



**IAEA**

*Atoms for Peace and Development*

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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In reply please refer to: **TN-RER9142-1900904**

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National Liaison Officers /  
National Coordinators

2019-07-09

Subject: Train-the-Trainers Regional Training Course for Radiation Protection Officers, Tallinn, Estonia, from 14 to 18 October 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 train participants on the role and duties of radiation protection officers in medical and industrial facilities, and skills to act as trainers of radiation protection officers.

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 Tallinn. 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 **16 August 2019** 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,

A handwritten signature in black ink, appearing to be 'M. Yamamoto', written in a cursive style.

Mayumi Yamamoto  
Programme Management Officer  
Division for Europe  
Department of Technical Cooperation

Enclosure: Information Sheet



# **Train-the-Trainers Regional Training Course for Radiation Protection Officers**

**Hosted by**

The Government of Estonia

**through the**

Estonian Ministry of Environment

Tallinn, Estonia

**14 – 18 October 2019**

**Ref. No.: TN-RER9142-1900904**

## **Information Sheet**

### **A. Purpose**

The purpose of the event is to train participants on the role and duties of radiation protection officers in medical and industrial facilities, and skills to act as trainers of radiation protection officers.

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

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

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

Nominations received after **16 August 2019** will not be considered.

### **D. Participation**

The event is open to 40 (20 English speaking and 20 Russian speaking) participants from Member States participating in this project.

## E. Participants' Qualifications and Experience

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. 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”.

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.

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

## F. Application Procedure

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

1. Access the IAEA TALEO page (<https://iaea.taleo.net/careersection/ex/jobsearch.ftl>) 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 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.

## **G. 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.

## **H. 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.

## **I. 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.

## **J. IAEA Contacts**

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