



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

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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 **Training Course for Reviewers in Integrated Regulatory Review Service Missions** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **17 to 20 April 2023**.

The purpose of the event is to provide information and guidance to senior staff from regulatory bodies who will take part in future Integrated Regulatory Review Service (IRRS) missions and who are not yet fully familiar with the IRRS process and the conduct of such missions. The training will include a simulation of certain elements of the IRRS mission process.

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 two staff members (senior regulators with long lasting experience in their field) of regulatory bodies as participants for the 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 course. 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 IRRS programme. The application for financial support should be made informally at the time of designating the participant.

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 **9 January 2023** 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 Secretaries of the event, Mr Geza Macsuga, Division of Nuclear Installation Safety, Department of Nuclear Safety and Security (Email: G.Macsuga@iaea.org) and Ms Vasiliki Kamenopoulou, Division of Radiation, Transport and Waste Safety, Department of Nuclear Safety and Security (Email: V.Kamenopoulou@iaea.org), and to the Administrative Secretaries, Mr Mario Dani (Email: M.Dani@iaea.org) and Ms Martina Bishop Lasovska (Email: M.Bishop-Lasovska@iaea.org). The Scientific Secretaries of the event will liaise with the participants directly concerning further arrangements, including travel details, as appropriate, once the official designations have been received. The attached Datasheet for Potential IRRS Reviewers should also be filled in and submitted for each designated participant.

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.



2022-12-13

Enclosures: Information Sheet

Participation Form (Form A)

Data Sheet



IAEA

International Atomic Energy Agency

Atoms for Peace and Development

Training Course for Reviewers in Integrated Regulatory Review Service Missions

**IAEA Headquarters
Vienna, Austria**

17–20 April 2023

Ref. No.: EVT2204629

Information Sheet

Introduction

The Integrated Regulatory Review Service (IRRS) was established by the International Atomic Energy Agency (IAEA) to strengthen and enhance the effectiveness of national regulatory infrastructure for nuclear, radiation, radioactive waste and transport safety whilst recognizing the ultimate responsibility of each State to ensure safety in these areas.

The team members of IRRS missions are recruited from IAEA Member States, the staff of the IAEA Secretariat, and consultants from outside the IAEA Secretariat. Those recruited from Member States should be senior regulators with long lasting experience in specific topics (as mentioned in the data sheet) and with good knowledge of the relevant IAEA safety standards. For this specific training cycle, there is an increased need for experts in the field of transport of radioactive materials and in the field of the management system of regulatory bodies.

This event aims to train senior nuclear and radiation safety experts who are likely to participate as IRRS reviewers in States with nuclear installations (e.g. nuclear power reactors, research reactors, fuel cycle facilities, etc.) and/or facilities and activities with radiation sources. This event is conducted by the IAEA and co-funded by the European Union.

The event will be highly interactive. Participants will receive reference material for a simulated IRRS mission in advance of the event and will be asked to review it as if they were preparing for a real IRRS mission, including preparation of the written feedback report of initial impressions on the Advance Reference Material before the training course starts. To ensure the effectiveness of the training, participants are expected to allocate between three to four days to review the documentation provided and prepare for the event. During the event, the participants will take part in practical sessions to simulate the conduct of an IRRS mission, including interviews and report writing.

Objectives

The purpose of the event is to provide information and guidance to senior staff from regulatory bodies who will take part in future IRRS missions and who are not yet fully familiar with the IRRS process and the conduct of such missions.

Target Audience

The event is primarily intended for nuclear and radiation safety regulatory staff with the responsibility of implementing core regulatory functions and has been designed for a maximum of 40 participants in total. Designated participants should not have participated in past IRRS missions and should not have attended this course in the past.

Working Language(s)

The event will be held in English. No interpretation will be provided.

Topics

The following topics will be covered during the event:

- IRRS objectives and the IRRS process;
- Use of IAEA safety standards as the basis for the IRRS process;
- The preparatory phase of an IRRS mission;
- Responsibilities and roles of IRRS mission team members;
- Methodology and conduct of the IRRS review;
- Evaluation and documentation of observations;
- Preparation of findings;
- Report writing;

- IRRS mission schedule; and
- IRRS follow-up missions.

Participation and Registration

All persons wishing to participate in the event have to be designated by the regulatory bodies for nuclear and radiation safety in IAEA Member States.

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 **9 January 2023**. 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.

Please note that the IAEA is in a transition phase to manage the entire registration process for all regular programme events electronically through the new InTouch+ (<https://intouchplus.iaea.org>) facility, which is the improved and expanded successor to the InTouch platform that has been used in recent years for the IAEA's technical cooperation events. Through InTouch+, prospective participants will be able to apply for events and submit all required documents online. National authorities will be able to use InTouch+ to review and approve these applications. Interested parties that would like to use this new facility should write to: InTouchPlus.Contact-Point@iaea.org.

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 informally together with the submission of the **Participation Form (Form A)** by **9 January 2023**.

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:

<http://www-pub.iaea.org/iaeaevents/GeneralInfo/Guide/VIC>.

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.

Application Procedures

Designations should be submitted on the attached Participation Form (Form A). The attached Datasheet for Potential IRRS Reviewers should also be filled in and submitted for each designated participant. Completed forms should be endorsed by the competent national authority (e.g. Ministry of Foreign Affairs, Permanent Mission to the IAEA, or National Atomic Energy Authority), and returned through the established official channels. They must be received by the IAEA not later than **9 January 2023**. Non-completed application forms have to be rejected. Designations received after that date or applications sent directly by individuals or by private institutions cannot be considered.

Designating governments will be informed in due course of the names of the selected candidates.

Additional Information

Material for the preparatory work to be done prior to the event will be sent to the pre-selected candidates by **23 January 2023**. Pre-selected candidates are expected to send their preparatory work to the Scientific Secretaries of the event (see the contact details below) by **6 February 2023**. Final selection of participants will be made and the course agenda, together with information on local arrangements, will be sent by **20 February 2023** on the basis of the preparatory work received.

During the event, the participants' performance will be assessed with consideration of their knowledge in technical areas, including the understanding and use of IAEA safety standards, as well as the skills and attitude necessary for being an IRRS reviewer.

IAEA Contacts

Scientific Secretaries:

Mr Geza Macsuga

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Administrative Secretaries:

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

Participation Form

Training Course for Reviewers in Integrated Regulatory Review Service Missions

IAEA Headquarters, Vienna, Austria

17 to 20 April 2023

To be completed by the participant and sent to the competent official 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 Secretaries G.Macsuga@iaea.org and V.Kamenopoulou@iaea.org and to the Administrative Secretaries M.Dani@iaea.org and 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: 9 January 2023

Family name(s): (same as in passport)	First name(s): (same as in passport)	Mr/Ms
Institution:		
Full address:		
Tel.:		
Email:		
Nationality:	Representing following Member State/non-Member State/entity or invited organization:	
Mailing address (if different from address indicated above):		



Datasheet for Potential IRRS Reviewers

This datasheet aims at collecting information on expertise areas of potential reviewers in IRRS missions. The personal data will be used solely for collecting general information on available expertise and will not be provided to any third party outside the IAEA.

Family name:		
Given name(s):		
Country of origin:		
Current organization:		Since:
Current position:		Since:
Email address:		
Telephone number:		

Expertise in IRRS modules and topics

Please tick the boxes for modules and facilities and activities and/or exposure types and situations in which you have proven expertise.

IRRS modules

Module 1: Responsibilities and functions of government	<input type="checkbox"/>
Module 2: Global nuclear safety regime	<input type="checkbox"/>
Module 3: Responsibilities and functions of the regulatory body	<input type="checkbox"/>
Module 4: Management system	<input type="checkbox"/>
Module 5: Authorization	<input type="checkbox"/>
Module 6: Review and assessment	<input type="checkbox"/>
Module 7: Inspection	<input type="checkbox"/>
Module 8: Enforcement	<input type="checkbox"/>
Module 9: Regulations and guides	<input type="checkbox"/>
Module 10: Emergency preparedness and response	<input type="checkbox"/>
Module 11: Interfaces with nuclear security	<input type="checkbox"/>
Module 12: Countries embarking on nuclear power programmes	<input type="checkbox"/>

Facilities and activities

Nuclear power plants	<input type="checkbox"/>
Research reactors	<input type="checkbox"/>
Fuel cycle facilities	<input type="checkbox"/>
Radiation source facilities and activities	<input type="checkbox"/>
Radioactive waste management facilities	<input type="checkbox"/>
Decommissioning	<input type="checkbox"/>
Transport	<input type="checkbox"/>

Exposure types and situations

Occupational exposure	<input type="checkbox"/>
Medical exposure	<input type="checkbox"/>
Existing exposure situations (including radon, naturally occurring radioactive material, past practices, remediation)	<input type="checkbox"/>
Public exposure (including environmental monitoring, control of radioactive discharges, clearance)	<input type="checkbox"/>

Date