



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: EVT2101964
Dial directly to extension: (+43 1) 2600-22823

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 for Municipalities with Nuclear Facilities** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **31 October to 4 November 2022**.

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

The purpose of the event is to provide an opportunity for dialogue between and with representatives of municipalities with nuclear facilities, and to enhance awareness of and share experiences on topics of interest to stakeholders at the local level.

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 **31 August 2022** 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 Secretary of the event, Mr Shin Horiguchi, Division of Nuclear Fuel Cycle and Waste Technology, Department of Nuclear Energy (Email: S.Horiguchi@iaea.org), and to the Administrative Secretary, Mr Shelby Thomas Elamkunnam (Email: S.T.Elamkunnam@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.

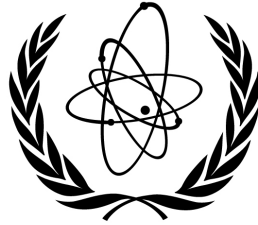
The IAEA takes no responsibility for, and the provider of the virtual meeting services has represented and warranted that the Services shall not contain, and that no end user shall receive from the software used to hold the virtual meeting, any virus, worm, trap door, back door, timer, clock, counter 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.



2022-07-28

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



IAEA

International Atomic Energy Agency

Atoms for Peace and Development

Technical Meeting for Municipalities with Nuclear Facilities

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

31 October – 4 November 2022

Ref. No: EVT2101964

Information Sheet

Introduction

Effective stakeholder engagement, including public communication, is key to a nuclear programme. Engaging a wide range of stakeholders in decision making processes, including the stakeholder groups that do not have a direct role in making those decisions, can enhance public confidence in the application of nuclear technology, and strengthen communication among the key organizations in a nuclear programme.

Stakeholders at the local level typically have both strong interests in and concerns about hosting a nuclear facility in their communities, and hence an important role in any associated decision making. Stakeholder engagement is widely recognized as a crucial element of any complete nuclear programme, and understanding the perspectives, needs, expectations and experience of the local level stakeholders is of particular importance. The IAEA, as the intergovernmental forum for scientific and technical co-operation in the nuclear field, is well positioned to capture information from local communities that host a nuclear facility as well as from those that are considering becoming hosts, and share this information with its Member States.

The previous Technical Meetings organized by the IAEA generated information primarily on the experience of hosting radioactive waste management. At the same time, there was a strong agreement that it would be useful to build on the results of those meetings and deepen the knowledge about challenges faced by local communities hosting the range of nuclear facilities as well as potential solutions to overcome common challenges. Participants also agreed that making information about this experience widely available would be useful for alleviating general concerns regarding nuclear

programmes and associated facilities. Therefore, the IAEA is organizing this Technical Meeting for Municipalities with Nuclear Facilities, where local representatives from municipalities hosting nuclear facilities in IAEA Member States can share their experience, lessons learned and good practices.

In December 2021, the IAEA published the NE Series Guide “Stakeholder Engagement in Nuclear Programmes”, which presents general guidance for stakeholder engagement and public communication by the key organizations involved in a nuclear project or facility. The 2022 Technical Meeting aims to collect additional practical information, specific examples and case studies from the local level that would complement this IAEA publication.

Objectives

The purpose of the event is to provide an opportunity for dialogue between and with representatives of municipalities with nuclear facilities, and to enhance awareness of and share experiences on topics of interest to stakeholders at the local level.

The event will also foster interaction between local communities and organizations already operating nuclear facilities and those at the consideration, introduction or expansion phases.

After the meeting, the IAEA intends to produce a report on local stakeholder engagement in nuclear programmes, providing an overview of perspectives, needs, expectations and experience as expressed by local stakeholders from around the world.

Target Audience

The event is open to local representatives including municipal authorities (mayors and councillors), local media, and NGOs in municipalities hosting nuclear facilities. In order to enable and encourage an effective exchange of experience, the meeting may also include representatives of nuclear facilities, key national organizations responsible for nuclear facilities, such as plant licensees and government. The event is also open to participants from Member States and experts from nuclear societies, educational organizations or other institutions involved in stakeholder engagement activities.

Working Language

The working language of the event will be English. All communications and papers must be submitted in this language.

Topics

The event will consist of a series of presentations, group discussions, panels and interactive breakout sessions eliciting experiences from local stakeholders, focusing on prospective topics, for example:

- Evolving experience of local communities hosting a nuclear facility over longer times;
- Expectations and concerns of local communities involved with siting decisions of future nuclear facilities;

- Local perspectives across generations – from today’s youth groups to tomorrow’s community leaders
- Risk communication at the local level and its effectiveness in addressing local concerns and needs
- Local interest in being an “informed customer” – receiving advice from independent experts and direct engagement in some of the science
- Involvement in the decision-making process – are roles and responsibilities clear and consistent with local expectations?

The event will also consider IAEA support on local stakeholder engagement, including existing and potential capacity building activities.

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 **31 August 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 above deadline.

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

Participants are hereby informed that the personal data they submit will be processed in line with the [IAEA's Personal Data Privacy Policy | IAEA](#) and is collected solely for the purpose(s) of reviewing and assessing the application and to complete logistical arrangements where required.

Papers and Presentations

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

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 **31 August 2022**.

Venue

The event will be held at 09:30 on Monday, 31 October 2022, in Board Room C, Building C, of 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.

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

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Administrative Secretary:

Shelby Thomas Elamkunnam

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Tel.: +43 1 2600 26492

Fax: +43 1 26007

Email: S.T.Elamkunnam@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.

Event Web Page

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

www.iaea.org/events/EVT2101964

Participation Form

Technical Meeting for Municipalities with Nuclear Facilities

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

31 October–4 November 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 or by fax to: +43 1 26007 (no hard copies needed). Please also send a copy by email to the Scientific Secretary s.horiguchi@iaea.org and to the Administrative Secretary s.t.elamkunnam@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: 31 August 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 <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"/>		

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. The IAEA may also use the contact details of Applicants to inform them of the IAEA's scientific and technical publications, or the latest employment opportunities and current open vacancies at the IAEA. These secondary purposes are consistent with the IAEA's mandate.

Grant Application Form

Technical Meeting for Municipalities with Nuclear Facilities

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

31 October–4 November 2022

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 or by fax to: +43 1 26007 (no hard copies needed). Please also send a copy by email to the Scientific Secretary s.horiguchi@iaea.org and to the Administrative Secretary s.t.elamkunnam@iaea.org.

Deadline for receipt by IAEA through official channels: 31 August 2022

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 _____