



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

Международное агентство по атомной энергии

Organismo Internacional de Energía 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>

National Liaison Officers /
National Coordinators

In reply please refer to: **ME-RER9148-1907211**

Dial directly to extension: (+43 1) 2600-22419

2020-05-08

Subject: Regional Workshop on Safety Culture in Radiation Safety Regulatory Body Self-Assessment,
Riga, Latvia, from 12 to 16 October 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 exchange experience among senior managers of the national radiation safety regulatory bodies in fostering safety culture and discuss how to measure, assess and improve safety culture.

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 Riga. 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 **15 June 2020** 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 Ludmila Wisczor L.Wisczor@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 dark ink, appearing to read 'Ludmila Wiszczor', is centered within a rectangular box.

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

Enclosure: Information Sheet



Regional Workshop on Safety Culture in Radiation Safety Regulatory Body Self-Assessment

Hosted by

The Government of Latvia

through the

Radiation Safety Centre of the State Environmental Service

Riga, Latvia

12 to 16 October 2020

Ref. No.: ME-RER9148-1907211

Information Sheet

Purpose

The purpose of the event is to exchange experience among senior managers of the national radiation safety regulatory bodies in fostering safety culture and discuss how to measure, assess and improve safety culture.

Working Language

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

Deadline for Nominations

Nominations received after **15 June 2020** will not be considered.

Project Background

The implementation of TC project RER9148 is aimed at strengthening the regulatory infrastructure for radiation safety. The TC project is implemented with the ultimate goal of protecting the people and the environment from potential adverse effects of ionizing radiation.

Scope and Nature

The purpose of the workshop is to enable and enhance fostering safety culture:

- a. Establishment of the management system and leadership for safety that fosters and sustains a strong safety culture;
- b. Improvement of understanding of safety and of safety culture, including:
 - i. awareness of radiation risks and hazards relating to work and to the working environment;
 - ii. understanding of the significance of radiation risks and hazards for safety;
 - iii. collective commitment to safety by teams and individuals;
 - iv. acceptance by individuals of personal accountability for their attitudes and conduct with regard to safety;

The discussions will entail:

- a. capability of the organization to have a clear understanding and knowledge of the product or service to be supplied (an 'informed customer' capability);
- b. organizational culture that supports and encourages trust, collaboration, consultation and communication;
- c. reports on problems related to technical, human and organizational factors and reporting of any deficiencies;
- d. measures to encourage questioning and learning attitude at all levels in the organization and to discourage complacency with regard to safety;
- e. means by which the organization seeks to enhance safety and foster and sustain a strong safety culture; and using a systemic approach;
- f. safety oriented decision making in all activities; measuring, assessing and improving culture for radiation safety.

The workshop will cover:

- i. Sharing national experiences in the form of national presentations and by participating in working groups;
- ii. Group discussions with the overall goal to harmonize fostering culture for radiation safety;
- iii. Plenary discussions on the available IAEA and national guidance.

Expected Outputs

Member States will improve senior managers culture for radiation safety and strengthen national capabilities to foster, measure, assess and improve safety culture. The workshop will create a platform for cooperation and exchange information, knowledge and experience on safety culture.

Participation

Each country is invited to nominate one or more senior managers of the regulatory body with the responsibilities for radiation sources safety regulatory control by indicating the order of priority. Nominated candidates should match to the profile described in the corresponding paragraph.

Participants' Qualifications and Experience

Nominated candidates should have experience in fostering culture for radiation safety in the area of regulation of the safe management of radioactive sources. The participants are expected to present how national regulatory body successfully promotes the culture for radiation safety in organizations concerned with the radiation sources. The participants should be prepared to discuss national experiences.

The workshop will be conducted in English. Participants should have sufficient English proficiency to communicate in groups and discuss their national experience 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 (EVT1907211) 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.

IAEA Contacts

Programme Management Officer (responsible for substantive matters):

Ms Ludmila Wiszczor
Division for Europe
Department of Technical Cooperation
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA
Tel.: +43 1 2600 22419
Fax: +43 1 26007
Email: L.Wiszczor@iaea.org

Technical Officer (responsible for technical matters):

Ms Olga Makarovska
Division of Radiation, Transport and Waste Safety
Department of Nuclear Safety and Security
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA
Tel.: +43 1 2600 22719
Fax: +43 1 26007
Email: O.Makarovska@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