



**IAEA**

*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: **EVT2102865**

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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 **Workshop on Self-Assessment of Research Reactor Safety** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **30 May to 3 June 2022**.

The purpose of the event is to provide the participants with a forum for sharing information and exchanging knowledge and experience related to their national practices for performing self-assessments and for implementing safety improvements based on the results.

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.

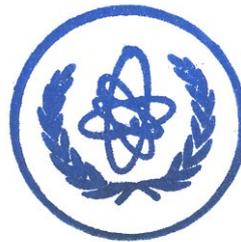
The IAEA is generally not in a position to bear the travel and other costs of participants in the event. The IAEA has, however, limited funds at its disposal to help meet the cost of attendance of certain participants. Upon specific request, such assistance may be offered to normally one participant 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 **4 March 2022** 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, Ms Farhana Naseer, Division of Nuclear Installation Safety, Department of Nuclear Safety and Security (Email: [F.Naseer@iaea.org](mailto:F.Naseer@iaea.org)), and to the Administrative Secretary, Ms Lissy Parokkil (Email: [L.Parokkil@iaea.org](mailto:L.Parokkil@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.



2021-11-18

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



# **Workshop on Self-Assessment of Research Reactor Safety**

**IAEA Headquarters  
Vienna, Austria**

**30 May–3 June 2022**

**Ref. No.: EVT2102865**

## **Information Sheet**

### **Introduction**

In accordance with the International Atomic Energy Agency (IAEA) Code of Conduct on the Safety of Research Reactors and the IAEA safety standards for research reactors, the research reactor operating organization has the direct responsibility for safety management of its facilities and activities. This covers the design, construction and commissioning of the facility and continues through operation, utilization, modification and decommissioning. While research reactors are usually subject to formal safety analysis and regulatory review and assessment at major milestones in the lifetime of the facility, such as licensing of construction and operation, there is a need for the operating organization to continually assess and improve the safety of the facility independently of formal regulatory processes and consistently with an established integrated management system.

Self-assessment is an organization's internal process to review its current status, processes and performance against predefined criteria and thereby to provide key elements for the organization's continuous development and improvement. Self-assessment helps the organization to think through what it is expected to do, how it is performing in relation to these expectations, and what it needs to do to improve performance, achieve the expectations and achieve better compliance with the predefined criteria.

The IAEA's activities on research reactor safety have shown that research reactor operating organizations could benefit from enhanced capabilities to self-assess their safety management and to implement safety improvements based on the results of such self-assessments. In particular, the Integrated Safety Assessment of Research Reactors (INSARR) missions conducted by the IAEA have revealed that many safety issues at a research reactor could have been identified by the operating organization if it had conducted a systematic self-assessment based on the IAEA safety standards for research reactors.

In response, the IAEA developed guidelines for use by operating organizations to perform self-assessments of their facilities in all areas related to research reactor safety. The guidelines present the self-assessment methodology, including preparing and conducting the self-assessment, analysing the results, and developing and implementing an action plan with a view to achieving continuous improvement of safety.

## **Objectives**

The objective of the event is to provide the participants with a forum for sharing information and exchanging knowledge and experience related to their national practices for performing self-assessments and for implementing safety improvements based on the results.

## **Target Audience**

Participation in the workshop is subject to designation by governmental or national organizations that are involved in planning, constructing, operating or decommissioning research reactors. To ensure maximum effectiveness in the exchange of information, participants should be persons responsible for the present and future operation of research reactors. Specialists from regulatory bodies who are responsible for the regulatory supervision of research reactors are also invited to participate in the workshop. Member States are strongly encouraged to identify suitable women participants.

## **Working Language(s)**

English

## **Topics**

The workshop will address, inter alia, the following topics:

- IAEA safety standards and services related to research reactors;
- Methods for performing self-assessments of research reactor safety, including preparing and conducting the self-assessment and use of a graded approach;
- Analysing the results of self-assessments and developing and implementing an action plan for safety improvements;
- Self-assessment as a tool to prepare for receiving an IAEA peer review service; and
- Leadership and management for safety.

In addition to presentations from the IAEA representatives on the basis of the IAEA safety standards and other IAEA publications, the workshop will include presentations by the participants on the safety status of the research reactors at their organizations with a focus on the results of self-assessments performed in preparation for the workshop. All participants from research reactor operating organizations are expected to use the IAEA guidelines to perform self-assessments of areas related to research reactor safety. The areas subject to self-assessment will be communicated to the participants by IAEA Technical Officer approximately six weeks prior to the workshop, but will likely include a selection of the following:

- Operational limits and conditions;
- Conduct of operations;
- Ageing management
- Regulatory supervision.

The discussions in the working groups will focus on the results of the self-assessments, feedback on the self-assessment process and action planning for implementing safety improvements.

## 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 **4 March 2022**. 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.

Participants are hereby informed that the personal data they submit will be processed in line with the [Agency's Personal Data and Privacy Policy](#) and is collected solely for the purpose(s) of reviewing and assessing the application and to complete logistical arrangements where required. Further information can be found in the [Data Processing Notice](#) concerning IAEA InTouch+ platform.

## 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 **4 March 2022**.

## **Visas**

Participants who require a visa to enter should submit the necessary application as soon as possible to the nearest diplomatic or consular representative of .

## **Organization**

### **Scientific Secretary**

#### **Ms Farhana Naseer**

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 22017

Fax: +43 1 26007

Email: [F.Naseer@iaea.org](mailto:F.Naseer@iaea.org)

### **Administrative Secretary**

#### **Ms Lissy Parokkil**

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 22665

Fax: +43 1 26007

Email: [L.Parokkil@iaea.org](mailto:L.Parokkil@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

## Workshop on Self-Assessment of Research Reactor Safety

IAEA Headquarters, Vienna, Austria

30 May to 3 June 2022

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, Ms Farhana Naseer, Division of Nuclear Installation Safety, Department of Nuclear Safety and Security (Email: [F.Naseer@iaea.org](mailto:F.Naseer@iaea.org)) and to the Administrative Secretary, Ms Lissy Parokkil, (Email: [L.Parokkil@iaea.org](mailto:L.Parokkil@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: 4 March 2022**

|   |  |       |
|---|--|-------|
| 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:<br>Do you intend to make a presentation?                      Yes                      No<br>Title: |  |       |

Participants are hereby informed that the personal data they submit will be processed in line with the [Agency's Personal Data and Privacy Policy](#) and is collected solely for the purpose(s) of reviewing and assessing the application and to complete logistical arrangements where required. Further information can be found in the [Data Processing Notice](#) concerning IAEA InTouch+ platform.



# Grant Application Form

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IAEA Headquarters, Vienna, Austria

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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

\_\_\_\_\_