The Abdus Salam
International Centre for Theoretical Physics

United Nations Educational, Scientific and Cultural Organization

IAEA
International Atomic Energy Agency

June 29, 2009

Dr. B. Acharya
High Energy, Cosmology and Astroparticle Physics Section
The Abdus Salam ICTP
Trieste

Dear Dr. Acharya

I am writing with regard to your proposal to include the following activity in the 2010 ICTP Scientific Programme:

1st Biennial African School on Fundamental Physics and its Applications (SMR 2182)

I wish to confirm that this activity has been approved for inclusion in the 2010 calendar. The Director has allocated **Euro 20,000** as the ICTP's contribution to its budget.

The activity will take place during a two-week period in August or September **2010 in South Africa.** We look forward to learning the exact dates as soon as they are confirmed. Ms. R. Sain has been assigned as the secretary responsible for this activity.

I enclose some general guidelines concerning the organization of the Centre's scientific activities. Kindly read them with the utmost care.

With best regards.

Yours sincerely,

Professor Erio Tosatti
Chairman of the ICTP
Programme Committee

cc: F. Giorgi
D.H. Johannessen
A. Michelchich
S. Muanza
R. Sain
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PC file

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GENERAL GUIDELINES for ORGANIZERS OF SCIENTIFIC ACTIVITIES HELD OUTSIDE

ICTP OUTSIDE ACTIVITY INCLUDED IN THE SCIENTIFIC CALENDAR:

All activities approved by the ICTP Programme Committee that are included in the scientific calendar are ICTP activities following the ICTP standards. There are usually two or three directors for each meeting along with an ICTP Organizer/Director. To ensure optimum organization of your activity, we ask you to kindly observe the following important points:

FINANCIAL ARRANGEMENTS:

Should an activity be governed by an agreement with the ICTP, all relevant rules and regulations should be fulfilled.

An activity may be fully sponsored or co-sponsored by the ICTP. The ICTP funds are governed by precise rules and regulations (the ICTP Secretary will provide you the details) and entirely administrated by the Centre itself.

Co-sponsors: Should a different source of funding be used, ICTP must be duly informed along with the binding conditions of such financial support. Running budgets should be maintained along with financial receipts.

General remark: It is expected that some expenses should be taken care of by the host institution, e.g.: official use of internet, telephone, fax, photocopier, office space(s) and computer(s), pick-up service from and to the airport, internal transportation, housekeeping, lecture halls, laboratories, welcome reception/lunch/dinner/coffee breaks. It is desirable that the host institution covers also board, lodging and travel for at least local participants and Faculty. These commitments should be communicated to ICTP in a letter.

ORGANIZATION:

Local Organizer in the host city is responsible to ensure smooth local organization, security, equipment and adequate logistic facilities such as venue, board and lodging, secretary's office.

Generally, an efficient local secretary speaking English well should be devoted to the activity. An ICTP Secretary usually assigned to your activity may be requested in emergency situations to follow the activity also locally. Should such assistance be required, an official request must be sent to the ICTP Director for approval.

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What is expected from the local Secretary?
- keep frequent contact with ICTP Organizers/Secretary and coordinate the work;
- prompt assistance to applicants and attendees;
- adequate local organization and hospitality;
- necessary and timely support for the issuance of visas in view of the fact that the ICTP
Visa Office cannot normally assist in a foreign country;
- prepare all printed material prior, during and after the activity;
- ensure all deadlines are met and timely action taken;
- keep running up-to-date budgets and financial receipts, programme and list of attendees.

ACTIVITY INFORMATION:

The organizers/directors of the activity should design the objectives and scientific programme of the activity for which they are responsible and produce the scientific material for the Poster and Bulletin/Application form.

The deadline for receipt of applications should be at least four-five months before the start of the activity to allow sufficient time for the selection and invitation of participants. This time should also keep in mind (i) possible postal delays and foreseeable problems with visa requests, and (ii) the full use of the budget by timely replacement of participant cancellations.
Untimely completion of the tasks above has, in fact, resulted in financial loss for the ICTP and for participants on some occasions, when flight tickets were bought but VISAs were not received on time.

The ICTP secretary will carry out data input of applicants on the scientific database at ICTP (SIS) and follow it up prior to, during and after the selection.

The ICTP has implemented an on-line application system and new, automated application handling procedures are being adopted. The use of the on-line application system is mandatory and cannot be waived. Applications are stored on-line, this enables remote selection of candidates via a specific web-link that is given to the Organizers. Please note that flexibility is generally preserved and that some information in the on-line application system can be updated, such as: deadlines, attachments, additional technical-scientific questions, comments etc.

The standard ICTP Poster is divided into two sections. Part I contains the explanatory and scientific material of the meeting. Part II is standard ICTP wording regarding the aims of the Centre, financial support available and methods of obtaining relevant application material. The Poster should give a brief outline of the format, objectives and scientific content of the activity, while the Bulletin (if relevant) can provide more detail, and has a standard application form attached at the back.

The activity information will be also put on the ICTP Web pages. Logo(s) of the host institution and co-sponsor(s) may be inserted on the Poster.

Ideally, the above material should be ready for publication and advertising through the Centre's mailing list worldwide and Web pages at least nine months before the

start of the activity. However, it is essential that Local Organizers help distribute the activity information locally and in the region.

FURTHER INFORMATION:

The organizers and directors of the activity should select and make preliminary contact with potential lecturers, according to the specific topics of the programme. They should provide the secretary with the full names, institutes and e-mails of the proposed speakers as early as possible.

Full details of financial remunerations are obtainable from the secretary.

Travel (if paid)
Faculty: Reimbursement of round-trip travel expenses, according to the ICTP Travel Standards (Apex air, first-class/train) or travel contribution.
Non-local participants: Reimbursement of full/half Apex fare, or travel contribution, paid locally out of ICTP contribution.

The ICTP budget should not be overcommitted. Hence, before making any financial commitment the organizers and directors should assess the budget with the ICTP activity Secretary.

Sufficient local logistic facilities should be ensured (e.g. board and lodging arrangements) with the activity Secretary before compiling the list of participants and Faculty.

The ICTP Organizer is responsible for ensuring that the selection procedure is carried out according to ICTP standards and within the pre-established deadlines. Participants are selected by the Director(s) and Local Organizer(s) on the basis of the information contained in the request for participation form, taking into account merit, age (*) and geographical distribution. Priority should be given to candidates coming from particularly isolated institutions. If any portion of the travel cost is covered by the ICTP, the participant must attend the whole activity. Usually, all non-local participants from developing countries are offered financial support for at least their living expenses. Participants from advanced countries should, instead, cover both living and travel expenses from their own (local) sources.
No registration fees are to be paid by any participant.

'Regional activities' are meant for promoting science in the host country and surrounding region; therefore, a good portion of the participants (ideally at least one third) should be selected from neighboring and other countries.

(*) For Colleges and Schools the age limit for obtaining financial support is 45, and priority should be given to candidates below age 45 also in the other types of activities.

Organizers should supervise the scientific running of the activity and make any appropriate adjustments to the programme. The weekly programme should be ready at the latest the week prior to the activity.

The ICTP secretary should be kept informed by phone or email on a regular basis about the actions taken, so that he or she has a complete picture of the activity. It is clear that local conditions, bureaucracy and requirements differ from country to country and from those at ICTP and in Italy. Hence, a good and constant contact, mutual collaboration and understanding between the ICTP and host institution counterpart are essential.

Although the ICTP secretary is the focal point for information requests and general liaison before and during the activity, please be aware that he or she will normally also have other commitments. Therefore, instructions provided in good time will ensure the smooth running of the meeting.

DURING THE ACTIVITY

Host institute should set e-mail accounts and internet access during the course.

The local secretary should
- register all the attendees
- check and follow up various administrative arrangements, e.g. pay dues to participants and faculty if so established during previous contacts and arrangements
- keep running track of expenditures and relevant documentary support and receipts;
- provide secretarial and administrative assistance to all attendees

Organizers should supervise the scientific running of the activity

AFTER THE ACTIVITY IS COMPLETED:

The following documentary evidence is required by ICTP soon after the activity is over:

- Final Financial Report, with detailed expenditures: all the original receipts and documentary support must be sent to ICTP;
- Final list of participants and Final Programme;
- Final Report, including suggestions for improvements/changes for future activities.

Further information on the ICTP can be found at: http://www.ictp.it/

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