



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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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 Good Practices in the Establishment of Radioactive Waste Inventories** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **1 to 4 August 2022**.

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

The purpose of the event is to provide a forum for Member States to share experiences and lessons learned in the establishment of a national radioactive waste inventory.

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 **14 June 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, Ms Merle Lust, Division of Nuclear Fuel Cycle and Waste Technology, Department of Nuclear Energy (Email: M.Lust@iaea.org), and to the Administrative Secretary, Ms Marina Tolstenkova (Email: M.Tolstenkova@iaea.org). The Scientific Secretary 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.



2022-05-17

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 Good Practices in the Establishment of Radioactive Waste Inventories

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

1–4 August 2022

Ref. No.: EVT2103948

Information Sheet

Introduction

Radioactive Waste Inventory is an important factor in planning safe and efficient management routes for all waste streams. In order to formulate a meaningful policy, it is necessary to have sufficient information on the national situation, which among other factors also includes inventories of radioactive waste. These inventories should include best available data on radioactive waste and materials in the country, both for actual and planned waste streams. Collected data may include among others: waste classification, waste volume, estimated disposal volume, composition of the waste, main radionuclides, activity concentration, planned management routes, etc.

The approaches to collect and manage the data might differ as well in different the Member States. During decades, the Member States have established and developed their radioactive waste inventories based on their needs and experiences. It is important to have clearly defined responsibilities for inventory data collection. These inventory data can be used by wide range of stakeholders for range of the purposes, and it is clear trend that more and more Member States make inventory data available publicly.

There are also international requirements and tools for reporting the inventories of radioactive waste. For example, the Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management states that the National report shall also include also:

- a list of the radioactive waste management facilities subject to this Convention, their location, main purpose and essential features and
- an inventory of radioactive waste that is subject to this Convention.

The Joint Convention defines that the inventory shall contain a description of the material and other appropriate information available, such as volume or mass, activity and specific radionuclides. In order to facilitate that reporting, the harmonized parameter set for reporting the inventory of radioactive waste was agreed in 2017 and it has been in use for some years.

Objectives

The purpose of the event is to provide a forum for Member States to share experiences and lessons learned in the establishment of a national radioactive waste inventory.

The meeting will provide the possibility to share the experiences with different national data sets and tools. The approaches used to estimate the future waste streams will be covered. The discussions will also involve the role of the inventory in planning and policy development.

Target Audience

The target audience comprises regulatory bodies, government representatives, waste management organizations, and decommissioning and remediation organizations, or any other institutions with an interest in radioactive waste inventory. Member States are strongly encouraged to identify suitable women participants.

Working Language(s)

The working language of this event will be English.

Expected Outputs

The inputs from discussions will be used for preparations of further guiding materials.

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 **14 June 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.

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 **14 June 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.

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:

Ms Merle Lust

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International Atomic Energy Agency
Vienna International Centre
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Tel.: +43 1 2600 22749

Fax: +43 1 26007

Email: M.Lust@iaea.org

Administrative Secretary:

Ms Marina Tolstenkova

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 21968

Fax: +43 1 26007

Email: M.Tolstenkova@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 Good Practices in the Establishment of Radioactive Waste Inventories

IAEA Headquarters Vienna, Austria and virtual participation via Cisco Webex

1–4 August 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 M.Lust@iaea.org and to the Administrative Secretary M.Tolstenkova@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: 14 June 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.

Grant Application Form

Technical Meeting on Good Practices in the Establishment of Radioactive Waste Inventories

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

1–4 August 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 M.Lust@iaea.org and to the Administrative Secretary M.Tolstenkova@iaea.org.

Deadline for receipt by IAEA through official channels: 14 June 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 _____