



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

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In reply please refer to: EVT2003519

Dial directly to extension: (+43 1) 2600-22040

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 **International Workshop for Team Leaders for Sharing Experiences and Improving the Implementation of the Integrated Regulatory Review Service** (hereinafter referred to as "event") to be held in Ottawa, Canada, from **6 to 9 December 2022**.

The purpose of the event is to provide a platform for Integrated Regulatory Review Service (IRRS) Team Leaders to exchange of information, experience and lessons learned from the IRRS missions conducted since 2015, to discuss the future expectations for the IRRS programme and to explore further improvements in the planning and implementation of the IRRS in the longer term.

The attached Information Sheet provides further details of the event.

The event will be held in English.

Member States are invited to designate participants who are experienced in conducting IRRS Missions as Team Leaders and/or Deputy Team Leaders as well as already identified Team Leaders and Deputy Team Leaders for future missions. 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 participants 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 September 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 Jean-René Jubin, Division of Nuclear Installation Safety, Department of Nuclear Safety and Security (Email: J.Jubin@iaea.org), and to the Administrative Secretary, Ms Olga Rebikova (Email: O.Rebikova@iaea.org). The Scientific Secretary of the event will liaise with the participants directly concerning further arrangements, including travel details, as appropriate, once official designations have been received.

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.



2022-07-21

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



IAEA

International Atomic Energy Agency

Atoms for Peace and Development

International Workshop for Team Leaders for Sharing Experiences and Improving the Implementation of the Integrated Regulatory Review Service

Hosted by the

Government of Canada

through the

Canadian Nuclear Safety Commission

Ottawa, Canada

6–9 December 2022

Ref. No.: EVT2003519

Information Sheet

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 120 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 evolutions 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.

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:

- 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.
- 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.
- Providing 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.

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.

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.

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 September 2022**.

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

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 September 2022**.

Visas

Participants who require a visa to enter Canada should submit the necessary application as soon as possible to the nearest diplomatic or consular representative of Canada.

Organization

Scientific Secretary

Mr Jean-René Jubin

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Department of Nuclear Safety and Security
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AUSTRIA

Tel.: +43 1 2600 22040

Fax: +43 1 26007

Email: J.Jubin@iaea.org

Co-Scientific Secretary

Mr Ronald Pacheco Jiménez

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Email: R.Pacheco.Jimenez@iaea.org

Administrative Secretary

Ms Olga Rebikova

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

Tel.: +43 1 2600 24287

Fax: +43 1 26007

Email: O.Rebikova@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

International Workshop for Team Leaders for Sharing Experiences and Improving the Implementation of the Integrated Regulatory Review Service

Ottawa, Canada

6–9 December 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, J.Jubin@iaea.org and to the Administrative Secretary O.Rebikova@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 September 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:	

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.

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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 _____