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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  
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2016-12-19

**Subject:** Invitation to a Regional Workshop on Regulatory Experience Feedback Related to Oversee Human and Organizational Factors, Sofia, Bulgaria, 13–16 March 2017

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/9/139 – “Strengthening the Inspection Capabilities and Programmes of the Regulatory Authorities (Phase II)”. The purpose of the workshop and related information are outlined in the attached Prospectus.

For candidates who are selected by the IAEA, the IAEA will cover the cost of return international travel from the home country to Sofia, Bulgaria and provide Daily Subsistence Allowance (DSA) for the duration of the workshop in line with IAEA 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 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 Alfredo Bano Leal (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 **18 January 2017**.

Yours sincerely,

Martin Krause  
Director  
Division for Europe  
Department of Technical Cooperation

Enclosure: Prospectus

# International Atomic Energy Agency

## Regional Workshop on Regulatory Experience Feedback Related to Oversee Human and Organizational Factors

### PROSPECTUS

- Project Number & Title:** RER/9/139 - Strengthening the Inspection Capabilities and Programmes of the Regulatory Authorities
- Place (City, Country):** Sofia, Bulgaria
- Dates:** 13 - 16 March (4 days)
- Deadline for Nominations:** 18 January 2017
- Organizers:** The International Atomic Energy Agency (IAEA) in collaboration with the Government of Bulgaria through the Bulgarian Nuclear Regulatory Agency (BNRA)
- Host Country Organizer:** Ms. Neli Yankova Vasileva  
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Email: n.yankova@bnra.bg
- Language:** English
- Purpose:** The purpose of the workshop is to discuss the various methods, provisions and programme that are currently in use in countries operating nuclear installations to oversee HOF. Considering the previous events, the workshop will be an opportunity to share recent improvements and achievement in this area and to identify good practices to be considered to further improve the regulatory oversight of the management of HOF by the licensees.

Safety is the result of the interaction between individuals, organizations and technology. Past accidents show the need to better consider human and organizational factors (HOF) as contributors to safety and for the effective and efficient operation of nuclear facilities and conduct of activities. The Fukushima accident demonstrated again, as stated in the Fukushima Summary Report published by the IAEA in August 2015, that "...with a systemic approach to safety that analyses the human, organizational and technical factors, an organization can be better prepared for an unexpected event".

From discussions during previous events with Member States, it was clear that there was a need to strengthen regulatory practices in the region to oversee HOF. Consequently several initiatives have been undertaken in the region, under the previous and current technical cooperation projects, to share and discuss experience for the oversight of licensees' programme to address HOF to determine key elements and good practices to be considered for regulating these areas, including using inspections. As a result, a training course was developed and implemented several times in the region to support and strengthen the regulatory capability to oversee HOF.

**Expected Output(s):**

The workshop will be useful to gain a clear understanding of the current approaches in use in each participating country, recent improvements and achievement done in the region.

Participants will be expected to develop a common understanding about the key elements and good practices to consider to oversight HOF so as to review which of them could fit better within the specific national regulatory frame of their countries.

**Scope and Nature:**

Participants are expected to prepare national presentations providing detail information about the oversight methods, including regulatory inspections, of HOF as well as recent improvements and achievements made in their countries. The Secretariat will prepare a template to be used for the preparation of the national presentations to ensure a uniform and consistent approach.

Throughout the workshop, there will be also presentations delivered by international experts related to oversight mechanisms of HOF.

Discussions will be organized in order to develop a common understanding on the topic as well as identify and formulate good practices, conclusions and recommendations.

**Background Information:**

The implementation of TC project RER/9/139 is primarily aimed at developing and strengthening safety infrastructure. It has been designed to assist participating countries that are developing their infrastructure for safety for a nuclear power programme or have nuclear power plants in developing and reinforcing their inspection capabilities and practices to oversee nuclear safety.

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, comprehensive, based on well-defined acceptable criteria and guidelines and pragmatic 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 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 human and organizational factors (HOF) from the early construction stages. The project is also aimed to provide assistance in defining regulatory requirements, prepare guides and integrate the oversight of HOF programmes and Integrated Management System of the operator within the regulatory inspection programmes as necessary.

The design of the project envisages the participation of counterparts from those countries of the region that are currently operating nuclear power plants or executing the decommissioning of them. The participation in the project activities of candidates from countries embarking on a nuclear power programme will be considered on a need basis depending on the nature of the activities.

**Participation:**

The workshop is open to 25 participants.

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

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

**Participants’  
Qualifications:**

The participants should be experienced staff members from the regulatory bodies or their technical support organizations who are directly involved in the oversight of HOF to nuclear installations and, to a lesser extent, to no-power nuclear facilities. Candidates from nuclear power plants in operation are also invited to participate as long as they have direct involvement in the implementation of inspections in their facilities.

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

**Nomination  
Procedure:**

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 Alfredo Bano Leal (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 **18 January 2017**. 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 Sofia, Bulgaria, 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.