



Training Workshop on Quality Assurance for Nuclear Spectrometry

**IAEA Headquarters,
Vienna, Austria, VIC M0E27**

19 – 23 June 2017

Ref. No. F1-TR-52968

Information Sheet

A. BACKGROUND

Over the last 20 years the Nuclear Science and Instrumentation Laboratory (NSIL, formerly NSAL and Instrumentation Unit) has played a leading role worldwide in the effective use of nuclear instrumentation and nuclear spectrometry techniques, including the development of X-ray fluorescence techniques and portable systems and analytical methodologies for in situ radiological and materials characterization in Member States priority areas, such as on-site environmental assessment, mineral prospecting and the study of cultural heritage objects. NSIL also operates a beam line in Institute Ruđer Bošković (Zagreb, Croatia) and an Ultra High Vacuum end-station at Elettra Sincrotrone (Trieste, Italy) and facilitates the access of IAEA Member States investigators for experimental work and adaptive research at such facilities. Supplementing these research activities and backstopping TC projects training in nuclear instrumentation have been provided to hundreds of fellows.

NSIL has extensive experience in providing training and recommendations for Quality Management and Quality Assurance to laboratories implementing nuclear spectrometry techniques. Two relevant training materials (IAEA-TCS-33/CD and IAEA-TCS-53/CD) have been published in the IAEA Training Course (CD-ROM) series to provide recommendations to laboratories working towards implementing Quality Management systems and seeking formal accreditation.

B. OBJECTIVES

The Workshop is planned to highlight, review and discuss issues related to the implementation of Quality Assurance and Quality control activities for proper implementation and performing nuclear spectrometry techniques, including addressing recommendations for compliance to ISO17025 technical requirements for x-ray emission and gamma spectroscopy methods. The following topics are expected to be included in the programme:

- Method validation of nuclear analytic techniques and methods;

- Uncertainty estimation of results from nuclear spectroscopy methods;
- Internal and External Quality control activities;
- Addressing current needs of IAEA MSs for Quality Management implementation and laboratory accreditation;
- Role of the IAEA in support of the developing Member State activities to effectively implement and operate Quality Management Systems;

C. MEETING FORMAT

To facilitate proceedings, participants are invited to contribute an oral presentation on subject relevant to the scope and objectives of this meeting. Participants should submit an abstract of their proposed presentation along with their nomination. Lectures will be provided by selected experts as well.

The official language of the meeting is English. No interpretation will be provided. It is expected that the meeting will start at 9:00 on Monday 19 and conclude by 16:00 on Friday 23 June.

The outputs of discussions will be recorded for possible dissemination to Member States as an IAEA technical publication. Contributors of material to be included in the Agency proceedings are required to assign all copyrights or rights to publish to the Agency. Please complete and sign the Form B and send it to the IAEA Scientific Secretary by post or email. The authors should ensure that material they make available for possible publication by the IAEA does not include copyrighted material or other impediments for reproduction.

D. ADMINISTRATIVE AND FINANCIAL ARRANGEMENTS

The selected candidates will in due course be sent full details of the procedures to be followed with regard to administrative and financial matters.

No registration fee is charged to participants. The costs of the meeting facilities and meeting logistic support will be borne by the IAEA.

As a general rule, the IAEA does not pay the costs for attendance to the meeting. However, limited funds may be made available to assist the attendance of selected participants and approved in accordance with the current Agency rules and regulations. Travel and subsistence expenses of participants may be borne by the IAEA utilizing the limited funds that are available to help cover the cost of certain participants. Such assistance can 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 meeting. The application for financial support should be made at the time of designating the participant, If Governments wish to apply for financial support on behalf of their nominees, they should address specific requests (Grant Application Form) to the IAEA Scientific Secretary.

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 meetings, workshops or training courses or for consultants. 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.

E. REGISTRATION AND PARTICIPATION

The meeting may be attended only upon official designation. Participants should complete the attached Form A (Participation Form) and send it to the appropriate national authority (Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) for subsequent

transmission to the IAEA, not later than **21 April 2017**. Designations received after that date or applications sent directly by individuals or by private institutions cannot be considered. Designating Governments 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. For Member States receiving technical cooperation assistance, applications for financial support should be made at the time of designating the participant.

The meeting will be of interest to professionals involved in the field of x-ray emission or gamma spectrometry techniques or be designated by the country to provide an assessment of the country needs in these fields. A contribution from the participant in the form of a short abstract covering his/her work relevant to the objectives of the meeting will be necessary for consideration for participation.

F. SUBMISSION OF ABSTRACTS AND PRESENTATIONS

Abstract Submission

The abstract is expected to provide a summary of the content and principal conclusions of the presentation which the author intends to provide at the meeting. The abstract must be sent, together with Forms A and B, to the appropriate national authority, and also directly to the IAEA Scientific Secretary (R.Padilla-Alvarez@iaea.org), by **21 April 2017**.

Important: Contributors of material to be included in the expected technical publication are required to assign all copyrights or rights to publish to the IAEA. The authors should make sure that the files do not include copyrighted fonts or other impediments for reproduction.

The abstract should be sent in Microsoft Word format and according to the following instructions:

- 1) Page size: A4 (21 cm by 29.7 cm) – vertical orientation
- 2) Margins: 25mm all around
- 3) Layout:
 - Title: single-spaced, 14-point size, Times New Roman Font (TNR), bold
 - Authors: single-spaced, 12-point size, TNR Font
 - Affiliation: single-spaced, 12-point size, TNR Font, italic
 - Text: 1.5 spaced, 12-point size, TNR Font
 - Length: one page

Important: *In case of sending Microsoft Word files, authors should use True Type Embedded Fonts (when saving the file, click Tools, then Options, and tick Embed True Type fonts. This will help to prevent change of fonts when the file is read in a different system, as is expected in most of the cases). PDF files are preferred.*

Presentation Submission

Those authors whose presentations are accepted will be informed of the acceptance of their contributions by email by **22 May 2017**. The authors will be requested to prepare and submit their presentations in Microsoft PowerPoint or PDF format by **12 June 2017**.

G. LOCAL ARRANGEMENTS

It is the responsibility of all participants to make their own travel arrangements to/from Austria. Detailed information on accommodation, local transport to/from the meeting venue, and other organisational details, will be sent to all designated participants well in advance of the meeting.

H. VISAS

Designated participants who require a visa to enter Austria should submit the necessary application to the nearest diplomatic or consular representative of Austria well in advance of entry. An official letter of invitation will be issued to all designated participants by the IAEA Scientific Secretary.

I. DEADLINES

- **21 April 2017:** Submittal of abstracts and requests to the IAEA for participation and financial support close.
- **22 May 2017:** Participants informed of their acceptance of participation and request for financial support.
- **12 June 2017:** Selected participants submit their presentations and contributions

J. ORGANIZATION

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