



*Atoms for Peace and Development*

الوكالة الدولية للطاقة الذرية  
国际原子能机构  
International Atomic Energy Agency  
Agence internationale de l'énergie atomique  
Международное агентство по атомной энергии  
Organismo Internacional de Energía Atómica

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In reply please refer to: **EVT1905499**  
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The Secretariat of the International Atomic Energy Agency (IAEA) presents its compliments to the IAEA's Member States and has the honour to draw their attention to the **Technical Meeting on Advancing Collaboration on Competence Building and Knowledge Management for Decommissioning** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **8 to 11 December 2020**.

The purpose of the event is to provide a forum for the participants to discuss issues related to advancing collaboration on competence building and knowledge management for decommissioning.

The event will be held in English.

Member States are invited to designate one or more participants to represent the Government at this event. Member States are strongly encouraged to identify suitable women participants.

The IAEA is generally not in a position to bear the travel and other costs of participants in the event. The IAEA has, however, limited funds at its disposal to help meet the cost of attendance of certain participants. Upon specific request, such assistance may be offered to normally one participant per country, provided that, in the IAEA's view, the participant will make an important contribution to the event. The application for financial support should be made at the time of designating the participants using the attached Grant Application Form (Form C).

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 IAEA events. 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.

Designations should be submitted to the IAEA through the competent national authority (Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) not later than **6 October 2020** using the attached Participation Form (Form A). Completed and authorized Participation Forms should be sent either by email to: [Official.Mail@iaea.org](mailto:Official.Mail@iaea.org) or by fax to: +43 1 26007 (no hard copies needed). Copies should be sent by email to the Scientific Secretary of the event, Mr Patrick Joseph O'Sullivan, Division of Nuclear Fuel Cycle and Waste Technology, Department of Nuclear Energy (Email: [P.OSullivan@iaea.org](mailto:P.OSullivan@iaea.org)), and to the Administrative Secretary, Ms Iris Kridtner (Email: [I.Kridtner@iaea.org](mailto:I.Kridtner@iaea.org)). The Scientific Secretary of the event will liaise with the participants directly concerning further arrangements, including travel details, as appropriate, once official designations have been received.

Should Governments wish, in addition, to appoint one or more observers to assist and advise the designated participants, they are kindly requested to inform the IAEA of the names and contact details of any such observers by the above date. In accordance with the established rules, Governments are expected to bear the cost of attendance of any observers they may send to IAEA events. Compensation is not payable by the IAEA for any damage to or loss of observers' personal property or for illness, injury or death occurring while travelling to or in connection with their attendance at IAEA events.

The Secretariat of the International Atomic Energy Agency avails itself of this opportunity to renew to the IAEA's Member States the assurances of its highest consideration.



2020-08-20

Enclosures:    Information Sheet  
                  Participation Form (Form A)  
                  Form for Submission of a Paper (Form B)  
                  Grant Application Form (Form C)



# **Technical Meeting on the Advancing Collaboration on Competence Building and Knowledge Management for Decommissioning**

**IAEA Headquarters  
Vienna, Austria**

**8–11 December 2020**

**Ref. No.: EVT1905499**

## **Information Sheet**

### **Introduction**

The increasing implementation of decommissioning activities in many countries means that a significant body of knowledge is being accumulated worldwide, which is being applied to ongoing and planned future decommissioning projects. Processes for capturing and sharing of such knowledge are being developed and applied at national and at international levels.

The process of capturing lessons learned from implementation of decommissioning at national level is often focussed at the level of the organizations charged with implementation of decommissioning, e.g. facility operating organizations that intend also to decommission their facilities will typically create a single organizational unit charged with oversight of decommissioning, including the management of relevant knowledge. Some Member States with a significant number of legacy facilities have created governmental agencies to oversee the decommissioning of these State-owned facilities.

The issue of capture and sharing of decommissioning knowledge is also being addressed at international level, by the IAEA and by other international organizations working in the field of decommissioning such as the OECD Nuclear Energy Agency and the European Commission. The IAEA maintains a Nuclear Wiki which serves as a platform as a knowledge platform to foster the exchange of scientific and technical information. The Nuclear Wiki supplements other media used by the IAEA for knowledge capture and sharing, such as published reports, eLearning materials and online databases, e.g. PRIS<sup>1</sup>. Discussions are ongoing between these organizations with the aim of facilitating interoperability between different knowledge management systems in the domain of decommissioning.

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<sup>1</sup> Power Reactor Information System.

Since 2019 IAEA has also been developing a network of Collaborating Centres for Decommissioning to assist the delivery of its mission. The functions of these Centres include:

- 1) Application of digital and other emerging technologies to planning and implementation of decommissioning projects;
- 2) Human resource development for decommissioning,
- 3) Development of knowledge resources, particularly in the form of distance learning resources and providing access to database describing experiences from ongoing decommissioning activities.

## **Objectives**

The purpose of this meeting is to share experiences on the general issue of capturing and sharing knowledge and experience relevant to the decommissioning of nuclear facilities, including discussion of relevant activities being undertaken at national and at international levels.

The meeting will include discussion on the current status and future evolution of the IAEA's Nuclear Wiki and its online databases containing decommissioning-relevant information. Interaction with related systems being maintained by other international organizations will also be considered. The role of IAEA Collaborating Centres for Decommissioning in the development and sharing of knowledge resources will also be discussed.

## **Target Audience**

Representatives on national and international organizations concerned with this topic are invited to participate in the event, including:

- government officials with policy responsibility for decommissioning and associated waste management;
- managers of regulatory authorities;
- managers of the nuclear facility operating organizations;
- managers and planners from decommissioning organizations/projects; and
- officials from concerned international organizations.

## **Working Language(s)**

English

## **Topics**

The meeting will cover topics related to issues and challenges related to the capture and sharing of information relevant to decommissioning. Presentations and discussions will focus on:

- Approaches and tools being implemented by decommissioning organizations;
- Approaches and tools being implemented by international organizations, including online databases such as PRIS;
- Contribution of IAEA Collaborating Centres in development of knowledge resources relevant to decommissioning.

## Participation and Registration

All persons wishing to participate in the event have to be designated by an IAEA Member State or should be members of organizations that have been invited to attend.

In order to be designated by an IAEA Member State, participants are requested to send the **Participation Form (Form A)** to their competent national authority (e.g. Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) for onward transmission to the IAEA by **6 October 2020**. Participants who are members of an organization invited to attend are requested to send the **Participation Form (Form A)** through their organization to the IAEA by above deadline.

Selected participants will be informed in due course on the procedures to be followed with regard to administrative and financial matters.

## Papers and Presentations

The IAEA encourages participants to give presentations on the work of their respective institutions that falls under the topics listed above. In light of this, participants have to submit the attached **Form for Submission of a Paper (Form B)** together with the **Participation Form (Form A)** to their competent national authority (e.g. Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) or their organization for onward transmission to the IAEA not later than **6 October 2020**.

## Expenditures and Grants

No registration fee is charged to participants.

The IAEA is generally not in a position to bear the travel and other costs of participants in the event. The IAEA has, however, limited funds at its disposal to help meet the cost of attendance of certain participants. Upon specific request, such assistance may be offered to normally one participant per country, provided that, in the IAEA's view, the participant will make an important contribution to the event.

The application for financial support should be made using the **Grant Application Form (Form C)** which has to be stamped, signed and submitted by the competent national authority to the IAEA together with the **Participation Form (Form A)** by **6 October 2020**.

## Venue

The event will be held at the Vienna International Centre (VIC) where the IAEA's Headquarters are located. Participants must make their own travel and accommodation arrangements.

General information on the VIC and other practical details, such as a list of hotels offering a reduced rate for IAEA participants, are listed on the following IAEA web page:

<http://www-pub.iaea.org/iaeaevents/GeneralInfo/Guide/VIC>.

Participants are advised to arrive at Checkpoint 1/Gate 1 of the VIC one hour before the start of the event on the first day in order to allow for timely registration. Participants will need to present an official photo identification document in order to be admitted to the VIC premises.

## Visas

Participants who require a visa to enter Austria should submit the necessary application to the nearest diplomatic or consular representative of Austria at least four weeks before they travel to Austria. Since Austria is a Schengen State, persons requiring a visa will have to apply for a Schengen visa. In States where Austria has no diplomatic mission, visas can be obtained from the consular authority of a Schengen Partner State representing Austria in the country in question.

## Organization

### Scientific Secretary

#### Mr Patrick Joseph O'Sullivan

Division of Nuclear Fuel Cycle and Waste Technology

Department of Nuclear Energy

International Atomic Energy Agency

Vienna International Centre

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Email: [P.OSullivan@iaea.org](mailto:P.OSullivan@iaea.org)

### Co-Scientific Secretary

#### Mr Masahiro Yagi

Division of Nuclear Fuel Cycle and Waste Technology

Department of Nuclear Energy

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Email: [M.Yagi@iaea.org](mailto:M.Yagi@iaea.org)

### Administrative Secretary

#### Ms Iris Kridtner

Division of Nuclear Fuel Cycle and Waste Technology

Department of Nuclear Energy

International Atomic Energy Agency

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Tel.: +43 1 2600 22775

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Email: [I.Kridtner@iaea.org](mailto:I.Kridtner@iaea.org)

Subsequent correspondence on scientific matters should be sent to the Scientific Secretary and correspondence on other matters related to the event to the Administrative Secretary.

# Participation Form

## Technical Meeting on Advancing Collaboration on Competence Building and Knowledge Management for Decommissioning

IAEA Headquarters, Vienna, Austria

8–11 December 2020

To be completed by the participant and sent to the competent national authority (e.g. Ministry of Foreign Affairs, Permanent Mission to the IAEA, or National Atomic Energy Authority) of his/her country for subsequent transmission to the International Atomic Energy Agency (IAEA) either by email to: [Official.Mail@iaea.org](mailto:Official.Mail@iaea.org) or by fax to: +43 1 26007 (no hard copies needed). Please also send a copy by email to the Scientific Secretary [P.OSullivan@iaea.org](mailto:P.OSullivan@iaea.org) and to the Administrative Secretary [I.Kridtner@iaea.org](mailto:I.Kridtner@iaea.org).

Participants who are members of an invited organization can submit this form to their organization for subsequent transmission to the IAEA.

**Deadline for receipt by IAEA through official channels: 6 October 2020**

Family name: (e.g. Smith)	First name(s): (e.g. John)	Mr/Ms
Institution:		
Full address:		
Tel. (Fax):		
Email:		
Nationality:	Representing following Member State/non-Member State/entity or invited organization:	
If/as applicable:		
Do you intend to submit a paper?	Yes	No
Would you prefer to present your paper as a poster?	Yes	No
Title:		





# Form for Submission of a Paper

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Participants who are members of an invited organization can submit this form to their organization for subsequent transmission to the IAEA.

**Deadline for receipt by IAEA through official channels: 6 October 2020**

Title of the paper:		
If applicable: Abstract ID in IAEA-INDICO:		
Family name(s) and first name(s) of all author(s): e.g. Smith, John	Scientific establishment(s) in which the work has been carried out	City/Country
1.		
2.		
3.		
Family name and first name(s) of author presenting the paper: e.g. Smith, John	Mr/Ms:	
Mailing address:		
Tel. (Fax):		
Email:		

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**Please note:** If granting the licence mentioned above, please supply any copyright acknowledgement text required.

Furthermore, I herewith declare:

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that any permissions and rights to publish required for third-party content, including but not limited to figures and tables, have been obtained, that all published material is correctly referenced; and

that the material submitted to the IAEA does not contain any libellous or other unlawful statements and does not contain any materials that violate any personal or proprietary rights of any person or entity.

**Date:**

**Signature of main author:**

# Grant Application Form

## Technical Meeting on Advancing Collaboration on Competence Building and Knowledge Management for Decommissioning

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**Deadline for receipt by IAEA through official channels: 6 October 2020**

Family name: (e.g. Smith)	First name(s): (e.g. John)	Mr/Ms:
Mailing address:	Tel.:	
	Fax:	
	Email:	
Date of birth (yyyy/mm/dd):	Nationality:	

### 1. Education (post-secondary):

Name and place of institution	Field of study	Diploma or Degree	Years attended	
			from	to

### 2. Recent employment record (starting with your present post):

Name and place of employer/ organization	Title of your position	Type of work	Years worked	
			from	to

### 3. Description of work performed over the last three years:

### 4. Institute's/Member State's programme in field of event:

Date: \_\_\_\_\_ Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_ Name, signature and stamp of Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority

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