



TC Project RER9158

Regional Workshop on Strategic Directions for the Establishment of the Integrated Management System of Regulatory Bodies

Hosted by

The International Atomic Energy Agency
IAEA Headquarters

5 to 9 August 2024

Ref. No.: ME-RER9158-2402614

Information Sheet

Purpose

The purpose of the workshop is to engage senior and middle management of the regulatory bodies in a discussion regarding the benefits from the establishment of an IMS system and the challenges associated to it.

Working Language(s)

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

Deadline for Nominations

Nominations received after **31 May 2024** will not be considered.

Project Background

The TC project RER9158 is aimed at strengthening the national regulatory infrastructures of the participating countries to effectively deliver their required regulatory functions to ensure that radioactive waste, disused radioactive sources are safely managed, to ensure that nuclear facilities coming to the end of their life are safely decommissioned, and that environmental remediation is conducted in alignment with the IAEA Safety Standards.

Scope and Nature

The workshop is intended to discuss with the participants IAEA safety requirements and nuclear security recommendations applicable to the establishment of an Integrated Management Systems (IMS) in regulatory bodies and explore the benefits of an IMS to achieve the objectives of the organization and the challenges to establish it.

The workshop consists of a set of lectures giving background technical information, 5 practical exercises designed to challenge participants and experiment in practice the advantages of IMS, 2 experience sharing sessions with experienced practitioners from regulatory bodies and end-users with IMS already in operation and 1 organized debate to foster dynamic discussions about the role and responsibilities of the senior management regarding the establishment and maintenance of an IMS and the benefits and challenges from establishing an IMS.

The workshop will be attended in person by nominated and selected participants. In addition, the workshop will be open to remote participants via video to facilitate the participation of senior managers who may not be able to travel to Vienna to participate in the workshop. The workshop programme will identify the recommended audience for each activity of the agenda. Remote participants will be invited to participate in the workshop after selection of in-person participants.

Expected Output(s):

Workshop participants are expected to gain a good understanding about the practical advantages of an IMS to effectively exercise regulatory functions and to achieve the objectives of the organizations and get well prepared to circumvent the challenges that they would need to deal with along the process to establish an IMS.

Participants will also have the opportunity to explore concomitant leadership and management attributes aiming to creating organizational cultures that foster effective and efficient management systems within regulatory bodies intended to integrate functional, managerial and decision-making processes following a graded approach.

Radiation exposure may occur.

No.

Participation

The workshop is open to Member States participating in project RER9158 that plan or are in the process of establishing an IMS. Each Member State is encouraged to nominate one or two candidates with appropriate qualifications and experience indicating the order of priority.

Requests of Member States to consider more participants for the workshop will be assessed on a case-by-case basis with careful consideration of the justification of the request and subject to availability of resources.

Acceptance of remote participants will be decided once the selection of the in-person participants has been completed.

Participants' Qualifications and Experience

The workshop primarily targets experienced senior and middle management of the regulatory bodies with decision making power in relation to organizational matters. Experienced staff directly responsible for the design, operation and maintenance of the management system of a regulatory body are also welcomed to participate in the workshop.

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. Download and complete the [Designation of Beneficiary and Emergency Contact Form](#), and upload to InTouch+ ('Profile' tab under the personal section) specifying the document name. If already provided, kindly discard this step; and
 - c. Search for the relevant technical cooperation event (**EVT2402614**) 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 AX Travel Management, or a travel allowance, 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 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

Technical Officer (responsible for technical matters):

Mr Manuel Recio Santamaria
Division of Radiation, Transport and Waste Safety
Department of Technical Cooperation
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA
Tel.: +43 1 2600 26913
Fax: +43 1 26007
Email: M.Recio@iaea.org

Ms Luisa Aniuska Betancourt Hernández
Division of Radiation, Transport and Waste Safety
Department of Technical Cooperation
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA
Tel.: +43 1 2600 22106
Fax: +43 1 26007
Email: l.a.betancourt-hernandez@iaea.org

Administrative Contact (responsible for administrative matters):

Ms Ruth Fikare Kerin
Division for Europe
Department of Technical Cooperation
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA
Tel.: +43 1 2600 21395
Fax: +43 1 26007
Email: R.Fikare-Kerin@iaea.org