



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

Organismo Internacional de Energía Atómica

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In reply please refer to: **EVT2103951**

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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 Preparation for Decommissioning for Research Reactors** (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 guidance to Member States on managing the permanent shutdown and planning for the decommissioning of a research reactor.

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 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 **15 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 Secretaries of the event, Messrs Ruben Mazzi and Vladimir Michal, Division of Nuclear Fuel Cycle and Waste Technology, Department of Nuclear Energy (Emails: R.Mazzi@iaea.org and V.Michal@iaea.org), Mr Nicholas Laine, Division of Nuclear Installation Safety, Department of Nuclear Safety and Security (Email: N.Laine@iaea.org) and to the Administrative Secretary, Ms Reena Thottakkara (Email: R.Thottakkara@iaea.org). The Scientific Secretaries 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.



2022-05-17

Enclosures: Information Sheet
 Participation Form (Form A)
 Form for Submission of a Paper (Form B)
 Grant Application Form (Form C)



IAEA

International Atomic Energy Agency
Atoms for Peace and Development

Technical Meeting on Preparation for Decommissioning for Research Reactors

**IAEA Headquarters
Vienna, Austria**

18 – 22 July 2022

Ref. No.: EVT2103951

Information Sheet

Introduction

The IAEA safety standards require that decommissioning be considered in the design phase of research reactors, and that a decommissioning plan be developed at the early stages of a research reactor's lifetime and then regularly updated throughout the reactor's operational phase. Additionally, the IAEA safety standards require that all operational activities at research reactors, including maintenance, periodic testing and inspection, modifications and experiments, should be conducted in a way that will facilitate the eventual decommissioning of the research reactor and its associated facilities. The majority of research reactor were built several decades ago, and eventual decommissioning were not adequately considered in their designs. The Feedback from the IAEA activities including peer review show the need in many research reactor facilities to adequately consider eventual decommissioning in operational activities. These activities also highlighted the need for Member States to develop up-to-date decommissioning plans for research reactors, as well as the need for technical guidance on consideration of eventual decommissioning in design and operation of research reactors as well as on managing the transition period between operation and decommissioning.

On the basis of the facts above mentioned, the IAEA performed several activities to assist Member States to adequately address decommissioning in all stages of research reactor lifetime, including development of safety standards on preparation for decommissioning, assistance on developing and updating decommissioning plans, organization of workshops and technical meetings on this topic. Following the recommendations of Workshop on Decommissioning Planning of Research Reactors, August 2018, Vienna, IAEA has also initiated development of a technical guidance document on consideration of decommissioning in design and operation of research reactors, which is planned to be finalized in 2022.

In the context mentioned above, IAEA is organizing this Technical Meeting on Preparation for Decommissioning for Research Reactors, to be held in the IAEA Headquarters, Vienna, Austria on 18 – 22 July 2022.

Objectives

The purpose of the meeting is to provide the participating Member States with a forum to discuss and to share experience on **consideration of ultimate decommissioning** in the design and operation phases of research reactors, including management of the transition period between operation and decommissioning of these facilities.

Target Audience

The meeting is intended for staff members of research reactor operating organizations as well as for officials from regulatory bodies who are involved in establishing decommissioning plans, as well as to managing the transition period between operation and decommissioning of research reactors.

Member States are strongly encouraged to identify suitable women participants.

Working Language

This technical meeting will be held in English.

Topics

Topics to be discussed in the event include:

- IAEA safety standards dealing with preparation for decommissioning of research reactors;
- Considerations of eventual decommissioning in the design, construction, and commissioning of research reactors;
- Considerations of eventual decommissioning in all operational activities of research reactors, including maintenance, operational radiation protection and waste management, utilization, and modifications, training and records-keeping;
- Decommissioning plans for research reactors;
- Ensuring safety during a state of extended shutdown and during the transition period between operation and decommissioning, including relevant regulatory oversight;

Participants are requested to make presentations on the experiences in the above topics in their countries.

In working groups, the meeting participants will also contribute to review the draft IAEA document on consideration of decommissioning in design and operation of research reactors.

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 **15 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.

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 a one-page abstract of their work. The abstract will be reviewed as part of the selection process for presentations. It should be sent electronically to the Scientific Secretaries of the event (see contact details below), not later than **15 June 2022**. Authors will be notified of the acceptance of their proposed presentations by **30 June**.

In addition, participants have to submit the abstract together with the **Participation Form (Form A)** and the attached **Form for Submission of a Paper (Form B)** to their competent national authority (e.g., Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) or their organization for onward transmission to the IAEA not later than **15 June 2022**.

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 **15 June 2022**.

The countries eligible for TC (Technical Cooperation) assistance which participate in TC projects may submit the request for TC support through their respective National Liaison Officers (NLOs). In this case, TC specific forms to attend the workshop need to be employed. Detailed information and forms are accessible in the following web page:

<https://www.iaea.org/services/technical-cooperation-programme/how-to-participate>

Department of Technical Cooperation is using InTouch+. Participants can apply and submit all required documents online. National authorities will be able to use InTouch+ to review and approve these applications. Interested parties that would like to use this facility should write to: InTouchPlus.ContactPoint@iaea.org.

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.

<http://www-pub.iaea.org/iaeaevents/GeneralInfo/Guide/VIC>.

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 Secretaries:

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Vienna International Centre
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Mr Nicholas Laine

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Mr Vladimir Michal

Section on Decommissioning and Environmental Remediation
Department of Nuclear Energy
Vienna International Centre
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Fax: +43 1 26007
Email: V.Michal@iaea.org

Official correspondence with regard to administrative issues should be addressed to the administrative Secretary.

Administrative Secretary:

Ms Reena Thottakkara
Research Reactor Section
Division of Nuclear Fuel Cycle and Waste Technology
Department of Nuclear Energy
Vienna International Centre
PO Box 100
1400 Vienna, Austria
Tel.: +43 1 2600 22755
Fax: +43 1 26007
Email: R.Thottakkara@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.

Participation Form

Technical Meeting on Preparation for Decommissioning for Research Reactors

IAEA Headquarters Vienna, Austria

18–22 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 or by fax to: +43 1 26007 (no hard copies needed). Please also send a copy by email to the Scientific Secretaries R.Mazzi@iaea.org, V.Michal@iaea.org, N.Laine@iaea.org and to the Administrative Secretary R.Thottakara@iaea.org.

Deadline for receipt by IAEA through official channels: 15 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"/>		
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.

Form for Submission of a Paper

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18–22 July 2022

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Deadline for receipt by IAEA through official channels: 15 June 2022

Title of the paper:		
If applicable: Abstract ID in IAEA-INDICO:		
Family name(s) and first name(s) of all author(s) (same as in passport(s):	Scientific establishment(s) in which the work has been carried out	City/Country
1.		
2.		
3.		
Family name(s) and first name(s) of author presenting the paper (same as in passport):	Mr/Ms:	
Mailing address:		
Tel. (Fax):		
Email:		

I hereby agree to assign to the International Atomic Energy Agency (IAEA):

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- the non-exclusive, worldwide, free-of-charge licence (this option is only for those authors whose parent institution does not allow them to transfer the copyright for work carried out in that institution) granting the IAEA world rights for the use of the aforementioned material in this and any future editions of the publication, in all languages, and in all formats available now, or to be developed in the future (digital formats, hard copy etc.).

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Furthermore, I herewith declare:

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- that any permissions and rights to publish required for third-party content, including but not limited to figures and tables, have been obtained, that all published material is correctly referenced; and
- that the material submitted to the IAEA does not contain any libellous or other unlawful statements and does not contain any materials that violate any personal or proprietary rights of any person or entity.

Date:

Signature of main author:

Grant Application Form

Technical Meeting on Preparation for Decommissioning for Research Reactors

IAEA Headquarters, Vienna, Austria

18–22 July 2022

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Deadline for receipt by IAEA through official channels: 15 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:	

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 _____