

**IAEA**

International Atomic Energy Agency

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

## FAX Cover Sheet

**Page 1 of 13 total pages****Date** 21-08-2013**Addressee(s):**

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**Reference: C7-RAS7021**

**Subject: IAEA/RCA Regional Training Course for those with limited QMS experience,  
9-13 December 2013, Colombo, SRI LANKA**

Dear National RCA Representatives and National Project Coordinators,

In accordance with the agreed plan of activities of the RCA project – Marine benchmark study on the possible impact of the Fukushima radioactive releases in the Asia-Pacific Region (RAS/7/021), I am inviting your Government to submit nominations for the above-mentioned event, details of which and requirements for participation are given in the attached Prospectus.

Please inform us not later than **25 September 2013** of a suitable candidate for this event with the duly completed and endorsed nomination form. Kindly note that the holding of the above training will be subject to the official confirmation of the Government of Sri Lanka.

Thank you for your cooperation.

Best regards,

Kesrat Sukasam  
RCA Focal Person  
Division for Asia and the Pacific

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## **International Atomic Energy Agency**

### **IAEA/RCA Regional Training Course for those with limited QMS experience**

#### **PROSPECTUS**

**Project Number  
and Title:**

RAS/7/021 – Marine benchmark study on the possible impact of the Fukushima radioactive releases in the Asia-Pacific Region (RCA)

**Place:**

Colombo, SRI LANKA

**Dates:**

9-13 December 2013

**Deadline for  
Nominations:**

**25 September 2013** (Please note that it will not be possible to consider the applications received after the deadline due to administrative reasons.)

**Organizers:**

The International Atomic Energy Agency (IAEA) in cooperation with the Government of Sri Lanka

**Host Country  
Organizer:**

Mr Vajira Ariyaratna Waduge  
Atomic Energy Authority  
60/460, Baseline Road  
Orugodawatta, Wellampitiya  
SRI LANKA

Tel.: 0094 11 2533427

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E-mail: [waduge@aea.ac.lk](mailto:waduge@aea.ac.lk)

#### **IAEA Responsible Staff**

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**Language:**

English

**Purpose:**

The purpose of the training course is to:

- Introduce the participants to Quality Management System (QMS) principles and strategies of the International Organisation for Standardisation (ISO).

- Provide instruction for implementation of the *QMS Guidelines for Monitoring the Impacts of Nuclear Activities in the Marine Environment* (prepared for RAS/7/016 and adopted for RAS/7/021).
- Provide training in developing documentation (quality manuals, procedures, etc) for institutional and/or laboratory QMS accreditation.
- Focus on the requirements of ASPAMARD data submission.

**Expected  
Output:**

Participants will acquire knowledge in the principles and strategies for development and implementation of Quality Management Systems and gain experience in document preparation for ISO accreditation. The participants will also gain an understanding of QA/QC protocols applied to the various aspects of marine radiological monitoring as recommended in the *QMS Guidelines for Monitoring the Impacts of Nuclear Activities in the Marine Environment*.

Following this training the participants will be expected to disseminate the acquired information to their National Project Teams.

**Scope and  
Nature:**

The course will be primarily concerned with the ISO Standard 17025: *General requirements for the competence of testing and calibration laboratories* and the *QMS Guidelines for Monitoring the Impacts of Nuclear Activities in the Marine Environment*. The course will be composed of a series of lectures and practical workshop sessions. Each participant will be provided with printed and/or electronic guidelines and lectures notes. Participants will be assessed on their acquired knowledge on the completion of the course.

**Background  
Information:**

In view of the Fukushima Daiichi nuclear power plant accident of March 2011, the Member States of the Regional Co-operative Agreement for Research, Development and Training Related to Nuclear Science and Technology (RCA) have requested a new RCA project in support of a marine benchmark study on the possible impact of the Fukushima radioactive releases in the Asia-Pacific Region. The proposed project aims to enable RCA Member States to evaluate the extent and the possible impact of the releases of radioactivity from the Fukushima Daiichi nuclear power plant into the marine environment and to make scientific assessments of the data.

The project is built on the achievements of TC project RAS/7/016 (Establishing a Benchmark for Assessing the Radiological Impact of Nuclear Power Activities on the Marine Environment in the Asia-

Pacific region (RCA), which was completed at end of 2011. Data collected under RAS/7/016 will provide pre-Fukushima baseline data, against which data collected under the proposed new project can be measured. The project will also support a coordinated approach to gathering field data and the assessment of radiological impact on the marine environment.

This training course is specifically aimed at countries with limited experience with marine radioactivity monitoring programmes and the associated Quality Management System (QMS) protocols and requirements. The training is needed to assist participating countries to further develop their capability to obtain quality assured data in National projects and contribute to the ASPAMARD database, an essential component for implementation of the regional project.

**Participation:** The RTC is open for up to 21 participants from the countries participating in this project – **1 candidate from each country** will be accepted. The candidates must be members of the National Project Teams and involved in development and/or implementation of quality management related activities. It is expected that the countries participating in the course will undertake marine sampling and/or radio-analytical activities as part of their National work plan and/or also aspire to attain QMS accreditation (e.g. ISO 17025) during the term of the project.

#### **Participants'**

**Qualifications:** The course is aimed at persons who already have some formal training and experience in marine radiochemistry, or environmental management, or who will be responsible for the monitoring of radionuclides and/or implementation of activities for monitoring and/or assessing the radiological impact of nuclear discharges on the marine environment. The nominated person should have prior experience with quality management systems and should be involved with implementation of QA/QC activities in relation to marine sampling and/or radio-analytical practices. A Laptop computer (not Notebook) is an essential requirement for attendance of the course. **Each participant is required to bring his/her own Laptop computer to be use during the training.**

#### **Nomination Procedure:**

Nominations (**including those of local participants**) should be submitted on the standard IAEA Application Form for Training Courses (available on the IAEA web-site: <http://www.iaea.org/>) Completed forms should be endorsed by relevant national authorities and returned to the Agency through official channels, i.e. the office of the National RCA Representative.

The applications should contain sufficient information to establish the nominees have the required qualifications. The nominated candidate may not be selected if sufficient information is not provided.

Applications must be received by the International Atomic Energy Agency, P. O. Box 100, A-1400 Vienna Austria, not later than **25 September 2013**. Nominations received after this date or which have not been routed through established official channels, cannot be considered.

Advanced nominations through facsimile (+43-1-2600-7), or e-mail (Official@iaea.org) are welcomed. The facsimile / e-mail should contain the following basic information about the candidate: name, date of birth, academic qualifications, and current position including the exact nature of the duties carried out, proficiency in English and full contact address including telephone/email/facsimile numbers.

**Training on Basic  
Security in the Field  
(BSITF):**

It is recommended that the training course participants complete the courses *Basic Security in the Field: Safety, Health and Welfare (BSITF)* and *Advanced Security in the Field (ASITF)*, prior to traveling to locations where UN security phases are in effect. The aim of these courses is to educate participants on how best to avoid or minimize potential dangers and threats, and to show what individuals can do if they find themselves in insecure situations.

The courses are available on the following UN websites that can be accessed using Microsoft Internet Explorer:

- BSITF: <http://dss.un.org/BSITF/>
- ASITF: <http://dss.un.org/ASITF/>

If you have difficulty using the websites, a CD-ROM can be obtained from your IAEA National Liaison Officer or from IAEA.

Once the candidate has completed the courses and passed the accompanying exams, certificates will be generated automatically and must be printed for submission to the IAEA (either as an e-mail attachment or by fax). Copies of the certificate should be kept by the candidate for his / her records, as they are valid for a period of three years.

**Administrative  
and Financial  
Arrangements:**

Nominating Governments will be informed in due course of the names of the candidates who have been selected and will, at that time, be given full details on the procedures to be followed with regard to administrative and financial matters.

Selected participants from countries eligible to receive technical assistance will be provided with a round trip economy class air ticket from their home countries to the training venue and a stipend sufficient to cover the cost of their accommodation, food, and minor incidentals. Shipment of accumulated training course materials to the participants' home countries is not the responsibility of the IAEA.

The organizers of the training course do not accept liability for the payment of any cost or compensation that may arise from damage to or loss of personal property, or from illness, injury, disability or death of a participant while he/she is travelling to and from or attending the course, and it is clearly understood that each Government, in nominating participants, undertakes responsibility for such coverage. Governments would be well advised to take out insurance against these risks.

**SAMPLE FORM (2 PAGES): which can be downloaded from the website:**

<http://www.iaea.org/technicalcooperation/How-to-take-part/train-course/index.html>



INTERNATIONAL ATOMIC ENERGY AGENCY (IAEA)  
WAGRAME STRASSE 5, P.O. Box 100, A-1400 VIENNA (AUSTRIA)  
TELEPHONE (+43 1) 2600, FACSIMILE: (+43 1) 26007  
E-MAIL: Official.Mail@iaea.org, TC WEB SITE: http://www-tc.iaea.org

## NOMINATION FOR TRAINING COURSE

Note: This form cannot be used to apply for a fellowship or scientific visit

### The Government of

nominates the following candidate for the **Training Course** on (indicate short title, place, dates, project/course number):

<input type="checkbox"/> Female <input type="checkbox"/> Male		Date of birth:	Recent photograph of candidate
Family name:		Place of birth:	
(as in passport)		Nationality:	
First name:		Passport No.:	
<b>Complete mailing address (office):</b>		Date of issue:	
Inst. Name:		Place of issue:	
Street:		Valid until:	
P.O. Box:      Post Code:		Telephone (office):	
Town/City:		Telephone (home):	
Region/District:		Fax:	
Country:		e-mail:	
<b>Airport/town nearest to residence:</b>		WEB Page:	
		Emergency phone:	

### EDUCATION (commencing with secondary school)

Years attended		Name and place of institution	Field of study	Diploma or degree
from	to			

### RECENT EMPLOYMENT RECORD

Years of service		Name and place of employer/organization	Title of position	Type of work
from	to			

### DESCRIPTION OF WORK

Type of work done by the candidate during the past 3 years (Please attach list of any material the candidate may have published)

Is the candidate covered under a radiation surveillance programme in his/her home country? ☐ yes ☐ no

Has the candidate been, or will he/she be, involved in any IAEA-supported Technical Co-operation project?  
(Please identify project and describe the nature of the candidate's involvement.)



<b>PREVIOUS PARTICIPATION IN AN IAEA ACTIVITY:</b>				
Has the candidate participated in a previous IAEA activity? If yes, please list each activity below.				
<b>RELEVANCE OF THE TRAINING:</b>				
How is the Government going to make use of the training received by the candidate at the course?				
<b>LANGUAGE CERTIFICATE:</b>				
I, as a qualified language examiner, hereby certify that I have examined the above candidate and give the following information on his/her language qualification:				
(a) Mother tongue of the candidate				
(b) Other languages				
(c) Language of the course				
Proficiency in the language of the course	Read	Write	Speak	Understand
	<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good
	<input type="checkbox"/> Average	<input type="checkbox"/> Average	<input type="checkbox"/> Average	<input type="checkbox"/> Average
	<input type="checkbox"/> Poor	<input type="checkbox"/> Poor	<input type="checkbox"/> Poor	<input type="checkbox"/> Poor
Date		Name (printed) and signature of examiner		
<b>MEDICAL CERTIFICATE:</b>				
I, as a qualified medical doctor, hereby certify that I have examined the above candidate and found him/her in good health, free from infectious diseases and able physically and mentally to carry out any relevant duties away from his/her home.				
Date		Name (printed) and signature of examining physician		
<b>GOVERNMENT STATEMENT:</b>				
The nominating Government gives the following assurances:				
a) All information supplied in this form is complete and correct.				
b) Should the candidate's language qualification prove to be insufficient or should the candidate's state of health not correspond to the examining physician's statement, then the nominating Government will accept the responsibility for the consequences and any costs arising therefrom.				
c) It is noted that the sponsoring organization(s), host country(ies) and host institution(s) do not accept liability for the payment of any costs or compensation arising from damage to or loss of personal property, or from illness, injury, disability or death of a participant while he/she is travelling to and from or attending the training course, and it, the nominating Government, undertakes the responsibility for such coverage.				
d) The position of the candidate will be retained for him/her and he/she will continue to receive during the training course a salary and related emoluments to enable him/her to meet his/her financial commitments in his/her home country.				
e) If selected, the nominee will conduct himself/herself in a manner compatible with his/her status as a participant and will refrain from engaging in any political and commercial activities.				
f) No facts are known to the Government regarding the reliability and character of the applicant which would obstruct giving him/her access to nuclear installations or institutions where ionizing radiation is used.				
Date		Name and title (printed) and signature of certifying Government official		



## REGIONAL COOPERATIVE AGREEMENT (RCA)

### INSTRUCTIONS FOR SUBMISSION OF APPLICATIONS FOR PARTICIPATION IN RCA REGIONAL TRAINING COURSES.

#### **Purpose of these instructions**

The RCA Secretariat has been facing numerous difficulties in selecting participants for RCA Regional Training Courses and making administrative arrangements for their participation, due to lack of sufficient information about the nominees. The purpose of these Instructions is to assist the nominees of RCA Regional Training Courses to provide the information needed by the RCA Secretariat for the above purposes.

#### **Purpose of RCA Regional Training Courses**

The purpose of the RCA Regional Training Courses is to provide skills and knowledge required by the participants from the RCA Member States to implement planned activities that would lead to achieving the objectives of the project under which the Training Course is held. The participants should be members of the National Project Teams engaged in implementing the relevant project, under the leadership of the National Project Coordinators. Those who are not actively engaged in project activities would not be eligible for participation. (Please see Sections 3.3 and 3.4 of RCA Guidelines and Operating Rules for further information on the responsibilities of National Project Coordinators and National Project Teams.)

#### **Instructions**

1. The information requested should be typed (preferred) or printed legibly in ink. (The Nomination Forms can be downloaded from the IAEA TC web-site <http://www.iaea.org/technicalcooperation/How-to-take-part/train-course/index.html>).
2. Please provide sufficient information to indicate that you have the qualifications specified in the Prospectus of the Training Course. Proper descriptions of the work you are engaged in and the relevance of this training are essential in this regard. You may use additional pages as annexes if necessary.
3. Please make sure the completed Nomination Forms are submitted to the IAEA before the deadline stipulated in the Prospectus. It would not be possible to consider late nominations due to administrative reasons.
4. Please attach a copy of the BSTIF (Basic Security in the Field) certificate to your application. The details can be found in the Prospectus of the Training Course.
5. Please pay special attention to the following
  - a) Description of Work  
The description of work should include the activities you are engaged in relation to the RCA project under which this Training Course is conducted. The information provided

should be sufficient to indicate that you are actively engaged in implementing project activities in your country.

b) Relevance of the Training

Please indicate how this training will enable you to implement the activities of the project under which the Training Course is held, according to the National Work Plan of the project.

c) Contact Details

Please provide current and accurate contact details including your FAX and phone numbers and the e-mail address. Your name should be as it appears in your Passport. Inaccurate or illegible contact details and other information would prevent us from contacting you and making the necessary arrangements for your participation in the Training Course.

6. The Language Certificate and the Medical Certificate are mandatory
7. The Government Statement should be signed by the National RCA Representative or a person authorized by your Government to request Technical Cooperation support from the IAEA.



**REGIONAL COOPERATIVE AGREEMENT (RCA)**  
**Nomination of participants for RCA Regional Training Courses**

**Approval of the National RCA Representative**

In accordance with Section 4.2 (p) of the RCA Guidelines and Operating Rules\*, I hereby approve the nomination of .....who has been selected in consultation with the National Project Coordinator for participation in the RCA Regional Training Course on. .... The nominee is employed in a work area related to this Training Course and is a member of the National Project Team of the RCA Project under which this Training Course is held.

Name:

Signature:

Date:

**\* Section 4.2 (p) of RCA Guidelines and Operating Rules**

**4.2 Appointment, Roles and Responsibilities of National RCA Representatives**

(p) Nominate suitably qualified persons for participation in RCA events and activities in consultation with the respective National Project Coordinators and ensure that they are employed in appropriately related work areas, and are members of the Project Teams;

## National RCA Representatives

COUNTRY	NAME
<b>BANGLADESH</b>	Mr. A.S.M. FIROZ
<b>CHINA</b>	Mr. LIU Yongde
<b>INDIA</b>	Dr. B. PURNIAH
<b>INDONESIA</b>	Dr. Anhar Riza ANTARIKSAWAN
<b>KOREA, REP. OF</b>	Mr. Dae-Ki KIM
<b>NEPAL</b>	Mr. Navin Kumar DEVKOTA (OIC)
<b>MALAYSIA</b>	Dr. Dahlan MOHD
<b>MYANMAR</b>	Dr. Khin Maung LATT
<b>PAKISTAN</b>	Mr. Waqar AHMAD
<b>PHILIPPINES</b>	Dr. Alumanda DELA ROSA
<b>SINGAPORE</b>	Mr. Kok Kiat ANG
<b>SRI LANKA</b>	Mr. D.G.L. WICKRAMANAYAKA
<b>THAILAND</b>	Mr. Suphan SEANGTHONG
<b>VIETNAM</b>	Dr. Voung Huu TAN

## Representatives/National Project Coordinators

<b>CAMBODIA</b>	Mr. Lean TUN
<b>COOK ISLANDS</b>	Mr Tangata VAEAU
<b>FIJI</b>	Mr. Jone SALABUCO
<b>KIRIBATI</b>	Mr. Farran REDFERN
<b>MARSHALL ISLANDS</b>	Mr. Abraham HICKING
<b>PALAU</b>	Mr. Yimnang GOLBUU
<b>SOLOMON ISLANDS</b>	Mr. John KORINIHONA