



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 **Technical Meeting on the Application of Graded Approach in Regulating Nuclear Installations** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **1 to 4 February 2021**.

The purpose of the event is to promote the exchange of information on methodologies, experiences and practical examples related to the use of a graded approach for the core regulatory functions articulated in *Governmental, Legal and Regulatory Framework for Safety* (IAEA Safety Standards Series No. GSR Part 1 (Rev. 1)) and further elaborated in *Functions and Processes of the Regulatory Body for Safety* (IAEA Safety Standards Series No. GSG-13).

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 through an accepted presentation. 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 **2 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 Secretary of the event, Mr Miguel Santini, Division of Nuclear Installation Safety, Department of Nuclear Safety and Security (Email: M.Santini@iaea.org), and to the Administrative Secretary, Ms Olga Rebikova (Email: O.Rebikova@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.



2020-06-16

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



Technical Meeting on the Application of Graded Approach in Regulating Nuclear Installations

**IAEA Headquarters
Vienna, Austria**

1–4 February 2021

Ref. No.: EVT1804831

Information Sheet

Introduction

The IAEA Fundamental Safety Principles and Safety Requirements (GSR Part 1 Rev 1) describe the functions and responsibilities of a nuclear regulatory body and refer to the need for a Graded Approach to be applied to the regulation of facilities and activities commensurate to the radiation risks. In order to regulate risks proportionately and deploy limited regulatory resources in an efficient and effective manner regulatory bodies need to have a documented systematic methodology that aims to achieve similar and consistent risk informed regulatory outcomes for the wide range of nuclear facilities and activities regulated worldwide.

The application of a graded approach is also cited in many IAEA safety standards, but there is no generic and consolidated guidance available for regulatory bodies regarding its application to the regulatory functions described in GSR Part 1 (Rev. 1), in support of regulating nuclear installations.

In addition, the observations and lessons learned from IRRS missions highlight that the understanding and application of a graded approach process differs considerably from Member State to Member State and has resulted in recommendations or suggestions in this area during many peer reviews.

Member States also commented that they are experiencing difficulties applying the graded approach in a systematic and documented way, within their regulatory oversight functions, and requested IAEA to gather the current experience and best practices and to document this knowledge as guidance for Member States.

Discussions at the Senior Regulators Meeting in September 2019 on the application of the graded approach reinforced further the need for the Agency to produce guidance and promote examples of best practices for the benefit of the nuclear regulatory body community.

Objectives

The main objective of the event is to promote the exchange of information on methodologies, experiences and practical examples related to the use of graded approach for the core regulatory functions described in GSR Part 1 (Rev. 1) and further elaborated in IAEA GSG-13.

The event is also intended to be a forum for the presentation of a draft TECDOC on the use of graded approach in regulating nuclear installations (nuclear power plants, research reactors and/or fuel cycle facilities). This draft TECDOC describes a methodology for applying graded approach in regulating nuclear installations and several practical examples of the application of the methodology as provided by Member States during the initial stages of developing the guidance document.

The information shared during the event will be used:

- a) to validate or update the proposed methodology described in the draft TECDOC and consider additional practical examples provided by Member States who did not participate of the initial development of the document; and
- b) as an input for further practical examples towards the development of the TECDOC on the application of graded approach in regulating nuclear installations.

Target Audience

Participation is encouraged from nuclear safety professionals from regulatory bodies and technical support organizations who are engaged in activities related to the use of graded approach for regulating nuclear installations. To ensure maximum effectiveness in the exchange of information, participants should be persons actively involved in the subject areas of the event and who will be in a position to contribute to the meeting with a practical detailed example on the application of graded approach in their national regulatory programme.

Working Language

The working language of the meeting will be English. No interpretation will be provided.

Structure

The event will consist of presentations and discussions:

- a) On the systematic methodology proposed in the draft TECDOC on the application of graded approach to the regulatory functions for the regulation (as defined in GSR Part 1 (Rev. 1) and IAEA GSG-13) of nuclear installations, and practical examples showing the use of the methodology.

- b) From participants, to describe additional and/or alternative methodologies they are presently using for the application of the graded approach to their core regulatory functions, supported with a practical example on the use of this alternative methodology. The presentations from Member States should be a maximum 30 minutes long.
- c) On initiatives to develop a systematic methodology for the application of graded approach in regulating areas such as radiation sources, transport, nuclear waste management and decommissioning.

An interactive exchange of experiences among all participants will provide feedback and recommendations to the developers of the TECDOC to improve the proposed methodology. The discussions will allow for the identification of additional practical examples and methodologies applicable to the use of graded approach in regulating nuclear installations.

The Appendix to this Information Sheet presents a summary of the TECDOC, describing the graded approach methodology that was developed, factors to be considered in the decision-making process, practical examples on the use of the methodology for applying graded approach to core regulatory functions and the criteria used for the selection of the practical examples. This information may be used by the participants to familiarize with the proposed graded approach methodology and to prepare their papers for the TM.

Topics

Participants are invited to submit a presentation to share their experiences on a specific application of graded approach to a core regulatory function, supported by a practical example. In particular, presentations related to the use of graded approach in regulating nuclear installations, covering the following topics are required:

- d) Methodologies for applying graded approach to core regulatory functions; and
- e) Practical examples on the use of graded approach to regulatory functions, based on the experience of the regulatory body.

The contents acceptance criteria are described in the section “Papers and Presentations”.

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 **2 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.

Papers and Presentations

The IAEA encourages participants to give presentations on the work of their respective institutions that falls under the topics listed in above Topics Section.

Participants who wish to give presentations are requested to submit a paper which will be reviewed as part of the selection process for presentations. The paper should be in A4 page format, should extend to no more than 10 pages (including figures and tables) and should not exceed 2500 words. It should be sent electronically to Mr Miguel Santini, the Scientific Secretary of the event (see contact details in the Organization Section), no later than **2 October 2020**. Authors will be notified of the acceptance of their proposed papers by **13 November 2020**. Selected authors shall submit their Power Point (or equivalent) presentations by **8 January 2021**.

In addition, participants have to submit the paper together with 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) or their organization for onward transmission to the IAEA not later than **2 October 2020**.

As part of the content acceptance criteria for the selection of papers and presentations, the following requirements should be complied with:

- a) The paper should contain a comprehensive description of the methodology, for one or more core regulatory function, of the use of graded approach applied to the regulation of nuclear installations (nuclear power plants, research reactors and fuel cycle facilities), including factors considered in the reasoning, the prioritization approach and method, limitations to the approach and aspects on the decision-making process.
- b) It should contain a practical example applying the graded approach methodology described in a).
- c) The paper should only contain references to publicly available documents (regulation, guideline, procedure, policy etc.).
- d) When available, it should show rank of priorities, or relative priority level (numbers should, at least, show proportionality).

When preparing a paper for submission, the Summary Report in the Appendix should be used as a reference for describing the graded approach methodology applied by Member States and for presenting the practical example on the use of graded approach.

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 on whose behalf assistance is requested will make an important contribution to the meeting through an accepted presentation.

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 **2 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.

Appendix

- Summary of the TECDOC on the Application of Graded Approach in Regulating Nuclear Power Plants, Research Reactors and Fuel Cycle Facilities, IAEA, May 2020.

Organization

Scientific Secretary:

Mr Miguel Santini

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 22664

Fax: +43 1 26007

Email: M.Santini@iaea.org

Administrative Secretary:

Ms Olga Rebikova

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 24287

Fax: +43 1 26007

Email: O.Rebikova@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

Technical Meeting on the Application of Graded Approach in Regulating Nuclear Installations

IAEA Headquarters, Vienna, Austria

1–4 February 2021

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 M.Santini@iaea.org and to the Administrative Secretary O.Rebikova@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: 2 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:	
As applicable:		
Do you intend to submit a paper?	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**
