



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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2017-07-04

Subject: TC Training on Management Systems, Sarajevo, Bosnia and Herzegovina, 25-29 September 2017 (RER9141)

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 RER9141, "Improving National Infrastructures for Safety".

The purpose of the event is to assist the regulatory bodies of Member States in the TC Europe region to establish an Integrated Management System (IMS), in line with the IAEA Safety Standards for effective regulatory control of radiation facilities and activities in their respective countries.

The Information Sheet and Logistical Arrangements available on the IAEA's InTouch+ platform provide further details, including technical and administrative aspects of the course. 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 Sarajevo. 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 course in line with IAEA rules and procedures.

We would appreciate receiving your country's nominations by **23 July 2017** through the IAEA's InTouch+ platform (<https://Intouchplus.iaea.org>). Should this not be possible, applicants may download the Nomination Form for the course 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,

Sandra Marie Steyskal

Scientific Secretary

Division for Europe

Department of Technical Cooperation



TC Training on Management Systems, Sarajevo, Bosnia and Herzegovina, 25-29 September 2017 (RER9141)

Hosted by

The Government of Bosnia and Herzegovina

through the

State Regulatory Agency for Radiation and Nuclear Safety
Sarajevo, Bosnia And Herzegovina

25 September 2017 - 29 September 2017

Ref. No.: TN-RER9141-1701465

Information Sheet

A. Purpose

The purpose of the event is to assist the regulatory bodies of Member States in the TC Europe region to establish an Integrated Management System (IMS), in line with the IAEA Safety Standards for effective regulatory control of radiation facilities and activities in their respective countries.

B. Working Language(s)

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

C. Deadline for Nominations

Nominations received after 23 July 2017 will not be considered.

E. Scope and Nature

The training course consists of lectures and working group sessions, including presentations by all participants. The training course will provide the participants with the information necessary for the regulatory body to develop, implement, review and improve its' IMS to effectively control radiation facilities and activities to ensure the safety of workers, public and the environment. The training course will cover the various subjects relating to the IMS of the regulatory body. It will also assist regulatory bodies to implement a graded approach in regulating facilities and activities.

F. Participation

The meeting is open to 20 participants from Member States.

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.

G. Participants' Qualifications and Experience

The participants should be senior management and management representatives with clearly documented responsibilities respect to the IMS establishment in the regulatory body. This includes the staff member who is officially accountable for the IMS establishment.

As the training course will be conducted in English, participants should have sufficient proficiency to follow lectures and express themselves in this language without difficulty.

H. Application Procedure

Candidates wishing to apply for this event should complete their applications on the InTouch+ platform (<https://Intouchplus.iaea.org>). Should this not be possible, nominations may be submitted on a TC Nomination Form for Meetings. Applications should contain sufficient information to establish that the nominees have the required qualifications. Completed applications need to be endorsed by the relevant national authority, i.e. the National Liaison Office and submitted through the established official channels.

I. 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.

J. 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 course, 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.

K. 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.

N. Organization

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Subsequent correspondence on scientific matters should be sent to the Programme Management Officer and correspondence on other matters related to the meeting to the Administrative Contact.