



IAEA

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الوكالة الدولية للطاقة الذرية
国际原子能机构
International Atomic Energy Agency
Agence Internationale de l'énergie atomique
Международное агентство по атомной энергии
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National Liaison Officer/National Coordinator

In reply please refer to: **ME-RER0043-1705398**
Dial directly to extension: (+43 1) 2600-22329

2018-01-26

Subject: Regional Workshop on Sharing Good Practices in the Development and Implementation of Capacity Building Methodologies and on Introduction of the Nuclear Safety Knowledge Management Programme Concept and Project Coordination Meeting, Sofia, Bulgaria from 23 to 27 April 2018

Dear National Liaison Officer/National Coordinator,

I am pleased to inform you that the International Atomic Energy Agency (IAEA) is organizing the above workshop under the IAEA technical cooperation project RER0043, “Enhancing Capacity Building Activities in the European Nuclear and Radiation Safety Organizations for the Safe Operation of Facilities”.

The purpose of the workshop is to develop and strengthen the skills and competencies of the participants in developing and/or strengthening nuclear safety capacity building programmes in their respective countries. The workshop will be followed by the project coordination meeting to review and fine-tune the project work-plan.

The Information Sheet and Logistical Arrangements available on the IAEA's InTouch+ platform provide further details, including technical and administrative aspects of the workshop. Selection of participants will be in accordance with IAEA procedures.

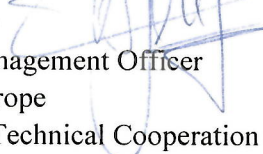
The IAEA will provide non-local participants with a round-trip air ticket based on the most direct and economical route between the airport nearest the participant’s residence and Sofia. Travel details will be agreed with the participants upon receipt of their official nomination. Participants will also receive an allowance from the IAEA sufficient to cover their costs of lodging, daily subsistence and miscellaneous expenses for the duration of the workshop in line with IAEA rules and procedures.

We would appreciate receiving your country's nominations by **16 February 2018** through the IAEA's InTouch+ platform (<https://Intouchplus.iaea.org>). Should this not be possible, applicants may download the Nomination Form for the workshop from the IAEA's webpage. Completed forms must be endorsed by the relevant government authority and may be sent to the IAEA by email, fax or mail. 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,

Adeline Djeutie
Programme Management Officer
Division for Europe
Department of Technical Cooperation





Regional Workshop on Sharing Good Practices in the Development and Implementation of Capacity Building Methodologies and on Introduction of the Nuclear Safety Knowledge Management Programme Concept and Project Coordination Meeting

Hosted by

The Government of Bulgaria

through the

Nuclear Regulatory Agency

Sofia, Bulgaria

23 – 27 April 2018

Ref. No.: ME-RER0043-1705398

Information Sheet

A. Purpose

The purpose of the workshop is to develop and strengthen the skills and competencies of the participants in developing and/or strengthening nuclear safety capacity building programmes in their respective countries. The workshop will be followed by the project coordination meeting to review and fine-tune the project work-plan.

B. Working Language(s)

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

C. Deadline for Nominations

Nominations received after **16 February 2018** will not be considered.

D. Scope and Nature

The workshop will consist of presentations by invited experts and participants on the topics related to capacity building methodologies and applications. Participants are expected to deliver detailed presentations on their national or, if appropriate, organization level practices, including future plans as regards to capacity building and knowledge management programme. In addition, all participants will contribute to discussions on selected issues of common interest.

The Secretariat will prepare a template to be used by all participants for the national presentations to ensure a uniform approach.

E. Participation

The meeting is open to **20** participants from Member States.

Each country is invited to nominate **one or more participants** who must match the profile described in the corresponding paragraph, indicating the order of priority.

F. Participants' Qualifications and Experience

The participants should be specialists in Education and Training, human resource development, knowledge management from operating organisations, technical support organisations or regulatory bodies.

G. Application Procedure

Candidates wishing to apply for this event should follow the steps below:

1. Access the IAEA TALEO page (<https://iaea.taleo.net/>) 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 workshop 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. Completed applications need to be endorsed by the relevant national authority, i.e. the National Liaison Office and submitted through the established official channels.

H. 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.

I. 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 workshop, 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.

J. 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.

K. Organization

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Subsequent correspondence on scientific matters should be sent to the Technical Officer and correspondence on other matters related to the workshop to the Programme and Administrative Contact.