



Information sheet attachment

INSTRUCTIONS TO PARTICIPATE IN THE SCHOOL OF DRAFTING REGULATIONS

- RADIATION SAFETY PROGRAMME -

FOR COUNTRIES PARTICIPATING IN TC PROJECT RER9158

(In-person workshop: 23 January to 3 February 2023)

1. INTRODUCTION

Member States frequently request assistance from the Secretariat to elaborate new or to revise existing regulations consistent with IAEA Safety Standards. The IAEA has assisted Member States in drafting new or revising existing regulations through specialized facilitation workshops - termed School of Drafting Regulations (School henceforth) - since 2010. In response to the growing interest in this type of workshops, the IAEA organized numerous Schools after 2010 targeting countries of all regions and addressing a broad range of safety areas.

In 2016 the IAEA started a project¹ under the IAEA Peaceful Uses Initiative (PUI) aimed to establish an institutional one-house methodology for the School. The new methodology was available in 2020. Under the new methodology, the School is organized following a 4-segment process that combines intense in-country preparatory efforts, pre-work, expert facilitation through a mentoring in-person workshop and involvement in a community of practice after the participation in the School.

Presently the School has 5 standard programmes on safety, covering the essential safety areas: nuclear, radiation, waste and transport safety and emergency preparedness and response. In addition, the design of the School envisages the possibility of including extended programmes combining one essential safety area and another relevant topic².

¹ The title of the PUI project is "International Virtual School of Drafting Safety Regulations" and it is funded by the US Government.

² Currently the School has one extended programme on radiation safety and security of radioactive material. The IAEA is considering developing additional extended programmes in the future.

2. PURPOSE

This document provides detailed instructions to achieve an effective participation in the Radiation Safety Programme of the School for countries of TC Europe region participating in project RER9158.

3. ORGANIZATION ARRANGEMENTS

This School programme is jointly organized by the Department of Technical Cooperation and by the Department of Nuclear Safety and Security.

The in-person workshop of the School (segment 3) will be held from 23 January to 3 February 2023 in Vienna, Austria and will be organized within the framework of the TC regional project RER9158 “Strengthening the Regulatory Infrastructure for Radiation Safety”.

The responsible staff for coordinating the organization and conduction of the workshop are:

- Technical Officer: Manuel Recio (NSRW)
- Project Management Officer: Carmina Jimenez (TCEU)

4. SCOPE OF THE RADIATION SAFETY PROGRAMME OF THE SCHOOL

The Radiation Safety Programme of the School aims to assist Member States in the elaboration of regulations on radiation protection and safety of radiation sources.

The main IAEA reference publications for this programme is:

- Radiation Protection and Safety of Radiation Sources: International Basic Safety Standards, IAEA Safety Standards Series No. GSR Part 3, IAEA, Vienna (2014)

Other relevant IAEA publications are:

- Governmental, Legal and Regulatory Framework for Safety, IAEA Safety Standards Series No. GSR Part 1 (Rev. 1), IAEA, Vienna (2016).
- GSR Part 2, Leadership and Management for Safety, IAEA Safety Standards Series No. GSR Part 2, IAEA, Vienna (2016)
- Safety Assessment for Facilities and Activities, IAEA Safety Standards Series No. GSR Part 4 (Rev. 1), IAEA, Vienna (2016).
- Organization, Management and Staffing of the Regulatory Body for Safety, IAEA Safety Standards Series No. GSG-12, IAEA, Vienna (2018).
- Functions and Processes of the Regulatory Body for Safety, IAEA Safety Standards Series No. GSG-13, IAEA, Vienna (2018).
- Code of Conduct on the Safety and Security of Radioactive Sources, Non-serial Publications , IAEA, Vienna (2004)
- Code of Conduct on the Safety and Security of Radioactive Sources: Guidance on the Import and Export of Radioactive Sources, Non-serial Publications , IAEA, Vienna (2005)
- Guidance on the Management of Disused Radioactive Sources, Non-serial Publications, IAEA, Vienna (2018).

The Radiation Safety Programme of the School does not envisage the elaboration of regulations pertaining to other safety areas, such as nuclear, waste and transport safety and emergency preparedness and response. These areas are covered in other standard programmes of the School. The Radiation Safety Programme does not cover either nuclear security.

5. SEGMENTS OF THE SCHOOL

The Radiation Safety Programme of the School follows a 4-segment methodology as shown in figure 1.



Figure 1. 4-segment methodology

- **In-country preparation:** the first segment of the School is intended to assist the participants in School to carry out the initial in-country preparation for drafting the new or revised regulations that shall be completed during the in-person workshop of the School.
- **Pre-work:** the second segment of the School is intended to ensure a good preparation of the selected participants before the in-person workshop.
- **Face-to-face:** the third segment is a 2-week in-person workshop intended to assist the participants in finalizing the regulations (or at least in achieving substantive progress).
- **Community of practice:** the fourth segment of the School is intended to sustain cooperation and exchange of experience among participants in the School.

More information about the 4 segments of the School is provided in sections 7 to 10.

6. COUNTRY TEAMS

This School programme is open to Member States of TC Europe region participating in the TC project RER9158. The Secretariat encourages each participating country to nominate 2 participants: one with knowledge and experience in performing regulatory functions related to radiation safety and the other with background and experience in legal and administrative affairs.

The qualifications and experience of the members of the country team collectively should satisfy the following expectations:

- i. Participants should belong to the national authorities that are responsible for the development and/or the establishment of radiation safety regulations - in accordance with the national legal framework - and should have earlier experience in the drafting/revision of regulations and/or in the implementation of regulatory requirements for radiation safety as part of their duties.
- ii. Participants should have knowledge about their 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 for enforcing compliance with their provisions; 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 activities related to the regulatory control of radiation sources, including accounting and register of radiation sources, authorization, review and assessment, inspection and enforcement, elaboration of regulations and guides.
- iv. Participants should dedicate enough time to prepare themselves for the participation in the in-person workshop of School and to undertake the following tasks:
 - a. Complete the on-line training course of the General Module of the Radiation Safety programme of the School.
 - b. Complete and send to the IAEA a questionnaire regarding the status of the national legal and regulatory framework for radiation safety.
 - c. Prepare an initial draft of the regulations to be discussed during the in-person workshop, translate them to English (if they are in a different language) and send them to the IAEA before the in-person workshop.
 - d. Prepare a power point presentation to be delivered during the in-person workshop and send to the IAEA.
 - e. To the extent possible, complete the online training course of the Thematic Module of the Radiation Safety programme of the School before the in-person workshop.
- v. Participants should have sufficient English proficiency as to be able to communicate, discuss and draft regulations in English.

Requests of Member States for country teams with more or fewer than 2 participants shall be justified. The requests will be considered on a case by case and the national authorities will be informed about the decision taken in due course.

7. SEGMENT 1: IN-COUNTRY PREPARATION

The approach to the organization of all standard programmes of School is to start the process organizing a webinar aimed to explain to the national authorities of the target countries the methodology and the approach of the School. The webinar also provides general guidance regarding the initial stages to get prepared for drafting regulations. Typically, the webinar is held about one year before the in-person workshop in order to give enough time to undertake a thorough preparation of the country and the participants in the in-person workshop of the School (segment 3).

A few months after the webinar, the Secretariat will send a communication via e-mail to the national authorities (NLOs in the case of the TC programme) inviting them to propose candidates to participate in the in-person workshop. The email will attach:

- These instructions,
- A questionnaire to be filled up and sent to the Secretariat.
- The template of a power point presentation.

The questionnaire and the power point presentation are intended to collect information that will be used by the international experts who will mentor the participants during the in-person workshop to provide customized assistance to the country teams. These two documents shall be completed and sent to the Secretariat within the second segment (see section 8).

Participants in the School are strongly encouraged to invest time and effort to complete a comprehensive in-country preparation before starting to draft new or to revise existing regulations and later to get prepared for participating in the in-person workshop. This preparation is indispensable to ensure an effective participation in the School and a successful completion of the draft regulations during the in-person workshop or soon afterwards.

The following matters and tasks should be considered as part of the in-country preparation of those responsible for drafting the regulations:

- Good understanding the legislative framework, structure, and legal tradition (terminology, style, standard structure of regulations...) and of the legal and administrative procedures followed by the country to elaborate, approve and publish regulations.
- Good understanding of the general requirements and provisions of relevant IAEA publications, in particular:
 - IAEA's Safety Fundamentals and General Safety Requirements part 1 (revision 1), part 2, part 3 and part 4.
 - Code of Conduct on Safety and Security of Radiation Sources and supplemental guidance on import/export of radioactive sources and on the management of disused sources.
- Familiarization with other relevant IAEA publications (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).
- Performing a gap analysis of the existing national regulatory framework compared to relevant IAEA General Safety Requirements and the Code of Conduct, where applicable.
- Based on the outcome of the gap analysis, elaborate an action plan towards filling existing gaps (note: in order to have a clear view of pathway until completing the regulatory framework, the action plan should be as comprehensive as possible and include all regulations needed, not only the regulations on radiation safety).
- Coordination and consultation among the authorities with assigned responsibilities connected to radiation safety towards setting an appropriate drafting team including representatives of these authorities as deemed necessary.
- Familiarization with the content of the questionnaire that will need to be completed in segment 2 and to be sent to the Secretariat before the in-person workshop (see section 8).
- Elaborate an initial draft of the regulations that shall be finalized during the in-person workshop of the School.

As part of this segment, the national authorities are expected to identify the best candidates to participate in the in-person workshop and send the nominations to the Secretariat in response to the communication from the Secretariat inviting them to propose candidates. The candidates to participate in the in-person workshop should be staff directly involved in the drafting of the regulations under consideration.

8. SEGMENT 2: PRE-WORK

The segment 2 of the School starts when the Secretariat informs the national authorities (the NLOs in the case of TC) about the candidates who have been selected to participate in the in-person workshop of the School.

For the Radiation Safety Programme of the School, normally, the Secretariat will select two candidates with the qualifications and experience indicated in section 6.

The final acceptance in the in-person workshop of the selected candidates is conditioned for the individuals and the country team to complete the following tasks:

- Task 1: Successfully complete the on-line training course of the General Module of the Programme of the Radiation Safety before the deadline given in section 12.
- Task 2: Fill up and send to the TO the questionnaire with the information regarding the status of the regulatory framework of the country before the deadline given in section 12.
- Task 3: Prepare a joint national presentation (using the template provided by the Secretariat) to be delivered at the beginning of the in-person workshop before the deadline given in section 12.
- Task 4: Review the content of the online training course of the Thematic Module of the Radiation Safety Programme of the School before the participation in the in-person workshop.

Task 1: successfully complete the on-line training course of the General Module

To complete task 1, the selected candidates individually will have to enrol themselves in the on-line training course of the General Module of the Radiation Safety Programme available in the Learning Platform of the School within the IAEA's Learning Management System at:

[OPEN-LMS: All courses \(iaea.org\)](https://www.iaea.org/learning-lms)

The welcome page of the Learning Platform of the School has several User Manuals with explanations in English and in Spanish both for officially nominated participants and for non-nominated participants (visitors) as shown in figure 2. These User Manuals provided detailed instructions for self-enrolling in the various programmes of the School. There is also a demonstration video in English, French and Spanish giving an introduction to the methodology of the School.

The Secretariat will send to the selected participants an email in due course to inform them about the selection and to provide them with the specific enrolment key that they will have to

use to gain access to the on-line training course of the General Module of the Radiation Safety Programme of the School.

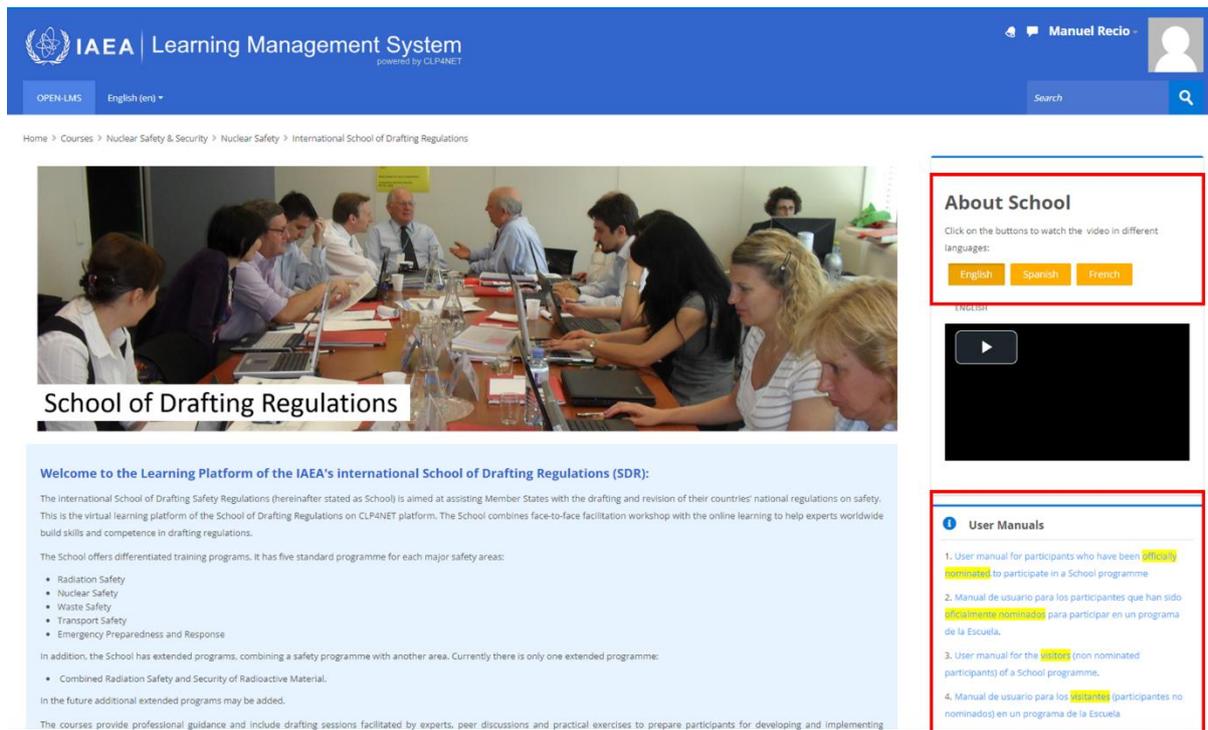


Figure 2. Welcome page of the Learning Platform of the School.

Selected participants are **strongly encouraged to complete the online training course as soon as practicable** once they have been informed about their selection. Successfully completing the training is **prerequisite to be accepted in the in-person workshop**. Participants who have successfully completed the online training can download a certificate that will be automatically send to the organizers of the School to accept their participation in-person workshop.

It is important to underline that the lessons given in the on-line training of the General Module **will not be repeated during the in-person workshop**. Thus, it is the responsibility of the participants to familiarize themselves with the information and the knowledge provided in the on-line training, as well as to familiarize themselves with the terminology and arrangements before the in-person workshop.

Task 2: fill up the questionnaire

Selected participants from the same country shall work together as a country team to complete the questionnaire collecting information regarding the status of the regulatory framework of the country. The questionnaire shall be provided to the Secretariat well before the deadline indicated in section 12.

Task 3: Prepare a national presentation.

Selected participants from the same country shall work together in the preparation of a national presentation summarizing key information provided in the questionnaire regarding the status of the regulatory framework of the country. The Secretariat will provide to the selected

participants a template to prepare the presentation. One member of the country team shall deliver the presentation at the beginning of the in-person workshop.

The national presentation shall be provided to the Secretariat well before the deadline indicated in section 12.

Task 4: Familiarize with the content of the on-line training course of the Thematic Module.

Participants in the in-person workshop are strongly encouraged to review the lessons of the Thematic Module of the Radiation Safety Programme before attending the in-person workshop. The lessons of the Thematic Module contain detailed information and explanations regarding the technical background of the requirements that should be reflected in the national regulations.

During the workshop, the international experts will deliver introductory presentations about the different technical topics and the safety requirements that need to be reflected in the regulations. However, these introductory presentations are only a condensed summary of the lessons of the Thematic Module. Participants should complete the knowledge by themselves undertaking the on-line training, preferably before the in-person workshop.

9. SEGMENT 3: FACE-TO-FACE

The segment 3 of the School is the in-person workshop. Along the two weeks of the workshop, the international experts and IAEA staff members will mentor the participants to complete the initial drafts elaborated during the in-country and pre-work segments. Participants are requested to bring their own laptop to the workshop.

The country teams are expected to share their plans, information about ongoing efforts, challenges to draft the regulations and prior experience through a national presentation delivered at the beginning of the workshop. They are also expected to liaise with the experts, staff and the other participants throughout the workshop. At the end of the workshop, participants are expected to report on progress and to explain the in-country follow-up actions that will be carried out until the approval of the regulations.

The in-person workshop includes lectures, sessions for drafting regulations, and time slots devoted to practical exercises and to exchange of experience through round table discussions.

The drafting sessions will be introduced by short presentations to refresh the participants regarding relevant IAEA safety requirements and, where applicable, regarding the provisions of the Code of Conduct and its supplementary guidance on import/export of radioactive sources and on the management of disused radioactive sources.

The participants will be supported all throughout the workshop by international experts and IAEA staff to draft the regulations. During drafting sessions, the participants will have the opportunity to discuss and exchange experience on issues of common interest with the experts and with other participants, as well as to peer review the developing work of their colleagues. The international experts will also provide advice and will share their experience and expertise with the participants during round table discussions and through practical exercises.

The detailed programme of the in-person workshop will be provided to the participants in due course.

10. SEGMENT 4: COMMUNITY OF PRACTICE

The IAEA plans to establish a community of practice for each programme of the School to facilitate sharing knowledge and experience regarding the drafting of the regulations pertaining to each programme. The communities of practice are expected to help sustain and improve the competences and skills gained by the participants through their involvement in the School.

The participants in a School programme will be encouraged to use the respective community of practice to feature success stories, to consult or seek advice regarding the drafting of new or revision of existing regulations.

The electronic platform that will operate the communities of practice of the School is currently under construction. The electronic platform will be hosted by the IAEA's Global Nuclear Safety and Security Network (GNSSN). Participants in the School and the public will be informed in due course once the communities are operational and interested public can register in them.

11. IAEA ASSISTANCE BEFORE OR AFTER SEGMENT 3

Upon request, the IAEA may provide assistance to undertake the initial stages of the in-country preparation in order to start drafting as soon as possible the regulations that will be later worked during the in-person workshop of the School subject to availability of resources. Similarly, the IAEA can also provide assistance to finalize the regulations worked during the in-person workshop when justified and also subject to availability of resources.

Request for assistance should be channelled by the project counterpart through the NLO towards the PMO, Ms Carmina Jimenez (c.jimenez@iaea.org), for consideration and further action.

12. KEY CORNERSTONES AND DEADLINES TO PARTICIPATE:

- Invitation letters to propose candidates for the in-person workshop: 23 June 2022
- Deadline for nominations: 5 August 2022
- Selection of participants: 2 September 2022.
- Deadline to complete the online training of the General Module: 11 November 2022
- Deadline to submit the questionnaire to the Secretariat: 30 November 2022
- Deadline to submit the draft regulations: 30 November 2022
- Deadline to submit the national presentation to the Secretariat: 16 December 2022
- Recommended period to complete the on-line training of the Thematic Module: December 2022 and January 2023.
- In-person workshop: 23 January to 3 February 2023
- Participation in the community of practice: after the workshop.