



*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: **EVT1901876**  
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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 **Train the Trainers Workshop on the International Nuclear and Radiological Event Scale** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **2 to 6 December 2019**.

The purpose of the event is to familiarize the INES National Officers with the 2019 update of the INES User Manual, including the rating methodology and communicating with the public.

The attached Information Sheet provides further details of the event.

The event will be held in English.

Member States are invited to designate one participant for this 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 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 **1 October 2019** using the attached Participation Form (Form A). Completed and authorized Participation Forms should be sent either by email to: [Official.Mail@iaea.org](mailto: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 Peter Kaiser, Incident and Emergency Centre, Department of Nuclear Safety and Security (Email: [P.Kaiser@iaea.org](mailto:P.Kaiser@iaea.org)), and to the Administrative Secretary, Ms Maria Cristina Strimbeanu (Email: [C.Strimbeanu@iaea.org](mailto:C.Strimbeanu@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 assure the IAEA's Member States of its highest consideration.



2019-08-29

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



# **Train the Trainers Workshop on the International Nuclear and Radiological Event Scale**

**IAEA Headquarters  
Vienna, Austria**

**2–6 December 2019**

**Ref. No.: EVT1901876**

## **Information Sheet**

### **Introduction**

The International Nuclear and Radiological Event Scale (INES) facilitates the clear and consistent communication of the safety significance and the associated radiation risk of nuclear and radiological events to interested parties. The scope of INES covers a wide range of events that may occur at facilities and during activities involving sources of ionizing radiation. By using INES to put these events into proper perspective, a common understanding regarding their nature and severity can be reached among technical experts, the media and the public.

This workshop introduces the new 2019 Edition of the INES User's Manual that consolidates the rating methodology and addresses issues about the communication of events. It supersedes the 2008 Edition and incorporates information provided in the IAEA's 2014 publication *The Use of INES for Event Communication*. Further, the 2019 Edition reflects lessons learned from events since 2008, in particular from the Fukushima Daiichi accident, and provides updated guidance for rating the safety significance of events and for effectively using the assessed level to communicate with different audiences.

## Objectives

- The purpose of the workshop is to present the International Nuclear and Radiological Event Scale (INES) as a tool for communicating to the public and other interested parties the safety significance of events the safety significance and the associated radiation risk of nuclear and radiological.
- The workshop programme provides participants a thorough overview of the rating methodology as presented in the recently revised INES User Manual 2019 Edition, currently being prepared for publication.
- The practical sessions will strengthen participants' knowledge of the rating system and its implementation.

## Target Audience

The workshop is intended for officially designated INES National Officers. Participants should ideally be involved:

- in rating the safety significance of nuclear and radiological events on INES and
- in communicating such ratings to the public and media, such as experts from operating organizations, as well as from regulatory and other governmental bodies that deal with the evaluation of events and the subsequent communication of the INES ratings.

The workshop is open to up to 40 participants from the invited Member States.

## 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 **1 October 2019**. 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 above deadline.

Selected participants will be informed in due course on the procedures to be followed with regard to administrative and financial matters.

## 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 **1 October 2019**.

## 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.

# Organization

## Scientific Secretary

### **Mr Peter Kaiser**

Incident and Emergency Centre  
Department of Nuclear Safety and Security  
International Atomic Energy Agency  
Vienna International Centre  
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1400 VIENNA  
AUSTRIA

Tel.: +43 1 2600 22502

Fax: +43 1 26007

Email: [P.Kaiser@iaea.org](mailto:P.Kaiser@iaea.org)

## Administrative Secretary

### **Ms Maria Cristina Strimbeanu**

Incident and Emergency Centre  
Department of Nuclear Safety and Security  
International Atomic Energy Agency  
Vienna International Centre  
PO Box 100  
1400 VIENNA  
AUSTRIA

Tel.: +43 1 2600 22729

Fax: +43 1 26007

Email: [C.Strimbeanu@iaea.org](mailto:C.Strimbeanu@iaea.org)

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

# Participation Form

## Train the Trainers Workshop on the International Nuclear and Radiological Event Scale

**IAEA Headquarters, Vienna, Austria**

**2–6 December 2019**

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 Secretary [P.Kaiser@iaea.org](mailto:P.Kaiser@iaea.org) and to the Administrative Secretary [C.Strimbeanu@iaea.org](mailto:C.Strimbeanu@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: 1 October 2019**

Family name: (e.g. Smith)	First name(s): (e.g. John)	Mr/Ms
Institution:		
Full address:		
Tel. (Fax):		
Email:		
Nationality:	Representing following Member State/non-Member State/entity or invited organization:	
If/as applicable:		
Do you intend to submit a paper?	Yes	No
Would you prefer to present your paper as a poster?	Yes	No
Title:		





# Grant Application Form

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**Deadline for receipt by IAEA through official channels: 1 October 2019**

Family name: (e.g. Smith)	First name(s): (e.g. John)	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 attended 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

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