**INTERNATIONAL ATOMIC ENERGY AGENCY**

**TECHNICAL CO-OPERATION & ASSISTANCE PROGRAMME**

**EXPERT REQUEST FORM**

**N.B: this request form must be submitted to the IAEA at least 3 months prior to expected mission dates**

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|  **ADMINISTRATIVE MATTERS** |
| Project code: | - |
| Project title: | - |
| Title of mission:  | Expert Mission on Organizing and executive management on the team emergency activities at the time of accidents |
| Duty station: | BNPP |
| Administrative (including VISA Support) contact person:(specify address, phone and E-mail) | rahnama@nppd.co.ir+98-021-24882606shokoohi@nppd.co.ir+98-021-24882808 |
| Technical contact person:(specify address, phone and E-mail) | BNPP Maintenance DivisionManager of Maintenance Repair DivisionMr.Roshankar.Aroshankar@nppd.co.ir+98-077-31112585 |
| Duration of mission: | 5 Working days |
| Venue date proposal (provide 2):  | 01.Aug.2020 to 30.Oct.2020 |
| Expected breaks and working hours during mission: | As Usual |

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| **TECHNICAL CONTEXT** |
| Context of the expert mission – why is it needed:(add a justification for the request of the expert mission e.g. To support national project, IAEA project) | Find answer about following questions:1. How is the job description of emergency repairs group in other NPPs? Is there essentially any specific reference for defining the expectations from this section (group) specifically and in a developed way?2. How the structure suggested for performing the duties is formed or performing the assignments? It there any similar experience in other NPPs for establishing the structure of emergency repairs section (group)?3. Is any comprehensive and specific definition presented up to now for the “emergency regime” of NPP?4. If any unified and specific definition has been given about “emergency regime in NPP”, are members of emergency repairs group serve as a specific group (section) in NPP (like fire-fighting) or are they on standby or working at other sections?5. What procedures have been prepared and developed to this date for performing the activities of this group?6. Samples of activities which have been done (registered) by these sections in other NPPs should be presented for personnel’s familiarity with them.7. What instruments, equipment, consumer goods, machinery (generally and for creating a specific viewpoint) should be considered for equipping and organizing these groups? 8. What requirements are demanded for members of this group and related persons and what kind of mental characteristics these persons should have? 9. How are the technical requirements and professional skill level of members of these groups? 10. What are the documents and procedures for organizing, planning and executing the activities expected by this section and has any procedure or document been developed in other NPPs for organizing the interface of this section with other parts? 11. What training-exercise programs should be planned and executed for keeping this group’s persons prepared? |
| Expected outcomes – what is needed: | The most important objectives for requesting this expert mission and visiting the NPPs equipped with emergency repair teams is to determine the following needs in Bushehr NPP:* Determining the organizational structure of the emergency repairs team
* Developing the job description of the functions of the emergency repairs team in Bushehr NPP
* Preparing and developing the documents and instructions for organizing , planning and implementing the activities expected from this section ( acquaintance with the manner of organization and interaction of this team with other sections and teams and the documents prepared and developed in this regard).
* Determining the type of instruments, consumables, light and heavy machineries in order to equip and organize these teams, how to maintain and provide technical service for important and essential equipment such as portable emergency diesel generators and other emergency feed equipment
* Determining the manner of organization and requirements of establishing this team outside nuclear site
* Determining the mental and psychological features of the members of this group and working and resting regimes of the mentioned teams
* Determining the technical requirements and the level of professional skill of the emergency repair group members
* Determining the conditions of operationalizing the emergency repair group and how to obtain necessary preparedness in this regard.
* Determining the program and how to implement different specialized and general types of drills ( training- drill programs) in order to maintain preparedness and efficiency of the people and how to organize and implement these drills
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| Expected number of attendees (people attending the mission):  | 5 persons2 persons from Maintenance division,1 person from I/C section, 1 person from Electrical section, 1 person from Production Division |
| Level of the audience (specify the technical background and the professional experience of the attendees) | Related Expertise and experienced experts in Maintenance, Production, I/C and Electrical areas  |
| **EXPERT MATTERS** |
| Number of Expert/s expected:  | Minimum 4-5 personsFrom of:1. EDF French nuclear fleet (On site emergency response- Nuclear Rapid Response Team)
2. TEMELIN & DUKOVANY NPP Site (Czech Republic)
3. Kashiwazaki Kariwa NPS based on the Fukushima Daiichi Accident.
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| Field of Expertise: | Maintenance, Production, I/C, Electrical, and Training areas |
| Duties:  | * Deputies or managers who have beneficial and valuable experiences in the area of organizing the emergency repair teams in case of accident
* Deputies and managers of the departments of repair, production, and I&C who participate in the activities of organizing, preparing and equipping the emergency repairs teams in case of accident
* Instructors in the area of theoretical and practical trainings
* Visiting the facilities and equipment existing at the NPP in which the expert mission is conducted, getting acquainted with the emergency repairs teams and possibility of interview and conversation with the staff working in the emergency repair groups and teams
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| Qualification of expert: | Related specialist or experts  |
| Acceptable working language of expert: | English or Russian |
| **If specific expert is suggested, please indicate the name and address. This does not mean that the expert will be automatically considered for the mission**.  |
| Name: Telephone: E-mail and Address:  |  |