



# IAEA

*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  
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In reply please refer to: **EVT1904243**  
Dial directly to extension: (+43 1) 2600-22013/26076

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 Safety Analysis and Licensing Documentation for Fuel Cycle Facilities** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **8 to 12 November 2021**.

The purpose of the event is to provide Member States with a forum to discuss and exchange experiences in performing safety analyses for fuel cycle facilities and on the preparation, updating and reviewing of safety documents for such facilities.

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.

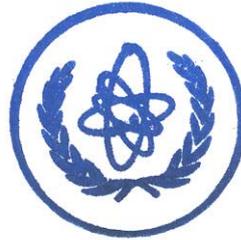
The IAEA is generally not in a position to bear the travel and other costs of participants in the event. The IAEA has, however, limited funds at its disposal to help meet the cost of attendance of certain participants. Upon specific request, such assistance may be offered to normally one participant 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 **10 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](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 Juraj Rovny, Division of Nuclear Installation Safety, Department of Nuclear Safety and Security (Email: [J.Rovny@iaea.org](mailto:J.Rovny@iaea.org)), and to the Administrative Secretary, Ms Lilla Hedervari (Email: [L.Hedervari@iaea.org](mailto:L.Hedervari@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.



2021-06-10

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



# **Technical Meeting on Safety Analysis and Licensing Documentation for Fuel Cycle Facilities**

**IAEA Headquarters  
Vienna, Austria**

**8–12 November 2021**

**Ref. No.: EVT1904243**

## **Information Sheet**

### **Introduction**

The safety standards issued by the International Atomic Energy Agency (IAEA) require that a comprehensive and systematic safety analysis and a safety analysis report (SAR) be prepared by the operating organization before the construction and commissioning of a nuclear fuel cycle facility (NFCF). Also necessary are safety reviews at appropriate intervals throughout the lifetime of a facility, including periodic safety reviews, reviews of ageing effects, modifications, changes in utilization, and incorporating the feedback from operating experience. The SAR and supporting documents, including the operational limits and conditions (OLCs), are reviewed and assessed by the regulatory body within the framework of the licensing process.

During the past few years, the IAEA has published several safety standards on NFCFs. These include the Safety Requirements publication Safety of Nuclear Fuel Cycle Facilities (IAEA Safety Standards Series No. SSR-4) and Safety Guides that provide guidance to help meet the requirements established by that Safety Requirements publication for several types of NFCFs. The participants of IAEA workshops on various technical areas related to the safety of NFCFs have expressed the need for an IAEA technical publication on safety analysis and preparation of the SAR for such facilities taking into account the application of a graded approach that is commensurate with the potential hazards of the facilities. Using the conclusions and expertise gathered in several technical meetings, workshops and consultancy meetings on this topic, the IAEA published a technical publication Safety Report Series No. 102, Safety Analysis and Licensing Documentation for Nuclear Fuel Cycle Facilities in 2020.

In response to this and to continue the exchange of experience with the application of the existing IAEA safety standards and other technical publications on this topic, the IAEA is organizing this **Technical**

**Meeting on Safety Analysis and Licensing Documentation for Fuel Cycle Facilities**, from 8 to 12 November 2021. The meeting will be organized as a physical face-to-face meeting in the IAEA Headquarters in Vienna, Austria.

The range of the nuclear fuel cycle facilities covered by the event includes facilities for the processing, refining, conversion, enrichment and fabrication of fuel; spent nuclear fuel storage and reprocessing; nuclear fuel cycle research and development facilities; and supporting facilities in which radioactive material is handled. Facilities for the mining and processing of natural ore and waste disposal facilities are outside the scope of the event.

## **Objectives**

The purpose of the event is to provide Member States with a forum to discuss and exchange experiences in performing safety analyses for fuel cycle facilities and on the preparation, updating and reviewing of safety documents for such facilities.

## **Target Audience**

Participation in the event is subject to designation by Governments or national organizations. The Technical Meeting is open to participants from all IAEA Member States that are involved in planning, construction, operation, preparation for the decommissioning or regulatory oversight of nuclear fuel cycle facilities. Personnel from regulatory technical support organizations and regulatory interface/internal oversight staff from nuclear fuel cycle facilities may also participate in the event. 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.

## **Working Language(s)**

The working language of the meeting will be English.

## **Topics**

In addition to presentations by the IAEA representatives on the basis of the IAEA safety standards, the meeting will include presentations by the participants focusing on practical examples of the use of a graded approach in the application of the IAEA safety requirements for nuclear fuel cycle facilities or in the establishment of national safety regulations. The meeting will address, inter alia, the following topics:

- IAEA safety requirements contained in IAEA Safety Standards Series No. SSR-4, *Safety of Nuclear Fuel Cycle Facilities*;
- Other relevant IAEA Safety Guides and technical publications relevant to safety assessment and licensing documentation to nuclear fuel cycle facilities;
- Scope of licensing documentation submitted to regulatory bodies at various stages of lifetime of NFCFs;
- Safety analysis methods and acceptability criteria for various types of NFCFs;
- Use of a graded approach in application of the safety requirements to safety analysis and safety documentation for FCFs;
- Regulatory review and assessment of safety documentation for NFCFs; and
- Use of the results of safety analysis in the establishment of OLCs.

The presentations will be followed by technical discussions aiming to draw general conclusions on the topics discussed. The meeting participants will also formulate recommendations and suggestions for future actions by Member States and the IAEA Secretariat to strengthen the knowledge and experience in safety analysis and licensing documentation for NFCFs.

## 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 **10 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.

Participants are hereby informed that the personal data they submit will be processed in line with the [Agency's Personal Data and Privacy Policy](#) and is collected solely for the purpose(s) of reviewing and assessing the application and to complete logistical arrangements where required. Further information can be found in the [Data Processing Notice](#) concerning IAEA InTouch+ platform.

## Papers and Presentations

The IAEA encourages participants to give presentations on the work of their respective institutions that falls under the topics listed above.

Participants who wish to give presentations are requested to submit their proposed presentations by **15 October 2021** to the Scientific Secretary Mr Juraj Rovny ([J.Rovny@iaea.org](mailto:J.Rovny@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 **10 September 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:

[www.iaea.org/events](http://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.

## 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.

## Additional Information

The meeting is planned as physical meeting. In case the situation with respect to the current pandemic does not allow to conduct the meeting in person, it shall be changed to a virtual meeting and shall be organized through WebEx and all accepted participants will receive further information via email.

## **IAEA Contacts**

### **Scientific Secretary:**

#### **Mr Juraj Rovny**

Division of Nuclear Installation Safety  
Department of Nuclear Safety and Security  
International Atomic Energy Agency  
Vienna International Centre  
PO Box 100  
1400 VIENNA  
AUSTRIA

Tel.: +43 1 2600 22013

Fax: +43 1 26007

Email: [J.Rovny@iaea.org](mailto:J.Rovny@iaea.org)

### **Administrative Secretary:**

#### **Ms Lilla Hedervari**

Division of Nuclear Installation Safety  
Department of Nuclear Safety and Security  
International Atomic Energy Agency  
Vienna International Centre  
PO Box 100  
1400 VIENNA  
AUSTRIA

Tel.: +43 1 2600 26076

Fax: +43 1 26007

Email: [L.Hedervari@iaea.org](mailto:L.Hedervari@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 Safety Analysis and Licensing Documentation for Fuel Cycle Facilities

IAEA Headquarters, Vienna, Austria

8–12 November 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](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 [J.Rovny@iaea.org](mailto:J.Rovny@iaea.org) and to the Administrative Secretary [L.Hedervari@iaea.org](mailto:L.Hedervari@iaea.org).

**Deadline for receipt by IAEA through official channels: 10 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 give a presentation?                      Yes <input type="checkbox"/> No <input type="checkbox"/> Title:		

Participants are hereby informed that the personal data they submit will be processed in line with the [Agency's Personal Data and Privacy Policy](#) and is collected solely for the purpose(s) of reviewing and assessing the application and to complete logistical arrangements where required. Further information can be found in the [Data Processing Notice](#) concerning IAEA InTouch+ platform.



# Grant Application Form

## Technical Meeting on Safety Analysis and Licensing Documentation for Fuel Cycle Facilities

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To be completed by the applicant 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 [J.Rovny@iaea.org](mailto:J.Rovny@iaea.org) and to the Administrative Secretary [L.Hedervari@iaea.org](mailto:L.Hedervari@iaea.org).

**Deadline for receipt by IAEA through official channels: 10 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:	

### 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 \_\_\_\_\_