



**IAEA**

International Atomic Energy Agency

*Atoms for Peace and Development*

# **International Workshop for Integrated Regulatory Review Service (IRRS) Team Leaders**

**Vienna International Centre  
Vienna, Austria**

**9–10 October 2023**

**Ref. No.: EVT2003519**

## **Information Sheet**

### **A. Introduction**

Overtime, the Integrated Regulatory Review Service (IRRS) has become one of the most visible and successful peer review services offered by the IAEA to the Member States. This service is recognized as a key instrument to improve nuclear and radiation safety worldwide. Consequently, the Member States' requests for IRRS have significantly increased over the years. Since the first mission held in 2006, more than 130 IRRS initial and follow-up missions have been conducted, mobilizing annually about 120 international experts.

Continuous improvement of the service, building on the experience gained during missions and during international gatherings, is a priority in order to maintain the reputation and success of IRRS, and to deliver all requested missions, consistently, effectively and in a timely and sustainable manner.

In this regard, the role of the IRRS Team Leaders (TL) and Deputy Team Leaders (DTL) is of key importance to ensure an effective and efficient delivery of the missions, and to discuss possible future evolvments of IRRS. Bringing together TL and DTL on a regular basis is a priority objective for the

IAEA to provide an opportunity to step back from and discuss about the missions conducted in the recent years in order to learn and identify further improvements to the service for ensuring that IRRS will continue to make a significant contribution to the enhancement of nuclear and radiation safety worldwide.

## **B. Objectives**

The main purpose of the workshop is to provide a platform for exchange of information, experience and lessons learned from the IRRS missions conducted since 2015, as well as expectations for the IRRS programme for the near future and to explore further improvements in the planning and implementation of the IRRS in a short- and long-term.

The objectives of the meeting are as follows:

- a) Using the experience gained by the Team Leaders and the Deputy Team Leaders of IRRS missions conducted in the past to provide guidance for the Team Leaders and the Deputy Team Leaders of future IRRS missions, with a view to share practical experience and improve consistency and relevance of IRRS.
- b) Sharing and discussing with the Team Leaders and the Deputy Team Leaders of the IRRS Missions information on the on-going work to improve the service and its governance.
- c) Provide input for the revision of the IRRS methodology and guidelines in relation to issues of interest such as: the conduct of complex missions; the synergies with other peer review services; the consideration within IRRS of innovative nuclear technologies; and the review of culture for safety during missions.

## **C. Expected Outputs**

The output of the meeting will be a report containing a set of recommendations for the IAEA and Team Leaders concerning the activities of the Team Leaders, IAEA Coordinators, IRRS Team Members, Liaison Officers and other stakeholders involved in IRRS.

## **D. Working Language(s)**

The working language of the workshop will be English. No interpretation will be provided.

## **E. Target Audience**

This workshop is intended for senior officials from the regulatory bodies experienced in conducting IRRS Missions as Team Leaders and Deputy Team Leaders as well as already identified Team Leaders and Deputy Team Leaders for future missions.

This workshop is organized back-to-back to the International Workshop on Lessons Learned from Integrated Regulatory Review Service (IRRS) Missions, organized on 11 and 12 October 2023 in Vienna too. The participants in International Workshop for Team Leaders for sharing Experiences and Improving the Implementation of the Integrated Regulatory Review Service (IRRS) are encouraged to

participate in both events to ensure a continuity of discussions between both workshops.

## **F. Application Procedure**

Participants should complete the Participation Form (see Attachment A) as soon as possible and send it to the competent official national authorities (Ministry of Foreign Affairs or National Atomic Energy Authority) for transmission to the IAEA Secretariat by email or fax. No hard copies are needed. The completed participation form should arrive no later than **11 August 2023**.

Designations received after that date or applications sent directly by individuals cannot be considered.

Full details will be given in due course on the procedures to be followed with regard to administrative and financial matters.

## **G. 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 11 August 2023.

## **A. H. Additional Information**

The workshop will be held in Press Room in M building at the Vienna International Centre (VIC), and will start on Monday, 9 October 2023 at 09.00 a.m. and end at 5.00 p.m. on Tuesday, 10 October 2023. The workshop agenda will be sent to designated participants once the completed Participation Forms have been received.

It is organized back-to-back to the International Workshop on Lessons Learned from Integrated Regulatory Review Service (IRRS) Missions, organized on 11 and 12 October 2023.

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 web page: [Guide to the Vienna International Centre \(VIC\) | IAEA](#).

Participants are advised to arrive at Checkpoint 1/Gate 1 of the VIC one hour before the start of the workshop 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.

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.

## **I. Organization**

### **Scientific Secretaries**

#### **Mr Jean-René Jubin**

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 22040  
Fax: +43 1 26007  
Email: [J.Jubin@iaea.org](mailto:J.Jubin@iaea.org)

#### **Mr Jovica Bosnjak**

Division of Radiation, Transport and Waste Safety  
Department of Nuclear Safety and Security  
International Atomic Energy Agency  
Vienna International Centre  
PO Box 100  
1400 VIENNA  
AUSTRIA  
Tel.: +43 1 2600 26559  
Fax: +43 1 26007  
Email: [J.Bosnjak@iaea.org](mailto:J.Bosnjak@iaea.org)

### **Administrative Secretary**

#### **Ms Martina Bishop Lasovska**

Division of Radiation, Transport and Waste Safety  
Vienna International Centre  
PO Box 100,  
1400 Vienna,  
AUSTRIA  
Tel.: +43 1 2600 26495  
Fax: +43 1 26007 22544  
Email: [M.Bishop-Lasovska@iaea.org](mailto:M.Bishop-Lasovska@iaea.org)

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

# Participation Form

## International Workshop for Integrated Regulatory Review Service Team Leaders

**Vienna, Austria**

**9–10 October 2023**

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 Secretaries, [J.Jubin@iaea.org](mailto:J.Jubin@iaea.org) and [J.Bosnjak@iaea.org](mailto:J.Bosnjak@iaea.org) and to the Administrative Secretary [M.Bishop-Lasovska@iaea.org](mailto:M.Bishop-Lasovska@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: 11 August 2023**

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:	

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.

# Grant Application Form

## International Workshop for Integrated Regulatory Review Service Team Leaders

**Vienna, Austria**

**9–10 October 2023**

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 Secretaries, [J.Jubin@iaea.org](mailto:J.Jubin@iaea.org) and [J.Bosnjak@iaea.org](mailto:J.Bosnjak@iaea.org) and to the Administrative Secretary [M.Bishop-Lasovska@iaea.org](mailto:M.Bishop-Lasovska@iaea.org).

**Deadline for receipt by IAEA through official channels: 11 August 2023**

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**

\_\_\_\_\_