



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>

In reply please refer to: EVT2104289

Dial directly to extension: (+43 1) 2600-22704

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 **Regional Workshop on Capacity Building and Competence Assessment for Regulatory Bodies** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **5 to 9 September 2022**.

The purpose of the event is to exchange experience related to the methodology for the Systematic Assessment of Regulatory Competence Needs.

The attached Information Sheet provides further details of the event.

The event will be held in English.

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

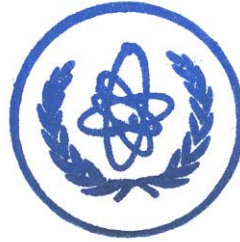
The IAEA is generally not in a position to bear the travel and other costs of participants in the event. The IAEA has, however, limited funds at its disposal to help meet the cost of attendance of certain participants. Upon specific request, such assistance may be offered to normally one participant 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(s) 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.

Designations should be submitted to the IAEA through the competent national authority (Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) not later than **30 June 2022** using the attached Participation Form (Form A). Completed and authorized Participation Forms should be sent either by email to: Official.Mail@iaea.org or by fax to: +43 1 26007 (no hard copies needed). Copies should be sent by email to the Scientific Secretary of the event, Mr Guido Bracke, Office of Safety and Security Coordination, Department of Nuclear Safety and Security (Email: G.Bracke@iaea.org), and to the Administrative Secretary, Ms Dilya Kochkarova (Email: D.Kochkarova@iaea.org). The Scientific Secretary of the event will liaise with the participants directly concerning further arrangements, including travel details, as appropriate, once the official designations have been received.

Should Governments wish, in addition, to appoint one or more observers to assist and advise the designated participants, they are kindly requested to inform the IAEA of the names and contact details of any such observers by the above date. In accordance with the established rules, Governments are expected to bear the cost of attendance of any observers they may send to IAEA events. Compensation is not payable by the IAEA for any damage to or loss of observers' personal property or for illness, injury or death occurring while travelling to or in connection with their attendance at IAEA events.

The Secretariat of the International Atomic Energy Agency avails itself of this opportunity to renew to the IAEA's Member States the assurances of its highest consideration.



2022-05-27

Enclosures: Information Sheet
 Participation Form (Form A)
 Grant Application Form (Form C)



IAEA

International Atomic Energy Agency

Atoms for Peace and Development

European and Central Asian Nuclear Safety Network (EuCAS)

Regional Workshop on Capacity Building and Competence Assessment for Regulatory Bodies

IAEA Headquarters, Vienna, Austria

5–9 September 2022

Ref. No.: EVT2104289

Information Sheet

Introduction

The Systematic Assessment of Regulatory Competence Needs (SARCoN) is a methodology and an assessment tool, which provides practical guidance on analysing the training and development needs of a regulatory body and, through a gap analysis, guidance on establishing competence needs and how to meet them. SARCoN provides a methodology for two essential complementary elements of the competence management process, developing competence profiles and conducting a competence gap analysis. This, in turn, contributes to the establishment and development of competence of regulatory bodies in all Members States with or embarking on a nuclear power programme and with radiation facilities and activities.

Objectives

The objective of the event is to exchange experience related to the methodology for the Systematic Assessment of Regulatory Competence Needs. This includes the description of the process for developing competency model and framework of regulatory bodies for nuclear and radiation safety,

formulation of competency statements (knowledge, skills and attitudes – KSAs), specifically, for jobs involving technical functions of regulators for nuclear and radiation safety and the usage of the competency assessment tool in establishing existing competencies and identifying gaps.

Target Audience

The regional workshop is open for up to 20 participants (staff members of regulatory bodies or organizations providing technical scientific support to regulatory bodies) and limited provisionally to one (optional two) participant per member state.

Candidates should be professional staff from regulatory bodies, or technical support organizations (TSOs) and should be responsible or involved in human resources development, competence management or planning of training.

As the regional workshop will be conducted in English, participants should have proficiency to follow lectures, to participate in exercises and express themselves in this language.

Working Language(s)

English

Expected Outputs

The expected outputs include lectures / presentations, case studies and exercises on responsibilities and functions of the regulatory body, human resource management for regulatory body, the Systematic Assessment of Regulatory Competence Needs (SARCoN) and strategies for acquiring competences.

Structure

This workshop will include lectures by international experts and IAEA staff as well as national presentations by participants. Practical group sessions will be organized during which participants will be expected to contribute by sharing information on existing practices and future plans for the implementation of competence management in their respective organizations. Furthermore, the use of the SARCoN methodology and tool will be demonstrated through presentations and practical exercises.

Topics

During the regional workshop the following main topics will be presented and discussed:

Competence management, the IAEA four quadrant competence model, assessment of regulatory competence needs, developing regulatory competence profiles. Use of SARCoN IT tool to conduct competence needs assessment. Determine human resource needs for regulators of both nuclear and radiation safety. Recruitment policy and practice, education and training policy and practice. Job descriptions. Development of future actions plans and competence development strategies.

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 June 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 the above deadline.

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

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.

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 June 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:

www.iaea.org/events.

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.

IAEA Contacts

Scientific Secretary:

Mr Guido Bracke

Office of Safety and Security Coordination
Department of Nuclear Safety and Security
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA

Tel.: +43 1 2600 22704

Fax: +43 1 26007

Email: G.Bracke@iaea.org

Technical Officer:

Mr Geza Macsuga

Office of Safety and Security Coordination
Department of Nuclear Safety and Security
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA

Tel.: +43 1 2600 24628

Fax: +43 1 26007

Email: G.Macsuga@iaea.org

Administrative Secretary:

Ms Dilya Kochkarova

Office of Safety and Security Coordination
Department of Nuclear Safety and Security
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA

Tel.: +43 1 2600 26066

Fax: +43 1 26007

Email: D.Kochkarova@iaea.org

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

Participation Form

Regional Workshop on Capacity Building and Competence Assessment for Regulatory Bodies

IAEA Headquarters, Vienna, Austria

5–9 September 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 or by fax to: +43 1 26007 (no hard copies needed). Please also send a copy by email to the Scientific Secretary G.Bracke@iaea.org and to the Administrative Secretary D.Kochkarova@iaea.org.

Participants who are members of an invited organization can submit this form to their organization for subsequent transmission to the IAEA.

Deadline for receipt by IAEA through official channels: 30 June 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	No
Would you prefer to present your paper as a poster?	Yes	No
Title:		

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. Further information can be found in the [Data Processing Notice](#) concerning IAEA InTouch+ platform.

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Family name(s): (same as in passport)	First name(s): (same as in passport)	Mr/Ms:
Mailing address:		Tel.:
		Fax:
		Email:
Date of birth (yyyy/mm/dd):	Nationality:	

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: _____

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