



**IAEA**

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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/National Coordinator

In reply please refer to: **ME-RER9148-1801595**

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2018-04-10

**Subject: TC Workshop on Regional School on Drafting Regulations for Radiation Safety, Vienna, Austria from 6 to 17 August 2018**

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 RER9148, "Strengthening the Regulatory Infrastructure for Radiation Safety".

The purpose of the event 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). Drafting of laws, national policies and strategies is out of the scope of the workshop.

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 Vienna. 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 and questionnaire by **14 May 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](mailto:Official.Mail@iaea.org), with copy to Ms Ludmila Wiszczor [L.Wiszczor@iaea.org](mailto:L.Wiszczor@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,



Ludmila Wiszczor  
Programme Management Officer  
Division for Europe  
Department of Technical Cooperation

Enclosures: Information Sheet  
Questionnaire



# TC Workshop on Regional School on Drafting Regulations for Radiation Safety

Hosted by

The International Atomic Energy Agency  
IAEA Headquarters  
Vienna, Austria

6 – 17 August 2018

Ref. No.: RER9148-EVT1801595

## Information Sheet

### A. Purpose

The purpose of the event 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). Drafting of laws, national policies and strategies is out of the scope of the workshop.

### B. Working Language(s)

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

### C. Deadline for Nominations

Nominations received after **14 May 2018** will not be considered.

## D. Scope and Nature

The workshop covers all elements of radiation safety infrastructure.

The workshop will begin with participants' presentations of the status on 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.

The workshop is aimed at in depth discussions of the IAEA safety 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.

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

## E. Participation

The workshop is open to 24 participants from Member States participating in the TC project RER9148. It is recommended that for each participating Member State to nominate two participants, 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. Participants are requested to bring their own laptops to the event.

At least, six weeks in advance of the workshop, participants should provide 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 Experts 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.

## F. Participants' Qualifications and Experience

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 have knowledge 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 draft regulations in English.

## G. Application Procedure

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

1. Access the IAEA TALEO page (<https://iaea.taleo.net/>) and complete the Candidate Profile.
2. Be registered on the Nucleus page of the IAEA (<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](mailto:InTouchPlus.Contact-Point@iaea.org) or [TC-AIPS-PL4.Contact-point@iaea.org](mailto:TC-AIPS-PL4.Contact-point@iaea.org).

Should this not be possible, applicants may download the Nomination Form for the ME 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 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.

## **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**

Programme Management Officer (responsible for substantive matters):

Ms Ludmila Wiszczor  
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Department of Technical Cooperation  
International Atomic Energy Agency  
Vienna International Centre  
1400 VIENNA  
Tel.: +43 1 2600 22419  
Fax: +43 1 26007  
Email: [L.Wiszczor@iaea.org](mailto:L.Wiszczor@iaea.org)

Administrative Contact (responsible for administrative matters):

Ms Alexandra Morscher  
Division for Europe  
Department of Technical Cooperation  
International Atomic Energy Agency  
Vienna International Centre  
1400 VIENNA  
Tel.: +43 1 2600 24211  
Fax: +43 1 26007  
Email: [A.Morscher@iaea.org](mailto:A.Morscher@iaea.org)

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.



**Supplementary Questions for Candidates of the IAEA School on Drafting Safety Regulations  
for Radiation Safety  
Vienna, VIC, Austria, M-Building  
RER9148-EVT1801595**

1. Personal Details:

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? <i>(For example: drafts development, technical expert review, internal review implementation, legal expert review, external review implementation, etc.)</i>	
Please, list the names and dates of approval of the regulations that were developed by you or with your active involvement	

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

<p>Do you have the national/regulatory authority's plan for development of regulations? If YES, put the name, date and level of the official approval of the plan and <u>attach</u> the copy of the Plan to the questionnaire.</p>	
<p>Please, indicate the name of the draft regulation to be finalized by you during the School? *</p>	
<p>Please, justify the high priority of your draft for your country.</p>	

*\*Draft may cover the following topics: authorization, inspection and enforcement, review and assessment, generic or specific requirements for: safety of the radiation facilities and activities; radiation safety in exposure situations (planned, emergency, existing); radiation protection for different categories of exposed individuals (workers, patients, public).*

*Please, note that drafting of laws, national policies and strategies is out of the scope of the workshop.*

5. Please comment on the relevance of the training:

<p>What are the next steps of the regulatory body to finalise the regulations developed during the School?</p>	
<p>Please, put the planned date of the approval of regulation that will be finalized during the School.</p>	
<p>How are you involved in this process?</p>	

6. Please comment on your priority areas:

<p>Please, list the IAEA standards (requirements and guides) that are used in draft regulation to be finalized during the School or with which the draft should be harmonised.</p>	
<p>Please, list other than IAEA specific regulations that should be used as basis in the regulation developed during the School.</p>	



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

YES	
NO	

If answer is YES (*you can use several tables in the case of several Schools and/or several regulations developed*):

When?	
Please, name the regulation/s that was/were drafted by you at the previous School	
Is/are this/these regulations approved and enacted?	
Does/do this/these regulation/s comply with IAEA safety standards? Please, name the IAEA standards drafted and approved regulation/s comply with	
If compliance is not full – what are the reasons?	

8. Has/have your Country representative/s (other than you) participated in any of the previous IAEA Drafting Schools?

YES	
NO	

If answer is YES (*Please, use several tables in the case of several Schools and/or several regulations developed*):

When?	
Please, name the regulation/s that was/were drafted at that School	
Is/are this/these regulation/s approved and enacted?	
Does/do this/these regulation/s comply with IAEA safety standards? Please, name the IAEA standards regulation/s complies/comply with	

If compliance is not full – what are the reasons?	
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9. What are your expectations for the workshop? Why do you need to participate in this workshop?

10. 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?

11. This event 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 School on Drafting Safety Regulations for Radiation Safety **must also complete this form** and submit it to the Agency not later than **14 May 2018**. If candidates are applying via InTouch, please send this form separately to Ms Ludmila Wiszczor by email at [L.Wiszczor@iaea.org](mailto:L.Wiszczor@iaea.org) through the National Liaison Officer.