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National Liaison Officers /
National Coordinators

In reply please refer to: **ME-RER9148-1807160**

Dial directly to extension: (+43 1) 2600-22419

2019-01-14

Subject: Regional Workshop on Building National Cooperation and Coordination of the Regulatory Body and Authorities Responsible for Safety, Vilnius, Lithuania, from 24 to 26 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 RER9148 “Strengthening the Regulatory Infrastructure for Radiation Safety”.

The purpose of the event is to improve the national cooperation and coordination of the regulatory body and authorities with safety responsibility.

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 Vilnius. 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 **15 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, with copy to Ms Ludmila Wiszczor 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 be 'L. Wiszczor', written in a cursive style.

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

Enclosure: Information Sheet



Regional Workshop on Building National Cooperation and Coordination of the Regulatory Body and Authorities Responsible for Safety

Hosted by

The Government of Lithuania

through the

Ministry of Health and Radiation Protection Centre

Vilnius, Lithuania

24 – 26 April 2019

Ref. No.: ME-RER9148-1807160

Information Sheet

Purpose

The purpose of the event is to improve the national cooperation and coordination of the regulatory body and authorities with safety responsibility.

Working Language

The working language of the event will be English.

Deadline for Nominations

Nominations received after **15 February 2019** will not be considered.

Scope and Nature

This workshop will enable and foster effective coordination and cooperation of the national authorities that have responsibilities for safety within the national regulatory framework. The discussions will entail:

- clear specification of the responsibilities and functions of the authorities with responsibilities for safety in the relevant legislation, lessons learned from overlapping responsibilities and functions of the authorities with responsibilities for safety;
- building coordination and liaison between various authorities concerned in areas such as: patient radiation protection and medical use of the radioactive sources; safety of the workers and public; management of the radioactive waste; environmental protection; emergency preparedness and response; mining; border and custom control; land and water use; transport;
- practical means of coordination (memorandums of understanding, regular meetings, communication), achieving consistency in regulatory control and benefiting from each other;

The workshop covers:

- •sharing national experiences in the area of coordination and cooperation of the national authorities that have responsibilities for safety within the national regulatory framework in the form of national presentations and by participating in the working groups;
- •group discussions with the overall goal to support a harmonized approach to the coordination and cooperation of the national authorities that have responsibilities for safety within the national regulatory framework;
- •plenary discussions on the available guidance.

Expected Output

1. Member States will gain knowledge and expertise on clear specification of the responsibilities and functions of the authorities with responsibilities for safety in the relevant legislation and avoiding overlapping responsibilities and functions of the authorities with responsibilities for safety;
2. Participants will gain knowledge and practical skills to enable building coordination and liaison between various authorities and practical means of coordination and achieving consistency in regulatory control and benefiting from different authorities.
3. Participants are expected to provide IAEA Secretariat recommendations on the assistance necessary for improving of cooperation and coordination of the national authorities that have responsibilities for safety within the national regulatory framework.
4. The workshop will create a platform for cooperation and exchange information, knowledge and experience on cooperation and coordination of national authorities with the competence in safety.

Participation

The event is open to 32 participants from countries participating in RER9148 “Strengthening the Regulatory Infrastructure for Radiation Safety”.

Each country is invited to nominate two participants from the regulatory body and authority with responsibilities in safety regulation (radiation protection and medical use of the radioactive sources; safety of the workers and public; management of the radioactive waste; environmental protection; emergency preparedness and response; mining; border and custom control; land and water use; transport).

Participants' Qualifications and Experience

Participants should have experience the regulation of the safe and secure management of radioactive sources. The participants are expected to present together with nominations the papers on the implementation practices (IPs) in a succinct and consistent format. IPs are descriptions in 500 words or less of how a Member State successfully implements coordination and cooperation of the national authorities that have responsibilities for safety within the national regulatory framework.

Participants should be prepared to discuss national experiences and should have sufficient English proficiency to communicate in groups, and discuss their national experience in English.

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 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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