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International Atomic Energy Agency

Agence Internationale de l'énergie atomique

Международное агентство по атомной энергии

Organismo Internacional de Energia Atómica

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2013-07-22

Subject: Invitation to the IAEA Safety Culture Self-Assessment Meeting for Regulators, Ljubljana, Slovenia, 5-7 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/9/112 - Enhancing Management, Organization and Effectiveness of the Regulatory Authorities. 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 Ljubljana, Slovenia 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 9 August 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, Sandra Steyskal, through IAEA Official Fax (+43-1-26007) or E-Mail (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

IAEA Safety Culture Self-Assessment Meeting for Regulators

PROSPECTUS

- Project Number & Title:** RER/9/112 - Enhancing Management, Organization and Effectiveness of the Regulatory Authorities
- Place (City, Country):** Ljubljana, Slovenia
- Dates:** 5-7 November 2013
- Deadline for Nominations:** 9 August 2013
- Organizers:** The International Atomic Energy Agency (IAEA) in collaboration with the Government of Slovenia through the Slovenian Nuclear Safety Administration (SNSA)
- Host Country Organizer:** Ms Laura Kristancic-Desman
Slovenian Nuclear Safety Administration (SNSA)
Litostrojska 54
1000 Ljubljana
Slovenia
Tel.: +386 1 472 1127
Fax: +386 1 472 11 99
E-mail: Laura.Kristancic-Desman@gov.si
- Language:** English
- Purpose:** The overall objective of the meeting is to provide senior managers from regulatory bodies with knowledge about the methods and guidance of conducting a Safety Culture Self-Assessment (SCSA) based on current international research and practices in nuclear and other high-hazard industries.
- Expected Output(s):** The meeting will orient participants to:
- Culture and safety culture
 - The SCSA process
 - Roles, responsibilities, and qualifications
 - Assessment methods and techniques
 - Descriptive and normative approaches to capturing and working with cultural information
 - Communication protocols
- Scope and Nature:** Staff of regulatory bodies responsible for safety culture self-assessment and oversight of the safety culture of the licensees within the scope of all the regulatory functions for the safety of nuclear and radiation facilities and activities are encouraged to attend. This course is intended to provide an introduction to safety culture self-

assessment for senior managers in regulatory bodies. The course is not intended to provide in depth knowledge needed to become a fully competent specialist in safety culture assessment but rather to provide orientation to aide informed decision making and guidance for an SCSA team.

Background Information:

The International Experts Meeting (IEM 5) on *Human and Organizational Factors in Nuclear Safety in the Light of the Accident at the Fukushima Daiichi Nuclear Power Plant* held from 21-24 May 2013 in Vienna was organized in the framework of Action 11 of the IAEA Nuclear Safety Action Plan. The main outcome from this meeting was to identify the means to improve and strengthen human and organizational aspects of nuclear safety in operating and regulatory organizations and analyse best practices from responses to previous nuclear events to improve and strengthen safety culture.

In this context IAEA is putting efforts to provide in depth knowledge in promoting safety culture within organizations responsible for regulating nuclear safety and performing self-assessment thereafter.

Participation:

The meeting is open to 25 participants from the Member States participating in the project RER/9/112.

Participants' Qualifications:

The participants should be Senior managers of regulatory bodies planning to conduct a SCSA. Participants typically represent all areas of management including: Licensing, Regulation, Inspection, Legal, Technical Support and Corporate Services.

Nomination Procedure:

Nominations for the 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, Ms Sandra Steyskal, through IAEA Official Fax (+43-1-26007) or E-Mail (Official.Mail@iaea.org), not later than **9 August 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 who have been 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 Ljubljana, Slovenia, 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.