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International Atomic Energy Agency

Agence internationale de l'énergie atomique

Международное агентство по атомной энергии

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2013-06-25

**Subject:** Invitation to a Regional Meeting on Progress and Feedback of IAEA Schools of Drafting Regulations, Vienna, Austria, 25-29 November 2013

Dear National Liaison Officer,

I am pleased to invite you to send nominations of suitable candidates to participate in the above-mentioned meeting under the framework of TC Project RER/9/096 – Strengthening National Infrastructures for the Control of Radiation Sources. The purpose of the meeting 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 Vienna, Austria and provide Daily Subsistence Allowance (DSA) for the duration of the meeting in line with Agency rules and procedures.

Please submit duly completed Nomination Form for Meetings/Workshops by the latest **22 July 2013**. Please note that nominations received after the closing date will not be considered.

The completed nomination forms should be submitted to the IAEA online through the Technical Cooperation Department's InTouch system (<http://intouch.iaea.org>). Should this not be possible, forms may be sent to the Programme Management Officer for this project, Ms Sandra Steyskal, through IAEA Official Fax (+43-1-26007) or E-Mail ([Official.Mail@iaea.org](mailto:Official.Mail@iaea.org)).

Yours sincerely,

Manase Peter Salema

Director

Division for Europe

Department of Technical Cooperation

Enclosures: Prospectus  
Nomination Form

# International Atomic Energy Agency

## Meeting on Progress and Feedback of IAEA Schools of Drafting Regulations

### PROSPECTUS

<b>Project Number &amp; Title:</b>	RER/9/096 - Strengthening National Infrastructures for the Control of Radiation Sources
<b>Place (City, Country):</b>	Vienna, Austria
<b>Dates:</b>	25-29 November 2013
<b>Deadline for Nominations:</b>	<b>22 July 2013</b>
<b>Organizers:</b>	The International Atomic Energy Agency (IAEA)
<b>Host Country Organizer:</b>	Ms Sandra Steyskal International Atomic Energy Agency (IAEA) Wagramerstrasse 5, PO Box 100, 1400 Vienna, Austria, IAEA Official Fax (+43-1-26007) E-Mail (Official.Mail@iaea.org)
<b>Language:</b>	English
<b>Purpose:</b>	The purpose of the meeting is to review progress in drafting or revision of regulations in those Member States which have participated in any of the three past IAEA Schools of Drafting Regulations. A second objective is to obtain feedback and consider lessons-learned in support of the continuous improvement of future Schools of Drafting Regulations.
<b>Expected Output(s):</b>	An update of the current status of national regulations for nuclear and radiation safety in participating Member States together with a range of proposals for the improvement of future Schools of Drafting Regulations, including, if appropriate, variations on the current format of the Schools to allow for specific needs.
<b>Scope and Nature:</b>	Main topics: 1. Reporting on progress in drafting or revising national regulations in those areas addressed by previous Schools of Drafting Regulations 2. Feedback and lessons learned regarding the conduct of past Schools 3. Proposals for the future operation of Schools including variants, if

appropriate, for specific needs

The meeting will be conducted as a review of the current status of relevant national regulations and as a discussion forum on the future development of Schools of Drafting Regulations. Working groups will be formed to discuss the various topic areas and to generate proposals for future development.

**Background Information:**

The IAEA, under the auspices of the Department of Technical Cooperation (TC) and with technical input through the Department of Nuclear Safety and Security (NS) has operated three Schools of Drafting Regulations for Nuclear and Radiation Safety over a period of approximately three years. This meeting is conducted by the IAEA, with partial funding by the European Union. The project is part of a € 4 million contribution from the European Commission, signed in 2011 to support five projects in the area of nuclear safety in various geographical regions.

The Schools have been successful but it is apparent that changes are necessary in the format, operation and follow up of the Schools in order to continue to improve the impact on the drafting and revision of national regulations in Member States and/or to meet specific needs regarding regulatory areas.

During the period the Schools have been operating Member States have applied the knowledge gained towards improving their national regulations. It is now timely and necessary to obtain feedback on how effective this process has been, including the extent to which regulations have been updated or issued and to update the IAEA's profiles on this aspect of the national infrastructure for safety in the participating Member States.

**Participation:**

The meeting is open to 20 participants from the Member States in the TCEU Region that have previously participated in one of the Schools of Drafting Regulations.

**Participants' Qualifications:**

Participants should be specialists and senior regulatory staff experienced in the drafting and maintenance of national regulations for safety and/or officers with a legal capacity engaged in this activity. Participants should be selected, preferably, among those who already participated in one of the previous three Schools of Drafting Regulations for Nuclear and Radiation Safety in the last three years, or senior regulatory staff who could provide official (authorized) feedback on how effective this process has been, including the extent to which regulations have been updated or issued.

The meeting will be conducted in English and reports drafted by participants will be written in English as the working language. Thus, candidates should have sufficient English language proficiency to actively participate in the meeting without difficulty.

Participants are expected to bring to the meeting the necessary material, such as applicable legislation, draft regulations prepared in advance, and national

procedures for putting regulations into force, and are expected to demonstrate achievements. It is desirable that the material be translated into English well before the beginning of this meeting. Participants are expected to bring their own laptops whenever possible.

The selected participants from each Member State should prepare and send, **before 15 November 2013**, a short (15 minutes maximum) presentation covering the following issues to the Programme Management Officer, Ms Sandra Steyskal:

- Legislative and regulatory framework in force on nuclear, waste and radiation safety (with dates of issue)
- Information on participation in previous three Schools of Drafting Regulations for Nuclear and Radiation Safety
- Feedback and lessons learned regarding the conduct of past schools, including main achievements obtained following participation
- Main problems encountered in reviewing, updating and approving regulations
- Proposals on how the IAEA could support this process
- Proposals (if any) for the future operation of Schools including variants if appropriate, for specific needs

**Nomination  
Procedure:**

Nominations for Meeting should be submitted to the IAEA online through the Technical Cooperation Department's InTouch system (<http://intouch.iaea.org>). Should this not be possible, nominations may be submitted on the standard IAEA Nomination Form for Meeting/Workshop and National Consultant (available on the IAEA website: <http://www.iaea.org/>). Completed forms should be endorsed by relevant national authorities and returned to the Agency through the official channels, i.e. the designated National Liaison Office for IAEA Matters.

The completed nomination forms should be sent to the Programme Management Officer for this project, Sandra Steyskal, through IAEA Official Fax (+43-1-26007) or E-Mail ([Official.Mail@iaea.org](mailto:Official.Mail@iaea.org)), not later than **22 July 2013**. Nominations received after this date or which have not been routed through the established official channels cannot be considered.

**Administrative  
and Financial  
Arrangements:**

Nominating Governments will be informed in due course of the names of the candidates selected and will, at that time, be given full details of the procedures to be followed with regard to administrative and financial matters.

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 Vienna, Austria, and a Daily Subsistence Allowance (DSA) at the prevailing UN Rate. Shipment of accumulated meeting materials to the participants' home countries is not the responsibility of the IAEA.

The organizers of the meeting 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 meeting, 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.