



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: EVT1904224
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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 **Technical Meeting on Managing Regulatory Experience** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **27 to 30 October 2020**.

The purpose of the event is to discuss the concept of regulatory experience and the processes for identifying and using lessons learned to enhance regulatory effectiveness.

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 to represent the Government at this event. Member States are strongly encouraged to identify suitable women participants.

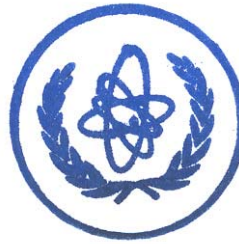
The IAEA is generally not in a position to bear the travel and other costs of participants in the event. The IAEA has, however, limited funds at its disposal to help meet the cost of attendance of certain participants. Upon specific request, such assistance may be offered to normally one participant 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 **14 September 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 Secretary of the event, Mr Zia Hussain Shah, Division of Nuclear Installation Safety, Department of Nuclear Safety and Security (Email: Z.H.Shah@iaea.org), and to the Administrative Secretary, Ms Minitha Poikudiyil (Email: M.Poikudiyil@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.

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.



2020-08-11

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



IAEA

International Atomic Energy Agency

Atoms for Peace and Development

Technical Meeting on Managing Regulatory Experience

IAEA Headquarters

Vienna, Austria

27–30 October 2020

Ref. No.: EVT1904224

Information Sheet

A. Background

The IAEA Safety Standards GSR Part 1, Rev. 1, on Governmental, Legal and Regulatory Framework for Safety, Requirement 15 states “the regulatory body shall make arrangements for analysis to be carried out to identify lessons to be learned from operating experience and regulatory experience, including experience in other States, and for the dissemination of the lessons learned and for their use by authorized parties, the regulatory body and other relevant authorities.” Paragraph 3.4 states further that: “The regulatory body shall establish and maintain a means for receiving information from other States, regulatory bodies of other States, international organizations and authorized parties, as well as a means for making available to others lessons learned from operating experience and regulatory experience. The regulatory body shall require appropriate corrective actions to be carried out to prevent the recurrence of safety significant events. This process involves acquisition of the necessary information and its analysis to facilitate the effective utilization of international networks for learning from operating experience and regulatory experience.”

In view of the importance of management of regulatory experience, the IAEA published in 2020 TECDOC No. 1899 on “Effective Management of Regulatory Experience” aimed at overviewing current approaches for collecting, analyzing and sharing regulatory experience and presenting several case studies with detailed information about the practices. Based on that, this TECDOC provides information for assisting regulatory bodies in establishing and enhancing arrangements for effective management of regulatory experience.

During the recent International Conference on Effective Nuclear and Radiation Regulatory Systems: Working Together to Enhance Cooperation (The Hague – 4th to 7th November 2019), many IAEA Member States pointed out that the management of regulatory experience, within the overall topic of Regulatory Effectiveness, is one of the major challenges being faced by the regulatory bodies and expressed the need for availability of guidance and training material (including e-learning) on the subject.

B. Objectives

The objective of the technical meeting is to provide broader perspective on management of regulatory experience, associated challenges, short and long-term approaches for the management of regulatory experience in nuclear safety/radiation safety through participation of experts from the Member States regulatory bodies and their associated technical support organizations.

C. Expected Outcome

It is expected that the event will provide an opportunity to the participants to introduce themselves with the relevant IAEA Safety Standards and associated documents on the subject, identify areas that need further attention of regulatory bodies and technical support organizations to enhance the efficiency and effectiveness of their regulatory experience management programme and to learn from each other's experience. The meeting will also provide an opportunity to IAEA to focus on some of its future activities for further development of guidance documents and training material.

D. Topics

The following topics will be covered at the meeting:

- a. Member States experience on management of their regulatory programs
- b. Approaches and challenges in management of regulatory experience
- c. Benefits of sharing and dissemination of the lessons learned
- d. Short term and long-term approaches for enhancing the management of regulatory experience
- e. Need for further development of international platform/management system on regulatory experience
- f. Role of TSOs in Management of international reporting system to share regulatory experience
- g. Regulatory bodies training programs and activities
- h. Collaboration among national organizations in sharing and implementing of information, processes, tools and procedures

E. Target Audience

The meeting is open to the participants from Member State having regulatory oversight experience in nuclear, radiation and transport safety, associated technical support and research organizations and with responsibilities for establishing arrangements for the management of regulatory experience. Participants from the countries embarking on nuclear power program are also encouraged for participation to share their relevant experience and benefit for establishing their effective regulatory experience management system. Participants are expected to be technical staff who have been actively involved in the areas of nuclear, radiation and transport safety.

F. Presentations

Selected participants are expected to deliver one country specific presentation covering one or more than one of the main topics as listed in Section D of this document. They should be capable of describing and discussing their experiences as well as the challenges related to management of regulatory experience and practices.

Abstract Submission

The abstract is expected to provide a summary of the content and principal conclusions of the presentation that the author intends to give at the event.

Participants are requested to submit an abstract of their work. The abstract will be reviewed as part of the selection process for presentations. The abstract should be in A4 page format, should extend to no more than 5 pages (including figures and tables). It should be sent electronically to the IAEA Scientific Secretaries (Official.Mail@iaea.org), not later than 14 September 2020. Authors will be notified of the acceptance of their proposed presentations by 25 September 2020.

In addition, participants have to submit the abstract together with the Participation Form (Form A) and the attached Form for Submission of a Paper (Form B) to their competent national authority (e.g. Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) or their organization for onward transmission to the IAEA not later than 14 September 2020.

Important: Contributors of material to be included in the expected technical publication are required to assign all copyrights or rights to publish to the IAEA. The authors should make sure that the files do not include copyrighted fonts or other impediments for reproduction.

The abstract should be sent in Microsoft Word format and according to the following instructions:

1. Page size: A4 (21 cm by 29.7 cm) – vertical orientation
2. Margins: 25 mm all around
3. Layout:
 - Title: single-spaced, 14-point size, Times New Roman (TNR) font, bold
 - Authors: single-spaced, 12-point size, TNR font
 - Affiliation: single-spaced, 12-point size, TNR font, italics
 - Text: 1.5 spaced, 12-point size, TNR font
 - Length: no more than five pages

Presentation Submission

Those authors whose presentations are accepted will be informed of the acceptance of their contributions by email by 25 September 2020. The authors will be requested to prepare and submit their presentations in Microsoft PowerPoint or PDF format by 9 October 2020.

G. Expenditures and Grant

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. Such assistance may be offered upon specific request to one or more participants per country provided that, in the IAEA's view, the participant(s) on whose behalf assistance is requested 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 14 September 2020.

H. Application Procedure

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 **14 September 2020**. 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.

The applications must be received by the IAEA not later than 14 September 2020. Applications received after that date or sent directly by individuals or by private institutions may not be considered. Designating Governments will be informed in due course of the names of the selected candidates and at that time full details will be given on the procedures to be followed with regard to administrative and financial matters.

I. Visas

Designated participants will be required to enter Austria and should submit the necessary visa application to the nearest diplomatic or consular representative of the government of Austria, as soon as possible. Visa arrangements, including transit visas, are the sole responsibility of each individual participant. He/she should initiate the necessary actions for obtaining a visa prior to departure.

J. Working Language

The meeting will be conducted in English. No interpretation will be provided.

K. Venue

The meeting will be held from 27 to 30 October 2020 at the IAEA's Headquarters, specifically in Meeting room M2, M Building, of the Vienna International Centre, Wagramer Straße 5, 1400 Vienna, Austria.

L. Additional Information

Summary of Deadlines and Key Dates

- **14 September 2020:** Submission of abstract and requests to the IAEA for participation and financial support.
- **25 September 2020:** Participants are informed of the acceptance of their nominations and of their requests for financial support.
- **9 October 2020:** Selected participants submit their presentations and contributions.

M. IAEA Contact

Scientific Secretaries and Technical Officers

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Department of Nuclear Safety and Security
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Mr Ibrahim Abd Elrahim Shadad

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Administrative Coordinator/Secretary

Ms Minitha Poikudiyil,

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Department of Nuclear Safety and Security
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Participation Form

Technical Meeting on Managing Regulatory Experience

IAEA Headquarters, Vienna, Austria

27–30 October 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 Secretary Z.H.Shah@iaea.org and to the Administrative Secretary M.Poikudiyil@iaea.org.

Please attach a passport copy or other document of identification (ID).

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: 14 September 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

Technical Meeting on Managing Regulatory Experience

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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 Z.H.Shah@iaea.org and to the Administrative Secretary M.Poikudiyil@iaea.org.

Deadline for receipt by IAEA through official channels: 14 September 2020

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
