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Agence Internationale de l'énergie atomique

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National Liaison Officer

2018-06-07

Subject: Postgraduate Educational Course in Radiation Protection and the Safety of Radiation Sources, Aghia Paraskevi, Greece from 8 October 2018 to 21 December 2018 and from 14 January to 22 March 2019

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 RER9142, "Establishing Sustainable Education and Training Infrastructures for Building Competence in Radiation Safety".

The purpose of the event is to meet the educational and training requirements of graduate level staff earmarked for senior positions in radiation protection and the safety of radiation sources.

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 Aghia Paraskevi. 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 **1 July 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 Mayumi Yamamoto [M.Yamamoto@iaea.org](mailto: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  
Logistical Arrangements



# **Postgraduate Educational Course in Radiation Protection and the Safety of Radiation Sources**

**Hosted by the**

**Government of Greece**

**through the**

**Greek Atomic Energy Commission (EEAE)**

**Aghia Paraskevi, Greece**

**8 October - 21 December 2018, and 14 January - 22 March 2019**

**Ref. No.: TN-RER9142-1802528**

## **Information Sheet**

### **A. Purpose**

The purpose of the event is to meet the educational and training requirements of graduate level staff earmarked for senior positions in radiation protection and the safety of radiation sources.

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

The working language of the event will be English.

### **C. Deadline for Nominations**

Nominations received after **1 July 2018** will not be considered.

### **D. Scope and Nature**

The event will consist of lectures, practical exercises, laboratory exercises, demonstrations and technical visits in the field. Topics of the event include: Review of fundamentals; Quantities and measurements; Biological effects of ionizing radiation; The international system of radiation protection and the regulatory framework; Assessment of external and internal exposures (other than medical); Planned Exposure Situations (General Requirements; Occupational, Public and Medical Exposure); Emergency

Exposure Situations; Existing Exposure Situations; Train-the-trainers; Project Assignment.

Participants are expected to carry out a research project to demonstrate their knowledge and skills acquired within the event. The project should be aimed at solving a specific radiation protection problem in their home country and participants are expected to present their project at the end of the event. All the applicants should therefore, prior to the beginning of the event, provide to the Local Organizer suitable ideas/topics for their project that have been identified by national authorities as a radiation protection problem.

Participants are expected to attend all lectures, practical exercises and technical visits, and are required to sit compulsory examinations to assess their knowledge and skills. On-line pre-training will be carried out prior to the start of the event, and written examinations will be held at the start and throughout the event. Participants who do not perform well in the examinations may be requested to return home and may be required to reimburse any fees to IAEA. After the attendance at the event, the participants and their supervisors shall provide feedback on the impact of the event on the participants' professional development (individual level) and on the utilization of knowledge and skills towards strengthening radiation safety infrastructures (organizational and/or national level) through an on-line survey.

## E. Participation

The event is open to up to 22 (including local) from IAEA Member States in the region of Europe that participate in the project RER9142, as well as United Arab Emirates, subject to the availability of funds.

## F. Participants' Qualifications and Experience

The event is aimed at young professionals who need to acquire a sound basis in radiation protection and the safety of radiation sources. Participants should not be over 35 years of age and should have a university degree either in physics or in a physics-related discipline (e.g. nuclear engineering), or in chemistry/biomedical sciences combined with at least 3 years of experience working in the field of radiation protection.

Participants are expected to become, over the event of time, senior regulators, senior decision makers, radiation protection experts or trainers in the radiation safety field – so this should be considered by the nominating authorities when proposing candidates.

Participants need to be very proficient in English (reading, writing and speaking) so that they can easily follow lectures and express themselves without difficulty.

## 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 IAEA 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>), under 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 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 Governments will be informed in due event 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 Aghia Paraskevi, Greece, and a stipend sufficient to cover the cost of their accommodation, food, and minor incidentals. Shipment of accumulated training event materials to the participants' home countries is not the responsibility of the IAEA.

The organizers of the training 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 training event, 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. 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**

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