



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: **EVT1904618**
Dial directly to extension: (+43 1) 2600-22502

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 Emergency Preparedness and Response Arrangements for Effective Communication with the Public** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **27 September to 1 October 2021**.

The purpose of the event is to provide training on emergency preparedness and response arrangements for effective communication with the public.

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 **15 July 2021** 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 Peter Kaiser, Incident and Emergency Centre, Department of Nuclear Safety and Security (Email: P.Kaiser@iaea.org), and to the Administrative Secretary, Mr Adrian Brown (Email: A.Brown@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.



2021-06-10

Enclosures: Participation Form (Form A)

Grant Application Form (Form C)



Virtual Workshop on Emergency Preparedness and Response Arrangements for Effective Communication with the Public

27 September to 1 October 2021

Ref. No.: EVT1904618

Information Sheet

Introduction

Effective communication with the public is essential in ensuring the effectiveness of protective actions to mitigate adverse consequences of an emergency for human life, health, property and the environment. Effective communication with the public that is timely, clear and accurate is also important for maintaining trust on the part of the public. Communicating with the public in a nuclear or radiological emergency is both important and challenging. Emergencies can have local, national, regional and international consequences and lead to increased public concern. The virtual training will cover communicating the basics of radiation and radiation risks, risk perception, using social media, relations with the media, the role of a spokesperson, and planning for emergency public communications.

The training is based on IAEA safety standards related to public communication, including GSG-14, General Safety Guide on Arrangements for Public Communication in Preparedness and Response for a Nuclear or Radiological Emergency (2019), as well as the EPR publication on Communication with the Public in a Nuclear or Radiological Emergency (in revision).

Objectives

The objective of this virtual five-day workshop is to provide guidance on the principles and techniques that can be used by Public Information Officers to build arrangements for communicating with the public in preparedness for, and in response to, a nuclear or radiological emergency. The goal is to improve expertise and knowledge to strengthen the preparedness to respond to nuclear or radiological emergencies.

Target Audience

The training is designed for the staff of governmental organizations responsible for communication with the public in a nuclear or radiological emergency involved in EPR activities. A working knowledge of developing and delivering public information, as well as EPR principles, will be needed to effectively participate in the course with good effect.

Working Language

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 **15 July 2021**. 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.

Additional Requirements

To ensure sufficient interaction in the online ‘break out’ sessions, the training group will not exceed 20 participants. For that reason, Member States are encouraged to submit nominations as early as possible.

IAEA Contacts

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

Administrative Secretary

Mr Adrian Brown

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 23320

Fax: +43 1 26007

Email: A.Brown@iaea.org

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

Participation Form

Virtual Workshop on Emergency Preparedness and Response Arrangements for Effective Communication with the Public

27 September to 1 October 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, Mr Peter Kaiser, Incident and Emergency Centre, Department of Nuclear Safety and Security (Email: P.Kaiser@iaea.org) and to the Administrative Secretary, Mr Adrian Brown, (Email: A.Brown@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: 15 July 2021

Family name(s): (same as in passport)	First name(s): (same as in passport)	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: 15 July 2021

Family name(s): (same as in passport)	First name(s): (same as in passport)	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**
