



IAEA

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الوكالة الدولية للطاقة الذرية
国际原子能机构
International Atomic Energy Agency
Agence internationale de l'énergie atomique
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National Liaison Officer/National Coordinator

In reply please refer to: ME-RER1019-1805709
Dial directly to extension: (+43 1) 2600-22992

2018-09-24

Subject: Regional Workshop on the implementation of upgraded Quality Management Systems to improve radiation processing procedures, Bobodela, Portugal from 10 December 2018 to 14 December 2018

Dear National Liaison Officer/National Coordinator,

I am pleased to inform you that the International Atomic Energy Agency (IAEA) is organizing the above event under the IAEA technical cooperation project RER1019, "Enhancing Standardized Radiation Technologies and Quality Control Procedures for Human Health, Safety, Cleaner Environment and Advanced Materials".

The purpose of the event is to facilitate the exchange of information between RER1019 participating Member States in Europe region regarding the status and level of implementation of Quality Management (QM) systems in radiation processing facilities.

The attached Information Sheet and Logistical Arrangements provide further details, including technical and administrative aspects of the event. Selection of participants will be in accordance with IAEA procedures.

The IAEA will provide non-local participants with a round-trip air ticket based on the most direct and economical route between the airport nearest the participant's residence and Bobodela. Travel details will be agreed with the participants upon receipt of their official nomination. Participants will also receive an allowance from the IAEA sufficient to cover their costs of lodging, daily subsistence and miscellaneous expenses for the duration of the event in line with IAEA rules and procedures.

We would appreciate receiving your country's nominations by **10 October 2018** through the IAEA's InTouch+ platform (<https://intouchplus.iaea.org>). Should this not be possible, applicants may download the Nomination Form for the course from the [IAEA's webpage](https://www.iaea.org). Completed forms must be endorsed by the relevant government authority and may be sent to the IAEA, preferably by email to Official Mail - IAEA Mail address Official.Mail@iaea.org, with copy to Ms Tomoko Furusawa T.Furusawa@iaea.org. Please be advised that late nominations or replacements of participants after the closing date for nominations will not be accepted.

We look forward to receiving your early response.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Tomoko Furusawa', written diagonally across the typed name.

Tomoko Furusawa
Programme Management Officer
Division for Europe
Department of Technical Cooperation

Enclosures: Information Sheet
Logistical Arrangements



Regional Workshop on the implementation of upgraded Quality Management Systems to improve radiation processing procedures

Hosted by

The Government of Portugal

through the

Laboratório de Aceleradores e Tecnologias da Radiação and Campus Tecnológico e Nuclear

Bobodela, Portugal

10 December 2018 – 14 December 2018

Ref. No.: ME-RER1019-1805709

Information Sheet

Purpose

The purpose of the event is to facilitate the exchange of information between RER1019 participating Member States in Europe region regarding the status and level of implementation of Quality Management (QM) systems in radiation processing facilities.

Working Language(s)

The working language(s) of the event will be English.

Deadline for Nominations

Nominations received after 10 October 2018 will not be considered.

Scope and Nature

The workshop will consist of presentations and discussion panels to elaborate a a guide with procedures and protocols to harmonise the management of radiation processing units.

Participants are kindly requested to prepare a very short (max. 5 minutes) summary - to be given during the participant introductory session at the beginning of the meeting - describing their regular QA/QC procedures during their own radiation processing activities.

The expected outputs of the workshop are:

- Improved knowledge of participants about the procedures for QC/QA to manage radiation processing units
- Improved understanding of the requirements of new revised standards applicable to radiation processing field (ISO 9001:2015, ISO 13485:2016, ISO 15378: 2017, ISO 11137-3:2017 and ISO 17025:2018)
- Exchange of experience regarding specific applications of QM requirements for particular radiation processing fields.
- Review and update of current QM practices in Europe Region.

Participation

The event is open to 25 participants from Member States.

The workshop is open to 18 participants from Member States in the TC Europe Region involved in the regional TC project RER/1/019. For this event, the target countries are those, where radiation processing technologies are established or soon to be introduced, namely: Azerbaijan, Bulgaria, Croatia, Greece, Hungary, Kazakhstan, Poland, Portugal, Romania, Russian Federation, Serbia, Slovakia, Turkey and Ukraine.

Participants' Qualifications and Experience

The participants should be technical specialists (e.g., physicists/ engineers) with hands-on experience in radiation process control, as well as QMS specialists with experience in radiation processing. First priority shall be given to those candidates who are working directly in the field of radiation processing technologies.

Application Procedure

Candidates wishing to apply for this event should follow the steps below:

1. Access the IAEA TALEO page (<https://iaea.taleo.net/careersection/ex/jobsearch.fil>) and complete the Candidate Profile.
2. Be registered on the Nucleus page of the IAEA (<https://nucleus.iaea.org/>).
3. Through Nucleus, access the InTouch+ platform where the Profile is completed (My Profile tab) (<https://nucleus.iaea.org/Pages/InTouchPlus.aspx>).

NOTE: The email used for TALEO and Nucleus must be the same. If not, the candidate's profile will not appear complete.

4. On the InTouch + platform, under the 'My InTouch +' tab, the candidate needs to:
 - a. select the institute / organization that he/she works at / represents ('My Institute' section);
 - b. click on the link called '**Refresh Personal History Form**' to update the system, *otherwise the nominations submitted will have these fields empty and it will not be possible to evaluate them during the selection of candidates* ('IAEA Recruitment Platform' section).

NOTE: Once the above steps are finalized, the candidate's profile will appear as completed and he/she can apply for Technical Cooperation events.

5. In the InTouch+ platform (<https://intouchplus.iaea.org>), in the 'Applications' tab, search by the event number provided in the invitation.

The help for each step is located at the top of the page. For additional help on how to register, create a profile and apply for an event, please refer to the online guide and training videos available under the following links: [how-to guide](#) and [training videos](#). Any issues or queries related to the new system can be addressed to InTouchPlus.Contact-Point@iaea.org or TC-AIPS-PL4.Contact-point@iaea.org.

Should this not be possible, applicants may download the Nomination Form for the ME from the IAEA website <https://www.iaea.org/services/technical-cooperation-programme/how-to-participate>.

Applications should contain sufficient information to establish that the nominees have the required qualifications. Please note that the information regarding LANGUAGE SKILLS, EDUCATION AND WORK EXPERIENCE is exported from TALEO. If an applicant's profile in TALEO is not updated, the information in INTOUCH+ for these sections appears as empty and the candidates cannot be evaluated. Completed applications need to be endorsed by the relevant national authority, i.e. the National Liaison Office and submitted through the established official channels.

Administrative and Financial Arrangements

Nominating authorities will be informed in due course of the names of the candidates who have been selected, and will at that time be informed of the procedure to be followed with regard to administrative and financial matters.

Selected participants will receive an allowance from the IAEA sufficient to cover their costs of lodging, daily subsistence and miscellaneous expenses. They will also receive either a round-trip air ticket based on the most direct and economical route between the airport nearest their residence and the airport nearest the duty station through the IAEA's travel agency American Express, or a travel grant, or they will be reimbursed travel by car/bus/train in accordance with IAEA rules for non-staff travel.

Disclaimer of Liability

The organizers of the event 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 course, and it is clearly understood that each Government, in approving his/her participation, undertakes responsibility for such coverage. Governments would be well advised to take out insurance against these risks.

Note for female participants

Any woman engaged by the IAEA for work or training should notify the IAEA on becoming aware that she is pregnant.

The Board of Governors of the IAEA approved new International Basic Safety Standards for Protection against Ionizing Radiation and for the Safety of Radiation Sources. The Standards deal specifically with the occupational exposure conditions of female workers by requiring, inter alia, that a female worker should, on becoming aware that she is pregnant, notify her employer in order that her working conditions may be modified, if necessary. This notification shall not be considered a reason to exclude her from work; however, her working conditions, with respect to occupational exposure shall be adapted with a view to ensuring that her embryo or foetus be afforded the same broad level of protection as required for members of the public.

IAEA Contacts

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