



INFORMATION ON THE METHODOLOGY OF VIRTUAL SCHOOL OF DRAFTING SAFETY REGULATIONS

1. BACKGROUND

The IAEA has been assisting Member States in drafting safety regulations through specialized facilitation workshops, called School on Drafting Regulations, since 2010. In 2016 the IAEA started a project, funded through the Peaceful Uses Initiative (PUI), aimed to establish an institutional one-house methodology to conduct Schools on Drafting Regulations, termed Virtual School of Drafting Safety Regulations (VSDR, henceforth).

The methodology of the VSDR is a process that combines intense preparatory efforts, pre-work, facilitation through a workshop and participation in a community of users. The VSDR was originally designed with 5 different offerings (programmes) aimed to draft safety regulations on radiation safety, nuclear safety, transport safety, waste safety and emergency preparedness and response.

2. PURPOSE

This document provides detailed overview on the methodology of the VSDR used in Regional School on Drafting Regulations for Radiation Safety (School).

3. SCOPE OF THE SCHOOL

The programme of the School covers:

- Fundamental Safety Principles
- General Safety Requirements Governmental, Legal and Regulatory Framework for Safety
- General Safety Requirements for Radiation Protection and Safety of Radiation Sources: International Basic, Safety Standards

The School focuses on general infrastructural elements of the requirements and recommendations to develop the regulatory infrastructure and general provisions to exercise core regulatory functions.

The School does not cover other specific thematic areas, such as nuclear safety, transport, waste management, emergency preparedness and response.

Countries interested in receiving assistance to draft area-specific regulations are advised to inform the Secretariat in order to explore how best provide that assistance through any of the available cooperation mechanisms.

4. SEGMENTS OF THE SCHOOL

Under the methodology of the VSDR, participants of the School are expected to complete the following segments:

- i. **In-country initial preparation** (from the moment the invitation letter is received): this segment is intended to initiate the in-country arrangements for drafting the regulations and prepare the supporting material for the participation in the face-to-face segment.
- ii. **Pre-work** (at least 1 month before the face-to-face segment): This segment is intended to familiarize participants with IAEA Safety Standards and with the process of drafting regulations.
- iii. **Face-to-face** (2 weeks): In this segment, the national teams are invited to participate in a workshop in which experts and IAEA staff will facilitate the completion of the draft regulations, at least to achieve substantive progress. The teams shall bring to the workshop their initial drafts of the regulations.
- iv. **Community of users** (after the face-to-face segment): The IAEA encourages participants in the School to set up a community of practitioners to continue the interaction started during the face-to-face segment.

5. NATIONAL TEAMS

The school is open to the IAEA Member States.

The Secretariat encourages each participating Member States of the School to nominate 2 participants; one specialized in regulatory activities concerning safety and other with background in legal and administrative affairs.

6. IN-COUNTRY INITIAL PREPARATION SEGMENT

As the overarching objective of the School is that participants develop or revise their own national regulations, it is essential to use the face-to-face segment of the School time efficiently and focus on the completion of the regulations.

Therefore, participants of the School are required to undertake the in country initial preparation segment, including but not limited to:

- a. Improving their understanding of the provisions stated in:
 - IAEA's Safety Fundamentals and General Safety Requirements part 1 (revision 1), part 2 and part 3.

- Code of Conduct on Safety and Security of Radiation Sources and practical guidance on import/export of radioactive sources and management of disused sources.
- b. Familiarizing with of other relevant IAEA publications and training materials (e.g. Handbook on Nuclear Law: implementing legislation, TECDOC-1732 Model Regulations, GSG-12 on Organization, Management and Staffing of the Regulatory Body for Safety and GSG-13 on Functions and Processes of the Regulatory Body for Safety).
- c. Performing a gap analysis of the existing national regulatory framework in regard of IAEA Safety Standards and the Code of Conduct.
- d. Understanding the legislative structure, framework and processes to draft and issue regulations.
- e. Coordinating and consulting with the various competent authorities towards setting a drafting team.
- f. Filling in the questionnaire to be sent to the Secretariat to better organise the assistance to the country.
- g. Preparing a national presentation using the template provided to that end.
- h. Initiating the drafting of the regulations to be discussed during the face-to-face segment.

7. PRE-WORK SEGMENT

This segment is a mandatory self-study training which is initiated no later than 1 month before the face-to-face segment to allow enough time to go over the learning material and achieve the learning objective. The goal of the pre-work segment is to familiarize the participants with relevant IAEA Safety Standards and the process of drafting regulations before participating in the face-to-face segment.

To that end, participants enrolled in the School are given access to the lectures of the Generic Module (GM) of the VSDR. The GM comprises a set of lectures for self-study. The lectures will not be repeated during the face-to-face segment. Only a “refresher” may be provided during the first day of the face-to-face segment, followed by a test to verify that participants have a good understanding about the fundamental safety principles and safety requirements, as well as about the elements of a national framework for safety. Also, to ensure that participants are familiar with the terminology and arrangements for the face-to face segment.

One week before starting the face-to-face segment, participants are given access to the lectures of the Thematic Module on radiation safety and security of radioactive material which are used as supporting information for the conduction of the workshop.

The access to the electronic platform of the VSDR is password-controlled. The platform is sited at the IAEA’s Learning Management System, which is part of the NUCLEUS portal. In order to receive a password to access the VSDR in due course, it is necessary to be registered in NUCLEUS at:

<https://websso.iaea.org/IM/UserRegistrationPage.aspx?returnpage=https%3A//websso.iaea.org>

8. FACE-TO-FACE SEGMENT

Along the two weeks of duration of the face-to-face segment, experts and IAEA staff members liaise with the teams to facilitate the completion of the initial drafts elaborated during the preparatory segment. Participants are requested to bring their own laptop to the event organized.

In the framework of the face-to-face segment, the teams are expected to share their plans, ongoing efforts, challenges and experience with other teams throughout the workshop to foster exchange of lessons learned. In the last day of the workshop, participants report on progress and explain the in-country follow-up actions until the issuance of the regulations by the competent authorities.

The face-to-face learning part of the School includes learning sessions, drafting sessions, and time slots devoted to exercises and exchange of experience through round table discussions.

Participants are asked to deliver country presentations at the beginning (status and needs) and at the end of the face-to-face segment (progress).

The drafting sessions are introduced by short presentations to refresh the participants with the requirement of IAEA safety standards, and where applicable, the provisions of the Code of Conduct and its complementary guidance on export of radioactive sources and management of disused sources as needed.

During drafting sessions, the participants have the opportunity to discuss and exchange experience on issues of common interest with other participants, as well as to peer review the developing work of their colleagues. Furthermore, participants are supported by experts in drafting their regulations. The import experts also provide advice and share their experience and expertise with the participants during the round table discussions and along the practical exercises.

The detailed programme of the face to face segment is provided to participants in due course.

9. COMMUNITY OF USERS' SEGMENT

The IAEA supports the establishment of an online forum for continual learning and knowledge sharing between the participants to the School on the topic of drafting nuclear and radiological safety regulations. Such forum should help to sustain the competencies and skills related to regulation drafting gained by the participants to the School. Participants are encouraged to use the forum to highlight examples where a technique or practice was used successfully to address a specific challenge and was reflective of positive experience.

The online community of practice space would also contain a digital repository of materials and resources accessible to the participants.

10. GENERAL TIMELINE

- i. Selection of participants
- ii. Access to the lectures of the General Module

- iii. Submission of requested questionnaires to the Secretariat
- iv. Submission of national presentations to the Secretariat
- v. Access to the lectures of Thematic Module
- vi. Face-to-face segment

11. IAEA ASSISTANCE BEFORE AND AFTER THE FACE-TO-FACE SEGMENT

Upon request, the IAEA may provide assistance to complete the regulations discussed at the face-to-face segment of the School through expert support. This can be provided in the framework of national projects. Request for support should be addressed to Ms Olga Makarovska (O.Makarovska@iaea.org) and Project Management Officer of the national project.