



# IAEA

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Agence internationale de l'énergie atomique

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National Liaison Officers /  
National Coordinators

2020-04-20

Subject: Regional Workshop on Drafting Regulations for Radiation Safety, Vienna, Austria, from 10 to 21 August 2020

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 RER9148, "Strengthening the Regulatory Infrastructure for Radiation Safety".

The purpose of the event is to develop participants' radiation safety regulations drafting skills and to provide participants with the competencies and experts' support to fully draft/review radiation safety regulation(s) in accordance with the IAEA safety standards and the Code of Conduct on the Safety and Security of Radioactive 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. Member States are strongly encouraged to identify suitable women participants.

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 Vienna. 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 **17 May 2020** through the IAEA's InTouch+ platform (<https://Intouchplus.iaea.org>). Should this not be possible, applicants may download the Nomination Form for the event 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 black ink, appearing to read 'Ludmila Wiszczor', is centered within a white rectangular box.

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

Enclosure: Information Sheet



# **Regional Workshop on Drafting Regulations for Radiation Safety**

**Hosted by**

The International Atomic Energy Agency  
IAEA Headquarters  
Vienna, Austria

**10 to 21 August 2020**

**Ref. No.: ME-RER9148-1904669**

## **Information Sheet**

### **Purpose**

The purpose of the event is to develop participants' radiation safety regulations drafting skills and to provide participants with the competencies and experts' support to fully draft/review radiation safety regulation(s) in accordance with the IAEA safety standards and the Code of Conduct on the Safety and Security of Radioactive Sources.

### **Working Language(s)**

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

### **Deadline for Nominations**

Nominations received after **17 May 2020** will not be considered.

## **Project Background**

The implementation of TC project RER9148 “Strengthening the Regulatory Infrastructure for Radiation Safety” is aimed at strengthening the regulatory infrastructure for radiation safety. The TC project is implemented with the goal of protecting people and the environment from potential adverse effects of ionizing radiation.

## **Scope and Nature**

Regional Workshop on Drafting Regulations for Radiation Safety covers all elements of radiation safety infrastructure.

Before the workshop starts, draft regulation should be translated into English and submitted to the Technical Officer by 26 June 2020. Submitted radiation safety regulations should be the top priority of the national action plan for regulations development/review and may cover: authorization, inspection and enforcement, review and assessment, generic or specific requirements for: safety of the facilities and activities; radiation safety in exposure situations (planned, emergency, existing); radiation protection for different categories of exposed individuals (workers, patients, public). Drafting laws, national policies and strategies is out of the scope of the workshop.

The workshop will begin with national presentations on *the status of the legal framework of national radiation safety regulations*, including the scope and completeness analysis (gap analysis). Thereby, the national plan for development of regulations should be presented and justification for the highest priority of the draft regulations to be finalized during the workshop provided.

Experts participating in the workshop will provide guidance and share expertise on subject matter. The participants will be supported by the experts in drafting their regulations during the event. Drafting the individual regulations is the core activity of the event. Drafting activities will be supported by in depth discussions of the IAEA safety standards implementation in the participants’ countries. These discussions should reveal gaps in the existing regulations and harmonize newly developed or revised national regulatory requirements with the appropriate IAEA safety standards.

The workshop will be concluded with participants presentations on *the action plan leading to publication of the draft regulation(s)*.

The IAEA encourages participants of the workshop to set up a community of practitioners to continue the interaction started during the workshop.

## **Expected Outputs:**

Drafted or revised national safety regulation(s) that fully address identified gaps in accordance with the applicable IAEA safety standards; Drafted a realistically achievable action plan leading to publication of the draft regulation(s); Improved skills in identifying gaps in existing regulations related to IAEA safety standards; The IAEA safety requirements reflected in national regulations; Improved regulations drafting knowledge and skills.

## Participation

The workshop is open to the countries of the Europe region participating in the project RER9148. Member States are strongly encouraged to set national teams of 2 persons. Technical and legal experts are welcomed as national team members.

## Participants' Qualifications and Experience

Workshop participants (individually and collectively of the national teams) should have the following qualifications and experience:

- i. Participants should be staff members of the national authorities who according to the national legislation and national action plan are responsible for the development and/or establishment (enacting) of radiation safety regulations. Participants should have experience in drafting/revision and implementing of regulatory requirements and this should be part of their documented official duties.
- ii. Participants should have knowledge in national safety legislation and regulations; national legal system and practice for drafting legislation and regulations; administrative procedures of the preparation and issuance of laws and regulations and enforcing compliance with their provisions; the IAEA safety standards; and provisions of the Code of Conduct and associated Guidance. Participants should be familiar with the outcomes of recent IAEA mission(s) made to their respective Countries relevant to the establishment of the regulatory infrastructure.
- iii. Participants should actively participate in regulatory activities for radiation sources, such as radiation sources accounting and control, authorization, review and assessment, inspection and enforcement.
- iv. Participants should dedicate time for the preparation for the workshop in the form of substantive preparatory work and self-learning as follows:
  - a. Translation of draft regulations into English and submission to the Technical Officer **by 26 June 2020**;
  - b. Submission of a completed questionnaire to the Technical Officer **by 26 June 2020**; (Please see the questionnaire to be filled in attached to the invitation)
  - c. Preparation and submission of a national presentation to the Technical Officer **by 24 July 2020**;
  - d. Studying lectures of the General Module (GM) of the Virtual School of Drafting Safety Regulations (VSDR) (Kindly note that Access to the lectures, as well as the templates for the national presentation will be provided to the participants by 15 June 2020).
- v. The workshop will be conducted, and regulations drafted in English. Therefore, participants should have sufficient English proficiency to communicate, discuss and draft regulations in English.

# Application Procedure

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

1. Access the InTouch+ home page (<https://intouchplus.iaea.org>) using the candidate's existing Nucleus username and password. If the candidate is not a registered Nucleus user, she/he must create a Nucleus account (<https://websso.iaea.org/IM/UserRegistrationPage.aspx>) before proceeding with the event application process below.
2. On the InTouch + platform, the candidate must:
  - a. Finalize or update her/his personal details, provide sufficient information to establish the required qualifications regarding education, language skills and work experience ('Profile' tab) and upload relevant supporting documents;
  - b. Search for the relevant technical cooperation event (EVT1904669) under the 'My Eligible Events' tab, answer the mandatory questions and lastly submit the application to the required authority.

**NOTE:** Completed applications need to be approved by the relevant national authority, i.e. the National Liaison Office, and submitted to the IAEA through the established official channels by the provided designation deadline.

For additional support on how to apply for an event, please refer to the [InTouch+ Help page](#). Any issues or queries related to InTouch+ can be addressed to [InTouchPlus.Contact-Point@iaea.org](mailto:InTouchPlus.Contact-Point@iaea.org).

Should online application submission not be possible, candidates may download the nomination form for the meeting from the [IAEA website](#).

**NOTE:** A medical certificate signed by a registered medical practitioner dated not more than four months prior to starting date of the event must be submitted by candidates when applying for a) events with a duration exceeding one month, and/or b) all candidates over the age of 65 regardless of the event duration.

## 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**

### **Programme Management Officer (responsible for substantive matters):**

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**Technical Officer (responsible for technical matters):**

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