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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

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2014-08-22

**Subject:** Invitation to a Regional Training Course on Regulatory Oversight of Licencees' Human and Organizational Factors and Integrated Management Programmes, Bucharest, Romania, 15 to 19 December 2014

Dear National Liaison Officer,

I am pleased to invite you to send nominations of suitable candidates to participate in the above-mentioned training course under the framework of TC Project RER/9/110 – Strengthening the Inspection Capabilities and Programmes of the Regulatory Authorities. The purpose of the training course 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 Bucharest, Romania and provide a stipend for the duration of the training course in line with Agency rules and procedures.

Please submit nominations to the IAEA online through the Technical Cooperation Department's InTouch system (<http://intouch.iaea.org>). Only if this is not possible, nominations may be submitted on the Nomination Form for Meeting/Workshop available on the IAEA website: <http://www.iaea.org/technicalcooperation/How-to-take-part/In-meetings-WS/index.html>. Completed forms should be endorsed by relevant national authorities and sent to the Programme Management Officer for this project, Mr Andrei Chupov (IAEA Official Fax: +43-1-26007 or E-Mail [Official.Mail@iaea.org](mailto:Official.Mail@iaea.org)), through the official channels, i.e. the designated National Liaison Office for IAEA matters, not later than 1 October 2014.

Yours sincerely,

Manase Peter Salema  
Director  
Division for Europe  
Department of Technical Cooperation

Enclosures: Prospectus

# International Atomic Energy Agency

## Regional Training Course on Regulatory Oversight of Licensees' Human and Organizational Factors and Integrated Management Programmes

### PROSPECTUS

- Project Number & Title:** RER/9/110 - Strengthening the Inspection Capabilities and Programmes of the Regulatory Authorities
- Place (City, Country):** Bucharest, Romania
- Dates:** 15-19 December 2014
- Deadline for Nominations:** 1 October 2014
- Organizers:** The International Atomic Energy Agency (IAEA) in collaboration with the Romanian Regulatory Body (CNCAN)
- Host Country Organizer:** Ms Anca POP  
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Web: [www.cncan.ro](http://www.cncan.ro)
- Language:** English
- Purpose:** The purpose of this training course is to introduce the concepts of human and organizational factors (HOF) and their interaction with an integrated management system (IMS) and to gain a common understanding of widening the more classical inspection approaches to regulate safety from a rather technical view to other IMS and HOF, as well as their interaction in a systemic way.
- A regulatory inspection programme should pay special attention to not only technical, but also managerial, and human and organizational issues. In conducting inspections, the regulatory body shall consider all factors which may positively or adversely influence the performance of humans and an organization and therefore have a direct or indirect effect on safety. In this respect, an effective management system is recognized as a key instrument to deal with these factors in order to support human and organizational performance to achieve a high level of nuclear safety.
- Expected Output(s):** Participants are expected to gain sufficient knowledge and understanding on how to prepare and implement inspection programmes for oversighting HOF and IMS.

**Scope and Nature:**

Throughout the training course there will be presentations related to relevant IAEA publications as well as presentations delivered by experts to share their experience on inspection of HOF and IMS.

Exercises and discussions during breakout and plenary sessions will allow the participants to further understand and practice how to oversight HOF and IMS during inspections.

Discussion on national inspection practices will be also organised. To prepare for this discussion, a questionnaire to evaluate the national provisions for overseeing HOF and IMS will be sent to the participants in advance. The filled questionnaire should be returned to the secretariat two weeks prior to the training course.

**Background Information:**

The implementation of TC project RER/9/110 is primarily aimed at assisting participating countries that have nuclear power plants to reinforce 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 and comprehensive based on well-defined acceptable criteria and guidelines and 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 of 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 HOF from the early construction stages. The project is also aimed at providing assistance in defining regulatory requirements, and preparation of guides to integrate the oversight of HOF programmes and IMS of the operator within the regulatory inspection programmes as necessary.

**Participation:**

The training course is open to 25 participants.

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

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

**Participants' Qualifications:**

The participants should be experienced staff members from regulatory bodies or their technical support organizations who are directly involved in planning, implementation or assessment of inspections to nuclear power plants and, to a lesser extent, to non-power nuclear facilities. Candidates from nuclear power plants are also invited to participate as long as they have direct involvement in the implementation of inspections in their facilities.

The training course will be conducted in English and candidates should have sufficient English proficiency to participate in the training course 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 Training Course (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, Mr Andrei Chupov, through IAEA Official Fax (+43-1-26007) or E-Mail ([Official.Mail@iaea.org](mailto:Official.Mail@iaea.org)), not later than **1 October 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 stipend sufficient to cover the cost of their accommodation, food and minor incidentals. Shipment of accumulated training course materials to the participants' home countries is not the responsibility of the IAEA.

The organizers of the training course 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 nominating participants, undertakes responsibility for such coverage. Governments would be well advised to take out insurance against these risks.