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الوكالة الدولية للطاقة الذرية

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International Atomic Energy Agency

Agence Internationale de l'énergie atomique

Международное агентство по атомной энергии

Organismo Internacional de Energía Atómica

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2017-03-14

**Subject:** Invitation to a Regional Train the Trainers Course for Radiation Protection Officers of Medical and Industrial Facilities, Baku, Azerbaijan, 3-7 July 2017

Dear National Liaison Officer,

I am pleased to invite you to send nominations of suitable candidates to participate in the above-mentioned training course under the framework of TC Project RER/9/142 – Establishing Sustainable Education and Training Infrastructures for Building Competence in Radiation Safety. The purpose of the training course 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 Baku, Azerbaijan and provide a stipend for the duration of the training course 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 Training Course available on the IAEA website: <http://www.iaea.org/technicalcooperation/How-to-take-part/train-course/index.html>. Completed forms should be endorsed by relevant national authorities and sent to the Programme Management Officer for this project, Ms Mayumi Yamamoto (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 **5 May 2017**.

Yours sincerely,

Martin Krause  
Director  
Division for Europe  
Department of Technical Cooperation

Enclosure: Prospectus

## International Atomic Energy Agency

### Train the Trainers Course for Radiation Protection Officers<sup>1</sup> of Medical and Industrial Facilities

#### PROSPECTUS

- Project Number & Title:** RER/9/142 - Establishing Sustainable Education and Training Infrastructures for Building Competence in Radiation Safety
- Place(City, Country):** Baku, Republic of Azerbaijan
- Dates:** 3 – 7 July 2017
- Deadline for Nominations:** 5 May 2017
- Organizers:** The International Atomic Energy Agency in cooperation with the Government of Azerbaijan through the State Agency for Regulation of Nuclear and Radiological Activity
- Host Country Organizer:** Mr Vugar Huseynov  
Acting Chief  
State Agency for Regulation of Nuclear and Radiological Activity  
Ministry of Emergency Situations  
AZ1025 Baku  
Republic of Azerbaijan
- Tel: 00994 12 5124600  
Fax: 00994 12 5124642  
E-Mail: v.huseynov@fhn.gov.az
- Language:** Russian
- Purpose:** The purpose of the course is to provide participants with theoretical knowledge of the roles, duties and competencies of a radiation protection officer at medical and industrial facilities, as well as with practical skills to design and deliver a training course covering all relevant technical topics so that they can subsequently act as trainers of radiation protection officers in their respective countries.
- Expected Output(s):** To build a core of national trainers in radiation protection to support the establishment of sustainable national infrastructures to train radiation protection officers of medical and industrial facilities. Noting the key role of the radiation protection officer this in turn will contribute to the overall

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<sup>1</sup> Radiation Protection Officer is defined in the International Basic Safety Standards (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”.

**Scope and Nature:**

improvement of radiation safety conditions in Member States.

The Train-the-Trainers modality is aimed at developing participants' competencies to act as a trainer. The training course is designed to be very interactive with an emphasis on presentations from the participants. They are expected to participate in discussions and deliver presentations on technical topics.

For that purpose topics to be considered are:

- How adults learn (learning theories, application in 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 participant will have competencies to train radiation protection officers of medical and industrial facilities in their countries so the training course will also include technical sessions to refresh and harmonize participants' knowledge in radiation protection and to familiarize them with IAEA training material for radiation protection officers in these facilities:

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

**Background Information:**

Building competence through education and training in radiation safety is fundamental to the establishment of a comprehensive and sustainable national infrastructure for radiation safety, which in turn is essential for protecting people from the harmful effects of radiation. Especially important to the effectiveness of such an infrastructure is the high-level education and training of regulators, future decision makers, as well as key personnel such as qualified experts and radiation protection officers.

For that purpose, the project RER/9/142 is aimed at supporting Member States to implement a strategy for education and training in radiation, transport and waste safety, and to maintain and expand competencies in the region facilitating the implementation of the national education and training programmes. The Train-the-Trainers for radiation protection officers of medical and industrial facilities is one of the main competence building tools developed to establish sustainable education and training infrastructures as well as to enhance radiation safety conditions by training key personnel in the facilities.

**Participation:**

The training course is open to approximately 20 (excluding local) participants from countries that participate in the project RER/9/142: Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Estonia, Georgia, Greece, Hungary, Kazakhstan, Latvia, Lithuania, Malta, Montenegro, Poland, Portugal, Republic of Moldova, Romania, Russian Federation, Serbia, Slovakia, Slovenia, Tajikistan, The former Yug. Rep. of Macedonia, Turkey, Ukraine and Uzbekistan.

Each country is invited to present candidates, who must meet the profile described in paragraph below "*Participants' Qualification*", indicating the order of priority.

**Participants' Qualification:**

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

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

Participants are expected to become trainers of radiation protection officers of medical and industrial facilities in their countries; as such they shall be working in an organization that provides training in radiation protection. **Nominees are expected to include details on the training activities that they are providing** (in the Nomination Form paragraph "*DESCRIPTION OF WORK*") and **on how their country is going to make use of the training received by the candidate at the course** (in the Nomination Form paragraph "*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 RER9142 and RER9109 projects or in the Postgraduate Educational Course (PGEC) in the last five years won't be accepted. (The PGEC has a module on train the trainers of one week duration).

Participants are encouraged to bring a laptop in order to prepare their presentations and have access to some training material.

**Nomination Procedure:**

Nominations for training course should be submitted to the IAEA online through the Technical Cooperation Department's InTouch system (<http://intouch.iaea.org>). Should this not be possible, nominations may be submitted on the standard IAEA Nomination Form for training course and National Consultant (available on the IAEA website: <http://www.iaea.org/>). Completed forms should be endorsed by relevant national authorities and returned to the Agency through the official channels, i.e. the designated National Liaison Office for IAEA Matters.

The completed nomination forms should be sent to the Programme Management Officer for this project, Ms Mayumi Yamamoto, through IAEA Official Fax (+43-1-26007) or E-Mail ([Official.Mail@iaea.org](mailto:Official.Mail@iaea.org)), not later than **5 May 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 Baku, Azerbaijan and a stipend sufficient to cover the cost of their accommodation, food and minor incidentals. Shipment of accumulated training course materials to the participants' home countries is not the responsibility of the IAEA.

The organizers of the training 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 nominating participants, undertakes responsibility for such coverage. Governments would be well advised to take out insurance against these risks.