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Международное агентство по атомной энергии

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2016-03-03

Subject: Invitation to a Regional Workshop on Implementation of National Action Plans Developed as a Result of Self-Assessment, Vienna, Austria, 13-17 June 2016

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/9/141 – Improving National Infrastructures for Safety. 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 Vienna, Austria and provide Daily Subsistence Allowance (DSA) for the duration of the meeting 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 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, Ms Sandra Steyskal (IAEA Official Fax: +43-1-26007 or E-Mail Official.Mail@iaea.org), through the official channels, i.e. the designated National Liaison Office for IAEA matters, not later than **8 April 2016**.

Yours sincerely,

Martin Krause

Director

Division for Europe

Department of Technical Cooperation

Enclosure: Prospectus

International Atomic Energy Agency

Regional Workshop on Implementation of National Action Plans Developed as a Result of Self-Assessment

PROSPECTUS

Project Number & Title: RER/9/141-Improving National Infrastructures for Safety

Place (City, Country): Vienna, Austria

Dates: 13-17 June 2016

Deadline for Nominations: 8 April 2016

Organizers: The International Atomic Energy Agency (IAEA)

Host Country Organizer: Ms Olga Makarovska
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Language: English

Purpose: The purpose of the workshop is to exchange knowledge, good practices and lessons learned on the implementation of the national action plans developed as a result of undertaking the national self-assessment using the IAEA self-assessment

methodology and tool (SARIS) for the improvement of the national regulatory framework.

Expected Output(s):

At the end of the workshop, participants will have a clear understanding of the progress and status of the implementation of national action plans for improvement of the regulatory infrastructure for radiation safety. The sharing of challenges and lessons learned will support the implementation of action plans and the identification of support needed by Member States to improve their national regulatory infrastructures.

Scope and Nature:

The workshop will include presentations and general discussions. Participants are expected to share knowledge gained during the implementation of self-assessment as a core component of the management system of the national regulatory body for routine periodic review of the national regulatory infrastructure for radiation safety. The workshop will allow for discussions of good practices and lessons learned during the implementation of national action plans developed by Member States for the improvement of the national regulatory infrastructure and regulatory performance using the IAEA self-assessment methodology and tool (SARIS). There will also be discussions of the current status of regulatory infrastructure in each of the participating Member States and the specific needs for successful implementation of the national action plan.

Background Information:

After several years of cooperation with the IAEA, most Member States now have functional national infrastructures for ensuring radiation safety. However, despite the developments in recent years and given the fact that the safety environment is always evolving, almost all Member States continue to benefit from the support of the IAEA in maintaining a continuous improvement programme. According to the current status of each Member State's national infrastructure for safety, needs are increasingly specific. Since the introduction of the IAEA's self-assessment methodology and tools (SARIS), together with the well-established RASIMS system, it has been possible to identify more precisely the specific needs of each country regarding their national regulatory infrastructure for safety. It is expected that previous developments are sustained and further developed at the regional level through this new project, in a targeted manner, based on each country's self-assessment of its current status (using SARIS) and each country's updated RASIMS profile.

This workshop is organized in order to share regulatory experience and to identify the support needed by each participating Member State based on the progress and status of the implementation of its action plan.

Participation:

The workshop is open to 25 participants from Member States participating in the project.

The target Member States are those that have finalised self-assessment using SARIS, have developed action plans for improvement of the national regulatory infrastructure for radiation safety and are in the process of implementing the action plans.

Prospective participants should submit their national action plans, as part of the self-assessment report generated from SARIS, and answers to the attached questionnaire on their implementation of self-assessment of regulatory infrastructure for safety using SARIS, with their nomination forms.

A prerequisite for participation in the workshop is completing the self-assessment and developing an action plan of the modules in the *Core Questions*, with the exception of the modules on *Management Systems of the Regulatory Body and Emergency Preparedness and Response*. More details can be found in the Annex.

Participants' Qualifications:

Participants should be staff employed in the national radiation safety regulatory body and directly involved in the implementation of the self-assessment undertaking using the IAEA self-assessment methodology and the SARIS, as well as the implementation of the resulting action plans. As the workshop is held in English, a good command of spoken and written English is required.

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, Ms Sandra Steyskal (IAEA Official Fax: +43-1-26007 or E-Mail Official.Mail@iaea.org), through the official channels, i.e. the designated National Liaison Office for IAEA matters, not later than **8 April 2016**.

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 meeting, 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.

ANNEX

**Questionnaire on implementation of self-assessment of regulatory infrastructure
for safety using SARIS**

Regional Workshop on Implementation of National Action Plans Developed

as a Result of Self-Assessment

IAEA June 13 – 17 2016

Please fill out the questions below and send to the IAEA together with your nomination for participation in the workshop. Please also attach your national action plans, as part of the self-assessment report generated from SARIS: Only 1 form per Member State needs to be completed.

Your name: _____

Name of the Regulatory Body: _____

1. Has self-assessment of the national regulatory infrastructure for safety using the IAEA SARIS been conducted by the regulatory body?
 - a. YES, Completed _____
 - b. YES, Started but not completed _____
 - c. NO, Not started _____

2. If the self-assessment undertaking is **completed** or **started but not completed**, please list below the modules that have been included in the scope of the self-assessment. If it is started but not completed, please indicate the current phase of self-assessment (*Response, Analysis, Action Plan*) [**Note**: please provide information related to the **Core Questions¹** only]

NOTE: Participation in the workshop has a prerequisite of completing self-assessment and developing an action plan of the modules in the **Core Questions, with the exception of the modules on *Management Systems of the Regulatory Body* and *Emergency Preparedness and Response***

¹ The Core Questions in SARIS versions of March 2014 or before have four modules (*Responsibilities of the government, Global Safety Regime, Responsibilities of the RB and Management Systems of the RB*). In SARIS versions of December 2014 and October 2015, the Core Questions have ten modules (*Responsibilities of the government, Global Safety Regime, Responsibilities of the RB, Management Systems, Authorization, Review and Assessment, Inspection, Enforcement, Regulations and Guides, and Emergency Preparedness and Response*)