



Joint IAEA/ ILO Regional workshop on Occupational Radiation Protection

Hosted by

The Government of Turkey

through the

Turkish Atomic Energy Authority
Ankara, Turkey

16 April 2018 - 20 April 2018

Ref. No.: ME-RER9140-1705476

Information Sheet

A. Purpose

The purpose of the event is to: 1) increase understanding on the contents of the occupational exposure control requirements of International Basic Safety Standards and Safety Guides on "Occupational Radiation Protection"; 2) increase understanding of the specific requirements of International Basic Safety Standards and Safety Guides relating to planned, existing and emergency exposure situations, and the protection of workers in special cases; and 3) provide information on requirements relating to assessment of occupational exposures, technical service providers, workplace controls and use of PPE, and workers health surveillance.

B. Working Language(s)

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

C. Deadline for Nominations

Nominations received after 7 February 2018 will not be considered.

E. Scope and Nature

The regional workshop program will be conducted with a series of presentations and interactive group exercises. The goal of the workshop is not only to improve the participants' understanding of the International Basic Safety Standards and in particular IAEA Safety Guide on Occupational Radiation Protection, but also to allow for experience sharing amongst participants.

F. Participation

The meeting is open to 40 participants from Member States.

Each country is invited to nominate **one or more participants** who must match the profile described in the corresponding paragraph, indicating the order of priority.

G. Participants' Qualifications and Experience

The participants should be specialists in occupational radiation protection (e.g., Radiation Protection Officer) and should be the representative of national regulatory authorities (e.g., regulators), technical support organisations (technical service providers, such as individual monitoring and calibration services).

As the regional workshop will be conducted in English, participants should have sufficient proficiency to follow lectures and express themselves in English without difficulty.

H. Application Procedure

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

1. Access the IAEA TALEO page (<https://iaea.taleo.net/>) 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. Completed applications need to be endorsed by the relevant national authority, i.e. the National Liaison Office and submitted through the established official channels.

I. 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.

J. 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.

K. 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.

N. Organization

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Subsequent correspondence on scientific matters should be sent to the Programme Management Officer and correspondence on other matters related to the meeting to the Administrative Contact.