

## Clearance Process for Host Country Agreements (HCAs)

<b>I</b>	STEP: 1 ARGONNE RECEIVES EVENT LETTER FROM IAEANOM@UNVIE.AT (Letter is entered into website and a tracking number is automatically generated)
<b>I</b>	STEP 2: ARGONNE IDENTIFIES LEAD AGENCY BASED ON TYPE OF ARRANGEMENT AND SUBJECT (Event invitation is emailed to lead agency and sent as FYI to interagency)
<b>P</b>	STEP 3: LEAD AGENCY REVIEWS
<b>P</b>	STEP 4: ARGONNE CONTACTS THE HOST TO CONFIRM ARRANGEMENT
<b>P</b>	STEP 5: ARGONNE DRAFTS CABLE
<b>S</b>	STEP 6: ARGONNE SENDS CABLE FOR INITIAL CLEARANCES (3 CLEARERS AT STATE DEPARTMENT)
<b>S</b>	STEP 7: ARGONNE SENDS CABLE FOR FINAL CLEARANCE
<b>C</b>	STEP 6: ARGONNE HAS RECEIVED CABLE CLEARANCE

### Table from the Website:

<b>I</b>	<u>Invitation received, participation of nominee being confirmed</u>
<b>P</b>	<u>Lead agency has cleared on the meeting. Cable is pending nominee's completed forms</u>
<b>S</b>	<u>Cable is submitted for initial and final clearances</u>
<b>C</b>	<u>Nomination is completed; cleared cable sent to UNVIE</u>