



IAEA

*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 Energía Atómica

National Liaison Officer

Vienna International Centre, PO Box 100, 1400 Vienna, Austria

Phone: (+43 1) 2600 • Fax: (+43 1) 26007

Email: [Official.Mail@iaea.org](mailto:Official.Mail@iaea.org) • Internet: <http://www.iaea.org>

In reply please refer to: RER/9/141-9005

Dial directly to extension: (+431) 2600-26548

2016-03-18

**Subject:** Invitation to a Regional Workshop: School on Drafting/Reviewing Regulations, Vienna, Austria, 8-19 August 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 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 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](mailto:Official.Mail@iaea.org)), through the official channels, i.e. the designated National Liaison Office for IAEA matters, not later than **29 April 2016**.

Yours sincerely,

Martin Krause  
Director  
Division for Europe  
Department of Technical Cooperation

Enclosure: Prospectus

**International Atomic Energy Agency**

**Regional Workshop: School on Drafting/Reviewing Regulations**

**Radiation Safety Stream**

**PROSPECTUS**

- Project Number & Title:** RER/9/141 Improving National Infrastructure for Safety
- Place (City, Country):** Vienna, Austria
- Dates:** 8 – 19 August 2016
- Deadline for Nominations:** 29 April 2016
- Organizers:** Ms. Olga Makarovska and Ms Sandra Steyskal  
The International Atomic Energy Agency (IAEA),  
Wagramerstrasse 5, PO Box 100,  
1400 Vienna, Austria,  
IAEA Official Fax (+43-1-26007)  
E-Mail ([Official.Mail@iaea.org](mailto:Official.Mail@iaea.org))
- Language:** English
- Purpose:** The purpose of the workshop is to develop the participants' radiation safety regulations drafting skills and to provide participants with the competencies and experts' support to fully draft/review radiation safety regulation(s) in accordance with the IAEA Safety Standards. Radiation safety regulations to be developed/reviewed should be the top priority of the national action plan for regulations development/review and may cover: authorization, inspection and enforcement, review and assessment, generic or specific requirements for: safety of the facilities and activities; radiation safety in exposure situations (planned, emergency, existing); radiation protection for different categories of exposed individuals (workers, patients, public).
- This workshop is dedicated to radiation safety regulations only. A similar Drafting School workshop for Nuclear Safety Regulations will be held from 21 November – 2 December 2016.
- Expected Output(s):** Member States will gain sufficient knowledge and expertise to produce national radiation safety regulations in compliance with the national legislation and the IAEA Safety Standards based on the best international practice.
- It is expected that high priority national safety regulations will be drafted/revised during the workshop.

It is also expected that an efficient platform will be created and supported after the workshop to exchange regulatory knowledge and experience at the horizontal level.

**Scope and Nature:**

The workshop covers all elements of radiation safety infrastructure.

The workshop will begin with participants' presentations of the status of the legal framework of national radiation safety regulations, including the scope and completeness analysis (gap analysis). The national action plan for development of regulations should be presented with the justification of the highest priority of the draft(s) to be prepared during the workshop. A template for the presentation will be provided to the participants 2 months in advance of the workshop.

The workshop is aimed at in depth discussion of the IAEA standards implementation in the participant's countries. These discussions should reveal the gaps in the existing regulations and harmonize newly developed or revised national regulatory requirements with the appropriate IAEA safety standards. Presentations and discussions will cover three basic modules:

- Module 1: Regulatory framework for safety, authorisation, review and assessment, inspection, enforcement. Planned exposure situations (occupational and public exposure), emergency exposure situations.
- Module 2: Existing exposure situations. Radioactive waste safety. Uranium mining and milling safety. Legacy sites remediation safety.
- Module 3: Management system and safety culture.
- Module 4: Cross-cutting Review Exercise.

There will be several mentors participating in the workshop to provide their guidance and share expertise. The participants will be supported by the mentors in drafting their regulations during the workshop. Drafting of individual regulations is the core activity of the workshop.

**Background Information:**

This workshop is organized under the new regional TC project on Improving National Infrastructure for Safety (RER/9/141) approved for the TC cycle 2016 - 2017. The workshop is aimed at building competence in and improving of the core radiation safety regulatory activities, namely the establishment of radiation safety regulations. As an ultimate goal the implementation of TC project RER/9/141 aims to achieve and maintain effective and sustainable regulatory infrastructures for safety.

**Participation:**

The workshop is open to 15 participants from Member States participating in the TC project RER/9/141. It is recommended that for each participating Member State, two nominations are submitted, including one technical and one legal expert. In addition to the standard nomination form to be submitted via the official channel, interested participants should complete the enclosed questionnaire *Supplementary Questions for Drafting School Candidates* and submit it along with their nominations. Two months in advance of the workshop, participants will be provided with a template for their national presentation. Participants are requested to bring their own laptops to the workshop.

At least, one month in advance of the workshop, participants should

provide the IAEA with English language copies of the drafted/ revised regulation that will be finalized during the workshop. Non-English language drafts cannot be accepted. Participants should have access and provide access for the mentors to the national legislation and regulations that forms the basis for the regulation to be drafted/ revised during the workshop. All such material should be in English.

**Participant's Qualifications:**

1. The participants should be staff members of the authorities that (according to the national legislation and national action plan) are responsible for radiation safety regulations development and/or establishment (enacting). Participants should have experience in regulatory requirement drafting/revision and regulatory requirements drafting/revision should be part of their documented official duties.
2. The participants should be knowledgeable in national safety legislation and regulations and IAEA safety standards.
3. The participants should actively participate in regulatory activities for radiation sources, such as radiation sources accounting and control, authorization, review and assessment, inspection and enforcement.
4. The workshop will be conducted in English. Regulations should be drafted in English. The participants should have sufficient English proficiency to communicate, discuss and write regulations in English.

**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](mailto:Official.Mail@iaea.org)), through the official channels, i.e. the designated National Liaison Office for IAEA matters, not later than **29 April 2016**.

In addition to the nomination nominees should submit the completed *Questionnaire for Drafting School Candidates* (enclosed).

**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 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.



**Supplementary Questions for Candidates of the IAEA School for Drafting Regulations**

**Radiation Safety Stream**

**TC Project RER/9/141**

**Improving National Infrastructures for Safety**

**8 – 19 August 2016**

1.

|                 |  |
|-----------------|--|
| Name            |  |
| Contact Details |  |

2. What is your (latest) educational background?

|                                 |  |
|---------------------------------|--|
| Name of Institution:            |  |
| Place of Institution:           |  |
| Years attended:                 |  |
| Field of study & degree earned: |  |

3. Current Employment:

|   |  |
|---|--|
| Please describe your type of work?  |  |
| What is your current involvement in the drafting of regulations?                      |  |
| What is your current involvement in the topic areas to be covered during this School? |  |

4. Please comment on the relevance of the training:

|  |  |
|--|--|
| What are the plans of the regulatory body to finalise the regulations developed during the School? |  |
| How are you involved in this process?  |  |

5. Please comment on the current status of your national regulations:

|   |  |
|---|--|
| Which regulations have recently been drafted or approved?                       |  |
| What are the future plans/needs for new or revised regulations in your country? |  |

6. Please comment on your priority areas:

|  |  |
|--|--|
| Which specific topics would you like to have covered in the School?      |  |
| Which specific regulations would you like to have covered in the School? |  |

7. Have you participated in any of the previous IAEA Drafting Schools?

|     |  |
|-----|--|
| YES |  |
| NO  |  |

If answer is YES:

|       |  |
|-------|--|
| When? |  |
|-------|--|

8. What are your expectations for the workshop?

9. Experience has shown that the best results in drafting regulations during past schools occurred when 2 staff (technical and legal) attended the workshop together, and this is one of the criteria for selection. Please advise if you plan to attend the workshop with another representative from your country?

- 10 The Drafting School workshop is not a training course, and requires high level written and spoken English to ensure the drafting activity and mentorship will be effective. Please comment on your language ability in English (and provide a language certificate if available).

*Please note:*

Candidates submitting nominations to attend the IAEA workshop on *Drafting School for Regulations* must also complete this form and submit it to the Agency not later than **29 April 2016**. If candidates are applying via InTouch, please send this form separately to Sandra Steyskal by email at [s.steyskal@iaea.org](mailto:s.steyskal@iaea.org) through the National Liaison Officer.