



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 **Open-Ended Meeting of Technical and Legal Experts for Sharing Information on States' Implementation of the Code of Conduct on the Safety and Security of Radioactive Sources** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **29 May to 2 June 2023**.

The purpose of the event is sharing information on implementation of the Code of Conduct on the Safety and Security of Radioactive Sources and its supplementary guidance and summarising the implementation practices taking into account that the Code of Conduct on the Safety and Security of Radioactive Sources was approved by the Board of Governors 20 years ago.

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 for this event. Member States are strongly encouraged to identify 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 **28 February 2023** 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 Secretaries of the event, Mr Ronald Pacheco Jimenez, Division of Radiation, Transport and Waste Safety, Department of Nuclear Safety and Security (Email: R.Pacheco.jimenez@iaea.org), and Mr Timothy Hayes, Division of Nuclear Security, Department of Nuclear Safety and Security (Email: T.Hayes@iaea.org), to the Administrative Secretary, Mr Tom Alexander (Email: T.Alexander@iaea.org). The Scientific Secretaries 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.



2022-11-22

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



Open-ended Meeting of Technical and Legal Experts to Share Information on States' Implementation of the Code of Conduct on the Safety and Security of Radioactive Sources and its Supplementary Guidance

**IAEA Headquarters
Vienna, Austria**

29 May - 2 June 2023

Ref. No.: EVT2204931

Information Sheet

A. Introduction

The *Code of Conduct on the Safety and Security of Radioactive Sources* (hereinafter referred to as the “Code”) was approved by the International Atomic Energy Agency Board of Governors in 2003 and endorsed by IAEA General Conference the same year in resolution GC(47)/RES/7.B. Since then, 144 States have made policy statements regarding their implementation of the Code in line with resolutions GC(47)/RES/7.B. The supplementary *Guidance on the Import and Export of Radioactive Sources* (hereinafter referred to as the “Import-Export Guidance”) was initially endorsed by the General Conference in resolution GC(48)/RES/10.D. It was revised and endorsed by the General Conference in resolution GC(55)/RES/9. To date, 128 States have notified the Director General of their intention to act, as appropriate, in a harmonized manner in accordance with the Import-Export Guidance. Moreover, 148 States have nominated a point of contact to facilitate the exchange of information on the import and export of radioactive sources. The *Guidance on the Management of the Disused Radioactive Sources* (hereinafter referred to as the “Disused Sources Guidance”) was endorsed by the General Conference in resolution GC(61)/RES/8. To date, 50 States have notified the Director General of their political support of the Disused Sources Guidance. In 2006, the IAEA Board of Governors endorsed a proposal for a process to share information on States' implementation of the Code and its associated

Guidance, as set out in Annex 2 to IAEA document GOV/2006/40-GC(50)/3.¹ In its resolution GC(50)/RES/10, the General Conference also recognized the value of information exchange on national approaches to controlling radioactive sources and took note of the Board's endorsement of the proposal.

In resolution GC(65)/RES/8 on Nuclear and Radiation Safety, the General Conference requests the Secretariat to continue to foster information exchange on implementation of the Code of Conduct on the Safety and Security of Radioactive Sources and its Guidance on the Import and Export of Radioactive Sources and its Guidance on the Management of Disused Radioactive Sources. It is in the above-mentioned context that the Secretariat is organizing this Open-ended Meeting for Technical and Legal Experts on States' Implementation of the Code of Conduct on the Safety and Security of Radioactive Sources and its Supplementary Guidance (hereinafter referred to as the "event").

B. Objectives

The main objective of the event is to promote a wide exchange of information on national implementation of the Code and supplementary Guidance.

Noting the legally non-binding nature of the Code and Guidance, and the voluntary nature of the process, such an exchange of information will:

- a. Assist States in their national implementation of the Code and supplementary Guidance, by enabling them to learn from the experiences of others and to evaluate their own progress in implementing the Code and supplementary Guidance;
- b. Summarise the Code and supplementary Guidance implementation practices taking into account that the Code of Conduct on the Safety and Security of Radioactive Sources was approved by the IAEA Board of Governors 20 years ago;
- c. Increase the knowledge of States concerning the capability of other States to manage Category 1, 2, and 3 radioactive sources in a manner consistent with the provisions of the Code, and facilitate the application of the import and export provisions of the Code and of the Import-Export Guidance, as well as the disused sources provisions of the Code and of the Disused Sources Guidance;
- d. Enhance the IAEA Secretariat's awareness of the implementation of the Code and supplementary Guidance, which will assist the Secretariat in the planning of the IAEA's activities under its Regular Budget and technical cooperation programmes; and
- e. Invite and encourage more States to implement, and make a political commitment to, the Code and supplementary Guidance.

Taking into account that the Code was approved by the Board of Governors 20 years ago, participants may wish to focus National Presentations and Country Group discussions on the following topics:

- Summary of the States' progress in the Code implementation from the date of political commitment;
- Update on States' Code implementation since 2019;
- Specific areas where Code provisions could be enhanced based on States' implementation experience and/or evolving trends;
- Radioactive sources import and export;

¹ Available online at: http://www.iaea.org/About/Policy/GC/GC50/GC50Documents/English/gc50-3_en.pdf.

- Disused sources safety and security including legal basis; financial provisions and storage and disposal facilities;
- Safety-security interface in training, authorization and inspection;
- Pandemic and States' adaptation of regulatory framework for safety and security of radioactive sources; and
- Notable radioactive source safety and security practices for implementation consideration by other States.

The main output of the event will be clear recommendations on further enhancements to assist in ensuring the safe and secure management of radioactive sources worldwide.

C. Target Audience

The event is primarily intended for legal and technical experts from States involved in the safe and secure management of radioactive sources, and in the national implementation of the Code and its supplementary Guidance. Participants should have experience in the establishment, implementation, and supervision of provisions for the safety and security of radioactive sources. States are invited to designate one or more participants for this event.

Participants wishing to present **national papers** to share their experiences are encouraged to provide these to the Secretariat eight weeks in advance of the event to facilitate their circulation. The submission and presentation of a national paper is one of the conditions for providing financial support to participants. Unless participants indicate otherwise, the papers will be made available to other nominated participants in advance of the event. Participants who do not wish to submit papers in advance, but still wish to give a presentation at the event, are kindly requested to notify the Secretariat of their intention to do so in advance. Participants are encouraged to use *Guidelines Regarding National Papers on the Implementation of the Code of Conduct on the Safety and Security of Radioactive Sources and Its Associated Guidance on the Import and Export of Radioactive Sources*² when preparing their national papers. Summarising of the achievements in implementation of Code and its supplementary Guidance starting from the date of political commitment is welcomed. However, participants may choose to discuss any issues relevant to the Code and supplementary Guidance in their papers.

Participants wishing to share their experiences relating to **implementation approaches** for the Code and supplementary Guidance, in a manner that fulfils or exceeds the current guidance contained in the Code and Guidance, are encouraged to provide:

- Papers on implementation approaches for the provisions of the Code and Guidance; and/or
- Presentations on implementation approaches for the provisions of the Code and Guidance.

Several implementation approaches concerning different topical areas from the Code and supplementary Guidance can be covered in one paper. Each implementation approach described in the paper should include a detailed description (under 500 words), lessons learned in the course of implementing provisions of the Code and supplementary Guidance and, if applicable, evidence of the

² Available online at: <https://www-ns.iaea.org/downloads/rw/code-conduct/info-exchange/chairman-report-may2016.pdf> (Report of the Chairman attached to the Open-ended Meeting of Technical and Legal Experts for Sharing of Information on States' Implementation of the Code of Conduct on the Safety and Security of Radioactive Sources and its supplementary Guidance on the Import and Export of Radioactive Sources (30 May – 3 June 2016)).

implementation approach used by the country. The processes and methodology applied should be worthy of the attention of other States in their efforts to implement the provisions of the Code and supplementary Guidance.

Files of the presentations and papers should be provided to the Secretariat by **Friday, 31 March 2023** in order to facilitate their analysis and dissemination.

D. Working Language(s)

The event will be held in English.

E. 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 **20 March 2023**. 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 the above deadline. Designations received after the deadline or applications sent directly by individuals or by private institutions cannot be considered. Prospective participants intending to provide a paper and/or give a presentation, or to apply for funding, should indicate this at the same time as they submit their designation.

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.

F. 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 one or two participants per country provided that, in the IAEA's view, the participant(s) will make an important contribution to the event, including through the submission of a **national paper** or presentation and the submission of an **implementation approaches paper**.

The application for financial support should be made at the time of designating the participant(s) and submitted by the competent national authority to the IAEA by **20 March 2019**.

G. 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.

H. Venue

The event will be held specifically in Board Room A at the Vienna International Centre (VIC) where the IAEA's Headquarters are located, and will start at 10.00 a.m. on Monday, 29 May 2023, and end in the afternoon on Friday, 2 June 2023. 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: <https://iaeacloud.sharepoint.com/sites/intranet/wp/orgmeeting/rb-serv/Pages/Booking-Rooms.aspx>.

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.

I. IAEA Contacts

Scientific Secretaries:

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Administrative Secretary:

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Fax: +43 1 26007

Email: T.Alexander@iaea.org

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

Participation Form

Open-Ended Meeting of Technical and Legal Experts for Sharing Information on States' Implementation of the Code of Conduct on the Safety and Security of Radioactive Sources

IAEA Headquarters, Vienna, Austria

29 May to 2 June 2023

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 Ronald Pacheco Jimenez, Division of Radiation, Transport and Waste Safety, Department of Nuclear Safety and Security (Email: R.Pacheco.jimenez@iaea.org) and to the Administrative Secretary, Mr Tom Alexander, (Email: T.Alexander@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: 28 February 2023

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:		

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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Deadline for receipt by IAEA through official channels: 28 February 2023

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** _____