



Atoms for Peace

الوكالة الدولية للطاقة الذرية
国际原子能机构
International Atomic Energy Agency
Agence Internationale de l'énergie atomique
Международное агентство по атомной энергии
Organismo Internacional de Energia Atómica

National Liaison Officer

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In reply please refer to: C7 - RER/9/128/003
Dial directly to extension: (+431) 2600-26306

2015-07-15

Subject: Invitation to a Regional Training Course on Quality Management Systems for Technical Services, Vilnius, Lithuania, 19-23 October 2015

Dear National Liaison Officer,

I am pleased to invite you to send nominations of suitable candidates to participate in the above-mentioned training course under the framework of TC Project RER/9/128 – Strengthening National Capabilities for Radiological Protection of Workers and Occupational Exposure Control. The purpose of the training course and related information are outlined in the attached Prospectus.

For candidates who are selected by the IAEA, the Agency will cover the cost of return international travel from the home country to Vilnius, Lithuania and provide a stipend for the duration of the training course in line with Agency rules and procedures.

Please submit nominations to the IAEA online through the Technical Cooperation Department's InTouch system (<http://intouch.iaea.org>). Only if this is not possible, nominations may be submitted on the Nomination Form for Training Courses available on the IAEA website: <http://www.iaea.org/technicalcooperation/How-to-take-part/train-course/index.html>. Completed forms should be endorsed by relevant national authorities and sent to the Programme Management Officer for this project, Ms Sandra Steyskal (IAEA Official Fax: +43-1-26007 or E-Mail Official.Mail@iaea.org), through the official channels, i.e. the designated National Liaison Office for IAEA matters, not later than 14 August 2015.

Yours sincerely,

Martin Krause
Director
Division for Europe
Department of Technical Cooperation

Enclosures: Prospectus

International Atomic Energy Agency

Regional Training Course on Quality Management Systems for Technical Services

PROSPECTUS

Project Number & Title: RER/9/128 - Strengthening National Capabilities for Radiological Protection of Workers and Occupational Exposure Control

Place (City, Country): Vilnius, Lithuania

Dates: 19 – 23 October 2015

Deadline for Nominations: 14 August 2015

Organizers: The International Atomic Energy Agency (IAEA) in collaboration with the Government of Lithuania through the Radiation Protection Centre.

Host Country Organizer: Mr Julius Ziliukas
Radiation Protection Centre
Ministry of Health
Kalvariju 153
08221 Vilnius
Lithuania

Tel: 37069883314
Fax: 37052763633
E-mail: julius.ziliukas@rsc.lt
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Language: English

Purpose: To provide training on the basic requirements of *Quality Management Programmes* and to demonstrate some practical examples of implementation of such programmes for radiation safety technical services, e.g. dosimetry services and workplace monitoring services.

Quality management is a term used to describe the process of ensuring that an organization achieves its stated goals effectively and efficiently. The current philosophy of integrated management is to adopt a management system that addresses safety, human health, protection of the environment, security, product and service quality, and economic requirements as a single entity inherent in and applicable to all facilities and activities of the organization.

Expected Output(s): After completion of the course, the participants will be able to assimilate and understand the requirements, procedures and best practices for the establishment of a *Quality Management System* for any type of radiation safety technical services.

Scope and Nature:	The main focus of the course will be the practical implementation of quality management aspects as included in the Safety Guide GS-G-3.2 "The Management System for Technical Services in Radiation Safety," the requirements of ISO Standard 17025 and the SR No GS-R-3 "The Management System for Facilities and Activities." The training course will be conducted with lectures, practical classes and table top exercises.
Background Information:	This training course is organized under the scope of the regional TC project entitled "Strengthening National Capabilities for Radiological Protection of Workers and Occupational Exposure Control." The objective of the project is to develop and further strengthen capabilities concerning the protection of health and the safety of radiation workers occupationally exposed to ionizing radiation, including harmonization of the implementation of Agency standards in the area of occupational radiation protection.
Participation:	The training course is open to 25 participants from member states in the European region participating in the TC project RER/9/128. Select participants from the private sector may be accepted subject to availability of the local organizers and at no cost to the IAEA.
Participants' Qualifications:	The participants should be specialists in radiation safety technical services, specifically in the provision of individual and workplace monitoring services. The course is also open for quality management specials.
Nomination Procedure:	Please submit nominations to the IAEA online through the Technical Cooperation Department's InTouch system (http://intouch.iaea.org). Only if this is not possible, nominations may be submitted on the Nomination Form for Training Course available on the IAEA website: http://www.iaea.org/technicalcooperation/How-to-take-part/train-course/index.html . Completed forms should be endorsed by relevant national authorities and sent to the Programme Management Officer for this project, Ms Sandra Steyskal (IAEA Official Fax: +43-1-26007 or E-Mail Official.Mail@iaea.org), through the official channels, i.e. the designated National Liaison Office for IAEA matters, not later than 14 August 2015.
Administrative and Financial Arrangements:	<p>Nominating Governments will be informed in due course of the names of the candidates who have been selected and will, at that time, be given full details of the procedures to be followed with regard to administrative and financial matters.</p> <p>Selected participants from countries eligible to receive technical assistance will be provided with a round trip economy class air ticket from their home countries to Vilnius, Lithuania, and a stipend sufficient to cover the cost of their accommodation, food, and minor incidentals. Shipment of accumulated training course materials to the participants' home countries is not the responsibility of the IAEA.</p> <p>The organizers of the training course do not accept liability for the payment of any cost or compensation that may arise from damage to or loss of personal property, or from illness, injury, disability or death of a participant while he/she is travelling to and from or attending the training course, and it is clearly understood that each Government, in nominating participants, undertakes responsibility for such coverage. Governments would be well advised to take out insurance against these risks.</p>