



IAEA

Atoms for Peace

الوكالة الدولية للطاقة الذرية
国际原子能机构
International Atomic Energy Agency
Agence internationale de l'énergie atomique
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In reply please refer to: **ME-RER9146-1705553**
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National Liaison Officer/National Coordinator

2017-12-14

Subject: RER9146 - Regional Workshop to discuss Decommissioning Plans in Member States: Status, Gaps and Perspectives, Nicosia, Cyprus from 5 to 9 March 2018

Dear National Liaison Officer/National Coordinator,

I am pleased to inform you that the International Atomic Energy Agency (IAEA) is organizing the above event under the IAEA technical cooperation project RER9146, “Enhancing Capacities in Member States for the Planning and Implementation of Decommissioning Projects” with the aim:

- To launch the TC regional project RER9146 focusing on supporting the planning and implementation of decommissioning of small nuclear facilities as well as medical, industrial and research facilities that use radioactive materials and radioactive sources.
- To discuss and collect information from Member States about status, gaps and perspectives in relation to the decommissioning planning for small facilities.
- To exchange experiences on decommissioning of small facilities and to promote international recommendations and good practices.

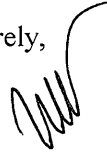
The Information Sheet and Logistical Arrangements available on the IAEA's InTouch+ platform provide further details, including technical and administrative aspects of the course. Selection of participants will be in accordance with IAEA procedures.

The IAEA will provide non-local participants with a round-trip air ticket based on the most direct and economical route between the airport nearest the participant's residence and Nicosia. Travel details will be agreed with the participants upon receipt of their official nomination. Participants will also receive an allowance from the IAEA sufficient to cover their costs of lodging, daily subsistence and miscellaneous expenses for the duration of the course in line with IAEA rules and procedures.

We would appreciate receiving your country's nominations by **12 January 2018** through the IAEA's InTouch+ platform (<https://Intouchplus.iaea.org>). Should this not be possible, applicants may download the Nomination Form for the course from the [IAEA's webpage](#). Completed forms must be endorsed by the relevant government authority and may be sent to the IAEA by email, fax or mail. Please be advised that late nominations or replacements of participants after the closing date for nominations will not be accepted.

We look forward to receiving your early response.

Yours sincerely,

A handwritten signature in black ink, consisting of several loops and a long, sweeping flourish that extends upwards and to the right.

Carmina Elizabeth Jimenez Velasco
Programme Management Officer
Division for Europe
Department of Technical Cooperation



RER9146 - Regional Workshop to discuss Decommissioning Plans in Member States: Status, Gaps and Perspectives

Hosted by

The Government of Cyprus

through the

Radiation Inspections and Control Service

Nicosia, Cyprus

5 –9 March 2018

Ref. No.: ME-RER9146-1705553

Information Sheet

A. Purpose

- To launch the TC regional project RER9146 focusing on supporting the planning and implementation of decommissioning of small nuclear facilities as well as medical, industrial and research facilities that use radioactive materials and radioactive sources.
- To discuss and collect information from Member States about status, gaps and perspectives in relation to the decommissioning planning for small facilities.
- To exchange experiences on decommissioning of small facilities and to promote international recommendations and good practices.

B. Working Language(s)

The working language(s) of the event will be English.

C. Deadline for Nominations

Nominations received after **12 January 2018** will not be considered.

D. Scope and Nature

This workshop will cover decommissioning of facilities which do not belong to the nuclear fuel cycle. The main topics to be thoroughly discussed will include: a) Regulatory requirements applicable to decommissioning of small facilities; b) Initial planning for decommissioning (including financial arrangements, early arrangements for return of radioactive sources to the supplier and for management of radioactive waste); c) Final planning (strategy, dismantling and decontamination, radiological safety, management of radioactive waste, available human resources, funding etc.); d) Use of graded approach in planning and implementing decommissioning of small facilities; e) Decommissioning experiences related to small medical, industrial and research facilities, main lessons learned; f) Communication between organizations and individuals involved in decommissioning, lessons learned.

The expected outputs of the workshop are: a) Improved awareness of decommissioning aspects in relation to small medical, industrial and research facilities; b) better understanding of the main technical, safety, organizational and other challenges; c) baseline status of decommissioning planning in participating countries; d) established connections between individuals and organizations involved in decommissioning of small facilities in different countries.

This five-day workshop will include presentations by the international experts on the decommissioning process, international standards and best practices. Participants will present national situations with regard to planning for decommissioning of small facilities, and would report on practical experiences in implementing decommissioning. The workshop will include topical discussions of the key decommissioning challenges for the participating countries.

E. Participation

The meeting is open to 33 participants from Member States.

Each country is invited to nominate **one or more participants** who must match the profile described in the corresponding paragraph, indicating the order of priority.

F. Participants' Qualifications and Experience

The targeted audience for this event are the project counterparts, which are expected to be professionals from operating organizations, technical support organizations or regulatory authorities responsible for or involved in planning, implementation or oversight of decommissioning of small facilities. Preference

will be given to candidates having direct responsibility for decommissioning planning, implementation or for regulatory oversight of decommissioning related activities.

Participants are expected to provide input to the workshop by presenting their national situations with regard to existing regulatory frameworks for decommissioning and status of decommissioning plans for small facilities, and by taking active part in the topical discussions organized during the workshop.

Participants must be nominated by the competent national authority of the Member State and, most specifically, by the Member States' official counterpart for the project.

G. Application Procedure

Candidates wishing to apply for this event should follow the steps below:-

1. Access the IAEA TALEO page (<https://iaea.taleo.net/>) and complete the Candidate Profile.
2. Be registered on the Nucleus page of the IAEA (<https://nucleus.iaea.org/>).
3. Through Nucleus, access the InTouch+ platform where the Profile is completed (My Profile tab) (<https://nucleus.iaea.org/Pages/InTouchPlus.aspx>).
NOTE: The email used for TALEO and Nucleus must be the same. If not, the candidate's profile will not appear complete.
4. On the InTouch + platform, under the 'My InTouch +' tab, the candidate needs to:
 - a. select the institute / organization that he/she works at / represents ('My Institute' section);
 - b. click on the link called '**Refresh Personal History Form**' to update the system, *otherwise the nominations submitted will have these fields empty and it will not be possible to evaluate them during the selection of candidates* ('IAEA Recruitment Platform' section).

NOTE: Once the above steps are finalized, the candidate's profile will appear as completed and he/she can apply for Technical Cooperation events.

5. In the InTouch+ platform (<https://Intouchplus.iaea.org>), in the 'Applications' tab, search by the event number provided in the invitation.

The help for each step is located at the top of the page. For additional help on how to register, create a profile and apply for an event, please refer to the online guide and training videos available under the following links: [how-to guide](#) and [training videos](#). Any issues or queries related to the new system can be addressed to InTouchPlus.Contact-Point@iaea.org or TC-AIPS-PL4.Contact-point@iaea.org.

Should this not be possible, applicants may download the Nomination Form for the ME from the IAEA website <https://www.iaea.org/services/technical-cooperation-programme/how-to-participate>.

Applications should contain sufficient information to establish that the nominees have the required qualifications. Completed applications need to be endorsed by the relevant national authority, i.e. the National Liaison Office and submitted through the established official channels.

H. Administrative and Financial Arrangements

Nominating authorities will be informed in due course of the names of the candidates who have been selected, and will at that time be informed of the procedure to be followed with regard to administrative and financial matters.

Selected participants will receive an allowance from the IAEA sufficient to cover their costs of lodging, daily subsistence and miscellaneous expenses. They will also receive either a round-trip air ticket based on the most direct and economical route between the airport nearest their residence and the airport nearest the duty station through the IAEA's travel agency American Express, or a travel grant, or they will be reimbursed travel by car/bus/train in accordance with IAEA rules for non-staff travel.

I. Disclaimer of Liability

The organizers of the event do not accept liability for the payment of any cost or compensation that may arise from damage to or loss of personal property, or from illness, injury, disability or death of a participant while he/she is travelling to and from or attending the course, and it is clearly understood that each Government, in approving his/her participation, undertakes responsibility for such coverage. Governments would be well advised to take out insurance against these risks.

J. Note for female participants:

Any woman engaged by the IAEA for work or training should notify the IAEA on becoming aware that she is pregnant.

The Board of Governors of the IAEA approved new International Basic Safety Standards for Protection against Ionizing Radiation and for the Safety of Radiation Sources. The Standards deal specifically with the occupational exposure conditions of female workers by requiring, inter alia, that a female worker should, on becoming aware that she is pregnant, notify her employer in order that her working conditions may be modified, if necessary. This notification shall not be considered a reason to exclude her from work; however, her working conditions, with respect to occupational exposure shall be adapted with a view to ensuring that her embryo or foetus be afforded the same broad level of protection as required for members of the public.

K. Organization

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Subsequent correspondence on scientific matters should be sent to the Programme Management Officer and correspondence on other matters related to the meeting to the Administrative Contact.