



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: **EVT1904912**
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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 **International Meeting on Application of the Code of Conduct on the Safety of Research Reactors** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **7 to 11 June 2021**.

The purpose of the event is to provide Member States with a forum to discuss and exchange experience on the application of the Code of Conduct on the Safety of Research Reactors.

The attached Information Sheet provides further details of the event.

The event will be held in English.

Member States are invited to designate one or more participants for 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 **15 February 2021** using the attached Participation Form (Form A). Completed and authorized Participation Forms should be sent either by email to: Official.Mail@iaea.org or by fax to: +43 1 26007 (no hard copies needed). Copies should be sent by email to the Scientific Secretaries of the event, Mr Amgad Shokr and Ms Farhana Naseer, Division of Nuclear Installation Safety, Department of Nuclear Safety and Security (Email: A.Shokr@iaea.org; F.Naseer@iaea.org) and to the Administrative Secretary, Ms Lissy Parokkil (Email: L.Parokkil@iaea.org). The Scientific Secretaries 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.



2020-11-03

Enclosures: Information Sheet
 Participation Form (Form A)
 Grant Application Form (Form C)



IAEA

International Atomic Energy Agency

Atoms for Peace and Development

International Meeting on Application of the Code of Conduct on the Safety of Research Reactors

**IAEA Headquarters
Vienna, Austria**

7-11 June 2021

Ref. No.: EVT1904912

Information Sheet

Introduction

The International Atomic Energy Agency (IAEA) Board of Governors adopted the Code of Conduct on the Safety of Research Reactors (hereinafter referred to as “the Code”) in March 2004. In resolution GC (48)/RES/10.A.8, the IAEA General Conference endorsed the guidance contained in the Code and encouraged Member States to apply it to the management of research reactors. Further, the General Conference requested the IAEA Secretariat to continue to assist Member States in the implementation of the Code and associated safety guidance, within available resources.

Since endorsement of the Code, the General Conference resolutions have continued to endorse the principles and objectives of the Code. General Conference resolutions GC(50)/RES/10 and GC(51)/RES/11 supported the recommendations of the open-ended meeting on the effective application of the Code hosted by the IAEA in Vienna, Austria, in December 2005, namely that periodic regional and international meetings be organized to discuss the application of the Code in Member States. Four international meetings on application of the Code were duly conducted in 2008, 2011, 2014 and 2017. These meetings recommended that, in addition to regional meetings on the Code dedicated to specific safety issues, further international meetings should continue to be organized. Most recently, General Conference resolution GC(62)/RES/6 urged Member States with research reactors to apply the guidance of the Code and encouraged Member States to freely exchange their regulatory information and experience with regard to research reactors.

Following this recommendation, a series of regional meetings have been conducted between the triennial international meetings on application of the Code. The regional meetings on application of the Code that were held since the 2017 meeting focused on training programmes and interaction between human, technical and organizational factors; development of integrated management systems and a strong culture for safety in research reactors; ageing management; and periodic safety reviews. These regional meetings provide the basis of the present International Meeting on Application of the Code of Conduct on the Safety of Research Reactors, scheduled for 7–11 June 2021 at the IAEA’s Headquarters in Vienna, Austria.

Objectives

The objective of the event is to provide Member States with a forum to discuss and exchange experience on the application of the Code of Conduct on the Safety of Research Reactors.

Target Audience

The event is intended for decision-makers from the government ministry that has responsibility for nuclear safety as well as from regulatory bodies and research reactor operating organizations in Member States. Participants should be familiar with the provisions of the Code and their application.

Working Language(s)

English.

Topics

A. Self-assessment by participants. In preparation for the event, participants will be asked to complete a self-assessment on application of the Code using the questionnaires provided in *Guidelines for Self-assessment of Research Reactor Safety* (IAEA Services Series No. 35) (Appendices XXIII–XXV), which was developed as a result of the feedback received from the international meeting on application of the Code held in 2017. All self-assessment reports submitted by the participants are considered to be informal, submitted for the purpose of discussion and sharing of information at this specific meeting, and not as official national reports. The IAEA will use the results of the self-assessments, along with feedback from the regional meetings on application of the Code, to assess the status of application of the Code to date, and to update its programme and activities on safety of research reactors.

B. Presentations. Participants are asked to prepare presentations for the event that address the following general topics:

- Member States' experiences related to improving their application of the Code, in the following areas, as appropriate for the participant:
 - Regulatory inspection programmes for research reactors;
 - Leadership and management for safety, including management systems;
 - Ageing management;
- Enhancing networking, and information and knowledge sharing for improvements in all of the above areas.

The presentations should address all significant improvements in application of the Code, issues encountered, experience gained, and lessons learned, as well as plans for new activities, as included in the narrative report prepared for Part A above. Each presentation will be followed by a discussion. Additional discussions will address proposals for new activities to be conducted by Member States that involve application of the Code, including definition of actions to be implemented together with the necessary follow-up activities.

The IAEA will present its assessment of experience in application of the Code to date, including feedback of the regional meetings on application of the Code and current issues and trends in research reactor safety, as well as the IAEA activities that address these issues.

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 **15 February 2021**. 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 the above deadline.

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

Please note that the IAEA is in a transition phase to manage the entire registration process for all regular programme events electronically through the new InTouch+ (<https://intouchplus.iaea.org>) facility, which is the improved and expanded successor to the InTouch platform that has been used in recent years for the IAEA's technical cooperation events. Through InTouch+, prospective participants will be able to apply for events and submit all required documents online. National authorities will be able to use InTouch+ to review and approve these applications. Interested parties that would like to use this new facility should write to: InTouchPlus.Contact-Point@iaea.org.

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 **15 February 2021**.

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.

IAEA Contacts

Scientific Secretary:

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Email: L.Parokkil@iaea.org

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

Participation Form

International Meeting on Application of the Code of Conduct on the Safety of Research Reactors

IAEA Headquarters, Vienna, Austria

7-11 June 2021

To be completed by the participant and sent to the competent official 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), Vienna International Centre, PO Box 100, 1400 Vienna, Austria, either electronically by email to: 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 Secretaries (A.Shokr@iaea.org; F.Naseer@iaea.org), and to the Administrative Secretary (L.Parokkil@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: 15 February 2021

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|--|---|------------------------------|-----------------------------|
| Family name: (e.g. Smith) | | First name(s): (e.g. John) | Mr/Ms |
| Institution: | | | |
| Full address: | | | |
| For urgent communications please indicate: | Tel.: | | |
| | Fax: | | |
| | Email: | | |
| Nationality: | Designating Government or organization: | | |
| Mailing address (if different from address indicated above): | | | |
| Do you intend to give a presentation? | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Title: | | | |

Grant Application Form

International Meeting on Application of the Code of Conduct on the Safety of Research Reactors

IAEA Headquarters, Vienna, Austria

7 to 11 June 2021

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Deadline for receipt by IAEA through official channels: 15 February 2021

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

| Name and place of employer/ organization | Title of your position | Type of work | Years attended | |
|---|---------------------------|--------------|----------------|----|
| | | | from | to |
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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**
