



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

Vienna International Centre, PO Box 100, 1400 Vienna, Austria
Phone: (+43 1) 2600 • Fax: (+43 1) 26007
Email: Official.Mail@iaea.org • Internet: <https://www.iaea.org>

In reply please refer to: **EVT2002399**
Dial directly to extension: (+43 1) 2600-21236

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 **Workshop on Regulatory Body Communication and Consultation with Interested Parties** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **14 to 17 December 2020**.

The purpose of the event is to provide regulatory bodies with guidance on effectively interacting with interested parties when establishing the safety infrastructure for a nuclear power programme.

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 more participants to represent the Government at 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 **30 October 2020** 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 Masahiro Aoki, Division of Nuclear Installation Safety, Department of Nuclear Safety and Security (Email: M.Aoki@iaea.org), Mr Jean-René Jubin, Division of Nuclear Installation Safety (Email: J.Jubin@iaea.org), Ms Chung Ah Cho, Office of Safety and Security Coordination (C.A.Cho@iaea.org), and to the Administrative Secretary, Ms Christa Maria Cermak (Email: C.M.Cermak@iaea.org). The Scientific Secretaries of the event will liaise with the participants directly concerning further arrangements, including travel details, as appropriate, once official designations have been received

Should Governments wish, in addition, to appoint one or more observers to assist and advise the designated participants, they are kindly requested to inform the IAEA of the names and contact details of any such observers by the above date. In accordance with the established rules, Governments are expected to bear the cost of attendance of any observers they may send to IAEA events. Compensation is not payable by the IAEA for any damage to or loss of observers' personal property or for illness, injury or death occurring while travelling to or in connection with their attendance at IAEA events.

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.



2020-06-30

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



Workshop on Regulatory Body Communication and Consultation with Interested Parties

**IAEA Headquarters
Vienna, Austria**

14–17 December 2020

Ref. No.: EVT2002399

Information Sheet

Introduction

A key responsibility of the regulatory body, as expressed by the IAEA Safety Fundamentals, is to set up appropriate means of informing interested parties and to consult them, as appropriate, in an open and inclusive process. Communication and consultation with interested parties are also strategic instruments that support the regulatory body in performing its regulatory functions to verify and assess safety in compliance with safety requirements. To be effective, the regulatory body should have a deep-rooted value of openness, transparency and accountability to interested parties. Rather than just providing information, the regulatory body should engage positively with all parties: listening, responding, seeking to learn and taking account of alternative views.

In order to support the States either considering the introduction of nuclear power or expanding an existing nuclear power programme to apply the IAEA Safety Standards in the development of a sustainable safety infrastructure, the IAEA has published SSG-16 Establishing the Safety Infrastructure for a Nuclear Power Programme. The safety element of SSG-16 on Transparency and Openness describes the recommended actions for transparent and open communication and interaction for providing interested parties with an opportunity to gain a realistic and credible of nuclear power programme implications, benefits and risks in order for them to form knowledgeable opinions and make fully informed decisions.

This workshop is organized under the auspices of the Regulatory Cooperation Forum (RCF) and the Asian Nuclear Safety Network (ANSN).

Objectives

The purpose of the event is to provide regulatory bodies with guidance on effectively interacting with interested parties when establishing the safety infrastructure for a nuclear power programme. The focus will be on the understandings and knowledge on provisions to be in place to ensure effective communication and consultation, about the importance to have a strategic approach and the need to monitor and assess the effectiveness of communication activities to help achieve regulatory bodies' objectives.

The workshop will be an opportunity to share information on lessons learned and best practices in continuous performance improvement in the area of communication for safety.

Target Audience

This workshop is intended for mid-level managers and junior technical experts from regulatory bodies who have or will have responsibilities in the area of communication in the RCF recipient Members and participating Members of the ANSN.

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 October 2020**. 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.

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 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 October 2020**.

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 Masahiro Aoki

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

Tel.: +43 1 2600 21236

Fax: +43 1 26007

Email: M.Aoki@iaea.org

Co-Scientific Secretaries

Mr Jean-René Jubin

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

Tel.: +43 1 2600 22040

Fax: +43 1 26007

Email: J.Jubin@iaea.org

Ms Chung Ah Cho

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

Tel.: +43 1 2600 25932

Fax: +43 1 26007

Email: C.A.Cho@iaea.org

Administrative Secretary

Ms Christa Maria Cermak

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

Tel.: +43 1 2600 22514

Fax: +43 1 26007

Email: C.M.Cermak@iaea.org

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

Participation Form

Workshop on Regulatory Body Communication and Consultation with Interested Parties

IAEA Headquarters, Vienna, Austria

14–17 December 2020

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 Secretaries M.Aoki@iaea.org, J.Jubin@iaea.org, C.A.Cho@iaea.org and to the Administrative Secretary C.M.Cermak@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 October 2020

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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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 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
