



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

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In reply please refer to: RER9139-EVT1703006
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2017-08-31

Subject: Regional Workshop on Lessons Learned and Improvement Achieved in the area of Regulatory Inspection, Vienna, Austria from 11 to 14 December 2017

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 RER9139, “Strengthening Inspection Capabilities of Regulatory Authorities (Phase II)”.

The purpose of the event is to determine lessons learned and to evaluate what was achieved. It will serve as a forum to discuss the contribution of the project to strengthening the capabilities of the regulatory bodies to improve their inspection programmes for nuclear installations and to identify possible future Agency’s support to the Member States.

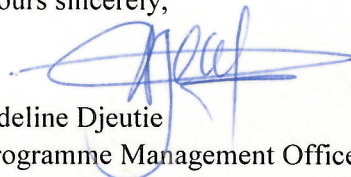
The Information Sheet and Logistical Arrangements available on the IAEA's InTouch+ platform provide further details, including technical and administrative aspects of the workshop. Selection of participants will be in accordance with IAEA procedures.

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 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 workshop in line with IAEA rules and procedures.

We would appreciate receiving your country's nominations by **15 October 2017** 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 Lessons Learned and Improvement Achieved in the area of Regulatory Inspection

IAEA Headquarters
Vienna, Austria

11 – 14 December 2017

Ref. No.: RER9139-EVT1703006

Information Sheet

A. Purpose

The purpose of the event is to determine lessons learned and to evaluate what was achieved. It will serve as a forum to discuss the contribution of the project to strengthening the capabilities of the regulatory bodies to improve their inspection programmes for nuclear installations and to identify possible future Agency's support to the Member States.

B. Working Language(s)

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

C. Deadline for Nominations

Nominations received after **15 October 2017** will not be considered.

D. Scope and Nature

There will be presentations delivered by experts related to the project implementation, content and the results. Participants are also expected to prepare a presentation providing detail information on impact of the project with respect improving national regulatory oversight and performance of the implemented project.

The Secretariat will prepare the templates to be used for the preparation of the national presentations in order to ensure a coherent and uniform approach.

Discussions will be organized in order to review the results of the project, and identify recommendations to be considered by participating countries and the IAEA.

E. Participation

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

The primarily target countries are: Albania, Armenia, Azerbaijan, Belarus, Bulgaria, Czech Republic, Georgia, Hungary, Kazakhstan, Lithuania, Poland Romania, Russian Federation, Slovakia, Slovenia, Turkey and Ukraine.

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

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 senior staff members from the regulatory bodies or their technical support organisations which have participated in the project.

The workshop will be conducted in English and candidates should have sufficient English proficiency to participate in the workshop without difficulty.

G. Application Procedure

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 you access the InTouch+ platform (<https://nucleus.iaea.org/Pages/InTouchPlus.aspx>) where the Profile is completed (My Profile tab).

It is very important that you make sure that the email you use for TALEO and Nucleus is the same. If not, your profile will not appear complete.

4. On the InTouch + platform, under 'My InTouch +' tab:

a. In 'My Institute' section you must select the institute / organization that you work / represent.

b. In the IAEA Recruitment Platform section, 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.*

After following the instructions mentioned above, you will have completed your profile and can apply for Technical Cooperation events.

5. In the InTouch + platform, in the 'Applications' tab proceed to 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

Event: EVT1703006

Event deadline: 15 October 2017

Only applications submitted through the National Liaison Officer will be accepted.

Applications received outside the deadline or incomplete (TALEO & InTouch+) will not be accepted.

The deadline for the calls is established according to European Central Time.

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 meeting to the Programme and Administrative Contact.