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The Secretariat of the International Atomic Energy Agency (IAEA) presents its compliments to the IAEA's Member States and has the honour to refer to the start of preparations for the **2022–2023 technical cooperation (TC) programme**.

The attached *Guidelines for the Planning and Design of the IAEA 2022–2023 Technical Cooperation Programme* set out the process for the development of new projects for the 2022–2023 TC programme. The guidelines also present the criteria that all projects must meet in order to ensure consistently high quality throughout the TC programme. The timeframe for the planning, design, appraisal and approval of the 2022–2023 TC programme is included at the end of the document.

In line with the Secretariat's emphasis on continuous improvement, the attached guidelines highlight the different roles and the available services that can be provided by the Secretariat to support the development of the new programme with the intention to further strengthen the effectiveness and efficiency of the TC programme.

Member States are invited to begin preparations for the 2022–2023 TC cycle, and to submit the relevant Programme Notes as early as possible and no later than **30 April 2020**. Member States are requested to use the relevant Programme Note and project document templates available on the Programme Cycle Management Framework (PCMF) IT platform, in accordance with the procedures outlined in the attached guidelines.

Member States are advised to use the Technical Cooperation Fund allocation of the previous cycle for national programmes as a reference budgetary figure for the new national projects of the 2022–2023 cycle taking also into consideration allocations made to projects approved for more than two years in the previous cycle which will continue in the 2022–2023 TC programme cycle. This provides a realistic budgeting framework and allows Member States to focus on comprehensive and well-integrated project proposals that contribute to established national programmes.

Member States can obtain more information and support on the process for developing their 2022–2023 TC project proposals by contacting their respective Programme Management Officer in the Secretariat.

The Secretariat requests the cooperation of Member States in meeting the deadlines indicated in the guidelines so that the preparations for the 2022–2023 TC programme can proceed in a timely manner.

The Secretariat of the International Atomic Energy Agency avails itself of this opportunity to renew to the IAEA's Member States the assurances of its highest consideration.



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Enclosure: *Guidelines for the Planning and Design of the IAEA 2022–2023 Technical Cooperation Programme*