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International Atomic Energy Agency

Agence Internationale de l'énergie atomique

Международное агентство по атомной энергии

Organismo Internacional de Energía Atómica

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2014-04-01

Subject: Invitation to a Regional Workshop to Analyse Pros and Cons of Adopting Human Organizational Factors and Integrated Management System Programmes, Bucharest, Romania, 2 to 6 June 2014

Dear National Liaison Officer,

I am pleased to invite you to send nominations of suitable candidates to participate in the above-mentioned workshop under the framework of TC Project RER/9/110 – Strengthening the Inspection Capabilities and Programmes of the Regulatory Authorities. The purpose of the workshop 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 workshop in line with Agency rules and procedures.

Please submit duly completed Nomination Form for Meetings/Workshops by the latest 21 April 2014. 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, Mr In Jun, 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

Regional Workshop to Analyse Pros and Cons of Adopting Human and Organizational Factors and Integrated Management System Programmes

PROSPECTUS

Project Number & Title: RER/9/110 - Strengthening the Inspection Capabilities and Programmes of the Regulatory Authorities

Place (City, Country): Bucharest, Romania

Dates: 2 - 6 June 2014 (5 days)

Deadline for Nominations: 21 April 2014

Organizers: The International Atomic Energy Agency (IAEA) in collaboration with the Government of Romania through the National Commission for Nuclear Activities Control (CNCAN).

Host Country Organizer: Mihaela - Alina Ion
National Commission for Nuclear Activities Control (CNCAN)
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Language: English

Purpose: Human and organizational factors (HOF) as well as the use of effective integrated management system for safety (IMS) have been identified as key questions to be addressed in order to achieve safe operation and decommissioning activities. Various ways, including regulatory inspections, are currently in use in countries operating nuclear power plants in Europe region or elsewhere to oversight HOF and IMS with the objective to provide the regulatory body with a high level of confidence that authorized parties discharge effectively their responsibility for safety throughout the lifetime of facilities and activities.

Aiming at contributing to strengthen regulatory practices in the region, the purpose of the workshop is to discuss and to give recommendations and suggestions how to integrate the aspects of IMS and HOF into the existing oversight programme of the regulatory body. The results of this workshop help the regulatory body to prepare, implement and conduct an oversight programme that integrates technical, IMS and HOF aspects in a balanced manner.

The discussion will be based on the results the previous related activities implemented under the RER/9/110 project. Then, the participants will

consider the various inspection methods, provisions and programme that are currently in use in countries operating nuclear power plants in Europe region or elsewhere in order to oversight HOF and IMS, during operation and decommissioning of nuclear power plants (NPPs). This workshop will be an opportunity to identify commonalities and create synergies in order to determine key elements and good practices to be considered for these areas.

Expected Output(s):

Participants will be expected to gain sufficient knowledge and develop a common understanding on human and organizational factors and integrated management system programmes, and the advantages and disadvantages of adopting them. It is also expected to identify provisions to consider when implementing such programmes. Specifically:

- Participants will gain sufficient knowledge and understanding on how IMS and HOF issues could be overseen.
- Participants will become familiar with the content of the programme to oversee IMS and HOF in accordance with the IAEA requirements.
- Participants will understand the main steps to develop and implement a programme to oversee IMS and HOF

Scope and Nature:

The main issues that will be discussed and reviewed are:

1. Regulatory programmes used to oversight HOF and IMS;
2. Advantages and drawbacks of these different programmes;
3. Ways to acquire IMS and HOF competences (needed knowledge, skills and attitude);
4. Implementation difficulties of such programmes; and
5. Arrangements to consider in order implementing these programmes at national level.

There will be presentations delivered by international experts related to oversight of HOF and IMS, including on inspections. Discussions during breakout and plenary sessions will be organized in order to identify and formulate conclusions and recommendations.

According to the results of the previous activities implemented under this project, participants may be expected to prepare national presentations to provide further detail information about their inspection-related experience and practices on HOF and IMS. In this case, the Secretariat will inform the participants and will prepare a template to be used for the preparation of these presentations in order to focus on the identified issues.

Background Information:

The implementation of TC project RER/9/110 is primarily aimed to assist participating countries that have nuclear power plants in operation or in decommissioning in reinforcing their inspection capabilities and practices.

The regulatory bodies have to oversee the operator's activities to ensure that the facility is operated safely. In the course of its routine activities, the regulators have to make judgements on the acceptability of safety level of the regulated facilities. A key challenge for regulators is to define a reliable approach that is systematic, comprehensive, based on well-defined acceptable criteria and guidelines and pragmatic in order to reach sound conclusions and make timely decisions in an efficient and effective manner.

Different countries have adopted different approaches to develop their inspection programmes and practices and the project is intended to facilitate the review the various practices and share the experiences to date. Taking into account new programmes and modern practices and the life extensions of many existing reactors, it is important to ensure that inspection activities focus on those areas which pose higher risk. Furthermore, the expansion of existing nuclear power programmes requires additional attention to human and organizational factors (HOF) from the early construction stages. The project is also aimed to provide assistance in defining regulatory requirements, prepare guides and integrate the oversight of HOF programmes and Integrated Management System of the operator within the regulatory inspection programmes as necessary.

The design of the project envisages the participation of counterparts from those countries of the region that are currently operating nuclear power plants or executing the decommissioning of them. The participation in the project activities of candidates from countries embarking on a nuclear power programme will be considered on a need basis depending on the nature of the activities.

Participation: The workshop is open to 34 participants.

The target countries are: Albania, Azerbaijan, Belarus, Bulgaria, Czech Republic, Georgia, Hungary, Kazakhstan, Latvia, Lithuania, Poland, Portugal, Romania, Russian Federation, Serbia, Slovak Republic, Slovenia, The former Yugoslav Republic of Macedonia, Turkey and Ukraine.

Priority will be given to candidates from countries that are currently operating or decommissioning nuclear power plants. Candidates from countries embarking in a nuclear power programme or operating non-power nuclear facilities will be considered on need basis.

Participants' Qualifications: The participants should preferably be decision-makers and managers of the regulatory authorities from the region, responsible for establishment, implementation or assessment of regulatory programmes to oversight HOF and IMS in nuclear power plants.

Candidates from nuclear power plants in operation or decommissioning are also invited to participate as long as they have direct involvement in HOF and IMS programmes in their facilities.

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

Nomination Procedure: Nominations 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 Application Form for Meeting/Workshop (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, In Jun, through IAEA Official Fax

(+43-1-26007) or E-Mail (Official.Mail@iaea.org), not later than 21 April 2014. 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 Bucharest, Romania, and a Daily Subsistence Allowance (DSA) at the prevailing UN Rate. Shipment of accumulated workshop materials to the participants' home countries is not the responsibility of the IAEA.

The organizers of the workshop 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 workshop, 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.