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国际原子能机构

International Atomic Energy Agency

Agence internationale de l'énergie atomique

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National Liaison Officer

In reply please refer to: **TN-RER9142-1801593**

Dial directly to extension: (+43 1) 2600-26306

2018-03-28

Subject: Train the Trainers Course for Radiation Protection Officers of Medical and Industrial Facilities, Tirana, Albania from 4 to 8 June 2018

Dear National Liaison Officer,

I am pleased to inform you that the International Atomic Energy Agency (IAEA) is organizing the above event under the IAEA technical cooperation project RER9142, "Establishing Sustainable Education and Training Infrastructures for Building Competence in Radiation Safety".

The attached Information Sheet provides further details, including technical and administrative aspects of the event. 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 Tirana. 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 event in line with IAEA rules and procedures.

We would appreciate receiving your country's nominations by **10 April 2018** 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, preferably by email to Official Mail - IAEA Mail address Official.Mail@iaea.org, with copy to Ms Mayumi Yamamoto M.Yamamoto@iaea.org. 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,

Mayumi Yamamoto

Programme Management Officer

Division for Europe

Department of Technical Cooperation

Enclosures: Information Sheet



Train-the-Trainers Course for Radiation Protection Officers of Medical and Industrial Facilities

Hosted by

The Government of Albania

through the

Radiation Protection Office

Tirana, Albania

4 – 8 June 2018

Ref. No.: TN-RER9142-1801593

Information Sheet

A. Purpose

The purpose of the course is to provide the participants with theoretical knowledge of the roles, duties and competencies expected of a radiation protection officer for medical and industrial facilities, and to conduct practical exercises on the design and delivery of training programmes in order to enable them to train radiation protection officers in their respective countries.

B. Working Language(s)

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

C. Deadline for Nominations

Nominations received after **10 April 2018** will not be considered.

D. Scope and Nature

The ‘train the trainers’ modality is aimed at developing participants’ competencies to act as trainers of others. The course is designed to be very interactive with an emphasis on presentations by the participants. They are expected to participate in discussions and deliver presentations on technical topics. For that purpose the topics to be considered are:

- How adults learn (learning theories and their application to radiation protection training)
- Course design and lesson planning
- Communicating with a group (body language, using the space, creating the right atmosphere, questions and answers, listening, feedback)
- Teaching aids

The participants will already have some experience of training radiation protection officers for medical and industrial facilities in their countries, so the course will also include technical sessions to refresh and harmonize their knowledge of radiation protection and to familiarize them with the IAEA’s training material for radiation protection officers working at such facilities. The following aspects will be covered:

- The key requirements of the International Basic Safety Standards for Radiation Protection and the Safety of Radiation Sources
- The role and duties of a radiation protection officer
- The training needs of a radiation protection officer
- IAEA training packages

E. Participation

The course is open to 25 participants from Member States participating in IAEA technical cooperation project RER9142, “Establishing Sustainable Education and Training Infrastructures for Building Competence in Radiation Safety”.

Each country is invited to nominate **one or more participants**, who must match the profile described in Section F below, indicating the order of priority.

F. Participants’ Qualifications and Experience

Participants should have secondary or tertiary education and a relevant technical or scientific background in the field of radiation safety. They should be very familiar with the role and duties of a radiation protection officer, as indicated in the International Basic Safety Standards (See Note 1 below).

As this course will be conducted in English, participants should have sufficient proficiency to follow discussions, deliver presentations and generally express themselves in this language without difficulties.

An additional course in Russian on the same topic will also be organized for those Member States’ representatives who feel more comfortable with Russian as a working language.

Participants are expected to become trainers of radiation protection officers for medical and industrial facilities in their countries; as such they should be currently working in an organization that provides

training on radiation protection. Nominees are expected to include details of the training activities that they are providing (in the Nomination Form section headed “DESCRIPTION OF WORK”) and of how their country is going to make use of the training received by the candidate at the course (in the Nomination Form section headed “RELEVANCE OF THE TRAINING”). Nominees not including this information are unlikely to be accepted.

Nominations of those persons who have participated in similar courses celebrated under technical cooperation projects RER9142 and RER9109 projects, or in the Postgraduate Educational Course (PGEC) in Radiation Protection and the Safety of Radiation Sources, in the last five years will not be accepted. (The PGCE includes a train the trainers module that lasts one week.) Participants are encouraged to bring a laptop in order to prepare their presentations and have access to some of the training material.

Note 1: A ‘radiation protection officer’ is defined in the International Basic Safety Standards (IAEA Safety Standards No. GSR Part 3) as “a person technically competent in radiation protection matters relevant for a given type of practice who is designated by the registrant, licensee or employer to oversee the application of relevant requirements”.

G. Application Procedure

Candidates wishing to apply for this event should follow the steps below:

1. Access the IAEA TALEO web page (<https://iaea.taleo.net/>) and complete the Candidate Profile.
2. Be registered on the IAEA’s NUCLEUS portal (<https://nucleus.iaea.org/>).
3. Through Nucleus, access the InTouch+ platform where the Profile is completed (My Profile tab) (<https://nucleus.iaea.org/Pages/InTouchPlus.aspx>).
NOTE: The email used for TALEO and Nucleus must be the same. If not, the candidate’s profile will not appear complete.
4. On the InTouch + platform, under the 'My InTouch +' tab, the candidate needs to:
 - a. select the institute / organization that he/she works at / represents ('My Institute' section);
 - b. 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* ('IAEA Recruitment Platform' section).
NOTE: Once the above steps are finalized, the candidate’s profile will appear as completed and he/she can apply for Technical Cooperation events.
5. In the InTouch+ platform (<https://intouchplus.iaea.org>), in the 'Applications' tab, 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.

Should this not be possible, applicants may download the Nomination Form for the TN from the IAEA website <https://www.iaea.org/services/technical-cooperation-programme/how-to-participate>.

Applications should contain sufficient information to establish that the nominees have the required qualifications. Please note that the information regarding LANGUAGE SKILLS, EDUCATION AND WORK EXPERIENCE is exported from TALEO. If an applicant's profile in TALEO is not updated, the information in INTOUCH+ for these sections appears as empty and the candidates cannot be evaluated. Completed applications need to be endorsed by the relevant national authority, i.e. the National Liaison Office and submitted through the established official channels.

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 course 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.

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. IAEA Contacts

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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.