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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  
Международное агентство по атомной энергии  
Organismo Internacional de Energía Atómica

Vienna International Centre, PO Box 100, 1400 Vienna, Austria  
Phone: (+43 1) 2600 • Fax: (+43 1) 26007  
Email: Official.Mail@iaea.org • Internet: <https://www.iaea.org>

In reply please refer to: ME-RER9153-1806236  
Dial directly to extension: (+43 1) 2600-22419

National Liaison Officers /  
National Coordinators

2019-01-09

**Subject: Regional Workshop for Sharing the Best Practices in the Implementation of Radon Action Plan, Velingrad, Bulgaria, from 9 to 11 April 2019**

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 RER9153, “Enhancing the Regional Capacity to Control Long Term Risks to the Public due to Radon in Dwellings and Workplaces”.

The purpose of the event is to share the experience gained and lessons learned during the development and implementation of the national Radon Action Plans.

The attached Information Sheet provides 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 Velingrad. 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 **28 February 2019** 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](#). 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](mailto:Official.Mail@iaea.org), with copy to Ms Ludmila Wiszczor [L.Wiszczor@iaea.org](mailto:L.Wiszczor@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 'Ludmila Wiszczor', written in a cursive style.

Ludmila Wiszczor  
Programme Management Officer  
Division for Europe  
Department of Technical Cooperation

Enclosure: Information Sheet



# **Regional Workshop for Sharing the Best Practices in the Implementation of Radon Action Plan**

**Hosted by**

The Government of Bulgaria

**through the**

National Center of Radiobiology and Radiation Protection (NCRRP)

Velinograd, Bulgaria

**9 – 11 April 2019**

**Ref. No.: ME-RER9153-1806236**

## **Information Sheet**

### **Purpose**

The IAEA General Safety Requirements GSR Part 3 sets the responsibility for the identification and assessment of the exposure of the population to indoor radon on the national governments and competent national authorities as assigned by the governments. Based on the radon levels and health risks identified, the national Radon Action Plans shall be set to reduce the exposure of the population to indoor radon. The purpose of the event is to share experience gained and lessons learned during the development and implementation of national Radon Action Plans.

### **Working Language(s)**

The working language of the event will be English.

### **Deadline for Nominations**

Nominations received after 28 February 2019 will not be considered.

## Scope and Nature

To share the experience gained by the responsible authorities in the Member States in the process of the development and implementation of the national Radon Action Plans; To discuss challenges and possible ways forward in the protection of the population and workers from indoor radon; To discuss roles and responsibilities of the other relevant parties, involved in the national Radon Action Plans.

## Participation

The event is open to 32 participants from Member States.

All participating Member States are invited to nominate one or more participants. The nominations should state clearly the role of the nominated person and the organisation she/he represents in the development and implementation of the national Radon Action Plan.

## Participants' Qualifications and Experience

People directly responsible or representing ministries/authorities, responsible for the development, coordination and implementation of the national Radon Action Plan are invited to attend the workshop. Nominated participants must be fluent in English and should prepare a presentation on national experience and lessons learnt during the development and implementation of the national Radon Action Plan.

## 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.ftl>) 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](mailto:InTouchPlus.Contact-Point@iaea.org) or [TC-AIPS-PL4.Contact-point@iaea.org](mailto: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**

Programme Management Officer (responsible for substantive matters):

Ms Ludmila Wiszczor  
Division for Europe  
Department of Technical Cooperation  
International Atomic Energy Agency  
Vienna International Centre  
PO Box 100  
1400 VIENNA  
AUSTRIA  
Tel.: +43 1 2600 22419  
Fax: +43 1 26007  
Email: [L.Wiszczor@iaea.org](mailto:L.Wiszczor@iaea.org)

Administrative Contact (responsible for administrative matters):

Ms Gulnur Erni-Toyalieva  
Division for Europe  
Department of Technical Cooperation  
International Atomic Energy Agency  
Vienna International Centre  
PO Box 100  
1400 VIENNA  
AUSTRIA  
Tel.: +43 1 2600 26033  
Email: [G.Erni-Toyalieva@iaea.org](mailto:G.Erni-Toyalieva@iaea.org)