



Atoms for Peace

الوكالة الدولية للطاقة الذرية  
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: TN-RER9153-1801032  
Dial directly to extension: (+43 1) 2600-22419

2018-06-08

**Subject: Regional Training Course on Inter-Comparison of Active Radon Monitors, Prague, Czech Republic from 20 to 21 September 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 RER9153, "Enhancing the Regional Capacity to Control Long Term Risks to the Public due to Radon in Dwellings and Workplaces".

The purpose of the event is to provide training on inter-calibration of active radon monitors and discuss the results and outcomes.

This event is planned under the RER9153 for the Member States that need support in improvement of radon monitoring, equipment and quality assurance/quality control procedures.

The attached Information Sheet and Logistical Arrangements provide 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 Prague. 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 **30 June 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,

A handwritten signature in blue ink, appearing to be 'L. Wiszczor', written in a cursive style.

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

Enclosures: Information Sheet



# Regional Training Course on Inter-Comparison of Active Radon Monitors

Hosted by

The Government of the Czech Republic

through the

National Radiation Protection Institute (NRPI)

Prague, Czech Republic

**20 – 21 September 2018**

Ref. No.: TN-RER9153-1801032

## Information Sheet

### Purpose

The purpose of the event is to provide training on inter-calibration of active radon monitors and discuss the results and outcomes.

This event is planned under the RER9153 for the Member States that need support in improvement of radon monitoring, equipment and quality assurance/quality control procedures.

### Working Language(s)

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

### Deadline for Nominations

Nominations received after **30 June 2018** will not be considered.

## Scope and Nature

The training on inter-comparison is organised by the Czech Republic national Radiation Protection Authority (SURO) to provide the opportunity to perform the inter-comparison measurements for active radon monitors, discuss the results of the measurements, advise on the improvements of quality control procedures in the participating laboratories.

## Participation

The training event is open to all participating member states with maximum number of 18 participants. The participants of the event shall take responsibility for arranging all necessary papers (ATA CARNET) and for bringing the equipment to the event. A copy of CARNET ATA must be attached to the nomination of the participants from non-EU countries. Nominations without a copy of this document will not be considered. The selected participants will arrange for their equipment transportation and customs clearance at the expense of the Member State.

## Participants' Qualifications and Experience

The nominated participants shall have background knowledge in physics or natural sciences, experience of radon measurements and be currently employed in organisations dealing with radon measurements. The nominated candidates must be fluent in English language to be able to actively participate in technical discussions and produce written reports.

## 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.

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).

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. 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.

## **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.

## **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.

## **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.

## IAEA Contacts

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