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International Atomic Energy Agency

Agence internationale de l'énergie atomique

Международное агентство по атомной энергии

Organismo Internacional de Energia Atómica

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2014-08-04

Subject: Invitation to a Regional Workshop: School of Drafting Regulations, Vienna, Austria, from 3 to 14 November 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/9/111 – Establishing a Sustainable National Regulatory Infrastructure for Nuclear and Radiation Safety. 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 Forms for Meetings/Workshops by the latest 1 September 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, Ms Sandra Steyskal, 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 - School of Drafting Regulations

PROSPECTUS

Project Number & Title: RER/9/111: Establishing a Sustainable National Regulatory Infrastructure for Nuclear and Radiation Safety

Place (City, Country): Vienna, Austria

Dates: 3 to 14 November 2014

Deadline for Nominations: 1 September 2014

Organizers: The International Atomic Energy Agency (IAEA)

Host Country Organizer: Ms Sandra Steyskal
International Atomic Energy Agency (IAEA)
Wagramerstrasse 5, PO Box 100,
1400 Vienna, Austria,
IAEA Official Fax (+43-1-26007)
E-Mail (Official.Mail@iaea.org)

Language: English

Purpose: The purpose of the workshop is to provide participants with the competences to draft or revise national implementing safety regulations and an action plan for the enhancement of safety regulations compatible with applicable IAEA safety standards and guidance. During the course of the workshop national regulations will be developed in outline or revised (as appropriate) in close cooperation with other participants, IAEA representatives and international experts. Consideration of regulatory requirements stemming from other national or regional legislation (i.e. European Union) may also be covered where they represent priority issues for participating Member States.

Participants in this *School of Drafting Regulations* will be organized in two parallel classes, and meeting in a plenary as appropriate. One class will focus on nuclear safety regulations, the other on radiation safety regulations. There will be both common and targeted sessions addressing generic and specific regulatory issues, and structured according to the needs of the participating Member States.

The workshop will take due account of the interfaces between nuclear safety regulations and regulations for radiation safety, radiation protection, transport and other radiation sources facilities and activities.

Expected Output(s): Participants will gain knowledge and expertise sufficient to develop robust, consistent and effectively implementable regulations aligned with existing national legislation frameworks and compatible with IAEA safety requirements and international best practice. Participants will improve understanding of the applicable IAEA requirements and appreciate the importance of a coherent set of national regulations covering the spectrum of regulated facilities and activities, avoiding overlaps, gaps and/or contradictory requirements.

Participants from countries currently drafting or revising national regulations can fine-tune existing documents during the course of the workshop. An action plan to address gaps identified in regulations reviewed during the workshop will be developed for each participating Member State.

Participants will work together throughout the workshop, sharing ideas and exchanging experience in the drafting of regulations. Continuation of this cooperation after the event will be expected and encouraged under the auspices of TC project RER/9/111.

Scope and Nature: Throughout the workshop experts will make presentations on relevant topic areas, including the content of regulations and the process of drafting regulations in line with relevant IAEA safety standards, requirements and associated guidance and, as appropriate, other national or regional legal and regulatory requirements. At other times, experts will act as mentors, guiding the drafting and revision activities of the workshop.

The majority of workshop hours will be dedicated to outlining drafts of new regulations and/or revision of existing regulations. There will be review and feedback sessions and opportunities for sharing experience, including contributions by international experts.

At least one month before the workshop, participants should provide the Secretariat with copies of existing regulations to be revised or further developed during the workshop and/or preferred topic areas for new regulations to be developed in outline. In addition, participants should bring, or have immediate access to, relevant national material including applicable legislation, procedures, guidance etc. All such material must be in English.

Participants are requested to bring a laptop computer.

Participants will each present a brief summary of the status of the legal framework, including the scope and completeness of national regulations for nuclear and/or radiation safety and the licensing process. To ensure a uniform approach, the Secretariat will prepare a template to be used for the preparation of national presentations.

Background Information: The implementation of TC project RER/9/111 aims to achieve and maintain effective and sustainable regulatory infrastructures for nuclear and radiation safety in participating countries in accordance with relevant IAEA safety standards and guidance. Its objective is to enhance the effectiveness of regulatory programmes through developing adequate and effective regulatory mechanisms and harmonizing and streamlining national capabilities for regulatory control.

This workshop will contribute significantly to these aims and objectives of the TC project RER/9/111.

Participation: The workshop is open to 40 participants (up to 20 in each class).

The target countries are all those participating in TC project RER/9/111, but priority for the class on nuclear safety regulations will be given to candidates from countries operating nuclear power plants or embarking on a nuclear power programme, namely; Armenia, Belarus, Bulgaria, Czech Republic, Hungary, Kazakhstan, Lithuania, Poland, Romania, Russian Federation, Slovakia, Slovenia, Turkey and Ukraine.

Member States are strongly encouraged to submit two candidates to the School per class and to specify in which class each candidate should participate.

Participant's Qualifications: Participants should be experienced regulatory staff of their respective national bodies for the regulatory control of nuclear and/or radiation safety. To the extent possible they should have specific responsibilities for drafting or enacting regulations and safety guides. Relevant experience in the various regulatory functions including review and assessment, licensing, inspection and enforcement is desirable.

For drafting sessions during each class to be effective, two participants per country are encouraged, one experienced in the technical aspects of the regulations and the other in the legal aspects.

Participants should have a good level of English proficiency in order to participate in this workshop. All outlined regulations drafted or revised by participants will be discussed, debated and written in English. Once participants return to their respective countries it is expected these outlines and drafts will be completed in the usual way, with IAEA ongoing involvement as appropriate in accordance with TC project RER/9/111.

Nomination Procedure: Nominations for the workshop 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 Nomination Form for Meeting/Workshop and National Consultant (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, Ms. Sandra Steyskal, through IAEA Official Fax (+43-1-26007) or E-Mail (Official.Mail@iaea.org), not later than 1 September 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 Vienna, Austria, 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.