



Atoms for Peace

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国际原子能机构

International Atomic Energy Agency

Agence internationale de l'énergie atomique

Международное агентство по атомной энергии

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2018-01-12

**Subject:** Invitation to an Regional Workshop on Implementation of the Code of Conduct on Safety and Security of Radioactive Sources and Its Supplementary Guidance on the Import and Export of Radioactive Sources and Guidance on the Management of Disused Radioactive Sources, from 7–11 May 2018, Bucharest, Romania

Dear National Liaison Officer,

I am pleased to invite you to send nominations of suitable candidates to participate in the above-mentioned meeting under the framework of TC Project RER9148 – ‘Strengthening the Regulatory Infrastructure for Radiation Safety’. The purpose of the workshop and related information are outlined in the attached Information Sheet.

For candidates who are selected by the IAEA, the IAEA will cover the cost of return international travel from the home country to Bucharest, Romania 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 Ludmila Wiszczor (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 **28 February 2018**.

Yours sincerely,

Ludmila Wiszczor

Programme Management Officer

Division for Europe

Department of Technical Cooperation

Enclosure: Information Sheet



**Regional Workshop on Implementation of the  
Code of Conduct on Safety and Security of Radioactive Sources  
and Its Supplementary Guidance on the Import and Export of Radioactive  
Sources and Guidance on the Management of Disused Radioactive Sources**

**Hosted by**

The Government of Romania

**through the**

National Commission for Nuclear Activities Control (CNCAN)

Bucharest, Romania

**7 – 11 May 2018**

**Ref. No.: ME-RER9148-1706009**

## **Information Sheet**

### **A. Purpose**

The purpose of the workshop is to enable and foster the safe and secure use of radioactive sources in accordance with the Code of Conduct on the Safety and Security of Radioactive Sources and its supplementary Guidance on the Import and Export of Radioactive Sources and Guidance on the Management of Disused Radioactive Sources. The discussions at the workshop will also address the safe management of radioactive material inadvertently incorporated into scrap metal and semi-finished products of the metal recycling industry.

### **B. Working Language(s)**

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

## **C. Deadline for Nominations**

Nominations received after **28 February 2018** will not be considered.

## **D. Scope and Nature**

The workshop covers:

- sharing national experiences in the area of radioactive sources regulation in line with the Code and its supplementary Guidance in the form of national presentations and by participating in working groups;
- group discussions with the overall goal to support a harmonized implementation of the Code and its Supplementary Guidance's provisions;
- plenary discussions if it is necessary to initiate the Guidance on the Import and Export of Radioactive Sources revision as proposed by the §20 of the Guidance.

## **E. Participation**

The workshop is open to 30 participants from the following countries: Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Estonia Georgia Greece, Hungary, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Malta, Montenegro, Poland, Portugal, Republic of Moldova, Romania, Russian Federation, Serbia, Slovak Republic, Slovenia, Tajikistan, The former Yugoslav Republic of Macedonia, Turkey, Turkmenistan, Ukraine and Uzbekistan.

Each country is invited to nominate one participant per invited member state (up to 2 with justification) who must match the profile described in the corresponding paragraph, indicating the order of priority.

## **F. Participants' Qualifications and Experience**

1. Participants should have experience in the regulation of the safe and secure management of radioactive sources including import-export of the radioactive sources, management of disused sources, regulation of the safe and secure management of the radioactive material inadvertently incorporated into scrap metal or metal recycling.
2. The participants are expected to present together with nominations the papers on the implementation practices (IPs) in a succinct and consistent format. IPs are descriptions in 500 words or less of how a Member State successfully implemented provisions of the Code and Guidance, together with lessons-learned in successfully achieving this goal. Topics of the IPs are proposed but not limited to: training on safety and security (Code paras 10,13 (b), 21a),22(m); licensing conditions; focal points radiation monitoring; long-term management of the disused sources; regaining control over the orphan sources; secure management of the disused sources; joint safety-security inspections; safety-security interface.
3. The participants should be prepared to discuss national experiences on the implementation of the

3. The participants should be prepared to discuss national experiences on the implementation of the Code, its Supplementary Guidance on the Import and Export of Radioactive Sources & on the Management of the Disused Radioactive Sources; as well as the safe and secure management of the radioactive material inadvertently incorporated into scrap metal or metal recycling. They should be prepared to present and discuss national IPs that are successfully implemented and are worth attention of the other Member States.
4. The workshop will be conducted in English. Participants should have sufficient English proficiency to communicate in groups and discuss their national experience 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. 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. Organization**

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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.