



*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](mailto:Official.Mail@iaea.org) • Internet: <https://www.iaea.org>

In reply please refer to: **EVT2103799**  
Dial directly to extension: (+43 1) 2600-26910

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 Human Resource Development for Decommissioning** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **18 to 22 July 2022**.

The purpose of the event is to provide an overview of training and requalification arrangements to ensure a skilled workforce to implement decommissioning projects.

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.

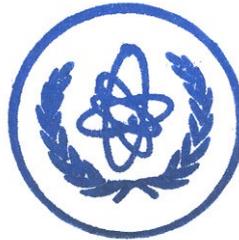
The IAEA is generally not in a position to bear the travel and other costs of participants in the event. The IAEA has, however, limited funds at its disposal to help meet the cost of attendance of certain participants. Upon specific request, such assistance may be offered to normally one participant 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 **9 May 2022** 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, Ms Christelle Decanis, Division of Nuclear Fuel Cycle and Waste Technology, Department of Nuclear Energy (Email: [C.Decanis@iaea.org](mailto:C.Decanis@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.



2022-03-31

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



**IAEA**

International Atomic Energy Agency

*Atoms for Peace and Development*

# **Technical Meeting on Human Resource Development for Decommissioning**

**C-CR6 (C Building)**

**IAEA Headquarters, Vienna, Austria**

and virtual participation via Microsoft Teams

**18–22 July 2022**

**Ref. No.: EVT2103799**

## **Information Sheet**

### **Introduction**

Planning and implementing the decommissioning of nuclear facilities presents unique challenges and requires a workforce with diverse skills and competencies. The decommissioning workforce will typically include staff from the plant licensee and from specialist contractors, in combinations which are determined by the contractual strategy being followed by the plant owner. Successful project implementation requires that the personnel involved possess the necessary expertise and experience and are well motivated towards efficient implementation of the decommissioning project and have a strong commitment to safety. Successful project implementation depends also on ensuring that involved staff from stakeholders, including regulatory and technical support organizations, also possess appropriate expertise and knowledge of safety considerations for decommissioning.

The issue of human resource development for decommissioning was considered in a recent collaborative project organized by the IAEA Secretariat, the outcome of which is being published as Nuclear Energy Series Report NG-T-2.3, Rev. 1 ‘Training and Human Resource Considerations for Nuclear facility Decommissioning’. Following completion of this project, a consultancy meeting was organized in February 2022 (EVT2103808), which drew up a list of issues that might be addressed during the present Technical Meeting.

## **Objectives**

The main objective of the Technical Meeting is to share knowledge and experience relating to current good practice in the management of personnel for the decommissioning of nuclear facilities, with a particular focus on competence development activities aimed at ensuring the availability of an appropriately skilled workforce.

## **Target Audience**

This technical meeting is expected to be of primary interest to persons with direct responsibility for human resource management activities for decommissioning. This meeting may also be of interest to other stakeholders concerned with the implementation or oversight of decommissioning programmes, including:

- Regulators
- Training providers
- Senior managers
- University representatives
- Industry/contractors

## **Topics**

The event will cover the following topics related to Human Resources for Decommissioning:

- Change management approach
- Strategic Human Resources planning
- Workforce planning quantitative and qualitative
- Competence identification
- Retention management
- Competence development
- Process evaluation (including feedback loop)

## **Working Language(s)**

The working language will be English.

## Expected Outputs

The expected outputs of this Technical Meeting include the collection, sharing and analysis of current practices concerned with human resource development for decommissioning, in particular on: ensuring the availability of personnel with the required competencies when needed; organizational transformation for decommissioning; and enabling factors for competence development.

## Structure

The first day will be dedicated to presentations from the IAEA, meeting chairs and participants.

The remaining days will be devoted to detailed consideration of the specific topics mentioned above, including keynote presentations by invited speakers and collaborative exercises and general discussions based on relevant aspects of the specific topic.

The final session will be a summary session during which session chairs will report the main findings and identify follow-up collaborative activities on the general topic of human resource development for decommissioning, including a path forward on how these may be addressed.

## 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 **09 May 2022**. 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.

## Presentations

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

Interested participants are asked to submit the title of their proposed presentation and two or three sentences that describe the content and benefit of their talk. Acceptance and/or decline notifications will come through the meeting's Scientific Secretaries at least one month in advance of the meeting.

## 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 **09 May 2022**.

## 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**

Participants are encouraged to read the document Nuclear Energy Series Report NG-T-2.3, Rev. 1 'Training and Human Resource Considerations for Nuclear facility Decommissioning'.

## **Additional Requirements**

All participants are asked to complete the following tasks prior to arriving at the meeting:

- Provide answers to the questionnaire that will be distributed by the scientific secretaries following confirmation of attendance at the meeting
- Provide a short biography profile for each participant (in-person or virtual); the template will be distributed by the scientific secretaries following confirmation of attendance

# **IAEA Contacts**

## **Scientific Secretary**

### **Ms Christelle Decanis**

Division of Nuclear Fuel Cycle and Waste Technology  
Department of Nuclear Energy  
International Atomic Energy Agency  
Vienna International Centre  
PO Box 100  
1400 VIENNA  
AUSTRIA

Tel.: +43 1 2600 26910

Email: [c.decanis@iaea.org](mailto:c.decanis@iaea.org)

## **Co-Scientific Secretary**

### **Ms Lisa Lande**

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 22798

Email: [l.lande@iaea.org](mailto:l.lande@iaea.org)

## **Administrative Secretary**

### **Ms Iris Kridtner**

Division of Nuclear Fuel Cycle and Waste Technology  
Department of Nuclear Energy  
International Atomic Energy Agency  
Vienna International Centre  
PO Box 100  
1400 VIENNA  
AUSTRIA

Tel.: +43 1 2600 22775

Fax: +43 1 26007

Email: [i.kridtner@iaea.org](mailto:i.kridtner@iaea.org)

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



# Participation Form

## Technical Meeting on Human Resource Development for Decommissioning

IAEA Headquarters, Vienna, Austria

18 to 22 July 2022

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, Ms Christelle Decanis, Division of Nuclear Fuel Cycle and Waste Technology, Department of Nuclear Energy (Email: [C.Decanis@iaea.org](mailto:C.Decanis@iaea.org)) and to the Administrative Secretary, Ms Iris Kridtner, (Email: [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: 09 May 2022**

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	No
Would you prefer to present your paper as a poster?	Yes	No
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 Human Resource Development for Decommissioning

IAEA Headquarters, Vienna, Austria

18 to 22 July 2022

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, Ms Christelle Decanis, Division of Nuclear Fuel Cycle and Waste Technology, Department of Nuclear Energy (Email: [C.Decanis@iaea.org](mailto:C.Decanis@iaea.org)) and to the Administrative Secretary, Ms Iris Kridtner, (Email: [I.Kridtner@iaea.org](mailto:I.Kridtner@iaea.org)).

### Deadline for receipt by IAEA through official channels as per Conference Announcement

Family name(s): (same as in passport)	First name(s): (same as in passport)	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 attended	
			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**

\_\_\_\_\_