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International Atomic Energy Agency

Agence internationale de l'énergie atomique

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In reply please refer to: **ME-RER9152-1901747**

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National Liaison Officers /
National Coordinators

2019-03-19

Subject: Regional Workshop on Preparing and Conducting Interviews During the Inspection of Nuclear and Radiological Facilities, Skopje, North Macedonia, from 3 to 7 June 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 the event is to train participants on preparing and conducting interviews with workers in nuclear and radiation facilities.

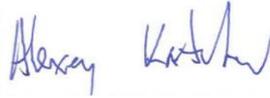
The attached Information Sheet provides further details, including technical and administrative aspects of the event. Selection of participants will be in accordance with IAEA procedures.

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 Skopje. 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 **22 April 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,

A handwritten signature in blue ink, appearing to read "Alexey Katukhov".

Alexey Katukhov
Programme Management Officer
Division for Europe
Department of Technical Cooperation

Enclosure: Information Sheet



Regional Workshop on Preparing and Conducting Interviews During the Inspection of Nuclear and Radiological Facilities

Skopje, The Republic of North Macedonia

3–7 June 2019

Ref. No.: ME-RER9152-1901747

Information Sheet

A. Purpose

The purpose of this event is to train participants on preparing for interviews with workers in nuclear and radiation facilities.

B. Working Language(s)

The working language of the event will be English.

C. Deadline for Nominations

Nominations received after **22 April 2019** will not be considered.

D. Expected Outputs

The workshop will be useful to gain a clear understanding of the best practices in for preparing for and conducting interviews as part of inspection activities.

E. 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. When deviations in operator's activities are found, the regulatory body should be able to use appropriate regulatory and enforcement actions to correct the deviations and improve nuclear safety. Regulatory actions should be performance based applied in a transparent and defined manner, based on the safety significance of

inspection findings as determined in accordance with documented qualitative or quantitative criteria. The enforcement process should be supported by transparent enforcement policies and procedures. The inspection process should cover all safety areas of nuclear and radiological facilities during all operational stages and should be focused on the most risk significant and problematic areas. To achieve objective and high-quality inspection results, governments and regulatory bodies should assure that it has sufficient inspection competence and experienced resources to cover all safety areas. When needed, RBs should use external experts or organizations. Regulatory inspectors need to be continuously trained.

F. Participation

The event is open to 25 participants from TC Member States in Europe.

G. 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.

The workshop will be conducted in English and candidates should have sufficient English proficiency to participate in the workshop without difficulty.

H. 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.

I. 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.

J. 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.

K. 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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