



# **Meeting of the Steering Committee on Regulatory Capacity Building**

**IAEA Headquarters  
Vienna, Austria and virtual participation via Cisco Webex**

**30 September – 4 October 2024**

**Ref. No.: EVT2207992**

## **Information Sheet**

### **Introduction**

In December 2007, a Technical Meeting was held in Vienna to advise the International Atomic Energy Agency (IAEA) on improving training available for regulatory bodies in Member States with nuclear power plants. The meeting reached a broad consensus supporting the establishment of a Steering Committee on Competence of Human Resources for Regulatory Bodies. An action plan was developed during the meetings of the Steering Committee in 2009 and 2010, with a view to supporting the objectives of the Steering Committee’s strategic work programme. Over time, the Steering Committee expanded to include regulators from countries planning to embark on a nuclear power programme and contributed to the development of the Strategic Approach to Education and Training in Nuclear Safety 2013–2020 and its terms of reference, as well as publications in its subject area. The Steering Committee later adopted a revised name – Steering Committee on Regulatory Capacity Building – to better reflect its lines of work. The subsequent meetings of the Steering Committee continued the work of the previous meetings and included specific sessions on topics suggested by the Member States, such as knowledge management and training in all areas of nuclear safety. This 16th meeting of the Steering Committee will allow for a focused exchange of information on the current activities of the IAEA Secretariat and Member States in managing, developing and strengthening regulatory capacities. The meeting will focus on the implementation of the Strategic Approach to Capacity Building in Nuclear Safety and Security 2022–2030 to ensure a consistent and useful approach.

## Objectives

The objectives of the event are to:

- Exchange information on current IAEA and Member State activities related to building and sustaining regulatory capacity in nuclear safety.
- Provide an overview of the implementation of the Strategic Approach to Capacity Building in Nuclear Safety and Security 2022 –2030.
- Discuss the development of national strategies and analyze relevant capabilities.
- Offer practical hands-on sessions allowing the participants to gain experience with the Progress Monitoring System for Nuclear Safety Capacity Building, Global Education and Training Resources, the Regulatory Cooperation Forum, and the Nuclear Safety and Security Online User Interface.
- Discuss general challenges faced by Member States in capacity building; and to plan activities for the strategic approach to regulatory capacity building during the period 2022 – 2030.

## Target Audience

The event is primarily intended for senior staff members with responsibilities for regulatory capacity building from the regulatory bodies of Member States with existing nuclear power plants and from Member States planning to embark on a nuclear power programme. Member States are strongly encouraged to identify women participants.

## 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 **5 July 2024**. 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.

The IAEA may also use the contact details of Applicants to inform them of the IAEA's scientific and technical publications, or the latest employment opportunities and current open vacancies at the IAEA. These secondary purposes are consistent with the IAEA's mandate.

## 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 **5 July 2024**.

## 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:  
<https://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.

## 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

### Mr Geza Macsuga

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

Tel.: +43 1 2600 24628/22514

Fax: +43 1 26007

Email: [G.Macsuga@iaea.org](mailto:G.Macsuga@iaea.org)

## Administrative Secretary

### Ms Asmita Patil

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

Tel.: +43 1 2600 22614

Fax: +43 1 26007

Email: [As.Patil@iaea.org](mailto:As.Patil@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

## Meeting of the Steering Committee on Regulatory Capacity Building

IAEA Headquarters, Vienna, Austria and virtual participation via Cisco Webex

**30 September to 4 October 2024**

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, Mr Geza Macsuga, Division of Nuclear Installation Safety, Department of Nuclear Safety and Security (Email: [G.Macsuga@iaea.org](mailto:G.Macsuga@iaea.org)) and to the Administrative Secretary, Ms Asmita Patil (Email: [As.Patil@iaea.org](mailto:As.Patil@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: 5 July 2024**

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 give a presentation?	Yes	No
Title of presentation:		
I plan to attend virtually:	Yes	No

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.

# Grant Application Form

## Meeting of the Steering Committee on Regulatory Capacity Building

IAEA Headquarters, Vienna, Austria and virtual participation via Cisco Webex

**30 September to 4 October 2024**

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, Mr Geza Macsuga, Division of Nuclear Installation Safety, Department of Nuclear Safety and Security (Email: [G.Macsuga@iaea.org](mailto:G.Macsuga@iaea.org)) and to the Administrative Secretary, Ms Asmita Patil (Email: [As.Patil@iaea.org](mailto:As.Patil@iaea.org)).

**Deadline for receipt by IAEA through official channels: 5 July 2024**

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:	
I plan to attend virtually:	Yes	No

### 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 attended 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**

\_\_\_\_\_