



*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

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The Secretariat of the International Atomic Energy Agency (IAEA) presents its compliments to the IAEA's Member States and has the honour to draw their attention to **the Workshop on Preparation, Conduct and Evaluation of Exercises to Test Preparedness and Response for a Nuclear or Radiological Emergency** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **25 to 29 July 2022**.

The purpose of the event is to train personnel how to prepare, conduct, and evaluate an exercise for a nuclear or radiological emergency, as prescribed in Requirement 25 of IAEA Safety Standards Series No. GSR Part 7.

The attached Information Sheet provides further details of the event.

The event will be held in English.

Member States are invited to designate one participant to represent the Government at this event. Member States are strongly encouraged to identify suitable women participants.

The IAEA is generally not in a position to bear the travel and other costs of participants in the event. The IAEA has, however, limited funds at its disposal to help meet the cost of attendance of certain participants. Upon specific request, such assistance may be offered to normally one participant per country, provided that, in the IAEA's view, the participant will make an important contribution to the event. The application for financial support should be made at the time of designating the participant using the attached Grant Application Form (Form C).

It should be noted that compensation is not payable by the IAEA for any damage to or loss of personal property. The IAEA also does not provide health insurance coverage for participants in IAEA events. Arrangements for private insurance coverage on an individual basis should therefore be made. The IAEA will, however, provide insurance coverage for accidents and illnesses that clearly result from any work performed for the IAEA.





# **Workshop on Preparation, Conduct and Evaluation of Exercises to Test Preparedness and Response for a Nuclear or Radiological Emergency**

**IAEA Headquarters  
Vienna, Austria**

**25 - 29 July 2022**

**Ref. No.: EVT2101934**

## **Information Sheet**

### **Introduction**

The General Safety Requirements *Preparedness and Response for a Nuclear or Radiological Emergency* (IAEA Safety Standards Series No. GSR Part 7) was published in 2015 under the joint sponsorship of 13 international intergovernmental organizations. Requirement 25 of this publication requires governments to ensure that personnel relevant for emergency response shall take part in regular training, drills, and exercises to ensure that they are able to perform their assigned response functions effectively in a nuclear or radiological emergency.

States are responsible for establishing and maintaining appropriate emergency arrangements to mitigate any adverse consequences to human life, health, property and the environment in case of a nuclear or radiological emergency on their territories or within the jurisdiction of the State. Exercise programmes need to be developed and implemented to ensure that these arrangements are tested at suitable intervals and provide reassurance for an effective response. The exercises also help to identify possible opportunities for improvements in different areas covered by these arrangements.

## Objectives

The purpose of the event is to train personnel how to prepare, conduct, and evaluate an exercise for a nuclear or radiological emergency, as prescribed in Requirement 25 of IAEA Safety Standards Series No. GSR Part 7.

The workshop consists of lectures and working sessions covering, *inter alia*, an overview of types of nuclear or radiological emergency exercises, exercise preparation steps, methods and tools used to facilitate exercises, and resources needed to support a successful exercise.

## Target Audience

The workshop is open to 30 participants from all Member States. The nominated participants should be responsible for preparing, conducting, and evaluating nuclear or radiological emergency response exercises at the national, regional, local, or facility level within any relevant organization (e.g. operators, regulators, technical support organization, and emergency responders).

The individual skills and actual work performed by the nominees, as well as relevant background activities in their home countries, will be considered in the selection process. As the workshop will be conducted in English, participants should have sufficient proficiency to follow lectures and express themselves in this language without difficulty.

## Working Language(s)

English

## Participation and Registration

All persons wishing to participate in the event have to be designated by an IAEA Member State or should be members of organizations that have been invited to attend.

In order to be designated by an IAEA Member State, participants are requested to send the **Participation Form (Form A)** to their competent national authority (e.g. Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) for onward transmission to the IAEA by **30 May 2022**. Participants who are members of an organization invited to attend are requested to send the **Participation Form (Form A)** through their organization to the IAEA by above deadline.

Selected participants will be informed in due course on the procedures to be followed with regard to administrative matters.

## Expenditures and Grants

No registration fee is charged to participants.

The IAEA is generally not in a position to bear the travel and other costs of participants in the event. The IAEA has, however, limited funds at its disposal to help meet the cost of attendance of certain participants. Upon specific request, such assistance may be offered to normally **one participant** per country, provided that, in the IAEA's view, the participant will make an important contribution to the event.

The application for financial support should be made using the **Grant Application Form (Form C)** which has to be stamped, signed and submitted by the competent national authority to the IAEA together with the **Participation Form (Form A)** by **30 May 2022**.

## Venue

The event will be held at the Vienna International Centre (VIC) where the IAEA's Headquarters are located. Participants must make their own travel and accommodation arrangements.

General information on the VIC and other practical details, such as a list of hotels offering a reduced rate for IAEA participants, are listed on the following IAEA web page:

<http://www-pub.iaea.org/iaeaevents/GeneralInfo/Guide/VIC>.

Participants are advised to arrive at Checkpoint 1/Gate 1 of the VIC one hour before the start of the event on the first day in order to allow for timely registration. Participants will need to present an official photo identification document in order to be admitted to the VIC premises.

## Visas

Participants who require a visa to enter Austria should submit the necessary application to the nearest diplomatic or consular representative of Austria at least four weeks before they travel to Austria. Since Austria is a Schengen State, persons requiring a visa will have to apply for a Schengen visa. In States where Austria has no diplomatic mission, visas can be obtained from the consular authority of a Schengen Partner State representing Austria in the country in question.

# Organization

## **Scientific Secretary**

**Ms Stacey Horvitz**

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## **Administrative Secretary**

**Ms Andrea Santoyo Galvan**

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Fax: +43 1 26007

Email: [A.Santoyo-Galvan@iaea.org](mailto:A.Santoyo-Galvan@iaea.org)

Subsequent correspondence on scientific matters should be sent to the Scientific Secretary/Secretaries and correspondence on other matters related to the event to the Administrative Secretary.

# Participation Form

## Workshop on Preparation, Conduct and Evaluation of Exercises to Test Preparedness and Response for a Nuclear or Radiological Emergency

**IAEA Headquarters Vienna, Austria 25 - 29 July 2022**

To be completed by the participant and sent to the competent national authority (e.g. Ministry of Foreign Affairs, Permanent Mission to the IAEA, or National Atomic Energy Authority) of his/her country for subsequent transmission to the International Atomic Energy Agency (IAEA) either by email to: [Official.Mail@iaea.org](mailto:Official.Mail@iaea.org) or by fax to: +43 1 26007 (no hard copies needed). Please also send a copy by email to the Scientific Secretary [S.Horvitz@iaea.org](mailto:S.Horvitz@iaea.org) and to the Administrative Secretary [A.Santoyo-Galvan@iaea.org](mailto:A.Santoyo-Galvan@iaea.org)].

**Deadline for receipt by IAEA through official channels: 30 May 2022**

Family name(s): (same as in passport)	First name(s): (same as in passport)	Mr/Ms
Institution:		
Full address:		
Tel. (Fax):		
Email:		
Nationality:	Representing following Member State/non-Member State/entity or invited organization:	
If/as applicable: Do you intend to submit a paper?                      Yes <input type="checkbox"/> No <input type="checkbox"/> Would you prefer to present your paper as a poster?    Yes <input type="checkbox"/> No <input type="checkbox"/> Title: I plan to attend virtually:                                      Yes <input type="checkbox"/> No <input type="checkbox"/>		

Participants are hereby informed that the personal data they submit will be processed in line with the [Agency's Personal Data and Privacy Policy](#) and is collected solely for the purpose(s) of reviewing and assessing the application and to complete logistical arrangements where required.





# Grant Application Form

## Workshop on Preparation, Conduct and Evaluation of Exercises to Test Preparedness and Response for a Nuclear or Radiological Emergency IAEA Headquarters, Vienna, Austria 25 - 29 July 2022

To be completed by the applicant and sent to the competent national authority (e.g. Ministry of Foreign Affairs, Permanent Mission to the IAEA, or National Atomic Energy Authority) of his/her country for subsequent transmission to the International Atomic Energy Agency (IAEA) either by email to: [Official.Mail@iaea.org](mailto:Official.Mail@iaea.org) or by fax to: +43 1 26007 (no hard copies needed). Please also send a copy by email to the Scientific Secretary [S.Horvitz@iaea.org](mailto:S.Horvitz@iaea.org) and to the Administrative Secretary [A.Santoyo-Galvan@iaea.org](mailto:A.Santoyo-Galvan@iaea.org).

### Deadline for receipt by IAEA through official channels: 30 May 2022

Family name(s): (same as in passport)	First name(s): (same as in passport)	Mr/Ms:
Mailing address:	Tel.:	
	Fax:	
	Email:	
Date of birth (yy/mm/dd):	Nationality:	
I plan to attend virtually:	Yes <input type="checkbox"/> No <input type="checkbox"/>	

#### 1. Education (post-secondary):

Name and place of institution	Field of study	Diploma or Degree	Years attended	
			from	to

#### 2. Recent employment record (starting with your present post):

Name and place of employer/ organization	Title of your position	Type of work	Years worked	
			from	to

#### 3. Description of work performed over the last three years:

#### 4. Institute's/Member State's programme in field of event:

Date: \_\_\_\_\_ Signature of applicant: \_\_\_\_\_

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**Date:** **Name, signature and stamp of Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority** \_\_\_\_\_