



Atoms for Peace

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
Organismo Internacional de Energia Atómica

Vienna International Centre, PO Box 100, 1400 Vienna, Austria
Phone: (+43 1) 2600 • Fax: (+43 1) 26007
Email: Official.Mail@iaea.org • Internet: <https://www.iaea.org>

In reply please refer to: EVT1800390
Dial directly to extension: (+43 1) 2600-25989

National Liaison Officer/National Coordinator

2018-02-14

Subject: First Coordination and Planning Meeting of RER1019, Vienna, Austria from 24 April 2018 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 event under the IAEA technical cooperation project RER1019, “Enhancing Standardized Radiation Technologies and Quality Control Procedures for Human Health, Safety, Cleaner Environment and Advanced Materials”.

The Coordination and Planning Meeting will review the present status of Research and Development related to environmental and industrial applications of radiation processing in the participating Member States using large scale gamma and electron beam/X irradiators. The Meeting will focus on finalization of the work plan to be implemented under the project keeping in the view the needs of the participating Member States. The final outcome of the meeting will be a concise report providing details of the activities to be implemented in the project.

The Information Sheet and Logistical Arrangements available on the IAEA's InTouch+ platform provide further details, including technical and administrative aspects of the course. 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 Vienna. 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 course in line with IAEA rules and procedures.

We would appreciate receiving your country's nominations by **28 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 course 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,



Tomoko Furusawa
Scientific Secretary
Division for Europe
Department of Technical Cooperation



First Coordination and Planning Meeting of RER1019

IAEA Headquarters
Vienna, Austria

24 April 2018 – 27 April 2018

Ref. No.: EVT1800390

Information Sheet

A. Purpose

The Coordination and Planning Meeting will review the present status of Research and Development related to environmental and industrial applications of radiation processing in the participating Member States using large scale gamma and electron beam/X irradiators. The Meeting will focus on finalization of the work plan to be implemented under the project keeping in the view the needs of the participating Member States. The final outcome of the meeting will be a concise report providing details of the activities to be implemented in the project.

B. Working Language(s)

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

C. Deadline for Nominations

Nominations received after 28 February 2018 will not be considered.

D. Scope and Nature

The Coordination and Planning Meeting will review the present status of Research and Development related to environmental and industrial applications of radiation processing in the participating Member States using large scale gamma and electron beam/X irradiators. It is proposed to cover all irradiators being in operation in the research institutes and industry. The detailed country reports are therefore from participants. The Meeting will focus on finalization of the work plan to be implemented during the project keeping in the view the needs of the participating Member States. The task teams will be formed and the program for the forthcoming events prepared. The possibility of synergy with other international programs being implemented in this area will be explored and way forward suggested. The final outcome of the meeting will be a concise report providing details of the activities to be implemented in the project.

E. Participation

The meeting is open to 40 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

Participants have to be involved in the R&D and/or operation of radiation processing facilities in the field. Participating Member States who envisage to install radiation facilities in near future and encouraged to participate in The Meeting. The summary of their planned work will be a basis for qualification. Industry representatives are welcome as cost-free participants / observers.

 Prior to the meeting the participants are requested to submit individual country reports and prepare PowerPoint presentations for the meeting.

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 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. 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 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.

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

Programme Management Officer: Ms Tomoko Furusawa
Division for Europe
Department of Technical Cooperation
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA
Tel.: +43 1 2600 22992
Fax: +43 1 26007
Email: T.Furusawa@iaea.org

Administrative Contact: Ms Tatyana Lechner
Division for Europe
Department of Technical Cooperation
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA
Tel.: +43 1 2600 25989
Fax: +43 1 26007
Email: T.Lechner@iaea.org

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