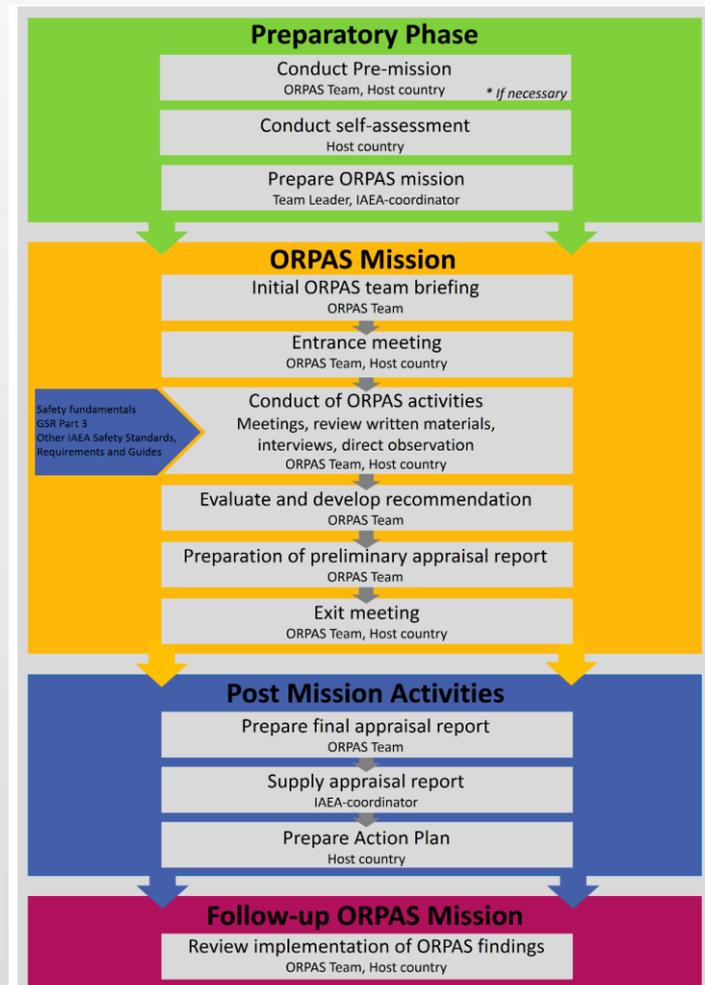


# Exit meeting and general characteristics of a typical ORPAS report

Luiz Ernesto Matta  
Institute of Radiation Protection and Dosimetry  
[lematta@ird.gov.br](mailto:lematta@ird.gov.br)

# EXIT MEETING

Strongly depends on previous phases



# EXIT MEETING

- The success of the Closing Meeting strongly depends on the full execution of the previous ORPAS mission steps since the pre-mission.
- It also relies on routine team meetings to assess mission progress and prepare individual reports of the facilities visited.
- The **daily meetings (daily briefings)** and individual reports of the facilities visited are the basis for the preparation of the final report to be presented at the final meeting.



# Daily Briefing

At the end of each day, the team should meet (by audio or video communications or any other means if the team is geographically dislocated) and discuss the main findings of the day. The team leader will establish the style and conduct of these meetings. The following agenda is suggested:

1. Summarize the day's key findings by each member;
2. Identify gaps, overlaps and areas where the information that has been gathered that day is not clear;
3. Identify any inconsistencies between the information gathered that day and information provided earlier;
4. Highlight significant concerns or positive features of the day's response, especially those that may be relevant to many organizations;

# Daily Briefing

6. Identify issues which need to be brought to the attention of the whole team, especially those that have a bearing on the remainder of the appraisal;
7. Decide on a strategy to obtain missing information or resolve new issues that do not appear in the existing schedule;
8. Determine whether any of the day's findings might need to affect the remaining schedule for the mission;
9. Summarize the visits to be conducted during the next day to enable all team members to provide input to the key topics to be addressed; and
10. Identify any matters that the team leader needs to refer to the host country's contact person.

# STRUCTURE OF APPRAISAL REPORT



## **PART 1**

- Introduction
- Description of the Occupational Radiation Protection Appraisal Service
- Outline of the appraisal procedure
- Details of the meetings and visits during the appraisal mission
- Findings, conclusions, recommendations, suggestions and good practices on topic areas (regulator, operator and TSP)
- Recommendations to the IAEA, if any
- Supporting annexes:
  - participating organizations
  - appraisal team members
- About follow up mission / future action

## **PART 2**

- Facility descriptions (National Counterparts) and list of persons met
- Detailed findings of the individual facilities appraisal
- Conclusions and recommendations

# Appraisal Report

- The final report is submitted to the host country Liaison Officer by the IAEA coordinator. The distribution of the final ORPAS Report is restricted to the, host counterpart, ORPAS Appraisal Team members and appropriate IAEA staff. Any further distribution will be at the discretion of the host country.
- The results of the ORPAS mission may be considered as inputs for future IAEA activities, such as TC support programmes, extra-budgetary programmes and identifying regulatory/operational trends and issues.
- Countries are encouraged to make their ORPAS mission reports public by translating the report into the local language. Any press statements or media briefings should be in consultation with the relevant IAEA Departments.

# EXIT MEETING

The appraisal mission concludes with an exit meeting. This consists of a presentation by the team of the main findings, followed by a discussion with the key representatives from the host country on possible ways to resolve the issues that are raised



# EXIT MEETING

At the time of the Exit Meeting the situation with the **ORPAS appraisal draft report** should be as follows:

1. All facilities already received the draft report with finding and recommendations. **(Part 2 only!)**

2. The majority of the facilities already commented the specific report. **(Part 2 only!)**

3. The main counterpart already received a draft of the facilities reports as well as draft of the final report. **(Part 1 & 2)**

4. Probably the counterpart already commented the draft final report. **(Part 1 & 2)**

# EXIT MEETING

The exit meeting will normally be attended by:

- the appraisal team;
- the host country counterparts;
- representatives from the regulatory authority(ies);
- representatives from the TSO(s);
- representatives from the end-user facilities.

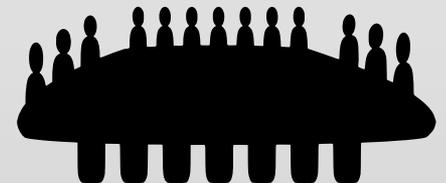


# EXIT MEETING



Important aspects to be consider for the presentation:

1. Highlights main findings and recommendations by type of activities without mentioning any institutions, thus to keep the confidentiality .
2. Highlights the good practices identified by sector.
3. Keep the recommendations general at the level of the sector and the whole country.
4. Provide potential mechanisms on how to solve the issues identified, if so required.
5. Make a reference to the IAEA resources available (potential TC project, national training, eLearning material, etc....)



# EXIT MEETING



Ideally, all doubts and confirmations were cleared before the exit meeting.

The presentation can be made by the leader and team members who made the technical visits to specific types of facilities or activities.

Here an example of how we did it in Chile



# EXIT MEETING

## Final Presentation



- End users
  - Medical (6 installations) (Fredys J. Santos Gutiérrez)
  - Industrial (6 installations) (Flavio A. Andrada Contardi)
- Service providers (Luiz Ernesto Matta)
  - Dosimetry (5 installations)
  - Metrology
  - Waste
  - Radiation Protection
- Regulatory authority- Findings identified indirectly. (Rodolfo Cruz Suarez)
- Potential Agency support (Rodolfo Cruz Suarez)



# EXIT MEETING

## Final Presentation



- The presentations were very much welcome by all participants.
- Few of the issues identified during the visits and reflected in the facility draft report were already solved by the facility's management as were mainly of administrative nature.
- Public commitments were made by few facilities to implement the recommendations in a given timeframe.
- The results of the radiation and ventilation measurement performed by the Team were very much appreciated as facilities does not have proper equipment and expertise.
- The Regulator, that was not appraised by the Team, appreciated very much some relevant findings that depend on the regulation, legislation and their process.
- The time frame for providing comments to the draft report and to issue the final report was also discussed and agreed.

# In case of incidents & accidents.

- In the Chilean ORPAS the Team visiting a radiopharmaceutical production facility witnessed a radiological accident with minor consequences.
- The Team did not interfere with emergency response approach of the facility.
- A brief report on the incident, from the perspective of the Team was included as annex in the facility report, including the Team measurements.
- This incident was included in the final exit meeting at request of the facility.