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International Atomic Energy Agency

Agence internationale de l'énergie atomique

Международное агентство по атомной энергии

Organismo Internacional de Energía Atómica

National Liaison Officer

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In reply please refer to: RER/9/130/001

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2014-07-02

Subject: Invitation to a Regional Training Course on Public Communications during an Emergency, Dushanbe, Tajikistan, 13-17 October 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/9/130 – Strengthening and Harmonizing National Capabilities for Response to Nuclear and Radiological Emergencies. 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 Dushanbe, Tajikistan and provide a stipend for the duration of the training course in line with Agency rules and procedures.

Please send duly completed Nomination Form for Training Courses by the latest 15 August 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 Jing Zhang, 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

Enclosure: Prospectus



Regional Training Course on Public Communications during an Emergency

Prospectus

- Project Number and Title:** RER/9/130: “Strengthening and Harmonizing National Capabilities for Response to Nuclear and Radiological Emergencies”
- Place (City, Country):** Dushanbe, Tajikistan
- Dates:** 13–17 October 2014
- Deadline for Nominations:** **15 August 2014**
- Organizers:** The International Atomic Energy Agency (IAEA) in collaboration with the Government of Tajikistan through the Nuclear and Radiation Safety Agency.
- Host Country Organizer:** Mr Ulmas Mirsaidov
Nuclear and Radiation Safety Agency
Academy of Sciences of the Republic of Tajikistan
17a, Kh. Khakim Zade Street
734003 DUSHANBE
TAJKISTAN
Tel.: +992 37 224 77 97
Fax: +992 37 224 55 78
Email: ulmas2005@mail.ru
- Language:** Russian
- Purpose:** The purpose of the course is to provide information and practical guidance on public communications before, during and after a nuclear or radiological emergency.
- Expected Output(s):** Participants are trained; level of knowledge and practical skills on public communications in the event of a nuclear or radiological emergency are upgraded.
- Scope and Nature:** The training will be based on the standardized IAEA training materials which have been developed specially for this course by the IAEA. This course is based on the IAEA publication *Communication with the Public in a Nuclear or Radiological Emergency* (Emergency Preparedness and Response Series,

EPR-Public Communications 2012, IAEA, Vienna, 2012) and its associated training materials.

The course will consist of lectures and work sessions and a tabletop exercise. By the end of the course, the participants will understand and be able to implement knowledge on the following topics:

- Communicating the Basics of Radiation
- Types of Radiation Emergencies
- Risk Perception
- Developing a Public Communication Programme
- Actions of the Public Information Officer(s) within the Incident Command System
- Emergency Public Communications
- Sources of Information in an Emergency
- Audiences, Communication Channels and Messages in an Emergency
- Developing, Maintaining and Using Media Relationships
- Spokesperson(s) Selection and Training
- Coordination of Information Flows at Different Levels

Background Information:

It is recognized among organizations responsible for emergency management (including those responsible for the management of conventional emergencies) that good preparedness in advance of an emergency can substantially improve the emergency response. Moreover, one of the most important features of the preparations is that they are integrated among the different bodies involved, ensuring clear lines of responsibility and authority, including officials responsible for communicating timely and accurate information to the public. This course will provide an update on the latest international guidance and standards for public communications during an emergency.

Participation:

The course is open to 25 participants.

The target countries are those participating in the IAEA technical cooperation project RER/9/130.

Participants' Qualifications:

The candidates should be responsible within their organization for communicating with the public and media in case of a nuclear or radiological emergency. The candidates should have a basic understanding of radiological units and concepts.

As the course will be conducted in Russian, participants are expected to be able to follow lectures and communicate clearly in this language without difficulty.

**Nomination
Procedure:**

Nominations should be submitted to the IAEA online through the InTouch system (<http://intouch.iaea.org>) of the Department of Technical Cooperation. Should this not be possible, nominations may be submitted using the standard IAEA Nomination Form for Training Courses (available from the IAEA website: <http://www.iaea.org/technicalcooperation/How-to-take-part/train-course/index.html>). Completed forms should be endorsed by relevant national authorities and returned to the IAEA through the established 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 Jing Zhang, through IAEA official fax (+43 1 26007) or email (Official.Mail@iaea.org), not later than **15 August 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 Dushanbe, Tajikistan, 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 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.