



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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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 Arrangements for Notification, Reporting and Assistance in Nuclear or Radiological Incidents and Emergencies** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **21 to 24 November 2022**.

In addition, the event will allow for virtual participation via Cisco Webex.

The purpose of this event is to assist Member States in developing national operational arrangements that are consistent with the *Operations Manual for Incident and Emergency Communication*.

The attached Information Sheet provides further details of the event.

The event will be held in English.

Member States are invited to designate up to five participants to represent the Government at this event. Participants should include:

1. Representatives of one of the established Contact Points under the Convention on Early Notification of a Nuclear Accident or the Convention on Assistance in the Case of a Nuclear Accident or Radiological Emergency.
2. Other participant(s) should be a representative of the established Contact Point under the Convention on the Physical Protection of Nuclear Material and its Amendment.

The Secretariat will accept designations for up to two participants to attend the event at the IAEA's Headquarters and up to three designations for virtual participation via Cisco Webex.

If a Member State is not a party to these Conventions, other official points of contact for liaison with the IAEA on related matters may also participate in the event. Member States designation(s) must demonstrate responsibilities and/or operational experience in emergency communications related to the above-mentioned Conventions. 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 his or her State's emergency preparedness and response arrangements. The application for financial support should be made at the time of designating the participant or participant(s) 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 September 2022** 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 Stephane Defour, Incident and Emergency Centre, Department of Nuclear Safety and Security (Email: S.Defour@iaea.org), and to the Administrative Secretary, Ms Elina Yeryomina (Email: E.Yeryomina@iaea.org). The Scientific Secretary of the event will liaise with the participants directly concerning further arrangements, including travel details, as appropriate, once the official designations have been received.

The IAEA takes no responsibility for, and the provider of the virtual meeting services has represented and warranted that the Services shall not contain, and that no end user shall receive from the software used to hold the virtual meeting, any virus, worm, trap door, back door, timer, clock, counter or other limiting routine, instruction or design, or other malicious, illicit or similar unrequested code, including surveillance software or routines which may, or is designed to, permit access by any person, or on its own, to erase, or otherwise harm or modify any data or any system, server, facility or other infrastructure of any end user (collectively, a “Disabling Code”).

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.



2022-04-29

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



IAEA

International Atomic Energy Agency

Atoms for Peace and Development

Workshop on Arrangements for Notification, Reporting and Assistance in Nuclear or Radiological Incidents and Emergencies

IAEA Headquarters, Vienna, Austria

and virtual participation via Cisco Webex

21–24 November 2022

Ref. No.: EVT2103769

Information Sheet

Introduction

The purpose of this International Atomic Energy Agency (IAEA) event is to assist Member States in developing national operational arrangements that are consistent with the Operations Manual for Incident and Emergency Communication, to strengthen and foster the harmonization of national arrangements for response to radiological and nuclear emergencies, and to further enhance Member States' compliance with international standards as laid down in *Preparedness and Response for a Nuclear or Radiological Emergency* (IAEA Safety Standards Series No. GSR Part 7, Vienna, 2015). This includes support for Member States in establishing and maintaining up-to-date knowledge and competence with regard to notification, reporting and requesting assistance in accordance with the relevant IAEA standards and guidance. The event is designed to contribute to the development of capabilities in this area. Counterparts from Member States that are party to the Convention on the Physical Protection of Nuclear Material (CPPNM) and its Amendment will learn how to use the existing communication arrangements for information exchange under the CPPNM and its Amendment should a State Party choose to report an event to the IAEA.

Objectives

The main objective of the event is for the participants (i.e. representatives of official Contact Points) to achieve an increased level of knowledge and ability to use the IAEA's arrangements and resources for international notification, reporting and requesting assistance during an emergency, demonstrated through subsequent participation in the IAEA's regular international emergency exercises (ConvEx). Participants are expected to be able to share the knowledge acquired with relevant staff in their organizations. Upon completion of the event, counterparts from Member States that are party to the CPPNM and its Amendment will have up-to-date information on how to implement information exchange under the CPPNM and its Amendment should a State Party choose to report an event to the IAEA.

The participants will become familiar with:

- The rights and responsibilities for notification and reporting under the Convention on Early Notification of a Nuclear Accident (the “Early Notification Convention”);
- The rights and responsibilities under the Convention on Assistance in the Case of a Nuclear Accident or Radiological Emergency (the “Assistance Convention”);
- The functions that Member States should fulfil with regard to incident and emergency communications;
- The different communication mechanisms for information exchange on incidents and emergencies at the international level;
- The official communication forms used for notifying, reporting and requesting information or assistance;
- Use of the Unified System for Information Exchange in Incidents and Emergencies (USIE) website for reporting incidents and emergencies;
- The International Radiation Monitoring Information System (IRMIS); and
- The ConvEx emergency exercise regime and how to participate in, and learn from, such exercises.

Target Audience

The event is open to up to 100 participants from the invited Member States and is intended for two categories of participants: one from the established Contact Points under the Early Notification Convention or the Assistance Convention, and the second from the established Contact Point under the CPPNM and its Amendment. Other official points of contact for liaison with the IAEA on related matters from Member States that are not yet party to these conventions can also participate in the event.

The participants must demonstrate responsibilities and/or operational experience in emergency communications related to the above-mentioned conventions.

Working Language(s)

English- no translation services are being provided.

Topics

The following lectures will take place during the event:

- Early Notification Convention and Assistance Convention;
- The CPPNM and its Amendment;
- International Emergency Notification and Communication;
- The IAEA's Operations Manual for Incident and Emergency Communication (EPR-IEComm);
- Unified System for Information Exchange in Incidents and Emergencies (USIE);
- IAEA ConvEx Exercises;
- Joint Radiation Emergency Management Plan of the International Organizations (JPLAN);
- Requesting/Offering International Assistance through the IAEA — the IAEA Response and Assistance Network (RANET)
- Emergency Preparedness and Response Information Management System (EPRIMS);
- The IAEA's Assessment and Prognosis Process; and
- International Radiation Monitoring Information System (IRMIS).

In addition, the following practical sessions will be held:

- Preparing, uploading and submitting properly formatted radiation monitoring data to IRMIS;
- Communicating with the IAEA's Incident and Emergency Centre;
- Completing USIE forms for exercise scenarios; and
- Emergency response and assistance arrangements.

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 two participants per country, provided that, in the IAEA's view, the participant will make an important contribution to his or her State's emergency preparedness and response arrangements.

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 September 2022**.

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 September 2022**.

Selected participants will be informed in due course on the procedures to be followed with regard to administrative and financial matters.

Venue

The event will be held at the Vienna International Centre (VIC), IAEA Headquarters, Vienna, Austria and online via Cisco WebEx. Times for the conduct of the workshop will be communicated after 15 October 2022. 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: www.iaea.org/events.

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.

IAEA Contacts

Scientific Secretary:

Mr Stephane Defour

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Co-Scientific Secretary:

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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.

Grant Application Form

Workshop on Arrangements for Notification, Reporting and Assistance in Nuclear or Radiological Incidents and Emergencies

IAEA Headquarters, Vienna, Austria and virtual participation via Cisco Webex

21–24 November 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 or by fax to: +43 1 26007 (no hard copies needed). Please also send a copy by email to the Scientific Secretary S.Defour@iaea.org and to the Administrative Secretary E.Yeryomina@iaea.org.

Deadline for receipt by IAEA through official channels: 30 September 2022

Family name(s): (same as in passport)	First name(s): (same as in passport)	Mr/Ms:
Mailing address:	Tel.:	
	Fax:	
	Email:	
Date of birth (yy/mm/dd):	Nationality:	
I plan to attend virtually:	Yes <input type="checkbox"/> No <input type="checkbox"/>	

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 _____