



Interregional Meeting on Records Management, Records Keeping, Registries and Traceability, Related to Sealed Radioactive Sources and Disused Sealed Radioactive Sources

Hosted by

The Government of Indonesia

through the

Centre for Development of Radioactive Waste Management
Tangerang, Indonesia

6 to 10 July 2020

Ref. No.: ME-INT9186-2000456

Information Sheet

Purpose

The purpose of the meeting is to discuss measures to strengthen the operational, regulatory and radiation safety infrastructure for the management of records of radiation sources.

Working Language(s)

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

Deadline for Nominations

Nominations received after 31 March 2020 will not be considered.

Scope and Nature

The event will cover manufacturing, use, storage, import and export of sealed sources of ionizing radiation (SRS), including disused sealed radioactive sources (DSRS). The focus of the event will be on records management, records keeping, registries, traceability, related to SRS and DSRS. Electronic tools for development and maintenance of source related records will be discussed

Participation

The event is open to staff of national regulatory body for radiation safety and users of ionizing radiation sources and the national operator in charge of management of DSRS.

Participants' Qualifications and Experience

Participants should have experience in regulatory control, use and storage of ionizing radiation sources including activities and facilities involving radiation sources in medicine, industry, education and research. Particular attention will be made to radioactive sealed sources. Furthermore, candidates should have experience in developing and/or managing databases containing information associated with radiation sources and related facilities and activities. Countries are encouraged to nominate one candidate with regulatory experience and currently involved in regulatory activities for radiation safety and one candidate from an organization using, storing or processing radioactive sources.

Occupational Exposure to Radiation

This event may involve occupational exposure to radiation. Therefore, candidates are required to duly complete and return the Occupational Exposure History (OEH) form upon applying for the event. The IAEA will provide selected participants in due course with a dosimeter to monitor their occupational exposure during this event.

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 (EVT2000456) 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](#).

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.

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