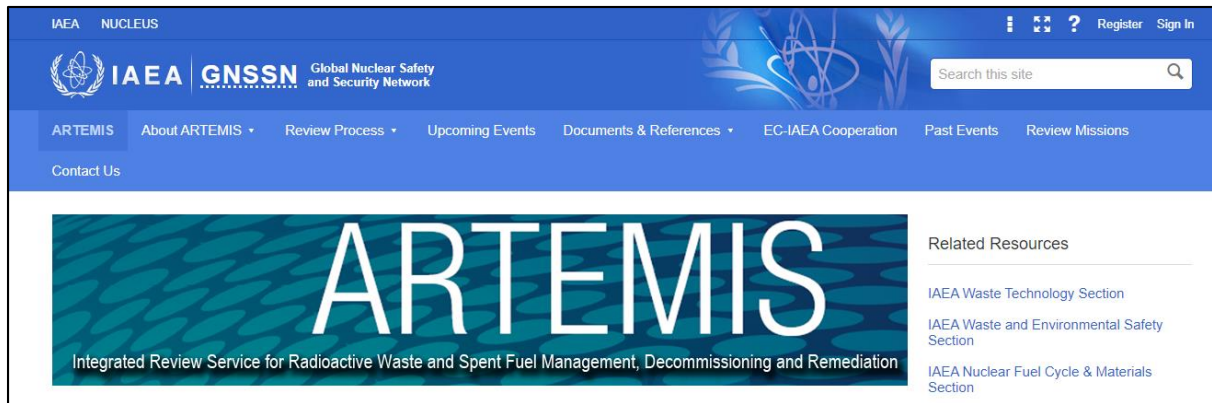


## Guidelines for ARTEMIS IT platform



The IT platform for ARTEMIS is available under the GNSSN website at the following URL:

<https://gnssn.iaea.org/main/ARTEMIS>

The IT platform has been implemented using SharePoint 2013 technologies.

**The public interface of ARTEMIS** comprises of the following areas:

- About ARTEMIS
  - What is ARTEMIS
  - Objectives of ARTEMIS Review
  - Scope of ARTEMIS Review
  - Principles of ARTEMIS
- Review Process
  - ARTEMIS Review Process
  - Scheduling and Costs
  - How to request ARTEMIS review mission
  - Benefits of ARTEMIS reviews
  - Peer Reviews examples conducted by the IAEA
- Upcoming Events
- Documents & References
  - ARTEMIS Guidelines
  - Reference Documents
  - ARTEMIS Brochure
  - ARTEMIS Flyer
- EC-IAEA Cooperation
- Past Events
- Review Missions (accessible only for designated users)

## Guidelines for ARTEMIS IT platform



The **restricted** space for the ARTEMIS IT platform comprises of the following areas:

- Review Missions
  - List of Missions
  - Self-assessment questionnaires

The ARTEMIS list of missions constitutes of mission catalogues for respective missions conducted in member states.

Specific users (Counterparts from Member States, experts participating in missions, designated IAEA staff members for a particular mission) can access corresponding restricted space of a mission catalogue.

In order to access the restricted space for the ARTEMIS IT platform, you should be registered in the IAEA's user authentication system of NUCLEUS.

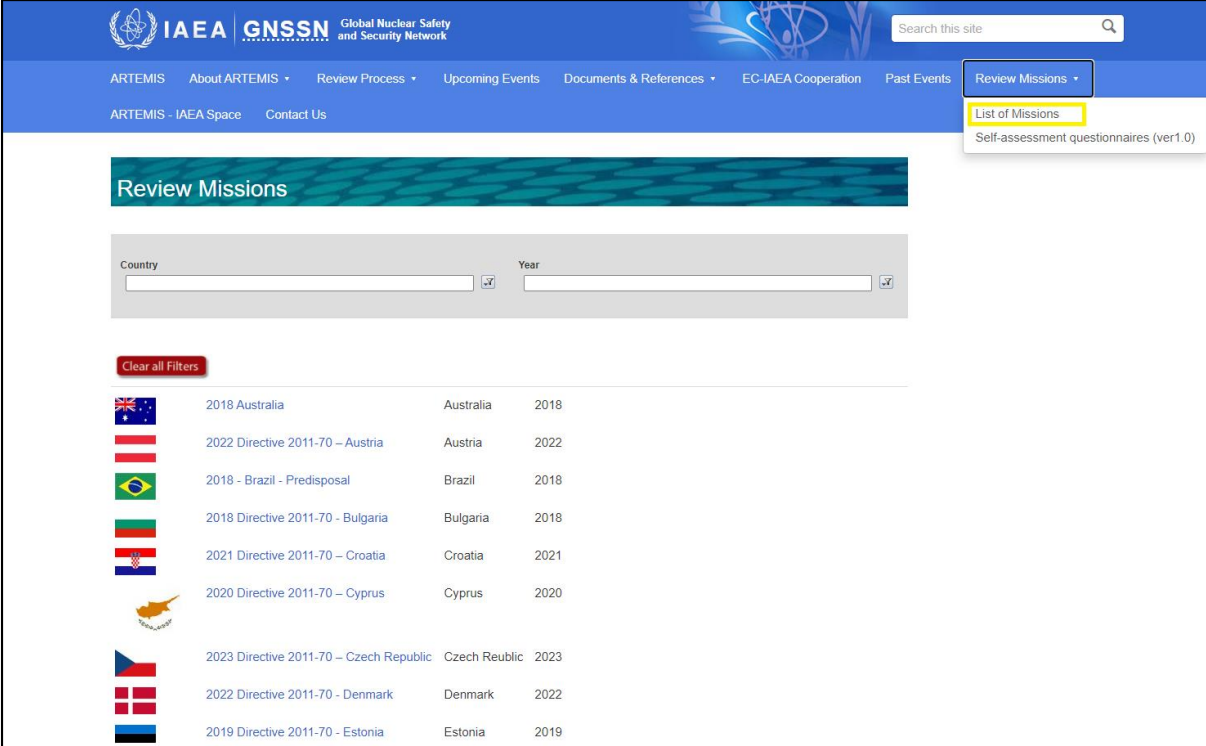
For registering in NUCLEUS, please click on the “**Register**” link, available on the top right corner of the website (as indicated below):












For users who are already registered in the IAEA's NUCLEUS system, please click on the “**Sign In**” link at the top right corner of the website. In case if you receive the following message “**Access denied**”, please email to the [ARTEMIS.Contact-Point@iaea.org](mailto:ARTEMIS.Contact-Point@iaea.org) or IAEA Coordinator for your review.

## Guidelines for ARTEMIS IT platform

If you successfully login through the NUCLEUS system, you would be redirected to the ARTEMIS home page again. Please navigate to the top-level menu “**Review Missions**” and thereafter the sub-menu “**List of Missions**”.



The screenshot shows the ARTEMIS platform interface. At the top, there is a blue navigation bar with the IAEA GNSN logo and the text 'Global Nuclear Safety and Security Network'. A search bar is positioned in the top right corner. The main navigation menu includes 'ARTEMIS', 'About ARTEMIS', 'Review Process', 'Upcoming Events', 'Documents & References', 'EC-IAEA Cooperation', and 'Past Events'. A dropdown menu for 'Review Missions' is open, showing 'List of Missions' (highlighted in yellow) and 'Self-assessment questionnaires (ver1.0)'. Below the navigation bar, the page title 'Review Missions' is displayed. A filter section contains two dropdown menus for 'Country' and 'Year'. A 'Clear all Filters' button is located below the filters. The main content area displays a list of mission entries, each with a flag icon, a title, a country name, and a year.

Flag	Mission Title	Country	Year
	2018 Australia	Australia	2018
	2022 Directive 2011-70 – Austria	Austria	2022
	2018 - Brazil - Predisposal	Brazil	2018
	2018 Directive 2011-70 - Bulgaria	Bulgaria	2018
	2021 Directive 2011-70 – Croatia	Croatia	2021
	2020 Directive 2011-70 – Cyprus	Cyprus	2020
	2023 Directive 2011-70 – Czech Republic	Czech Republic	2023
	2022 Directive 2011-70 - Denmark	Denmark	2022
	2019 Directive 2011-70 - Estonia	Estonia	2019

Registered users **would not have access to ALL** mission catalogues. *Only designated users can access corresponding catalogues with relevant access rights.*

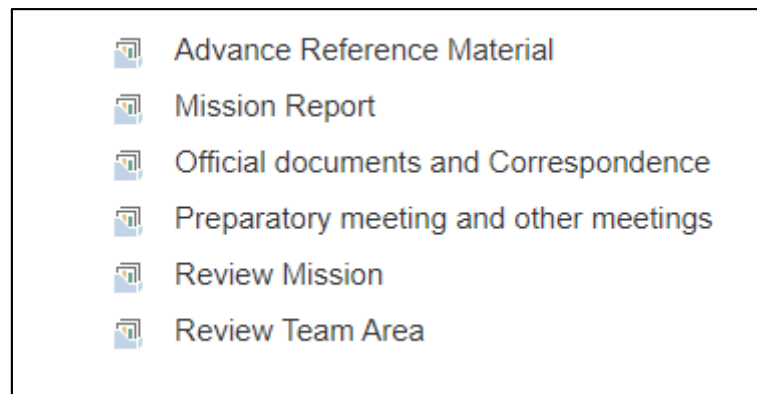
**How to work in restricted space of a particular ARTEMIS mission catalogue:**

<https://gnssn.iaea.org/main/ARTEMIS/Pages/ReviewMissions.aspx>

Depending on which ARTEMIS mission catalogues you have been granted access to, you can view only those in the above listing.

For any ARTEMIS Mission catalogue, following are the pre-defined folders:

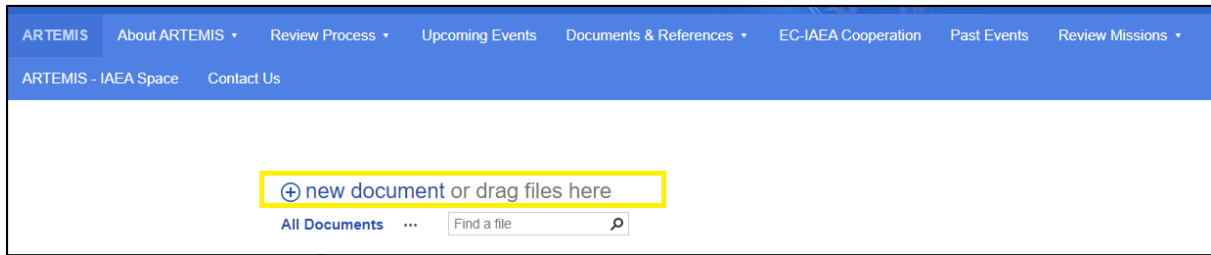
- Advance Reference Material (Counterparts will upload all documents for the review here)
- Mission Report
- Official document and Correspondence
- Preparatory meeting and other meetings
- Review Mission (all logistics information and presentations during the mission will be uploaded here)
- Review Team Area (Counterparts have no access to this folder)



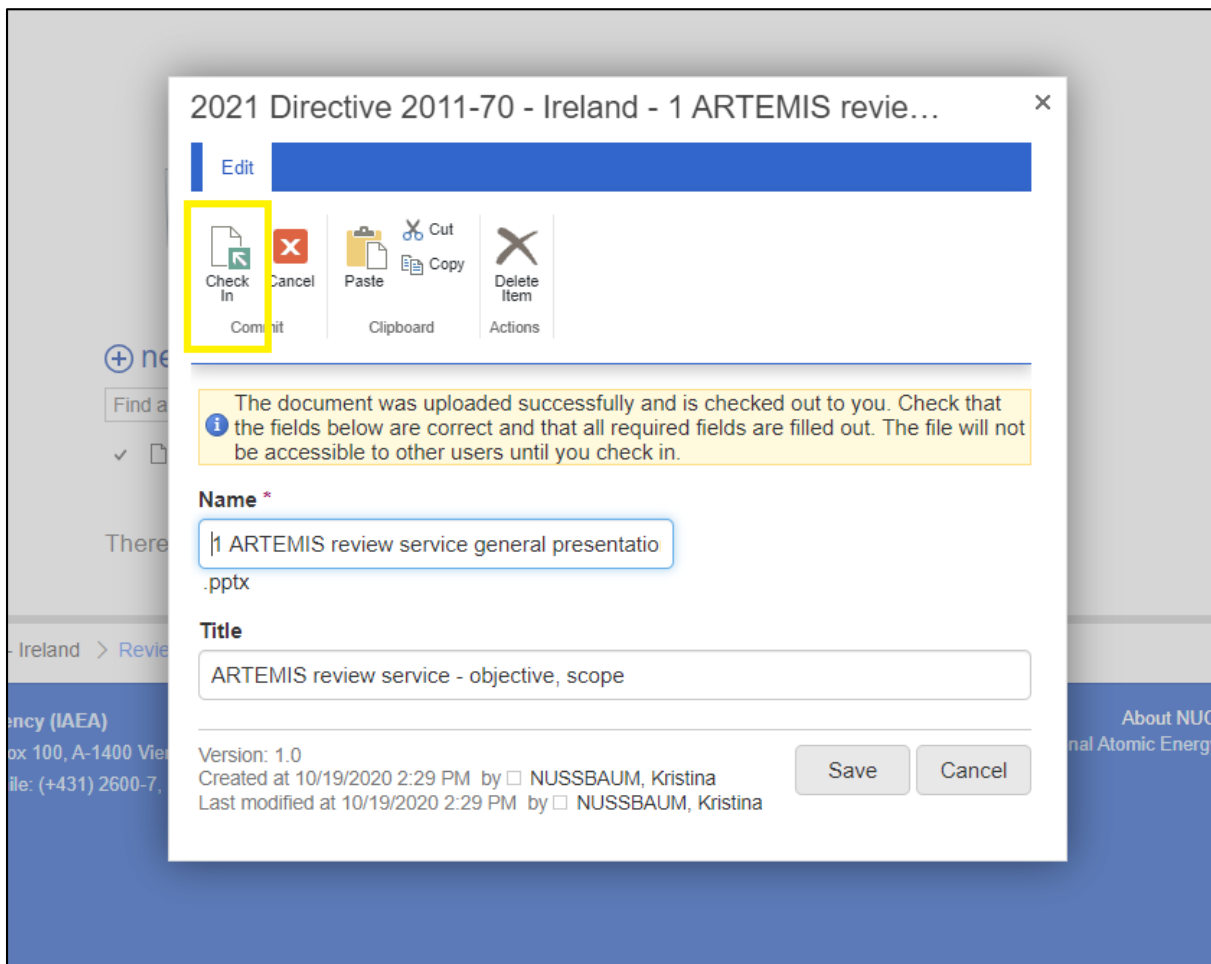
Depending on your access rights, you can either access the content for each of the above folder in read-only mode OR add/update the documents.

### How to upload documents in an ARTEMIS Mission catalogue folder:

In order to upload files, it is possible to click on “+ new document” or “drag files here”.

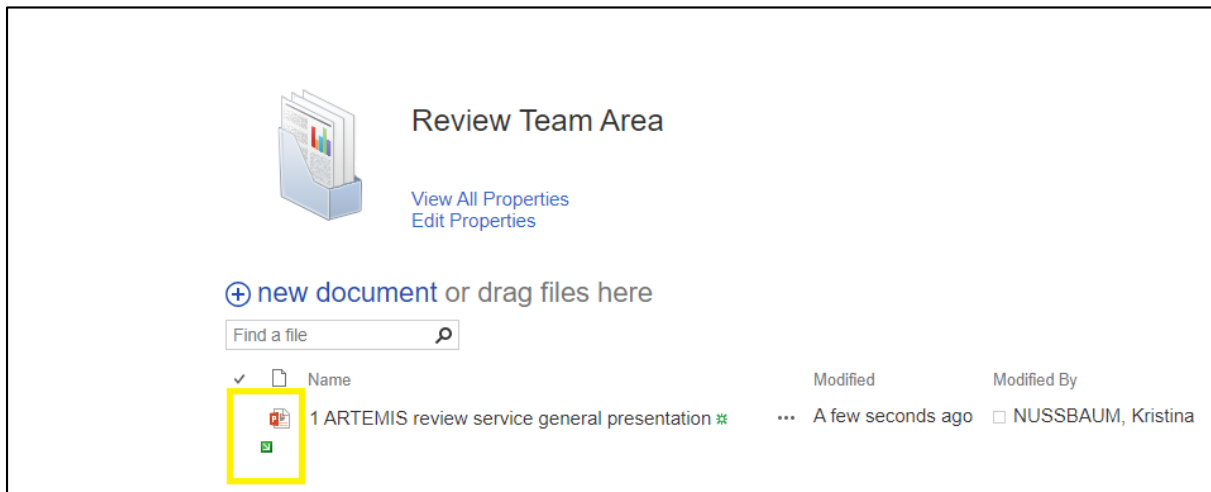


It is important not to forget to click “Check In” for the documents to be seen by others.

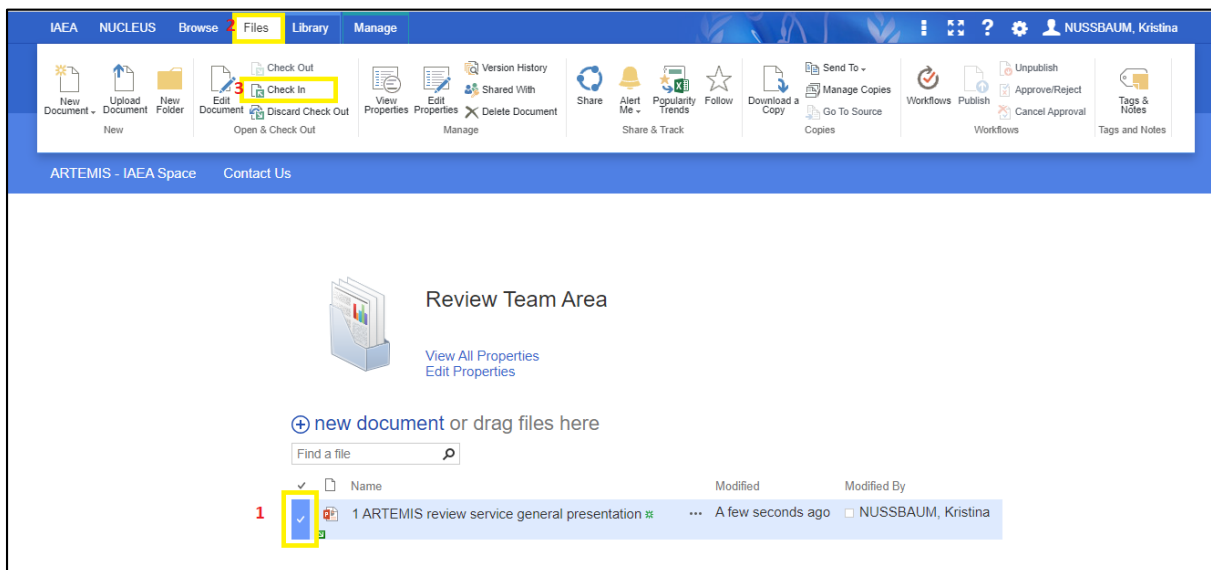


## Guidelines for ARTEMIS IT platform

If a document is not checked-in, you will see a small green arrow:

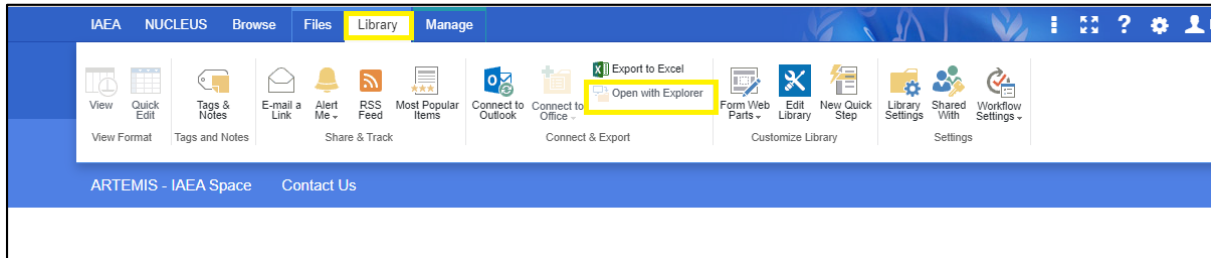


Please click on the left-side checkmark next to the document's name and in the "Files" tab, click "Check in":



### How to download documents from an ARTEMIS Mission catalogue folder:

In order to download many documents easily, please go to folder “**Library**” and click on “**Open with Explorer**”. This is possible only in Microsoft Internet Explorer.



The files will appear on a separate folder, please copy them to your computer.

### How to set alerts:

There is option to set Alert for different folders by going to tab “**Library**” and clicking on “**Alert Me**” icon.

