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International Atomic Energy Agency

Agence Internationale de l'énergie atomique

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National Liaison Officers /
National Coordinators

2019-02-05

Subject: Regional Workshop to Develop the TC Project RER9152 Technical Outputs from 2018 Activities and Plan 2019 Activities and Outputs, Vienna, Austria, from 1 to 4 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 RER9152, "Enhancing Inspection Capabilities in Nuclear Safety".

The purpose of this event is to allow the participants to evaluate the technical outcomes from the 2018 workshops conducted under the framework of RER9152 project; determine the best methods to disseminate the outcomes to Member States, and; develop basic agendas, using the results of the technical evaluations, for workshops that will be conducted under this project in 2019.

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.

We would appreciate receiving your country's nominations by **11 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 Mr Alexey Katukhov A.Katukhov@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,

Alexey Katukhov

Programme Management Officer

Division for Europe

Department of Technical Cooperation

Enclosure: Information Sheet



Regional Workshop to Develop the TC Project RER/9/152 Technical Outputs from 2018 Activities and Plan 2019 Activities and Outputs

Vienna, Austria

1 - 4 April 2019

Ref. No.: ME-RER9152-1901070

Information Sheet

Purpose

The purpose of this workshop is to allow the participants to evaluate the technical outcomes from the 2018 workshops conducted under the framework of RER9152 project; determine the best methods to disseminate the outcomes to Member States, and; develop basic agendas, using the results of the technical evaluations, for workshops that will be conducted under this project in 2019.

Working Language(s)

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

Deadline for Nominations

Nominations received after **11 February 2019** will not be considered.

Expected Outputs

Report containing the evaluation of the technical outcomes from the 2018 workshops conducted under the framework of RER9152 and draft agendas for workshops that will be conducted under this project in 2019 including indicators as to how such agendas will contribute to project outcomes.

Scope and Nature

The inspection process is one of the key functions of the regulatory body. Inspections provide qualitative and reliable information to assess whether safety related activities conducted at nuclear and radiation facilities are performed in accordance with regulatory and licensing requirements.

Recent national and regional workshops and Integrated Regulatory Review Service (IRRS) missions have identified that a common gap that regulatory bodies have is the lack of establishing and implementing regulatory inspection programmes and enforcement programmes in accordance with GSR Part 1 (Rev. 1).

Technical Cooperation Project RER/9/152 was initiated to assist countries within the European Region enhance their oversight of nuclear facilities through inspection and enforcement. In 2018, four workshops were conducted under this project:

- Using a Graded Approach in the Inspection Planning, Performance and Assessment of Findings (May 2018 in Bulgaria)
- Inspector Training and Certification (June 2018 in Albania)
- Regulatory Inspection Basics for Nuclear Power Plants (September 2018 in Poland)
- Developing and Implementing an Enforcement Policy and Programme (October 2018 in Tajikistan)

The workshop will consist of presentations and discussions led by invited experts on topics related to leadership concepts. In addition, all participants will contribute to discussions using case studies on emergency preparedness, nuclear and radiation safety, control of radioactive sources.

Participation

The event is open to 5 participants from Member States.

The target countries are: Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Georgia, Hungary, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, the former Yugoslav Republic of Macedonia, Malta, Montenegro, Poland, Portugal, Republic of Moldova, Romania, Russian Federation, Serbia, Slovakia, Slovenia, Tajikistan, Turkey, Turkmenistan, Ukraine and Uzbekistan.

Participants' Qualifications and Experience

The participants should be experienced staff members from the regulatory bodies or their technical support organizations who are directly involved in the inspection of nuclear and radiological facilities and activities.

Candidates must have participated in one or more of the workshops held under RER/9/152 in 2018 and been active contributors during the workshops.

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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