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Pravna podrška pregovorima

Terms of Reference (ToR) for a Short-Term assignment

Technical assistance requested:	One (1) Senior Non-Key Expert in the area of authorisation and surveillance of radiation practices
Project Title:	Policy and Legal Advice Centre (PLAC II), Serbia
Ref:	EuropeAid/137065/DH/SER/RS
Service Contract No.:	(CRIS) 2016/375-724
Main beneficiary:	Ministry of European Integration of the Republic of Serbia and the Negotiating Team
Target Beneficiaries:	Serbian Radiation Protection and Nuclear Safety Agency (SRPNSA)
Content of the assignment:	Assistance in developing document(s) defining core business processes of regulatory body and in developing guidelines for licensees and applicants paying due regard to the business processes of regulatory body and indicating technical content required from licensees and applicants
Budget Line / Expert Category:	Senior Non-Key Expert
Duration of the assignment:	10 working days, spent during up to two missions planned for (tentatively) September to November 2018

1. Relevant background information

Background information in relation to PLAC II project:

The scope of PLAC II Project is to provide support to relevant national institutions in charge of alignment of national legal acts with the EU acquis and to contribute to further building of capacities of relevant national structures for successful carrying out of accession negotiations.

The PLAC II Project should achieve two results:

RESULT 1 - Enhanced compatibility of national legislation with EU legislation and its effective implementation,

RESULT 2 - Enhanced capacities of the relevant national structures for successful carrying out of accession negotiations.

In general, the project aims at fostering the process of accession negotiations of Serbia by supporting the effective alignment of national legislation with the acquis and its implementation and by further building the capacities of involved carriers of the EU integration process in Serbia. After completion of screening process in 2015, Serbian public administration has entered into much more demanding and obliging exercise of accession negotiations, whereby each step and every decision should result in approaching actual membership in the EU. For this scenario to happen in accordance with planned dynamics, preparedness, adequate institutional capacity of public administration with highly competent staff is of crucial importance. In the core period of the negotiations, PLAC II Project shall support domestic line institutions and the negotiating structures both in performance of quality operational work in relation to harmonisation process and in the effective coordination during various stages and phases in the process for different negotiation chapters.



Background information in relation to Chapter 15 – Energy and related to radiation protection and nuclear safety area:

According to the Screening Report, Chapter 15 - Energy (III.i.), Serbia will need to further adapt its national legislation in order to reach full alignment with Council Directive 2013/59/Euratom laying down Basic Safety Standards for Protection against the Dangers arising from Exposure to Ionising Radiation and repealing Directives 89/618/Euratom, 90/641/ Euratom, 96/29/Euratom, 97/43/Euratom and 2003/122/Euratom. Among others, the general responsibilities of Member States and competent authorities and other requirements for regulatory control, as required by the Directive are partially transposed into the Serbian legal framework.

In view of the requirements for regulatory control, focus must be put on ensuring the independence of the regulatory body with adequate financial, administrative, technical and human resources, in order to provide for long term sustainability of regulatory control. Business processes and internal document management of regulatory body should be defined to assure long term stability of its operations and business continuity. In scope of the legal framework, it is important to develop a complete list of legally binding and non-binding documents, in order to provide for legal framework ensuring safety, security and safeguards in a harmonised manner. In terms of institutional framework and appropriate allocation of functions, the function of inspection surveillance must be assigned to the nominated regulatory authority. Inspection surveillance function includes the practice of announced and unannounced inspection visits and inspection surveillance should be based on specific inspection check lists adjusted to the needs of inspection.

According to the third revision of NPAA, for the period 2018-2021 (to be adopted), section 3.15.3, further improvements of the national legislation are planned in order to comply with requirements of EU *acquis* in the field of radiation protection and nuclear safety, i.e. with Council Directive 2013/59/Euratom. In this connection, new legislation is planned to be adopted until 2021 (Law by- Q1 of 2019 and bylaws by Q4 of 2021).

2. Description of the assignment

2.1 Specific objectives

The specific objective of this assignment is to assist the Target Beneficiary in the elaboration of document(s) defining core business processes of regulatory body based on the utilisation of dose constraints, and in drafting of guidance documents for licensees and applicants, paying due regard to the business processes of regulatory body and indicating technical content required from licensees and applicants.

Document(s) defining the core business processes of regulatory body will enable the competent authority to effectively conduct core regulatory processes in its everyday activities and make effective integration of authorisation, inspection and record keeping based on clear document management and archiving procedures. Standard guidance documents for licensees and applicants with required technical content will contribute to the transparency of the procedures and accelerate the issuing of various documents important for the implementation of regulatory requirements.

2.2 Requested services

The Senior NKE is expected to provide the following services:

- a) To draft document(s) defining core business processes of the regulatory body based on the graded approach used for dose constraints;



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- b) To draft Guidelines for licensees and applicants, paying due regard to the business processes of the regulatory body and indicating technical content required from the licences and applicants.

2.3 Outputs

The Senior NKE is expected to deliver the following outputs:

- Draft document(s) defining core business processes of the regulatory body based on the graded approach used for dose constraints;
- Draft Guidelines for licensees and applicants, paying due regard to the business processes of the regulatory body and indicating technical content required from the licences and applicants.

2.4 Reporting

The NKE shall provide the following reports by using the templates of the Project:

- Brief Mission Report with description of activities and outputs provided, at the end of each mission, during which tasks under this assignment have been carried out.
- Final Mission Report, no later than one week after completion of tasks under this assignment. This Report will include description of all activities and outputs provided by the NKE in the context of this assignment.

Submission of reports:

- Draft Mission Report shall be submitted to the Team Leader of the Project for review and comments at the end of the mission.
- Final version of the Mission Report prepared in the relevant quality shall be submitted to the Team Leader of the Project for review, comments and final approval. The Report shall be signed by the NKE and the Team Leader, responsible for endorsing the Report.
- The Report and all prepared documents shall be submitted in hard copy and in electronic version to the Team Leader of the Project.

2.5 Specifics

The NKE shall work under the guidance and follow the instructions of the Team Leader. The NKE shall collaborate with the Project team, other experts involved and representatives of beneficiary institutions and national structures, as relevant.

The NKE's activities and outputs mentioned above may be adjusted by the Team Leader at any stage in the implementation of the Project, depending on the evolving needs of the Project, main beneficiary and/or target beneficiaries. Each of the short-term mission, its timing and duration shall be agreed with the Team Leader prior to each mission.

2.6 Final use of intervention and perspectives for the future

Assistance in drafting documents defining core business processes of regulatory body based on the graded approach used for dose constraints, and in developing guidance documents for licensees and applicants will contribute to further alignment of national legal framework with the requirements of Directive 2013/59/Euratom. The assistance will contribute to the strengthening of capacities of the competent authority for effective and efficient performance of its functions related to authorisation and



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inspection, based on record keeping processes and procedures, with clear document management organised in harmonised manner and respecting safety, security and safeguarding aspects.

3. Expert input

3.1 Total working days

10 working days (WDs) in total have been planned for this assignment.

3.2 Period of the assignment

Tentatively, September - November 2018

3.3 Starting day

It is expected that the work will be performed during up to two missions in the period from September to November 2018 and starting, at the earliest, from 03 September 2018 onwards.

3.4 Location/Place of assignment

The NKE has to deliver 100% of the input in Belgrade, Serbia.

3.5 Working language

English

4. Expert Profile

4.1 Qualifications and skills (25 points)

- University degree (where university degree has been awarded on completion of three years' study in a university or equivalent institution) in the field relevant to the assignment
- Proficiency in English language
- Computer literacy (MS Office applications)

4.2 General professional experience (25 points)

- Minimum 10 years of postgraduate professional experience in a competent authority responsible for authorisation and inspection of radiation practices, in an EU Member State or candidate county

4.3 Specific professional experience (50 points)

- Proven postgraduate professional experience in establishing and/or managing systems of radiation protection
- Previous professional experience and/or knowledge of the legislation of the Republic of Serbia in the respective area would be an advantage.



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5. Applications

Applications (EU format CV and application letter, both in English) need to be submitted by e-mail to SEPLAC@altairasesores.es not later than 17:00 hrs, **31 March 2018**, titled: **“Application for the position – Senior NKE in the area of authorisation and surveillance of radiation practices”**.

References must be available on request. Only short-listed candidates will be contacted.

The Project is an equal opportunity employer.
All applications will be considered strictly confidential.

Advertised post is not available to civil servants or other officials of the public administration in the beneficiary country, Serbia.

For more information, please contact Project Manager at Altair Asesores S.L.:
m.garcia@altairasesores.es / Tel. +34 91 3952798.