#).

D. Selection of an NRC Staff Member for a Long-Term, Temporary, International Assignment

1. The decision to send an NRC staff member on a longer-term, bilateral assignment to an international regulatory counterpart (i.e., not temporary duty) will be made by OEDO, OIP, and the staff member's sponsoring office director. The decision to send the NRC staff member will be based on priorities set in the NRC International Strategy and emerging issues, after consultation with OCHCO and OCFO.
2. OIP will coordinate with OEDO, OCHCO, and NRC program offices to ensure that the bilateral assignment is arranged in a thorough and effective manner.
3. OIP will coordinate with the international regulatory counterpart proposing to host the NRC staff member for a bilateral assignment and develop a Memorandum of Understanding (MOU) establishing the start and end dates and the nature and conditions of the bilateral assignment. If the hosting agency requires security clearance verification, OIP will work with ADM, Division of Facilities and Security (DFS), Personnel Security Branch (PSB), to provide information to the host agency.
4. The NRC staff member's work duties and temporary duty requirements (including costs of travel, lodging, and per diem) during the bilateral assignment will be developed in coordination with OIP, OCHCO, OCFO, the NRC staff member's sponsoring office, and the staff member. Administrative, logistical, managerial, and budgetary considerations should be consistent with OEDO memorandum, "NRC Employee Temporary Bilateral Assignments to Foreign Regulatory Counterparts," dated January 20, 2015 ([ML14342A950](#)), and Management Directive 10.2, "Assignments to International Organizations and/or Non-U.S. Counterpart Regulatory Authorities." MD 10.2 has guidance for cost fee experts transferring to international organizations.

5. The NRC staff member will contact OCHCO for assistance in obtaining any required foreign language training.
6. OIP and the NRC-sponsoring office will maintain periodic contact with the NRC staff member and assist with issues or concerns when needed. OIP will assist the NRC staff member with securing housing overseas and ensuring that official passport and visa requirements are met.

III. NOTIFICATIONS TO THE COMMISSION OF CERTAIN PLANNED INTERNATIONAL INTERACTIONS

A. Planned Senior Management Participation in a Meeting, Conference, or Workshop

OIP, in coordination with OEDO and affected staff offices, provides bimonthly notification to the Commission of international meetings in which the Commission and senior management plan to participate. This information includes planned travel, in-person meetings in the United States, and virtual engagements by the Chair, Commissioners, regional administrators, deputy regional administrators, the EDO, office directors, deputy office directors, division directors, and deputy division directors.

B. Notification of a Specific International Interaction

When an international interaction involves a known area of sensitivity or a policy issue that is of interest to the Commission, or if the United States is expected to comply with a decision reached as a result of an international interaction, the Commission should be notified in advance by means appropriate to that office (memorandum to the Commission, Commissioners' Assistants notes, memorandum from the director, OIP Note, briefing to Commissioners' Assistants, etc.) of the planned interaction to give the Commission an opportunity to provide guidance and direction. The Commission should be informed following the international interaction when further opportunities to influence the results are available.

C. OIP Weekly

OIP distributes a weekly document that includes international Commission activities, export/import activities, conventions, treaties, legal obligations and interagency activities, and bilateral and multilateral engagements.

IV. GUIDANCE TO STAFF ENGAGING IN INTERNATIONAL ACTIVITIES

A. Overview

1. All requests from an international counterpart for information or assistance received by staff should be discussed and coordinated with their supervisor, their office international liaison (if applicable), and the OIP DO, to identify the appropriate mechanism for response.

2. Management, in consultation with OIP, as appropriate, will provide guidance to the staff participating in international activities to ensure a clear understanding of and alignment on (a) issues of greatest interest to the NRC, (b) agency positions regarding the topic and related issues, and (c) any policy implications or other sensitive matters.
3. In general, office management should ensure that appropriate planning and preparation take place to ensure quality interactions. The participants should consult with OIP for additional advice and information, receive appropriate international agency or country background briefings, and complete relevant international training before engaging in NRC-supported, international activities.
4. Offices will establish procedures to ensure that follow-up items identified in international meeting summaries are reviewed and considered for action at an appropriate level of management.

B. Approval of Speeches and Presentations

MD 3.9, "NRC Staff and Contractor Speeches, Presentations, Papers, and Journal Articles on Regulatory and Technical Subjects," and MD 3.11, "Conferences," include requirements applicable to presentations made while on international travel or to international groups.

C. Conduct of Employees Involved in International Activities

1. While interacting with international counterparts, all NRC employees must remember that they represent both the USG and the NRC. All activities and statements by NRC staff will affect how the host nation looks upon the United States and the NRC. Accordingly, NRC employees are expected to maintain the highest professional standards.
2. NRC employees should not make commitments on behalf of the agency without approval from management following internal coordination. Commitments made need to be well-understood, must be within agency policy, and need to be within the individual's office authority.
3. Unless in the context of an approved international review mission, NRC employees shall not assess publicly or comment to an outside or third party without approval from senior NRC management and the Commission on the safety or security of foreign nuclear facilities or control of radioactive materials. NRC interactions with international counterparts generally relate to discussions of how the NRC would review an issue or a description of NRC regulatory programs and issues in the United States.

4. There is a general ban on acceptance of gifts from foreign governments by employees of the United States. However, the Foreign Gifts and Donations Act (5 U.S.C. 7342) provides for the acceptance of certain gifts from foreign governments and international organizations if they do not exceed a minimal value adjusted every 3 years by the General Services Administration (GSA) based on the Consumer Price Index. All Government agencies are required to submit an annual report to the U.S. Secretary of State concerning gifts exceeding the current threshold, including certain travel received from foreign governments and international organizations. An NRC employee should consult with an NRC [Deputy Ethics Counselor](#) in OGC when they receive a gift from an international source; even a gift under the minimal value limit can cause an ethics problem (e.g., conflict of interest or appearance of impropriety).

V. GUIDANCE: PRE-MEETING ACTIVITIES

A. Coordination and Approvals

1. Before beginning to plan for an international activity, a staff member must coordinate with their supervisor and, if applicable, office international liaison, and OIP DO. Some of the items to be considered include travel and funding and, if applicable, policy and interagency issues.
2. All international activities (including in person and virtual) with active NRC participation should be entered in NICE so that appropriate supervisory and office director approval is obtained and recorded.
3. As a general practice, travelers should search [NICE](#) for trips to the same event that will be supported by other offices, and consolidate the information in one entry. If more than one office is involved, the lead office should be identified at the staff level. Typically, the program office sponsoring the trip and generally having the most travelers is the lead office and is responsible for consolidating and issuing the meeting notice and the meeting summary.
4. See “Which Meetings Should be Captured in NICE” for information on [active/passive roles](#).
5. Once approval is obtained, the staff must send a meeting notification through NICE at least 30 calendar days before the meeting. If the decision to support the meeting is made less than 30 days in advance of the meeting, the notification must be made within 3 business days following the management decision. For meetings in which more than one NRC staff member participates, a single meeting notification should be made. The point-of-contact is responsible for ensuring a timely notification is made.

6. The meeting notification includes—
 - (a) Meeting dates and locations,
 - (b) Meeting desired outcomes, and
 - (c) Participants and their roles.

B. Visas and Passports

1. The use of official passports is mandatory for NRC employees conducting official international travel. One notable exception is that official passports may not be used for travel to, from, or through Taiwan. In all other cases, requests for exceptions to this policy will be considered by the Director of OIP on a case-by-case basis. Such requests require a memorandum from the traveler's office director or regional administrator describing the extenuating circumstances and justifying why an exception is necessary. The memorandum must contain the following:
 - (a) Status of the traveler's official passport,
 - (b) NICE trip ID,
 - (c) International priority of the trip,
 - (d) Role of the traveler,
 - (e) Statement indicating why another staff with a current official passport cannot attend.
2. NRC employees are also reminded to submit passport applications as far in advance of planned official travel as possible.
3. The traveler is responsible for reviewing passport, visa, and any other country entry requirements for official USG travelers well in advance of travel and should consult with OIP's Passport/Visa Specialist and the country DO, as needed. Specific country entry information and appropriate applications can be found in the Visa and Passports page in [NICE](#). Timelines for acquiring an official passport and visa can be lengthy, so travelers should not delay submitting their applications.

C. Country Clearance

All NRC staff traveling overseas must request country clearance from the relevant U.S. Embassy before departure by completing the joint e445/447 (Request for Approval of Official Foreign Travel for Government Personnel/ NRC Country Clearance Worksheet) in NICE. Staff will receive email confirmation of their approved country clearance from the Embassy.

D. Security Training Requirements

1. DOS requires all Government employees travelling on official business to take the Counter Threat Awareness Training (CTAT) course before any international travel. This training is available in NRC's Talent Management System (TMS) and the certification is valid for 6 years. After completing the course, staff must upload their completion certificate in the [NICE CTAT database](#).
2. If employees travel internationally for more than 90 cumulative days in a calendar year and will be in a location with a high and critical Security Environment Threat List (SETL) rating, they are required to complete the Foreign Affairs Counter Threat course (FACT or CT650). Staff will be notified by the OIP DO if they meet the SETL criteria. The training is offered by the Foreign Service Institute (FSI) and the certification is also valid for 6 years. Please see the [NICE FACT information](#) page for additional details.
3. If the trip will take place in a high threat country, the traveler may need to arrange for a briefing by the NRC's Counterintelligence Program in NSIR. Travel warnings and worldwide cautions should be reviewed to ensure travel safety and awareness of overseas surroundings. Because of the increased threat of attacks on U.S. installations and personnel, NRC employees should be aware of possible threats in the travel areas. This information can be found on the [DOS Web site](#).
4. Travelers must enroll in the [Smart Traveller Enrollment Program \(STEP\)](#), a service provided by DOS. A new entry is required for each trip.

E. International Travel Preparations and Processing

If a meeting involves international travel, staff must adhere to the guidance in MD 14.1, "Official Temporary Duty Travel." International travel requires additional documentation and reporting, as documented in the following sections. Staff is encouraged to refer to the international travel checklist in [NICE](#) for additional details.

1. The traveler should work through the NRC travel agent system to arrange flights, make hotel arrangements, and submit a travel authorization.
2. Thirty calendar days before travel, the staff should submit the e-Form 445/447 through NICE. The e-Form will be peer reviewed and approved by the OIP Director, or designee.
3. OIP will use the approved e-Form to obtain clearance for travel by the appropriate U.S. Embassy. DOS strictly enforces its policy requiring a U.S. Embassy to clear all USG personnel and contractors traveling to a foreign country in advance of official business. This requirement ensures that an official traveler can be contacted by the local U.S. Embassy if there is a credible, specific threat to their safety.

4. OCFO will use the approved e-Form to enable flight ticketing in the NRC's travel agent system.

F. Additional Considerations

1. The traveler should arrange for appropriate information technology devices and services through the [NRC Service Catalog](#), including requests for phone and laptop. A traveler shall ensure they have a mobile device that will facilitate communication in the event of an emergency. A traveler is required to respond to U.S. Embassy emails and calls during travel. Vigilance and responsiveness to these inquiries is imperative. The preferred option is to use an NRC-issued, mobile device.
2. The traveler should arrange for required immunizations well in advance of the scheduled departure date and consult with the NRC Health Center or a personal physician as soon as possible following a decision to travel. The NRC Health Center or a personal physician can provide information on the vaccinations required in specific areas of the world. NRC employees may be reimbursed for required vaccinations that are not available through the NRC Health Center.
3. Medical Evacuation insurance is a reimbursable expense if it is required by the U.S. Embassy. Staff should review the list of countries requiring the insurance in NICE before departure to ensure a policy is purchased in advance.
4. Travelers should follow the guidance in MD 14.1 when taking annual leave or a leave of absence in conjunction with official travel. As a rule, the number of days on leave should not exceed the number of meeting days (excluding travel). Per diem is not provided for days on leave.
5. The NRC Travel Advisory Group (TAG) is responsible for evaluating safety or security events and making risk-informed decisions and recommendations regarding travel for NRC staff. To facilitate notifications in case of security threats, the e-Form 445/447 in NICE will capture itinerary and contact information so that the traveler can be reached during international travel. The TAG uses NICE to facilitate communications in the event of an emergency (individual NRC offices will likely be tasked with notifying their own travelers).
6. Depending on the risk, the NRC may determine that an employee must return home early. When contacted, if the employee or contractor wishes to return home before their international travel assignment is completed, they may do so. If the employee or contractor needs assistance while overseas, they should contact the nearest U.S. Embassy.

G. Travel Reimbursed by Other Agencies or Organizations

1. The procedures for travel preparation and processing, as described in Section V of this handbook, also apply to travel reimbursed by other agencies or organizations.
2. Except as indicated below, a traveler must check with OCFO and an NRC Deputy Ethics Counselor in OGC before accepting any honoraria, compensation, or non-NRC, travel-related reimbursement associated with official NRC travel or NRC work responsibilities.
3. Congress has enacted legislation authorizing the NRC to accept payments for services rendered to foreign governments and international organizations. Authority to travel requires a letter from the external organization, which documents its commitment to reimburse the NRC. Travelers should attach the reimbursable letter and use the appropriate reimbursable job code in the travel authorization and the e-Form 445/447 in NICE (or .pdf NRC Form 445 available in the SharePoint forms library).

H. International Contractor Travel

1. Contractors are expected to follow all international guidance stated in this management directive with the following nuances or exceptions:
 - (a) Contractors should check with the appropriate OIP DO concerning any specific visa guidance.
 - (b) All contractors on official NRC business internationally must complete the NRC Form 445 (available in the NRC Forms Library on SharePoint). The form must be approved by their contracting officer's representative (COR) and should be routed through any NRC staff with whom the travel has been coordinated.
 - (c) All contractors on official NRC business internationally must complete the NRC Form 447 form (available in the NRC Forms Library on SharePoint). This should be emailed to countryclearance.resource@nrc.gov.
 - (d) NRC contractors travel internationally on their personal passports (i.e., they do not acquire official passports).
 - (e) All contractor, international travel should be reflected in NICE.
2. Contractors should follow the parameters of their contract and discuss with their COR.

VI. GUIDANCE: POST-MEETING ACTIVITIES—MEETING SUMMARIES AND FOLLOW-UP ITEMS

- A.** A meeting summary must be submitted through NICE within 15 business days of completing a meeting. The meeting summary must be placed into the Agencywide Documents Access and Management System (ADAMS) to create an official record of the reporting. Most international meeting summaries are considered sensitive unclassified non-safeguards (SUNSI) information (also known as controlled unclassified information (CUI)), because of the sensitive nature of information concerning positions of foreign countries and international agencies and should be handled appropriately. International travel reports should, therefore, be entered into ADAMS with the appropriate SUNSI or CUI markings. After obtaining the ADAMS number, the traveler should send the meeting summary/package to their office distribution through NICE.
- B.** Unless superseded by future guidance, travelers must include the following items in the meeting summary:
 - 1. Meeting dates;
 - 2. Visited or visiting country;
 - 3. Participants;
 - 4. Meeting summary;
 - 5. Results achieved;
 - 6. Pending actions, next steps, and commitments; and
 - 7. Any meetings or activities held on the margins.
- C.** For meetings in which more than one NRC staff member participates, a single, consolidated summary should be completed and distributed. The point-of-contact is responsible for preparing and ensuring the timely completion of the summary and ensuring that all viewpoints are considered.
- D.** Offices are to establish procedures to ensure that follow-up items identified in meeting summaries are reviewed and considered for action at an appropriate level of management.
- E.** The appropriate OIP DO will review the meeting summary upon distribution. In the rare event that they identify items that are of Commission interest, OIP will coordinate with the program office to inform the Commission, as appropriate.

VII. INTERNATIONAL VISITORS

A. Hosting an International Visitor

1. All visits by international counterparts should be entered in NICE. Staff must coordinate arrangements for an international visitor with the appropriate OIP DO and international liaisons. OIP and relevant program offices will work to determine coordination responsibilities, agendas, discussion topics, and schedules to meet the needs of the visitor to the extent possible, as appropriate. For a high-level international visitor, particularly one who is scheduled to meet with members of the Commission, the OIP DO is responsible for providing any Commissioner meeting with the delegation briefing material in advance of the visit that encompasses the following information:
 - (a) An agenda of meetings for the visitor while at the NRC and a summary of further official calls scheduled in the United States (if known),
 - (b) The reason for the visit,
 - (c) Background information pertinent to the visit,
 - (d) Biographical information about the visitor, and
 - (e) Proposed talking/discussion points.
2. All planning and arrangements for a Commission-level visit with a foreign dignitary must also be coordinated with the Protocol Director, Office of Congressional Affairs (OCA).
3. Staff coordinating an international visit should advise the visitor that photo-identification (i.e., a passport) is required to access NRC headquarters and regional offices.
4. The agency's point-of-contact for an international visit should provide a copy of each individual's passport to InternationalVisitor.Resource@nrc.gov as soon as possible in advance of their arrival and ideally no less than 12 business days before the visit. Additionally, each visitor must be entered into the Visitor Access Request System (VARS) and the appropriate country selected. The POC for the meeting must be listed in VARS, along with the location and purpose of the meeting.
5. A meeting summary must be submitted through NICE within 15 business days of completing the visit.

B. International Assignees and Trainees

1. On a case-by-case basis, the NRC accepts assignees from, or sponsored by, foreign regulatory authorities consistent with the U.S. policy and formal agreements, developed by OIP, between the NRC and the sponsoring country or the IAEA. OIP must coordinate all requests for international assignees with the program office international liaison. The process to be followed before agreeing to accept a particular assignee is described in OIP Office Instruction, OIP-01, "International Assignee Program" ([ML22075A015](#)). [SECY-05-0142](#), "Update on NRC Foreign Assignee Program," contains additional information on both the program and the process.
2. OIP facilitates training for the NRC's international regulatory counterparts as part of its mission to enhance nuclear safety and security through global partnerships, including at the Professional Development Center, Technical Training Center, and virtually. The OIP DO serves as the interlocuter working with foreign regulators to identify appropriate courses and coordinates with the OIP International Training Manager. For additional information on this program, please see OIP Office Instruction, TRN-02, "International Trainees Participating in NRC-Sponsored Training" ([ML23122A218](#)).