



# **Technical Meeting on the Tool Kit for Safety Assessment**

**IAEA Headquarters  
Vienna, Austria**

**2 - 6 June 2025**

**Ref. No.: EVT2405117**

## **Information Sheet**

### **Introduction**

Radiation risks has historically necessitated comprehensive safety assessments, encompassing both deterministic and probabilistic approaches. These assessments aim to ascertain the fulfilment of fundamental safety objectives and criteria in accordance with established requirements outlined in Radiological Protection and Safety of Radiation Sources. Therefore, safety evaluations must comprehensively address all aspects of the practice, encompassing equipment and facility descriptions, operational procedures, and the application of a graded approach to scenarios.

### **Objectives**

The objective of this technical meeting is to provide participants with a comprehensive understanding of the methodology and practical exercises necessary for conducting safety assessments in radiotherapy and industrial radiography facilities and activities, in alignment with the requirements set forth in the IAEA Safety Standards Series. Participants will be introduced to the TOKSA software tool, which has been specifically designed to facilitate user-friendly and systematic safety assessments, enabling the generation of final safety assessment reports.

## **Target Audience**

This technical meeting is designed for end-users responsible for conducting safety assessments in the fields of radiotherapy and industrial radiography, including:

- Radiation Protection Officers (RPOs) & Qualified Experts
- Medical Physicists and Radiotherapy Technologists involved in radiotherapy.
- Industrial Radiography Technicians and Safety Officers working in industrial radiography.
- Facility Managers and Operational Staff responsible for ensuring radiation safety in their facilities and activities.

## **Working Language(s)**

English

## **Expected Outputs**

By the end of the technical meeting, participants will be equipped with the knowledge and skills to effectively utilize TOKSA for conducting safety assessments, ensuring compliance with international safety standards and enhancing the overall safety culture within their organizations.

## **Structure**

Keynote lectures are setting the scene and emphasizing safety assessment requirements and tools. Through discussions, hands-on exercises and guided demonstrations, attendees will learn how to evaluate radiation protection measures, assess hazards & risks under normal operation, anticipated operational occurrences, and accident conditions, and determine the adequacy of safety measures in place. The technical meeting will also cover the importance of updating safety assessments over time.

Stakeholder presentations from the target audience are encouraged to foster discussion and collect participants' input

## Participation and Registration

In order to be designated by an IAEA Member State or invited organization, participants are requested to submit their application via the InTouch+ platform (<https://intouchplus.iaea.org>) to the competent national authority (Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) or organization for onward transmission to the IAEA by **22 April 2025**, following the registration procedure in InTouch+:

1. Access the InTouch+ platform (<https://intouchplus.iaea.org>):
  - Persons with an existing NUCLEUS account can sign in to the platform with their username and password;
  - Persons without an existing NUCLEUS account can register [here](#).
2. Once signed in, prospective participants can use the InTouch+ platform to:
  - Complete or update their personal details under ‘Complete Profile’ and upload the relevant supporting documents;
  - Search for the relevant event under the ‘My Eligible Events’ tab;
  - Select the Member State or invited organization they want to represent from the drop-down menu entitled ‘Designating Authority’ (if an invited organization is not listed, please contact [InTouchPlus.Contact-Point@iaea.org](mailto:InTouchPlus.Contact-Point@iaea.org));
  - If applicable, indicate whether financial support is requested and complete the relevant information (this is not applicable to participants from invited organizations);
  - Based on the data input, the InTouch+ platform will automatically generate the Participation Form (Form A) and/or the Grant Application Form (Form C);
  - Submit their application.

Once submitted through the InTouch+ platform, the application, together with the auto-generated form(s), will be transmitted automatically to the required authority for approval. If approved, the application, together with the applicable form(s), will automatically be sent to the IAEA through the online platform.

NOTE: The application for financial support should be made, together with the submission of the application, by **22 April 2025**.

For additional information on how to apply for an event, please refer to the [InTouch+ Help](#) page. Any other issues or queries related to InTouch+ can be sent to [InTouchPlus.Contact-Point@iaea.org](mailto:InTouchPlus.Contact-Point@iaea.org).

Selected participants will be informed in due course on the procedures to be followed with regard to administrative and technical 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. The IAEA may also use the contact details of Applicants to inform them of the IAEA’s scientific and technical publications, or the latest employment opportunities and current open vacancies at the IAEA. These secondary purposes are consistent with the IAEA’s mandate. Further information can be found in the [Data Processing Notice](#) concerning IAEA InTouch+ platform.

## Preparation

For those participants selected to attend the technical meeting a Mandatory Online Course is required to complete an introduction to TOKSA before attending the in-person training. This will cover:

- Registration and basic navigation in TOKSA. (link to be provided after selection of participants)
- Key terminology.
- Introduction to the basics of safety assessment.
- A guided example of a simple task in TOKSA.
- Example of Safety Report generated.

This ensures all participants start with a standardized level of knowledge.

## **Papers and Presentations**

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

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 one page (including figures and tables) and should not exceed 500 words. It should be sent electronically to Mr Rodolfo Cruz Suarez, the Scientific Secretary of the event (see contact details in below Visas Section), not later than 28 April 2025. Authors will be notified of the acceptance of their proposed presentations by 16 May 2025.

## **Venue**

The event will be held at the Vienna International Centre (VIC) where the IAEA's Headquarters are located. 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://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.

## **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.

## Organization

### **Scientific Secretary**

#### **Mr Rodolfo Cruz Suarez**

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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.