



Regional Training Course on Train-the-Trainers for Radiation Protection Officers

Hosted by

The Government of Bulgaria

through the

Bulgarian Nuclear Regulatory Agency (BNRA)

Sofia, Bulgaria

17 to 21 November 2025

Ref. No.: TN-RER9162-2500545

Information Sheet

Purpose

The purpose of the event is to train participants on the role and competence of a radiation protection officer at medical and industrial facilities, and on how to design and deliver a training programme for radiation protection officers.

Working Language(s)

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

Deadline for Nominations

Nominations received after 29 August 2025 will not be considered.

Project Background

Building competence through education and training in radiation safety is fundamental to establishing a comprehensive and sustainable national infrastructure for radiation safety, which is essential for protecting people from the harmful effects of radiation.

A key figure in achieving safety at facilities and activities is the radiation protection officer, “a person technically competent in radiation protection matters relevant to a given type of practice who is designated by the registrant, licensee, or employer to oversee the application of regulatory requirements”, as defined in the GSR Part 3. Therefore, the availability of radiation protection officers with adequate competence in radiation safety is crucial for the effectiveness of such an infrastructure.

To this end, one of the outputs of project RER9162 is aimed at supporting Member States in training radiation protection officers. One of the most effective means to develop competencies sustainably and optimally for such a numerous group of personnel is through the train-the-trainers approach. Along with this training, participants receive comprehensive materials that they can use in their future training activities.

Scope and Nature

The course will be very interactive, and the participants are expected to contribute to all the individual and group exercises. They will also need to prepare some individual work after the sessions. The training will provide presentations on the role, duties and competence needs for radiation protection officers, planning lessons, communication with a group and using teaching aids. Furthermore, it will provide a forum for discussion. Several resources for future training activities will also be shared.

It is expected that, after the course, the participants will play a very active role in the training of radiation protection officers in their countries and that, as a result, the Member States will have:

- i) In the short term: greater number of qualified instructors;
- ii) In the medium term: a greater number of radiation protection officers in medical and industrial facilities with adequate competence in radiation safety;
- iii) In the long term: a strengthened radiation safety infrastructure.

Participation

The regional Train-the-Trainers

Course is open to 25 participants from Member States participating in this project.

Participants' Qualifications and Experience

Participants will have secondary or tertiary education with a relevant technical or scientific background in the field of radiation safety. They should be very familiar with the role and duties of the radiation protection officer, as provided in the International Basic Safety Standards. Radiation Protection Officer is defined in the International Basic Safety Standards (GSR Part 3) as “a person technically competent in radiation protection matters relevant for a given type of practice who is designated by the registrant, licensee or employer to oversee the application of regulatory requirements”.

Participants are expected to become trainers of radiation protection officers at medical and industrial facilities in their countries; as such they shall be working for service providers of training in radiation protection. Candidates working for the regulatory body and responsible for establishing requirements (and exercising regulatory control) over education and training in radiological protection and safety may be also accepted.

Nominees are required to provide detailed information about the training activities they are involved with in the “DESCRIPTION OF WORK” section of the Nomination Form. Failure to include this information may result in the nomination being rejected.

During the selection process, consideration will also be given to how the nominee's country plans to utilize the training received (e.g., to train radiation protection officers). This should be clearly explained in the “OBJECTIVES FROM THE GOVERNMENT'S POINT OF VIEW” section of the Nomination Form.

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 (EVT2500545) 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 training course 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.

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