



International Seminar on the Regulatory Inspection of Nuclear Facilities with respect to Nuclear Security

**IAEA Headquarters
Vienna, Austria**

8–11 May 2018

Ref. No.: J0-TM-55573

Information Sheet

A. Introduction

One of the key functions of the regulatory body is inspection of compliance with regulatory requirements and, in the event of non-compliance, enforcing corrective actions to bring about compliance. The principal objectives of regulatory inspection and follow-up actions are to provide a high level of assurance that all activities performed by the licence holder have been executed consistently with the national nuclear security requirements.

Due to the complex and dynamic nature of nuclear security, inspecting and evaluating nuclear facilities to verify compliance with nuclear security requirements present some of the most significant challenges for regulators across the globe.

Some States have years of experience in regulating their nuclear facilities from a nuclear security perspective and are able to share experiences, challenges and related issues. Most of the embarking countries are in the process of establishing their legislative and regulatory framework. The International Atomic Energy Agency (IAEA) has developed guidance in many areas of nuclear security in order to assist States in enhancing their capabilities in nuclear security and improving their nuclear security regimes. In order to assist States with the performance of regulatory activities in the area of nuclear security, the IAEA is organizing this seminar to provide a platform for Member States to share their experience, especially in the area of inspections of nuclear facilities with respect to nuclear security.

B. Objectives

The impetus for this seminar is to invite Member States to discuss their experiences related to, and best practices for, conducting inspections of nuclear facilities from a nuclear security point of view, especially with regard to the following:

- Processes and approaches adopted by Member States for inspecting and evaluating nuclear security aspects;
- Practices and procedures associated with the inspection process during the lifetime stages of a nuclear facility;
- Training and qualification programmes for inspectors;
- Best practices adopted by Member States for inspections of physical protection systems of nuclear facilities, nuclear material accountancy and control (NMAC) and transport of nuclear material;
- Interface of inspection with safety; and
- Relationship with licensing and enforcement processes.

The seminar aims to achieve the following specific objectives:

- Provide Member States which have a large amount of experience of regulating nuclear facilities, especially with regard to inspections and evaluations of nuclear security aspects, with a forum to exchange information on their experience, achievements, processes, practices, lessons learned and challenges;
- Provide Member States which have recently developed nuclear power infrastructure with a forum to learn from one another's experiences, as well as with an opportunity to learn about the inspection process during the different lifetime stages of a nuclear facility in the light of lessons learned from the seminar;
- Provide the IAEA and Member States with a forum to evaluate the sufficiency of existing guidance and information related to inspections of physical protection systems of nuclear facilities, NMAC and transport of nuclear material; and
- Discuss the issues and challenges currently faced by Member States and possible solutions.

C. Target Audience

Participants should be staff members of regulatory bodies, operating organizations and other relevant authorities dealing with activities related to the nuclear security of nuclear facilities.

D. Working Language

English

E. Application Procedure

Designations should be submitted using the attached **Participation Form (Form A)**. Completed requests should be endorsed by the competent national authority (e.g. Ministry of Foreign Affairs, Permanent Mission to the IAEA, or National Atomic Energy Authority), or by an organization invited to participate, and returned through the established official channels. They must be received by the IAEA not later than **2 March 2018**. Designations received after that date or applications sent directly by individuals or by private institutions cannot be considered. Designating Governments and invited organizations will be informed in due course of the names of the selected candidates and at that time full details will be given on the procedures to be followed with regard to administrative and financial matters.

F. Papers and Presentations

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

Participants who wish to give presentations are requested to submit an abstract of their work. The abstract will be reviewed as part of the selection process for presentations. The abstract should be in A4 page format, should extend to no more than two pages (including figures and tables). It should be sent electronically to Mr Shigeaki Sato, the Scientific Secretary of the seminar (see contact details in Section J below), not later than **2 March 2018**. Authors will be notified of the acceptance of their proposed presentations by **30 March 2018**.

In addition, the abstract must be submitted through InTouch+ (<https://Intouchplus.iaea.org>) or as a hard copy together with a completed Form for Submission of a Paper (Form B) and the Participation Form (Form A), to the competent national authority (e.g. Ministry of Foreign Affairs, Permanent Mission to the IAEA, or National Atomic Energy Authority), or to an organization invited to participate, for subsequent transmission to the IAEA through the established official channels. The abstract and Forms A and B must be received by the IAEA not later than **2 March 2018**.

The proceedings of the seminar will include a compilation of the accepted abstracts and presentations. Authors whose proposed presentations have been accepted on the basis of the abstract should submit the full version of their presentation as a PowerPoint file two weeks prior to the start of the seminar (i.e. by **24 April 2018**) in order to facilitate the advance preparation of the proceedings.

G. 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 seminar. The IAEA has, however, limited funds at its disposal to help meet the cost of attendance of certain participants. Such assistance may be offered upon specific request 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 seminar. The application for financial support should be made at the time of designating the participant. If Governments wish to apply for a grant on behalf of one of their experts, they should address specific requests to the IAEA to

this effect. Governments should ensure that applications for grants are submitted by **2 March 2018** using a signed **Grant Application Form (Form C)**. Approved grants will be issued in the form of a lump sum payment that usually covers **only part of the cost of attendance**.

H. Venue

The seminar will be held at the IAEA's Headquarters in Vienna, Austria and will start on **Tuesday, 8 May 2018**. Participants are advised to arrive one hour prior to the convening time of the seminar to allow for timely registration. Participants will need to present an official photo identification document in order to be admitted to the Vienna International Centre (VIC) premises.

The following IAEA web page can be accessed for more detailed information on Vienna and the VIC: <http://www-pub.iaea.org/iaeameetings/GeneralInfo/Guide/VIC>

I. 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.

J. Organization

Scientific Secretary

Mr Shigeaki Sato

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Department of Nuclear Safety and Security
International Atomic Energy Agency
Vienna International Centre
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1400 VIENNA
AUSTRIA

Tel.: +43 1 2600 26239

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Email: S.Sato@iaea.org

Administrative Coordinator

Ms Eva Rados

Division of Nuclear Security
Department of Nuclear Safety and Security
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA

Tel.: +43 1 2600 21407

Fax: +43 1 26007

Email: E.Rados@iaea.org

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

Participation Form

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To be completed by the applicant and sent to the competent official 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), Vienna International Centre, PO Box 100, 1400 Vienna, Austria, either electronically by email to: Official.Mail@iaea.org or by fax to: +43 1 26007 (no hard copies needed). Kindly send also a copy to the Scientific Secretary of the seminar, Mr Shigeaki Sato (Email: S.Sato@iaea.org), as well as to the Administrative Coordinator for the seminar, Ms Eva Rados (Email: E.Rados@iaea.org).

Deadline for receipt by IAEA through official channels: 2 March 2018

Family name: (e.g. Smith)	First name(s): (e.g. John)	Mr/Ms:
Mailing address:	Tel.:	
	Fax:	
	Email:	
Date of birth (yy/mm/dd):	Place of birth:	
Nationality:	Passport number:	
Date/Place of issue:	Valid until:	

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. Relevance of the seminar:

How do you envisage applying the knowledge and/or experience gained from the seminar to your current work role?

5. Language ability:

The designating authority confirms that the participant is proficient in the language in which the seminar is to be held.

Yes

6. Medical status:

Both the designating authority and the applicant acknowledge that the applicant shall be solely responsible for his or her fitness to travel, as well as for any medical requirements or precautions in connection with traveling to the seminar, including vaccinations or immunizations.

Yes

Date: **Signature of applicant:** _____

Date: **Name, signature and stamp of Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority** _____

Form for Submission of a Paper

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Title of the paper:		
Abstract id (INDICO):		
Family name(s) and first name(s) of all author(s): e.g. Smith, John	Scientific establishment(s) in which the work has been carried out	City/Country
1.		
2.		
3.		
Family name and first name(s) of author presenting the paper: e.g. Smith, John	Mailing address:	
Mr/Ms:		
For urgent communications please indicate	Tel.:	
Email:	Fax:	

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- that any permissions and rights to publish required for third-party content, including but not limited to figures and tables, have been obtained, that all published material is correctly referenced; and
- that the material submitted to the IAEA does not contain any libellous or other unlawful statements and does not contain any materials that violate any personal or proprietary rights of any person or entity.

Date:

Signature of main author:



Grant Application Form

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Mailing address:	Tel.:	
	Fax:	
	Email:	
Date of birth (yy/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 seminar

Date: _____ **Signature of applicant:** _____

Date: _____ **Name, signature and stamp of Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority** _____