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International Atomic Energy Agency

Agence Internationale de l'énergie atomique

Международное агентство по атомной энергии

Organismo Internacional de Energia Atómica

Vienna International Centre, PO Box 100, 1400 Vienna, Austria

Phone: (+43 1) 2600 • Fax: (+43 1) 26007

Email: Official.Mail@iaea.org • Internet: <https://www.iaea.org>

In reply please refer to: **ME-RER9158-2105920**

Dial directly to extension: (+43 1) 2600-22340

National Liaison Officers /

National Coordinators

2021-12-20

Subject: Webinar on the Preparation to Participate in the School of Drafting Regulations, Vienna, Austria, on 19 January 2022

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 RER9158, "Strengthening the Regulatory Infrastructure for Radiation Safety".

The purpose of the webinar is to inform participants of project RER9158 about the concept and preparatory efforts required to take part in the in-person workshop of the School of Drafting Regulations - Radiation Safety Programme planned for January 2023.

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.

For participants who indicate their need, the IAEA could provide financial support to contribute to the expenses of their costs for internet connection for the duration of the event in line with IAEA rules and procedures.

We would appreciate receiving your country's nominations by 7 January 2022 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, with copy to Ms Carmina Elizabeth Jimenez Velasco C.Jimenez@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 'Carmina', with a horizontal line extending from the end.

Carmina Elizabeth Jimenez Velasco
Programme Management Officer
Division for Europe
Department of Technical Cooperation

Enclosure: Information Sheet



Webinar on the Preparation to Participate in the School of Drafting Regulations

Hosted by

**The International Atomic Energy Agency
IAEA Headquarters**

19 January 2022
10:00 - 11:30 AM (CET)

Ref. No.: ME-RER9158-2105920

Information Sheet

Purpose

The purpose of the webinar is to inform participants of project RER9158 about the concept and preparatory efforts required to take part in the in-person workshop of the School of Drafting Regulations - Radiation Safety Programme planned for January 2023.

Working Language(s)

The working language of the event will be **English**.

Deadline for Nominations

Nominations received after **7 January 2022** will not be considered.

Scope and Nature

The webinar will consist of series of presentations delivered by IAEA staff to explain the concept and renewed methodology of the School of Drafting Regulations (Radiation Safety Programme). The webinar will give general information about the four segments of the process of the School: a) in-country preparation, b) pre-work, c) face-to-face facilitation (in person workshop) and d) community of users. However, it will focus on the first two segments, which are intended to achieve an effective preparation for the participation in the face-to-face facilitation through an in-person workshop planned in January 2023.

Participants will be toured throughout the IAEA's electronic platforms hosting the School of Drafting Regulations and holding the learning material that will be used for the in-country preparation and for the online self-training before and during the in-person workshop.

The webinar will provide participants with detailed information regarding the schedule, deadlines, preparatory efforts and other requirements that need to be fulfilled to participate in the in-person workshop.

Expected Outputs:

Participants in the webinar are expected to achieve a clear understanding of the concept, methodology and process of the School to maximize the benefits from participating in the IAEA's School of Drafting Regulations (Radiation Safety Programme).

Participation

The webinar is open to Member States participating in project RER9158, in particular those interested in nominating candidates to participate in-person workshop (face-to-face facilitation segment) of the School of Drafting Regulations (Radiation Safety Programme), planned in January 2023.

Each Member State is invited to nominate one or more participants who must match the profile described in the corresponding paragraph, indicating the order of priority.

Participants' Qualifications and Experience

This webinar targets technical and legal staff of regulatory bodies and other national authorities who have direct involvement in drafting regulations on radiation safety. The webinar is particularly suitable for senior managers responsible for leading or supervising the process of drafting and enacting of regulations on radiation safety.

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 (EVT2105920) 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.

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

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 who indicate their need, will receive financial support to contribute to the expenses of their costs for internet connection for the duration of the event in line with IAEA rules and procedures

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.

IAEA Contacts

Programme Management Officer (responsible for substantive matters):

Ms Carmina Elizabeth Jimenez Velasco
Division for Europe
Department of Technical Cooperation
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA
Tel.: +43 1 2600 22340
Fax: +43 1 26007
Email: C.Jimenez@iaea.org

Administrative Contact (responsible for administrative matters):

Ms Ia Beria
Division for Europe
Department of Technical Cooperation
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA
Tel.: +43 1 2600 26099
Fax: +43 1 26007
Email: I.Beria@iaea.org