



Regional Workshop on Regulatory Enforcement and Inspection

Hosted by

The Government of Albania

through the

Radiation Protection Office

Tirana, Albania

16 to 20 December 2019

Ref. No.: ME-RER9148-1906204

Information Sheet

Purpose

The purpose of the event is to discuss different ways to improve the national systems for inspection and enforcement of radiation facilities.

Working Language

The working language of the event will be English.

Deadline for Nominations

Nominations received after **22 October 2019** will not be considered.

Project Background

This event is organized under the scope of the technical cooperation project RER/9/148, “Strengthening the Regulatory Infrastructure for Radiation Safety”. The objective of the project is to achieve and maintain effective and sustainable regulatory infrastructures for safety in accordance with the relevant IAEA safety standards and guidance aimed to enhance effectiveness of the regulatory programmes.

Scope and Nature

The workshop consists of national presentations, lectures, discussion sessions and practical exercises. The workshop will begin with participants’ presentations of the status of the inspection and enforcement programme in their home country, including the scope and completeness analysis (gap analysis) using as a benchmark the IAEA GSR Part 1 (Rev.1) requirements. The workshop is aimed at in depth discussion of inspection and enforcement requirements and practice in the participating countries and the implementation of IAEA standards for these regulatory processes in the Member States. These discussions should reveal the ways good practices and gaps in the existing inspection and enforcement procedures and practices and harmonize them with the appropriate IAEA safety standards. A national action plan for improvement in the area of regulatory inspection and enforcement should be developed.

Participants will exchange information in the area of inspection and enforcement on: legal requirements; tools; coordination with other national competent agencies; graded approach; policy; regulatory body resources/needs; challenges; records and management systems.

Participation

The workshop is open to 15 participants from the following Member States participating in RER/9/148: Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Greece, Malta, Montenegro, North Macedonia, Portugal, Serbia, Slovenia and Turkey.

Participants’ Qualifications and Experience

1. The participants should be staff members of the authority/authorities that according to the national legislation are responsible for radiation safety inspections and enforcement of the radiation safety regulations’ requirements and licensing conditions. Inspection and enforcement organizing/conducting should be part of their documented official duties.
2. Participants should have basic training in regulatory inspection and enforcement. The participants should be knowledgeable in national inspection and enforcement policy and procedures.
3. The participants should actively participate in national regulatory activities for radiation sources.
4. The workshop will be conducted in English and therefore participants should have sufficient proficiency in this language to participate without difficulty.

Application Procedure

Candidates wishing to apply for this event should follow the steps below:

1. Access the IAEA TALEO page (<https://iaea.taleo.net/careersection/ex/jobsearch.ftl>) and complete the Candidate Profile.
2. Be registered on the Nucleus page of the IAEA (<https://nucleus.iaea.org/>).
3. Through Nucleus, access the InTouch+ platform where the Profile is completed (My Profile tab) (<https://nucleus.iaea.org/Pages/InTouchPlus.aspx>).
NOTE: The email used for TALEO and Nucleus must be the same. If not, the candidate's profile will not appear complete.
4. On the InTouch + platform, under the 'My InTouch +' tab, the candidate needs to:

- a. select the institute / organization that he/she works at / represents ('My Institute' section);
- b. click on the link called '**Refresh Personal History Form**' to update the system, *otherwise the nominations submitted will have these fields empty and it will not be possible to evaluate them during the selection of candidates* ('IAEA Recruitment Platform' section).

NOTE: Once the above steps are finalized, the candidate's profile will appear as completed and he/she can apply for Technical Cooperation events.

5. In the InTouch+ platform (<https://intouchplus.iaea.org>), in the 'Applications' tab, search by the event number provided in the invitation.

The help for each step is located at the top of the page. For additional help on how to register, create a profile and apply for an event, please refer to the online guide and training videos available under the following links: [how-to guide](#) and [training videos](#). Any issues or queries related to the new system can be addressed to InTouchPlus.Contact-Point@iaea.org or TC-AIPS-PL4.Contact-point@iaea.org.

Should this not be possible, applicants may download the Nomination Form for the ME from the IAEA website <https://www.iaea.org/services/technical-cooperation-programme/how-to-participate>.

Applications should contain sufficient information to establish that the nominees have the required qualifications. Please note that the information regarding LANGUAGE SKILLS, EDUCATION AND WORK EXPERIENCE is exported from TALEO. If an applicant's profile in TALEO is not updated, the information in INTOUCH+ for these sections appears as empty and the candidates cannot be evaluated. Completed applications need to be endorsed by the relevant national authority, i.e. the National Liaison Office and submitted through the established official channels.

Administrative and Financial Arrangements

Nominating authorities will be informed in due event 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 American Express, or a travel grant, 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 event, 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.

IAEA Contacts

Programme Management Officer (responsible for substantive matters):

Ms Ludmila Wiszczor
Division for Europe
Department of Technical Cooperation
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA
Tel.: +43 1 2600 22419
Fax: +43 1 26007
Email: L.Wiszczor@iaea.org

Administrative Contact (responsible for administrative matters):

Ms Kseniya Stanisheuskaya
Division for Europe
Department of Technical Cooperation
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA
Tel.: +43 1 2600 24561
Fax: +43 1 26007
Email: K.Stanisheuskaya@iaea.org