



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

Vienna International Centre, PO Box 100, 1400 Vienna, Austria

Phone: (+43 1) 2600 • Fax: (+43 1) 26007

Email: Official.Mail@iaea.org • Internet: <https://www.iaea.org>

In reply please refer to: EVT2004013

Dial directly to extension: (+43 1) 2600-22863/22864

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 Excellence in Maintenance and Good Practices – Lessons Learned** (hereinafter referred to as “event”) to be held at the IAEA's Headquarters in Vienna, Austria, from **14 to 15 October 2021**.

In addition, the event will allow for virtual participation via Cisco Webex.

The purpose of the event is to gather information on Member States' experience in nuclear power plant maintenance processes, practices and procedures; and to discuss and share relevant experience and outcomes. The information gathered will be used during the development of a new IAEA Technical Document on Excellence in Maintenance and Good Practices - Lessons Learned.

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 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 participant(s) 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 **3 September 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 Harri Tapani Varjonen (Email: H.Varjonen@iaea.org) and Mr Herve Delabre (Email: H.Delabre@iaea.org), Division of Nuclear Power, Department of Nuclear Energy, and to the Administrative Secretary, Ms Inessa Kovalenko (Email: I.Kovalenko@iaea.org). The Scientific

Secretaries of the event will liaise with the participants directly concerning further arrangements, including travel details, as appropriate, once the 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 IAEA takes no responsibility for, and the provider of the virtual meeting services has represented and warranted that the Services shall not contain, and that no end user shall receive from the software used to hold the virtual meeting, any virus, worm, trap door, back door, timer, clock, counter or other limiting routine, instruction or design, or other malicious, illicit or similar unrequested code, including surveillance software or routines which may, or is designed to, permit access by any person, or on its own, to erase, or otherwise harm or modify any data or any system, server, facility or other infrastructure of any end user (collectively, a "Disabling Code").

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.



2021-06-03

Enclosures: Information Sheet

Participation Form (Form A)

Grant Application Form (Form C)



Technical Meeting on Excellence in Maintenance and Good Practices – Lessons Learned

IAEA Headquarters, Vienna, Austria
and virtual participation via Cisco Webex

14-15 October 2021

Ref. No.: EVT2004013

Information Sheet

Introduction

Maintenance in Nuclear Power Plants is set of organized activities to keep all systems, structures and components (SSCs) in good condition and in that way, it can achieve the goal of safe and reliable operation taking into account economic aspects.

The goal of maintenance at a nuclear power plant is to ensure nuclear operators to have disturbance free operation, from outage to outage and in that way ensure reliable and safe power production.

Biggest part of maintenance activities is performed during the refuelling and maintenance outages in Nuclear Power Plants, in terms of amount of work, workforce and spent money. These activities require a lot of attention for planning, executing, and ensuring that all planned and scheduled activities are performed with high standards and high quality and to avoid non-quality maintenance. Careful planning and high-quality control of maintenance activities during outages and operation and well planned and scheduled in-service inspection programme are key elements to achieve disturbance free operation and to avoid extended-, unplanned shutdowns and outages.

Objectives

The purpose of the event is to gather information on Member States experience in nuclear power plant maintenance processes, practices and procedures; and to discuss and share relevant experience and outcomes. The information gathered will be used during the development of a new IAEA Technical Document on Excellence in Maintenance and Good Practices - Lessons Learned.

Based on the preparation work and the related publications, the specific objectives of the event are:

- To discuss case studies, good practices, problems identified, and lessons learned in NPPs to lower the risk on non-quality in maintenance activities;
- To allow Member States to expose their views to avoid shutdowns during operation or unplanned outages;
- To provide a forum in which participants can discuss how to avoid extension of outages;
- To allow participants to provide input and feedback on securing the length of the outage; and
- To provide a forum for participants to share feedback on reducing rework and avoiding delays.

Target Audience

The targeted audience is the personnel involved in the design, qualification, licensing, operation, and maintenance of nuclear power plant and also:

- Nuclear power generating organizations;
- Work management organizations;
- Maintenance organizations;
- Design organizations;
- Engineering organizations;
- Suppliers and contractors in nuclear field;
- Regulatory bodies;
- Technical support organizations responsible for inspection and monitoring; and
- Other involved organizations.

Related Publications

The IAEA conducted in the recent years a lot of tasks related to maintenance and outages, which have led to several publications, as for example:

- Guidance for Optimizing Nuclear Power Plant Maintenance Programmes, IAEA-TECDOC-1383, IAEA, Vienna (2004);
- Nuclear Power Plant Outage Optimization Strategy, IAEA-TECDOC-1806, IAEA, Vienna (2016);
- Maintenance Optimization Programme for Nuclear Power Plants, Nuclear Energy Series No. NP-T-3.8, IAEA, Vienna (2018);
- Improvement of Effectiveness of In-Service Inspection in Nuclear Power Plants, IAEA-TECDOC-1853, IAEA, Vienna (2018), etc.

Working Language(s)

The working language of the event will be English with no interpretation provided. All communications, abstracts and papers must be submitted in this language.

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 **3 September 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.

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 **3 September 2021**.

Venue

The face-to-face component of 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:

www.iaea.org/events.

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.

The virtual component of the event will be held via WebEx on 14-15 October 2021. Participants could attend either one or both days.

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:

Mr Harri Tapani Varjonen

Division of Nuclear Power
Department of Nuclear Energy
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA

Tel.: +43 1 2600 22791/22801

Fax: +43 1 26007

Email: H.Varjonen@iaea.org

Co-Scientific Secretary:

Mr Herve Delabre

Division of Nuclear Power
Department of Nuclear Energy
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA

Tel.: +43 1 2600 22864

Fax: +43 1 26007

Email: H.Delabre@iaea.org

Administrative Secretary:

Ms Inessa Kovalenko

Division of Nuclear Power

Department of Nuclear Energy

International Atomic Energy Agency

Vienna International Centre

PO Box 100

1400 VIENNA

AUSTRIA

Tel.: +43 1 2600 22801

Fax: +43 1 26007

Email: L.Kovalenko@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.

Event Web Page

Please visit the following IAEA web page regularly for new information regarding this event:

www.iaea.org/events/EVT2004013

Participation Form

Technical Meeting on Excellence in Maintenance and Good Practices – Lessons Learned

IAEA Headquarters Vienna, Austria and virtual participation via Cisco Webex

14-15 October 2021

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 or by fax to: +43 1 26007 (no hard copies needed). Please also send a copy by email to the Scientific Secretaries H.Varjonen@iaea.org and H.Delabre@iaea.org and to the Administrative Secretary L.Kovalenko@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: 3 September 2021

Family name(s): (same as in passport)	First name(s): (same as in passport)	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 <input type="checkbox"/> No <input type="checkbox"/> Would you prefer to present your paper as a poster? Yes <input type="checkbox"/> No <input type="checkbox"/> Title: I plan to attend virtually: Yes <input type="checkbox"/> No <input type="checkbox"/>		

Grant Application Form

Technical Meeting on Excellence in Maintenance and Good Practices – Lessons Learned

IAEA Headquarters Vienna, Austria and virtual participation via Cisco Webex

14-15 October 2021

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 or by fax to: +43 1 26007 (no hard copies needed). Please also send a copy by email to the Scientific Secretaries H.Varjonen@iaea.org and H.Delabre@iaea.org and to the Administrative Secretary I.Kovalenko@iaea.org.

Deadline for receipt by IAEA through official channels: 3 September 2021

Family name(s): (same as in passport)	First name(s): (same as in passport)	Mr/Ms:
Mailing address:	Tel.:	
	Fax:	
	Email:	
Date of birth (yy/mm/dd):	Nationality:	
I plan to attend virtually:	Yes <input type="checkbox"/> No <input type="checkbox"/>	

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 _____