



WINSACADEMY

WINS Academy Nuclear Security Management Certification Programme REFERENCE GUIDE

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**WORLD INSTITUTE FOR
NUCLEAR SECURITY**



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1 Introduction

1.1

HOW TO USE THIS REFERENCE GUIDE

This Reference Guide contains information for individuals who are currently enrolled in the WINS Academy Nuclear Security Management Certification Programme (hereafter referred to as the WINS Academy). It includes a detailed overview of the programme and contains general guidelines on the registration, examination, certification and recertification processes.

WINS strongly recommends that all WINS Academy participants read this Reference Guide.

This Reference Guide is updated regularly to reflect changes in the programme and in response to feedback from participants. Please refer to the WINS website (www.wins.org) for the most recent version of the Reference Guide and for the latest updates to the programme.

The features in this guide allow you to:

- Find information on procedures and policies by clicking on a topic in the Table of Contents.
- Find tips and important information by reading notes throughout the reference guide.
- Access the online information by clicking on the links provided.



WINS ACADEMY CONTACT INFORMATION

For general information about the WINS Academy, visit the [WINS Academy website](http://www.wins.org) or write to the WINS Academy Team email: thewinsacademy@wins.org

You can also refer to the WINS Academy FAQ: https://www.wins.org/files/wins_academy_faq.html

This Reference Guide has been designed in accordance with ISO 29990 requirements for learning services for non-formal education and training.

1.2

ABOUT WINS

The World Institute for Nuclear Security (WINS) was launched six years ago coincident with the General Conference of the International Atomic Energy Agency (IAEA) as a first-of-its-kind Institute specifically designed to share best practices and strengthen nuclear security. WINS exists to help those with responsibility for nuclear and other radioactive materials improve the overall implementation of security practices and to promote demonstrable competence among all personnel with accountability for security. For further information see www.wins.org.





WINS Mission

To provide an international forum for those accountable for nuclear security to share and promote the implementation of best security practices.

WINS Vision

To help improve security of nuclear and high hazard radioactive materials so that they are secure from unauthorised access, theft, sabotage and diversion and cannot be utilised for terrorist or other nefarious purposes.

1.3

WINS MEMBERSHIP

Please note that being a member of WINS is a prerequisite to access WINS Best Practice Guides and other WINS publications included in the WINS Academy Modules' recommended readings. These readings will be helpful in passing the final exams. Therefore, all WINS Academy participants should apply for WINS membership.

1.3.1 MEMBER ELIGIBILITY

WINS is an inclusive organisation that recognises the importance of having members with different accountabilities and experience with nuclear security. Membership is open to policy makers, regulators, responders, facility operators and related occupations in government organisations, research establishments and private companies. All organisations and individuals with direct responsibility for nuclear and radioactive materials are encouraged to apply.

Admitted applicants will be notified as soon as possible. However, if you do not hear back from WINS within 2 weeks, kindly contact us directly at info@wins.org clearly stating your difficulties. All Members will be expected to uphold the WINS Code of Conduct that can be downloaded [here](#).

1.3.2 MEMBERSHIP FEES

Becoming a WINS member is free of cost, and you can cancel your membership at any time.

1.3.3 APPLICATIONS

Applicants should complete and submit the [online Application Form](#). Alternatively, [application forms can be downloaded](#) and returned to the World Institute for Nuclear Security, Graben 19, A-1010 Vienna, Austria, marked for the attention of the WINS Membership Manager.

Corporate applicants are kindly asked to submit their application as an organisation in writing on letter head paper, address it to Dr. Roger Howsley, WINS Executive Director, and send it to: info@wins.org. The letter should include the contact details of a designated Point of Contact and should state whether WINS has the permission to use the organisation's contact details and logo on its website.



2 Introduction to the WINS Academy Programme

From August to December 2012, WINS conducted an extensive gap analysis of the potential demand and supply of professional development programmes for nuclear security in 180 countries around the world. Results of this research showed that, unlike nuclear safety professionals, nuclear security professionals have no accredited courses and no structure of required competences. A conservative estimate of practitioners employed in the nuclear, medical and industrial sectors who lack certified professional development opportunities is over 200,000. The WINS Academy has been established to address this problem.

The WINS Academy provides personnel with management accountabilities for nuclear security with opportunities to become professionally certified. Our Programme is distinguished by its global development and application, which makes it transferable across industries and geographic borders. It is designed to ensure that all certification holders have demonstrated their competence through fair and valid measures.

Certification has numerous benefits, for example it:

- Demonstrates credibility and competence;
- Conveys professionalism and ethical standards;
- Provides an objective measurement of knowledge, skills and abilities across all organisations, as well as internationally.

The WINS Academy educational design consists of a Foundation Module plus nine elective Modules. All participants take the Foundation Module and choose a minimum of one elective; the choice of the elective will depend on the participant's area of responsibility. Current and planned Modules include:

- [The Foundation Module](#)
- [Elective for Senior Administrators and Board Directors](#)
- [Elective for Scientists, Technicians and Engineers](#)
- [Elective for Executive Managers](#)
- [Elective for Radioactive Materials Managers](#)
- [Elective for Incident Response Managers](#)
- [Elective for Security Programme Managers](#)
- [Elective for Regulators](#)
- [Elective for Civil Society Engagement](#)
- [Elective for Transport Security](#)

We expect participants to study for approximately 80 hours in order to complete the core Foundation Module and one Elective. We believe this is tailored for busy nuclear security practitioners (especially high-level managers) who almost certainly do not have the time or resources to study for a Master's degree or attend lengthy residential courses. Academy courses are short, modular and focused on issues that actually affect professionals in their jobs.



A WINS Academy participant is assessed by examining his or her competence through:

- **Tested Competence:** The participant is required to apply nuclear security concepts and knowledge through a series of multiple choice questions.
- **Ongoing Professional Development:** Maintenance of a WINS Certificate in nuclear security requires ongoing participation in professional development opportunities or taking a re-certification exam.

2.1

COURSE DELIVERY

The certification programme is designed to be completed entirely online. We are also exploring opportunities for participants to receive in-person training at nuclear security training centres, resulting in a blend of online and face-to-face learning through simulations, role play and additional exercises. To understand how individuals and organisations (our partners) can engage with WINS on the WINS Academy Programme, please consult the [Partnership Booklet](#). We have developed a flexible partnership model that ranges from engagement with individual applicants to organisations that provide training and professional development courses as their principal activity. Further information about this model can be found in the Partnership Booklet.

2.2

PROFESSIONAL CERTIFICATION

Once participants complete the Foundation Module and one Elective Module, they can sit for an exam in one of over 5,100 local accredited test centres in 175 countries. To find the closest test center to where you are located, [click here](#). Steps are taken to ensure only the most reliable testing measures are used in the assessment of candidates. Participants who successfully pass the exams will receive certification from WINS and be eligible to join the WINS Academy Alumni, where they will be offered further professional development opportunities. Additional information on this topic can be found in Chapter 5 of this Reference Guide.

2.3

WINS' EDUCATION PARTNER – PEARSON VUE

In 2013, WINS partnered with Pearson VUE, the world's leading learning company, to deliver our online courses and certification tests.

Pearson VUE (www.pearsonvue.com) is the global leader in computer-based testing for information technology, academic, governmental and professional testing programmes around the world. It provides a full suite of services, from test development to data management, and delivers exams through a comprehensive and secure network of accredited test centres. Pearson VUE is a subsidiary of Pearson, the world's leading learning company, which works with educational institutions, organisations, corporations, associations and government agencies to create effective solutions that are aligned with professional development goals.

Pearson VUE not only delivers the online portion of the Academy course, but it also hosts the e-learning materials, supports test question development, organises testing venues, and sells WINS Academy products on the Pearson VUE-run Mindhub storefront. Pearson VUE is WINS' exclusive provider of test development services and computer-based testing programmes.



2.4 ABOUT THE MODULES

2.4.1 THE FOUNDATION MODULE

The Foundation Module lays a foundation of understanding for all other Modules; consequently, it is required for all participants. The Module provides the operating context for personnel who do not have a strong nuclear industry background. It summarises the international efforts being made by governments, industry and the non-governmental community to enhance nuclear security and minimise the chance that a successful terrorist incident involving nuclear or other radioactive materials will take place. It sets out the current developments in International Governance and Assurance and explains how these concepts are relevant to nuclear security. It reviews the current state of reporting for nuclear safety management, benchmarks it against nuclear security reporting, and proposes model assurance statements for nuclear security. Above all, the Foundation Module aims to provide information that helps course participants think about security management more broadly and from different perspectives.

2.4.2 ELECTIVE FOR SCIENTISTS, TECHNICIANS AND ENGINEERS

This Elective Module helps participants understand how to use the technical knowledge and expertise they have developed as a scientist, technician or engineer (STE) to increase security within their organisations. It teaches STEs how to communicate with their fellow professionals in the Security Department in order to achieve mutual goals and why it is so important to integrate security culture with safety culture. After completing the elective, STEs will understand the potential security threats their organisations face and know what they can do to mitigate them.

2.4.3 ELECTIVE FOR SENIOR ADMINISTRATORS AND BOARD DIRECTORS

This Elective Module is designed to help boards and senior government administrators gain insight into best practices for nuclear security. Whilst responsibility for an effective nuclear security regime is the responsibility of the State, responsibility for security implementation usually rests with an organisation's management team through their "Licence to Operate". Ensuring that this team is effective is the responsibility of the board or senior government administrators (depending on the ownership model). Through their considered governance, oversight and leadership, boards have a critical role to play in ensuring that nuclear security risks are understood and effectively mitigated by management teams. Boards also have the responsibility to ensure that strong security oversight is integrated into a programme that focuses on building resilient security, an effective operational environment and a strong organisational culture.

2.4.4 ELECTIVE FOR EXECUTIVE MANAGERS

This Elective Module is intended for personnel with positions of executive authority within organisations that have custody of nuclear or other radioactive materials. The Elective addresses the most effective methods of implementing nuclear security programmes through cross-functional management, identifies meaningful metrics and performance indicators, provides a business-style approach to security management, and addresses communications issues relating to command. In essence, the course demonstrates the business benefits of security. It shows how security, if properly managed, adds value and resilience to an organisation and helps it achieve its strategic objectives



2.4.5 ELECTIVE FOR INCIDENT RESPONSE MANAGERS – TO BE RELEASED IN 2015

This Elective Module is designed for guard forces, police, first responders and national-level civilian and military response forces that are responsible for responding to a nuclear security event. It covers best practices for planning an armed response to facilities with both armed and unarmed guards. It also covers issues surrounding public order. The goal is to present all of the issues and arguments that must be considered when designing, planning, training for and carrying out effective response. Participants will then be able to adapt these considerations to best meet the needs of their own country and region.

2.4.6 ELECTIVE FOR CIVIL SOCIETY ENGAGEMENT – TO BE RELEASED IN 2015

This Elective Module is designed for those who communicate with members of civil society. The support of such stakeholders, including journalists, politicians and community leaders, is necessary for the successful development and implementation of nuclear and radioactive materials—whether in industry, medicine or academia. When community members trust the organisation and its leaders, the support they provide can be invaluable. When distrust and conflict are the norm, protests, negative media coverage, lawsuits and the like can harm an organisation's reputation, ability to do business and bottom line. This is why it is so important for the public to understand and encourage best practices in operations. Because transparency is vital to nuclear security, this elective also encourages public and nuclear operators to engage with each other through Stakeholder Dialogue, which encourages trust, goodwill and positive, two-way communication and problem solving.

2.4.7 ELECTIVE FOR RADIOACTIVE MATERIALS MANAGERS – TO BE RELEASED IN 2015

This Elective Module is designed for senior managers accountable for the oversight of the security of high activity radioactive sources in medical, industrial, academic and research facilities. This is generally the direct responsibility of a Radiation Safety Officer (RSO) who reports directly or indirectly to a Board of Directors. This Elective module is also expected to be of interest to regulatory oversight personnel, particularly inspectors and license reviewers. RSOs have historically inherited the responsibility of overseeing the implementation of security requirements since some security measures (e.g., material accounting, access control and physically securing equipment) were already part of the RSO's safety responsibility. Therefore, such professionals have a good knowledge of radiation protection and safety practices and the use of radioactive sources, but they generally lack formal security education and training. Consequently, an overriding goal is to help these safety-oriented professionals broaden their orientation from concerns about inadvertent incidents to malicious and intentional acts leading to significant consequences.

2.4.8 ELECTIVE FOR SECURITY PROGRAMME MANAGERS – TO BE RELEASED IN 2015

This Elective Module is designed for the Security Management team—the subject matter experts who help to ensure that the security programme is informed by professional knowledge and who manage or oversee the security guard force and other security specialists. The elective explains why the Security Programme should be seen as an integral part of an organisation's operations and strategy rather than as an expensive overhead required by regulators. It identifies the knowledge, skills and expertise needed to improve security for an entire organisation; it also helps to establish a procedural and cultural framework that promotes a strong security culture that is integrated with safety and related functions. In addition, the Module highlights some of the common reasons why security is not readily supported by business managers and proposes practical ways in which these attitudes can be changed.



2.4.9 ELECTIVE FOR REGULATORS – TO BE RELEASED IN 2015

This Elective Module is designed for nuclear security regulators who have prime responsibility for establishing and revising effective regulations and for ensuring that operators implement them. Governments must ensure their regulatory bodies have the authority, competence and financial and human resources necessary to manage the legislative and regulatory framework they have set. Regulations that involve overwhelming layers of requirements, bureaucracy and red tape not only hamper the regulated, but also the regulators, which increases unproductive costs for everyone involved. Consequently, this elective proposes an outcome-focused, risk-based approach to nuclear regulation and implementation that is founded upon the evolving principles of better regulation.

2.4.10 ELECTIVE FOR TRANSPORT SECURITY – TO BE RELEASED IN 2015

This Elective Module addresses the roles that operational and response personnel have in properly preparing for and/or undertaking secure transport of nuclear and other radioactive material. By the end of the course, participants will understand the international framework for transport security; the types of materials that may be transported; the risks these materials pose during transport that require specific security actions; how to plan, develop and implement a sound security system using a graded approach based on risk; and how to ensure that emergency response capabilities are adequate over the transport route to be followed.

2.5 SUPPORT FOR LEARNING

The WINS Academy Programme is delivered via the browser-based Pearson VUE assessment management and learning platform.

The screenshot displays the Pearson VUE WINS Academy interface. At the top, the Pearson logo and 'ALWAYS LEARNING' tagline are visible. The main header reads 'Unit 2: The Nuclear Industry in Context'. The left sidebar contains the WINSACADEMY logo and navigation options: '2.4 The Evolving Threat Environment', 'Assignments', and 'Suggestions for Further Reading'. The main content area is titled '2.4 The Evolving Threat Environment' and features a sub-section 'Defining a Generic Design Basis Threat'. The text explains that regulators and operators often ask, 'What is a credible threat? What are we trying to defend against?'. It states that individual States are responsible for deciding on threats based on factors like border protection and intelligence. A table titled 'CHARACTERISTICS AND CONSIDERATIONS FOR THE PHYSICAL PROTECTION ASSESSMENT' is shown, with a plus sign over it. Below the table, it notes that the table provides a summary of threats and their implications. At the bottom, a navigation bar includes buttons for 'The IAEA ITDB System', 'ITDB Highlights 1993–2012', 'The Design Basis Threat', 'Defining a Generic Design Basis Threat', and 'Lesson Complete'.

The online course materials include:

- Module content
- Pre-course self-assessment
- Links to further reading (required readings and recommended readings)
- Assignments and case studies
- Knowledge checks and quizzes
- Post-course self-assessment
- Link to the feedback survey (to be completed at the end of each module)

Because these are self-study courses, assignments and quizzes are not graded. However, the assignments and quizzes may be graded should you choose to attend an in-person session as part of a blended learning programme. Should you have any questions about the module or need any guidance, the WINS Academy team is available to assist you. Simply email us at: thewinsacademy@wins.org.

Important – Customer Support

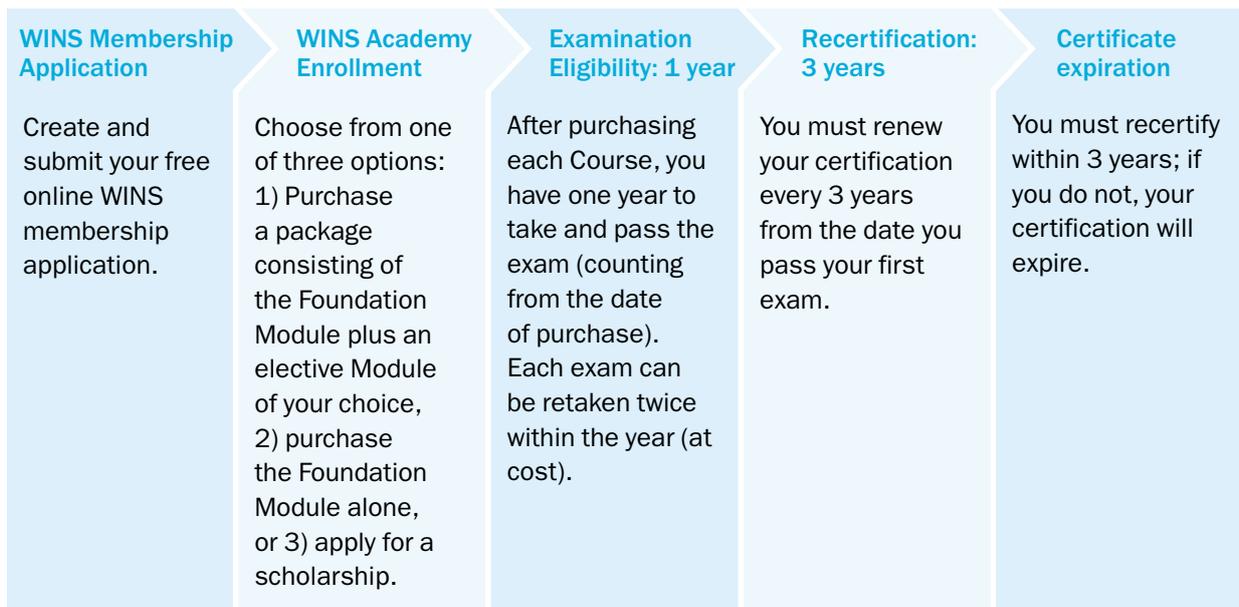
If you experience difficulty viewing the course content, please verify that your operating system is set correctly as the problem is often related to the screen resolution settings. The system requirements are detailed [here](#).

Please report any technical issue you encounter to WINS thewinsacademy@wins.org and to the Pearson VUE customer support team at: [wincustomerservices@pearson.com](mailto:winscustomerservices@pearson.com)

If you have questions or are experiencing issues with your eLearning codes or access codes, please email pvemeamindh@pearson.com for assistance. You can also visit Mindhub’s Frequently asked Questions at <http://www.mindh.co.uk/help.asp>.

2.6

WINS ACADEMY PROGRAMME TIMELINE



WINS Academy Prerequisites

There are no official prerequisites for enrolling in the WINS Academy Programme. The WINS Academy wants as many people as possible to participate in its Programme in order to enhance best practices throughout the nuclear industry. Therefore, no prior standards or course prerequisites are required.

2.7

CERTIFICATES

Participants who successfully pass their exams will be awarded a WINS certificate. Depending on the exam passed, you can receive two kinds of certificates:

- A Certification of Completion for the Foundation Module
- Certification in one or more of the Elective Modules (see below)

COURSE TITLES	CERTIFICATION IN
Elective for Senior Administrators and Board Directors	Nuclear Security Governance
Elective for Executive Managers	Nuclear Security Executive Management
Elective for Regulators	Nuclear Security Regulation
Elective for Incident Response Managers	Nuclear Security Incident Response
Elective for Security Programme Managers	Nuclear Security Programme Management
Elective for Scientists, Technicians and Engineers	Science and Engineering for Nuclear Security
Elective for Radioactive Materials Managers	Radioactive Materials Management
Elective for Civil Society Engagement	Nuclear Security Engagement
Elective for Transport Security	Transport Security of Nuclear Materials



Each certificate contains the following information: full name of the candidate, the type of certification obtained, the date (begins with the day participants pass the exam), a unique certificate identification number, and the signatures of the WINS Executive Director and the Academy Manager.

Certificates will be sent to successful participants by email.



3 Registering for the WINS Academy

Candidate registers with Pearson VUE via www.pearsonvue.com/WINS

The candidate must agree to the Pearson VUE Privacy Policy before creating an account. The candidate will later use this account to book their exam(s).



Candidate creates Mindhub account via www.mindhub.co.uk

The candidate creates a Mindhub account in order to purchase an eLearning and/or Exam package.



Candidate purchases WINS eLearning and/or Exam Package on Mindhub

The candidate places his or her order and receives the eLearning and Exam Voucher Codes by email, together with instructions for redeeming them.



Candidate creates an eLearning account by following the link provided in the confirmation mail.

The candidate registers using the link provided. Once an account has been created, the candidate logs in to access the e-learning material.



Candidate books exam(s)

To book an exam, the candidate logs in to www.pearsonvue.com/WINS. Confirmation of the booking follows by email.



Candidate sits exam(s)

The candidate sits the exam(s) at the chosen test center.



Results produced

The candidate receives a printed score immediately after completing the exam.

3.1

HOW TO SIGN UP FOR THE WINS ACADEMY PROGRAMME

Before you begin, please sign up for WINS membership.

Signing up for the WINS Academy Programme begins with purchasing the courses and exams on Pearson VUE/WINS Mindhub (http://www.mindhub.co.uk/category_s/109.htm).

This website is also available from the [WINS Academy](#) section of the WINS website.



The Pearson VUE/WINS Mindhub displays all available WINS products. After purchasing the package of your choice, you will receive the eLearning and exam voucher¹ codes together with instructions to redeem them by email. You may receive up to four emails after purchasing a package on Mindhub:

- An Order Confirmation email
- An email with the WINS Academy Foundation Module eLearning Code
- An email with the WINS Academy Elective Module eLearning Code (if purchased)
- An email with the Exam Voucher Code(s) (sent with a delay of about 3 hours)

After purchasing the courses and exams on Pearson VUE/WINS Mindhub, the next step is to register by going to <https://register.pearsoncmg.com/reg/register/reg1.jsp>. This will enable you to access the WINS Academy eLearning courses and begin your studies.

After registering on Pearson VUE, you will receive the following:

- Foundation Module registration confirmation email
- Elective Module registration confirmation email

Please ensure that your registration includes a valid, unique email address as this will be the primary mode of communication from WINS throughout the certification process. Although WINS will email you reminders during the process, you are responsible for scheduling and sitting for your exam within the one-year eligibility period. (Please refer to Chapter 4 of this Reference Guide for more information.)



NOTE

Incoming electronic communication from WINS may be blocked or forwarded to a junk email folder by spam filters. Please add thewinsacademy@wins.org to your personal address book in your email programme in order to ensure you do not miss important Academy updates from WINS.

3.2

WINS ACADEMY PROGRAMME FEES

3.2.1 EXAMINATION FEES

Because our goal is to promote certified professional development and the implementation of best practices worldwide, we price our certification programmes so they will be affordable to as many participants as possible. We have conducted research to benchmark the cost of our Academy programme against other relevant certification programmes. Individual modules cost £300 (GBP), and a complete certification programme costs £600 (GBP).

¹ A voucher is a unique number that represents a prepaid credit. For the credit to be claimed, the voucher number must be provided when booking an exam either online or when speaking to customer service.



A complete certification programme package includes:

- Online access to the WINS Academy Foundation Module
- Online access to the WINS Academy Elective Module of your choice
- Two vouchers, one for each certification exam, for use at over 5,100 accredited testing centres in 175 countries
- Academy Alumni network membership upon passing both the Foundation and Elective Module certification exams

An Individual Module purchase includes:

- Online access to the WINS Academy Module purchase
- One voucher for the Module certification exam

In addition, we have established several incentive programmes:

- For participants purchasing the modules: we will reimburse 50% of the cost of the programme to participants who purchase and pass the exams for WINS Academy packages within 1 year of the date of release. More information is available on the [reimbursement application form](#).
- We also have a scholarship programme (see Chapter 3.3).
- For corporate members and governments: We provide discounts for bulk purchases.

3.2.2 REEXAMINATION FEES

The WINS Academy certifications are valid for three years from the date of issuance. Alumni will then need to recertify every three years. The recertification exam costs £100 (GBP) per Module. You can purchase a recertification voucher (exam re-sit voucher) [here](#).

Participants who fail an exam may purchase a re-sit voucher for £100 (GBP) from the WINS storefront [here](#).

3.3 THE WINS ACADEMY SCHOLARSHIP PROGRAMME

Our scholarship programme is available to participants from certain countries that have specific responsibilities for nuclear security related to the certification programme. The selection of eligible participants is entirely at WINS' discretion and depends on the availability of funding support. A list of eligible countries can be found [here](#). You can [apply online here](#).

Please note that only WINS members are eligible to apply for scholarships. (See Chapter 1.4 of this Reference Guide on how to become a WINS Member.) If your request for a scholarship is accepted, you might be required to send either a photocopy or scanned image of your passport as proof of identity.

Note that this scholarship allows selected participants to gain access to WINS Academy courses and exams at no cost. WINS does not cover any other costs associated with the courses, such as travel expenses to attend examination centres, nor does WINS provide any cash reimbursements.



3.4 HOW TO SUBMIT PAYMENTS

The only costs associated with the WINS Academy Programme are the purchase of the course modules online. All payments are to be submitted through the Pearson VUE/WINS Mindhub (http://www.mindhub.co.uk/category_s/109.htm) storefront when purchasing the courses and exams.

Payment methods on Mindhub include the following credit cards: Visa, Mastercard, American Express, Discover. All payments are secured by SSL. Each package purchased on Mindhub includes the eLearning materials for the selected WINS modules and module exam vouchers. All sales of exam vouchers are final, and there are no exceptions. Exams must be registered and taken before the voucher expiry date (12 months from the date of purchase).

When will the order be sent and what are the shipping charges?

Digital products (such as the WINS Academy eLearning modules and associated exam vouchers) do not require shipping.

In the future we will begin shipping hardcopy books of the WINS Academy modules. The price and shipping charges for the books will be automatically calculated prior to submitting your payment information. You will be able to add your selected items to a shopping cart and proceed to the checkout page, where you will be able to select shipping methods and associated prices. Your order will be shipped shortly after payment has been made.

3.4.1 WINS/MINDHUB REFUND POLICY

Please note that digital products currently cannot be returned.

3.4.2 PEARSON VUE MINDHUB CUSTOMER SERVICE CONTACT INFORMATION

If you are experiencing any issues with payment or delivery of purchased products, would like to return the product you have purchased, or would like to get more information regarding our products and services, please contact Mindhub Customer Service via email pvemeamindhub@pearson.com

3.5 PERSONAL DATA

By purchasing a WINS product and agreeing to the Pearson VUE/WINS Privacy Policy, you consent to the transfer of your contact information to WINS. WINS does not collect or store your credit card and payment information. You can consult both Pearson VUE and WINS Privacy Policies in the Appendices.



4 WINS Academy Programme Examination Policies and Procedures

4.1 WINS ACADEMY EXAMINATION INFORMATION

Computer-based testing is the standard method of administration for WINS Academy Programme examinations. Each certification exam is comprised of 45 multiple-choice questions based on information provided in the WINS Academy's course materials. The allotted time to complete the computer-based exam is 45 minutes.

All exam questions are developed according to the Standards for Educational and Psychological Testing and randomly placed throughout the exam. The exam questions are produced and reviewed together with learning technologists and test developers to ensure they are fair, reliable, valid have no biases.

The exam procedure at a Pearson VUE Examination Centre begins with the computer induction procedure. Note that you will be requested to sign a Non-Disclosure Agreement (NDA) before the exam time starts. The exam is preceded by a short tutorial designed to familiarise candidates with the testing platform (i.e., how to monitor the time remaining and the number of questions left, how to flag a question for review, how to review answers before submitting them, etc.). The time used to complete the tutorial is not included in the exam time of 45 minutes. Note that there are no breaks scheduled during the exam. You are allowed to take a break if needed; however, your exam clock will continue to count down.

A review functionality enables you to flag questions during the exam and review them later on. A review page after the 45th question will list all question numbers and indicate any questions that are incomplete or flagged. You can easily revisit these questions from this page. The exam will end with a survey where you will be invited to provide feedback about the exam process.

4.1.1 EXAM LANGUAGE AIDS

Although all WINS Academy exams are administered in English, WINS welcomes applicants who are non-native speakers of English. An additional 15 minutes will be allocated to the standard duration (45 min.) of each certification exam for participants who speak English as a second language. This time extension will be automatically added to your exam based on your country of residence at the moment of registration.

4.1.2 SPECIAL ACCOMMODATIONS FOR THE EXAMINATION

WINS and Pearson VUE are committed to ensuring access for all individuals with disabilities. Depending on your geographic region, test accommodations may also be known as “special arrangements” or “reasonable adjustments.”

The purpose of test accommodations is to provide candidates with full access to the test. Pearson VUE provides reasonable and appropriate test accommodations to individuals with documented disabilities who demonstrate a need for test accommodations. For example, applicants may request someone to record answers, a separate testing room, extra testing time, or presentation of the material in large print.



Participants may request the staff at any Pearson VUE examination centre for modifications due to disability, handicap and/or other conditions that may impair your ability to take the exam. There are no additional costs for special accommodations.

4.1.3 EXAMINATION ELIGIBILITY

Once you have purchased the courses and exams on Pearson VUE Mindhub, you are deemed eligible to take the exam for the selected module(s). From the date of purchase of the exam voucher (contained in a WINS Academy package) or exam re-sit voucher, you are granted a one-year eligibility period in which to sit the exam.

4.1.4 HOW TO SCHEDULE YOUR EXAMINATION APPOINTMENT

To schedule an exam online, visit the Pearson VUE website (<http://www.pearsonvue.com/WINS/>). This link is also available on the Academy section of the WINS website under [Book an exam](#). Alternatively, you can call the Pearson VUE Customer Service Centre (United Kingdom, telephone: +44(0)161 855 7436, office hours: Monday–Friday, 9:00 a.m.–5:00 p.m. UK time; closed on local holidays). Appointments can be booked up to one business day before the date you wish to sit the test, subject to availability.

To register, you are requested to create a web account. You are then directed to a webpage where you can select your WINS exam from the Exam Catalog. After the selecting an exam, you are requested to complete the following steps:

- Search for and choose your preferred test centre
- Choose an appointment
- Verify your appointment in the next window

To find the closest test center to where you are located, [click here](#).

After booking the exam(s), you will receive Pearson VUE exam admissions policy information in the confirmation email(s). **Note that you need to be at the testing venue at least 15 minutes before the examination time, and you need to present a valid ID (with picture), preferably your passport.**

4.1.5 EXAM RESCHEDULE/CANCELLATION POLICY

Reschedule Policy

If you wish to reschedule your exam, you must contact Pearson VUE 24 hours prior to your scheduled appointment. Rescheduling less than 24 hours prior to your appointment may result in forfeiting your exam fees.

Cancellation Policy

If you wish to cancel your exam, you must contact Pearson VUE 24 hours prior to your scheduled appointment. Cancelling an exam less than 24 hours prior to your appointment or missing your exam may result in forfeiting your exam fees.

Emergency Situations (Extenuating Circumstances)

WINS understands that there are times when personal emergencies may cause you to reschedule or cancel your exam at very short notice (less than 24 hours before the scheduled appointment), or miss a scheduled exam appointment (resulting in a no-show status).



Such extenuating circumstances can include:

- Medical emergency
- Military deployment
- Death in immediate family
- Illness in immediate family
- Natural disaster

If your circumstances force you to miss your scheduled exam appointment, please contact the WINS Academy Support Team as soon as possible following the missed exam appointment. You will be asked to provide an explanation along with supporting documentation (e.g., accident report, medical documentation, etc.) in order for you to reschedule or cancel your exam without penalty. WINS will review all claims on a case-by-case basis. If your extenuating circumstance claim is not approved, you will be required to pay the full reexamination fee to sit for the exam.

No-Show Status

Failure to notify Pearson VUE or WINS within the specified time periods, to reschedule or cancel your exam, or to meet a scheduled examination appointment will result in a no-show status that results in forfeited exam fees. A re-take voucher will have to be purchased at full price in order to sit the exam.

4.1.6 WINS/PEARSON VUE EXAMINATION SECURITY & CONFIDENTIALITY

The exam and any other exam-related materials remain the sole and exclusive property of WINS/Pearson VUE. These materials are confidential and are not available for review by any person or organisation for any reason.

Your exam (pass/fail) results are confidential and will not be disclosed to anyone without your consent, unless we are directed by valid and lawful subpoena or court order. If you would like your exam results to be released to a third party, you must provide WINS/Pearson VUE with a written request that specifically identifies the types of details (e.g., examination date, pass/fail status, etc.) about the exam results that the third-party person or organisation should receive.

4.1.7 EXAMINATION ADMISSION AND INSTRUCTIONS

In order to be admitted into the examination centre, a valid passport is recommended as your primary form of identification. If your primary form of identification does not contain your signature, you will also be required to present a secondary form of identification with your full name and signature, e.g., a debit or credit card.

If you are not in possession of a current valid passport, you may use one of the following documents as an alternative primary form of identification:

- Photo card driver's license
- Government issued identification card

Your identification must include:

- English characters
- Your clearly visible photograph
- Your signature

Please note that in order to be accepted, these documents must have been issued in the country where you are testing. For example, a UK photo card driving license will only be considered to be a valid form of identification if your test centre is located in the UK. All forms of identification being presented at the testing centre must match your name exactly as it appears on the scheduling notification. Your identification documents must be in good condition, and cannot be bent, frayed, taped, cracked or otherwise damaged in any way.

Check-in procedure

We ask that you arrive at the test centre at least 30 minutes before your scheduled appointment time to complete the necessary check-in procedures. If you arrive more than 15 minutes late for your appointment, you may be refused admission and fees will be forfeited. At check-in, you will be requested to sign in, present the required identification, and sign an NDA.

Prohibited at the Testing Centre

You may not bring anything into the testing area or to the desk where you take the exam other than what the test administrator gives you. You will be provided with a locker on the day of your exam to store your personal belongings. Once your items are stored, you will be unable to access your locker until you have completed your examination appointment.

What to expect in a Pearson VUE testing centre

Once you have completed the check-in process, the Testing Centre Administrator will provide you with note-taking items. While it is standard procedure to give test-takers a note pad or erasable board, you will not need to use them during your exam. You will then be escorted into the video-monitored testing room and be seated at your workstation to begin the exam. On the first screen, you will be asked to verify both your name and the exam you are taking. Once this information is verified, the 15-minute exam tutorial will begin. Both the tutorial and the exam exhibit a countdown so that you are aware of how much time you have left. You may exit the tutorial at any time and start the exam.

If you observe any irregularity in the testing centre, or experience any issues during your examination appointment, please inform the Testing Centre Administrator immediately.

To find out more about the security measures at Pearson VUE testing centres, you can watch a video at <http://media.pearsonvue.com/videos/security.html>.

Termination of Examination Administration/Grounds for Dismissal

The WINS Academy and Pearson VUE reserve the right to take any actions necessary for failure to comply with the test administrator/supervisor's directions. This includes, but is not limited to, barring you from future testing and/or canceling your scores. If your scores are cancelled, you will be notified of such action, along with the reasons why, and your exam fees will not be refunded.



The Testing Centre Administrator is authorised to dismiss you from an exam when there is a reasonable basis for concluding that you have engaged in any of the following activities:

- Using or attempting to use someone else to take the test on your behalf
- Failing to provide acceptable personal identification, as outlined in previous chapters
- Having access to notes or any other prohibited aids related to the test
- Creating a disturbance (the test administrator has sole discretion in determining whether specific conduct constitutes disruptive behavior)
- Communicating with another person other than the test administrator/supervisor or proctor during the administration of the test, including attempting to give or receive assistance
- Attempting to remove a scrap of paper from the testing room, or tearing the scrap of paper in any way
- Eating or drinking in the testing room
- Leaving the testing room or testing centre vicinity without permission
- Removing, or attempting to remove, exam-related material or portions of a test in any format from the testing room
- Attempting to tamper with a computer
- Engaging in any dishonest or unethical conduct, such as cheating

Although tests are administered under strict supervision and security measures, exam irregularities may sometimes occur. Please report to the Testing Centre Administrator or to WINS any observed behavior that may lead to an invalid score.

4.1.8 PEARSON VUE TESTING TUTORIAL AND PRACTICE EXAM

Pearson VUE offers an online tutorial for participants to familiarise themselves with three functions that they may use when taking a computer-based test at a Pearson VUE Test Centre. The tutorial includes information about how to answer questions, change answers and review questions. To view this tutorial, please [click here](#).

In addition, Pearson VUE offers a computer-based testing tutorial and practice exam software that give you the opportunity to learn how to navigate your way through computer-based exams. This includes a practice exam that gives you an opportunity to become familiar with the operations of computer-based testing.



To download the [Pearson VUE Testing Tutorial and Practice Exam](#), please visit:
<http://www.pearsonvue.com/athena/>



4.1.9 EXAMINATION REPORT

Immediately after completing the computer-based test, you will receive a printed score report informing you about whether you have passed or failed the exam.

All participants who successfully pass an exam are sent an electronic version of a Certificate via email within a week after they have passed. (Please note that no Certificate is sent to participants who have completed one Elective module but who have not passed the Foundation module). We will provide the opportunity in the near future for successful participants to also purchase a framed certificate from WINS on the WINS/Pearson VUE Mindhub storefront.

Understanding Your Exam Report

A pass/fail result score is generated based on your overall performance on the exam. Participants who achieve the minimum passing score or higher are invited to join the WINS Alumni Network.

In addition to the overall pass/fail status, diagnostic information on your performance is provided for each domain.

4.2

REEXAMINATION

Candidates who fail a WINS Academy Programme exam can re-take it by purchasing a £100 exam voucher on the Pearson VUE Mindhub. Exam retakes can be scheduled as early as 24 hours after the initial examination date.

You can take and fail an exam three times within the first year of your eligibility period. If you fail three times, you must wait until the next year to reapply. You may then make two attempts to pass the exam every consecutive year thereafter.

However, failing one WINS Academy Module exam does not prevent you from sitting for another exam. For example, if you should fail the Elective for Executive Managers exam three times in your one-year eligibility period, you will have to wait until the following year to reapply for the test to this module. However, you could still sit for the Elective for Senior Administrators and Board Directors exam.

If your eligibility period expires before you have passed an exam, you must reapply for certification.

4.3

RECEIVING CERTIFICATION FROM WINS

Once you pass the Nuclear Academy Programme exams for the course you are enrolled in, you will receive the associated WINS Academy Certificate, become WINS Academy certified, and be eligible to join the Alumni network. You may use the WINS Academy certified designation as long as your certification status is active. Please note that this does not allow you to use the WINS designation in company names, domain names, product names, or in any other unauthorised manner.



Disclaimer of Liability

In common with certification arrangements in a variety of professional fields, certification from the World Institute for Nuclear Security is an indicator that an individual has passed a quality controlled examination based on WINS Academy course materials. Certification is not a guarantee or assurance of the competence or ability of any particular individual. Anyone hiring or using the services of a person who has received a certification from WINS should rely on their independent judgment or, as appropriate, seek the advice of a competent professional in order to exercise due diligence in any given circumstance. Furthermore, WINS disclaims liability for any personal injury, property or other damages of any nature whatsoever, whether special, indirect, consequential or compensatory, directly or indirectly resulting from the acts or omissions of any person who has received a certification from WINS. WINS shall not be held liable for any improper or incorrect use of the WINS Academy materials or information and assumes no responsibility for any user's use of them.

4.3.1 CERTIFICATION PACKAGE

Within a week after successfully passing the exams, you will receive an email from WINS including:

- Congratulatory letter
- Certificate
- Information on how to maintain and renew your certified status after 3 years

Both of these documents list your:

- Certificate number – a unique identification number used by WINS to maintain your individual certification records
- Your certification cycle dates

We recommend that you file this information in a safe and easily accessible location. You will need to refer to it when requesting recertification.

4.3.2 WINS ACADEMY PARTICIPANT RESPONSIBILITIES

As a participant in the WINS Academy Programme, you are required to follow basic ethical standards, such as acting with integrity, honesty and respect, and maintaining and developing your professional competence. In particular, you are responsible for adhering to the non-disclosure agreement you signed and should not share WINS Academy materials with any third parties. (Note that all WINS material is copyrighted.) In addition, you should not engage in any dishonest conduct, such as attempting to cheat during the exam.



5 WINS Alumni

The objectives of the WINS Academy Alumni are to stay engaged with participants of the Academy programme in order to identify further gaps in training, track their continued professional development progress, provide them with additional opportunities for professional development, secure their feedback to help continuously improve the Academy programme, encourage their continued security competence through recertification, and create a network of experts with certified nuclear security competence to advocate professional development among their peers.

We envision that this group will be at the forefront of new professional requirements for nuclear security competence, with certification becoming the norm, and leading to employment benefits that include increased salaries and managerial responsibilities.

Alumni will be provided with numerous benefits, including access to the WINS Nuclear Security Knowledge Centre, invitation to take part in additional professional development opportunities, numerous networking opportunities, and access to a news page, the services of a personalised assistant and more.

The WINS Alumni network is currently under development and will be released in mid 2015.

5.1 ELIGIBILITY AND REQUIREMENTS

Upon successful completion of the certification exams – which consist of a Foundation Module and one or more Elective Module – WINS Academy graduates will be given automatic membership to the WINS Academy Alumni. Certified participants will remain in the Alumni network and have access to the Alumni platform as long as their certification remains valid.

5.2 MEASURING EFFICACY

The Alumni platform will provide an avenue for WINS to continually engage with Alumni, including through the development of feedback surveys. These surveys will ask Alumni to identify their beliefs about security, gaps in their training, and potential opportunity areas for WINS and partners to provide assistance. We believe that feedback from the Alumni will provide evidence of the programmes' impacts, lead to sustainability and support the recertification process.

5.3 RECERTIFICATION

The Alumni professional society will be the basis for the development of a recertification programme to ensure that alumni maintain the same level of knowledge demonstrated in their first exams. All WINS Academy certifications will be valid for three years; recertification will then be required for alumni to maintain their credentials. In order to recertify, participants will be requested to re-take the exam corresponding to the alumni's certification.

5.4 TERMINATION OF THE ALUMNI STATUS

The status of Alumni can be terminated if recertification is not obtained. In addition, the WINS Executive Director can expel or suspend Alumni without notice if they violate WINS' rules of procedure (Members' Code of Conduct, privacy policy, professional pledge) or if they, in the judgment of the Executive Director, act against the interests of WINS.



6 Reporting Issues

General queries and issues

If an interested party is dissatisfied with any aspect of the Programme, or a disagreement occurs between the interested party and another interested party, they should email thewinsacademy@wins.org immediately. The WINS Academy team will contact the dissatisfied party within 2 working days about the reported issue.

Issues at a test centre

Should any issues or problems arise during a testing center registration process or a WINS exam administration, you should bring them to the attention of the Pearson VUE testing center administrator so an incident report can be filed. If any issues are not resolved by Pearson VUE, contact WINS in writing, either via email (thewinsacademy@wins.org) or via mail (WINS, Graben 19, 1010 Vienna, Austria) within 30 days of the exam testing date. No exam questions or other confidential information may be transmitted via email or communicated outside of the exam administration. Your report should include a thorough description of the incident, including the date, type of incident, names of individuals involved, and any other relevant information.

Appeals

All certification-related complaints and appeal requests must be made in writing to the WINS Academy Manager. WINS will maintain a record of each appeal, the subsequent action(s) taken, and the decision made.

6.1

CUSTOMER SUPPORT

Please report any technical issue you encounter to WINS thewinsacademy@wins.org and to the Pearson VUE customer support team at: [wincustomerservices@pearson.com](mailto:winscustomerservices@pearson.com)

If you have questions or are experiencing issues with your eLearning codes or access codes, please email pvemeamindhub@pearson.com for assistance. You can also visit Mindhub's Frequently asked Questions at <http://www.mindhub.co.uk/help.asp>.

6.2

WINS ROLES AND RESPONSIBILITIES TOWARDS PARTICIPANTS

WINS recognises its roles and responsibilities towards WINS Academy participants and will ensure that appropriate guidance and assistance are provided in a timely manner to enhance their experience. Feedback can be addressed at any time by email at: thewinsacademy@wins.org.

Services that WINS provide to participants include:

- A dedicated point of contact (PoC)
- Surveys to provide feedback
- Regular follow-up to identify any issues



As requested, WINS can provide additional information about the eLearning platform (including browser requirements), the format of the course, and the format of the exam (including instruments and criteria used for evaluation and the nature of the award or report to be issued upon completion). In addition, WINS provides participants who register for their exams with a checklist to prepare for the exam (including learning objectives and how to assess the level of preparedness).

Our main responsibilities towards participants are as follows:

- Provide participants with general information about the course programme and design
- Provide assistance to participants when necessary
- Liaise with the Pearson VUE customer service when necessary



A Appendices

A

WINS ACADEMY ONLINE REGISTRATION PROCEDURES

This document illustrates how to sign up for the WINS Academy Programme, how to access the WINS Academy eLearning course and how to book an exam. Please [click here](#) to download it.

B

PEARSON VUE PRIVACY POLICIES

Pearson VUE's license agreement

By registering to use a Pearson VUE online learning system, you certify that you have read and agreed to the Pearson VUE License Agreement and the Pearson VUE Privacy Policy.

You understand that your personal information may be stored in and/or accessed from jurisdictions outside of your resident country. You consent to this storage and/or access. The personal information that you use with a Pearson VUE online learning system can include your name and contact information, your answers to questions that are part of the course, your marks on tests or other course requirements, and any comments about you made by your instructor.

CONTACT INFORMATION:

Pearson Education Learning Technologies Group
75 Arlington Street, Suite 300, Boston, MA 02116, U.S.A.

For more information or to read the complete Pearson VUE Privacy Statement and Cookies Policy, please [click here](#).

C

PEARSON VUE TEST ACCOMMODATION STATEMENT

The documentation guidelines for Pearson VUE test accommodations for learning and Other Cognitive Disorders can be downloaded [here](#).

D

WINS PRIVACY POLICY

INTRODUCTION

WINS is committed to protecting its website users' privacy. This Privacy Policy is designed to inform users about how WINS gathers and uses information provided to, or collected by, WINS and under what circumstances WINS will disclose such information. WINS will take steps to protect user privacy consistent with the guidelines set forth in this Privacy Policy.

GENERAL

Registration password

Your registration and/or membership information is password-protected to prevent unauthorised access by third parties. WINS recommends that you do not reveal your password to anyone. WINS never asks for passwords through phone calls, emails or any other form of communication. Members' passwords are encrypted in the WINS databases.



Links

The WINS website may contain links to other websites. WINS is not responsible for the privacy practices or the content of those websites. Users should be aware of this when they leave WINS' website and review the privacy statements of each website they visit. This Privacy Policy applies solely to information collected by the WINS website.

Amendments: WINS may occasionally modify this policy. If we make any material changes in the way your participant information is collected, used or transferred, we will notify you of these changes through our website.

WHAT INFORMATION IS WINS COLLECTING?

Participant information

WINS' primary objective in collecting participant's information is to include you in our international network of professionals involved in the field of nuclear security, to provide you with nuclear security related content and services, and to offer you opportunities to become certified in nuclear security. Information is collected when a new member registers on the WINS website or when an individual follows us on Twitter or LinkedIn², registers for one of our events (workshop, training, lecture, or webinar) or becomes a WINS Academy participant. Certain activities offered by WINS may require registration as a pre-condition.

Click-stream data

When you access a website, a file called a "cookie" is placed on your hard drive. WINS uses cookies to track the click-stream data of participants on the official WINS website and to obtain non-personally identifiable information from visitors, such as the number of visits to the website, the movement of visitors through the site, and the searches that users conduct on the website. WINS also automatically receives information from our server and from your browser, including IP addresses, time, and information about the pages visited.

Event registration information

When you register on our website to attend a WINS event in person, the registration form requires participants to provide information such as full name and corporate title, company name, address, telephone, email address and/or additional information related to the event.

USE AND DISCLOSURE OF INFORMATION WE COLLECT

Participant information

WINS uses your information to deliver monthly email newsletters, invitations, and general information about our activities and services such as webinars, the WINS Academy Certification Programme, WINS organised events, and incentives and research surveys for participants' feedback purposes.

² Users' names, expertise, occupation and other publically available information.



Click-stream data

WINS uses Cookies to collect click-stream data on the websites. We use tracking technologies for a variety of purposes, including, but not limited to:

- Track and gather information on our website and content usage to measure the effectiveness of content viewed;
- Track traffic to our website and the conversion rate to membership for assessment purposes;
- Help us customise the content users are shown while visiting our website;
- Determine which features visitors like best to help us improve our content and website, and measure overall website effectiveness.

WINS event registration information

when you register to attend a WINS event (including workshops, trainings, lectures, webinars, and conferences), your contact information is used to confirm your registration, send event notices, additional information, and possibly survey questions along with event or WINS related material.

THIRD PARTY WEBSITES

Some content made available on WINS' website is maintained on a website owned by a third party, not WINS. This means that if you are on WINS' website and you click on a content link, you may be redirected to the website of a third party. When you leave WINS's website and go to a different party's website, you become subject to their Privacy Policy. WINS' Privacy Policy does not govern the use of, or disclosure of, any information you might choose to provide on the website of a third party.

SECURITY

WINS has implemented necessary security measures to protect information from loss, misuse, unauthorised access, disclosure, alteration or destruction. Our security systems include authenticated access to internal databases, audits of procedures, encryption of Member information, and regular reviews of overall Web security.

HOW TO CONTACT US

If you believe that WINS has not complied with this Privacy Policy, or if you have any other complaint with regard to the collection, use or disclosure of information by WINS, please send a notice to info@wins.org.

WINS will investigate your complaint and respond to you promptly.

Disclaimer

Personal information collected by WINS will be treated as confidential and will not be disclosed to any third party unless stated otherwise, and to the extent permitted by law. Please note that data collected from scholarship applicants might be shared with WINS sponsors for approval or information.





WINSACADEMY

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International NGO under the Austrian Law BGBl.

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WORLD INSTITUTE FOR
NUCLEAR SECURITY