



International Workshop on Preparation for the Decommissioning of Small Facilities

IAEA Headquarters, Vienna, Austria
and virtual participation via Microsoft Teams

23 - 27 November 2026

Ref. No.: EVT2503555

Information Sheet

Introduction

Decommissioning of small medical, industrial and research facilities represent an important area within the overall decommissioning domain. While such facilities are widespread in most of Member States their decommissioning was not systematically addressed at the international level for decades. Recognizing this gap, in 2018-2024 the IAEA carried out the International Project on Decommissioning of Medical, Industrial and Research facilities (MIRDEC).

The project provided a platform for Member States to share practical experience, identify specific and common challenges, and discuss good practices related to safe and efficient decommissioning of small facilities. The project significantly improved mutual understanding and strengthened capabilities in participating countries. A community of decommissioning practitioners was formed through continuous engagement of experts from Member States throughout the years of conducting the project.

In the concluding technical meeting of MIRDEC project held in 2024, Member States emphasized that continued communications, cooperation and exchange of experience remain highly valuable and needed. Several topics were highlighted by the participants as relevant and essential for most of the Member States, to be raised at the future events devoted to decommissioning of small facilities. One of the topics outlined is “Preparation for decommissioning of small facilities”.

With that in mind, the IAEA organizes an International Workshop on Preparation for Decommissioning of Small Facilities, to address challenges many Member States face due to no or insufficient decommissioning experience, and complexity of the tasks to be planned and implemented within decommissioning projects.

Objectives

The objective of this event is to share internationally recognized good practices in the decommissioning of small medical, industrial and research facilities, with particular emphasis on preparation for decommissioning, with due account of the requirements of the IAEA safety standards publication GSR Part 6 “Decommissioning of Facilities” and guidance provided in SSG-49 “Decommissioning of Medical, Industrial and Research Facilities”.

The event will include national presentations and panel sessions, together with ample opportunities for networking and exchange. It aims to support the community of practitioners involved in the decommissioning of small facilities and to foster sustained international collaboration and sharing of experience in this field.

Target Audience

The event is intended for staff of regulatory bodies, operating organizations, technical support organizations, decision makers and other professional audience in Member States with responsibilities and engagement in decommissioning of small facilities at any stage of facility lifecycle.

Working Language(s)

English

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 or invited organization, participants are requested to submit their application via the InTouch+ platform (<https://intouchplus.iaea.org>) to the competent national authority (Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) or organization for onward transmission to the IAEA by **31 July 2026**, following the registration procedure in InTouch+:

1. Access the InTouch+ platform (<https://intouchplus.iaea.org>):
 - Persons with an existing NUCLEUS account can sign in to the platform with their username and password;
 - Persons without an existing NUCLEUS account can register [here](#).
2. Once signed in, prospective participants can use the InTouch+ platform to:
 - Complete or update their personal details under ‘Complete Profile’ and upload the relevant supporting documents;
 - Search for the relevant event under the ‘My Eligible Events’ tab;
 - Select the Member State or invited organization they want to represent from the drop-down menu entitled ‘Designating Authority’ (if an invited organization is not listed, please contact InTouchPlus.Contact-Point@iaea.org);
 - If applicable, indicate whether a paper is being submitted and complete the relevant information;
 - If applicable, indicate whether financial support is requested and complete the relevant

information (this is not applicable to participants from invited organizations);

- Based on the data input, the InTouch+ platform will automatically generate the Participation Form (Form A), Form for Submission of a Paper (Form B), and/or the Grant Application Form (Form C);
- Submit their application.

Once submitted through the InTouch+ platform, the application, together with the auto-generated form(s), will be transmitted automatically to the required authority for approval. If approved, the application, together with the applicable form(s), will automatically be sent to the IAEA through the online platform.

NOTE: The application for financial support should be made, together with the submission of the application, by **31 July 2026**.

For additional information on how to apply for an event, please refer to the [InTouch+ Help](#) page. Any other issues or queries related to InTouch+ can be sent to InTouchPlus.Contact-Point@iaea.org.

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. 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. Further information can be found in the [Data Processing Notice](#) concerning the IAEA InTouch+ platform.

Submission of a paper should be confirmed, together with the submission of the main application via the InTouch+ platform, by **31 July 2026**.

Papers and Presentations

The IAEA encourages participants to give presentations (lasting around 15 minutes) to share experiences, good practices and challenges related to their institutions with regard to preparation for decommissioning of small facilities. These presentations should specifically cover the topics listed below:

- decommissioning planning, including early planning and integration of decommissioning considerations at design and operational stages of a facility lifecycle
- application of a graded approach for planning of small facilities decommissioning
- application of a graded approach for safety assessment to support small facilities decommissioning
- radiological characterization to support decommissioning of small facilities
- identifying end state for decommissioning of small facilities
- national cases of preparation for decommissioning of small facilities. Experience and challenges

Participants who wish to give presentations are requested to submit an abstract which will be reviewed as part of the selection process for presentations. The abstract should be in A4 page format, should extend to no more than two pages and should not exceed 750 words. It should be sent electronically to Ms Yulia Gorlova (Email: Y.Gorlova@iaea.org) who is the Scientific Secretary of the event, not later than **31 July 2026**. Authors will be notified of the acceptance of their proposed presentations by **31 August 2026**.

In addition to the registration already submitted through the InTouch+ platform, participants have to submit the abstract, together with the Form for Submission of a Paper (Form B), to the competent national authority (e.g. Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) or organization for onward transmission to the IAEA not later than **31 July 2026**.

Important: Contributors of materials are required to assign all copyrights or publishing rights to the IAEA. The authors should make sure that the files do not include copyrighted fonts or other impediments for reproduction.

The abstract should be sent in Microsoft Word format and according to the following instructions:

1. Page size: A4 (21 cm by 29.7 cm) - vertical orientation
2. Margins: 25 mm all around
3. Layout:
 - Title: single-spaced, 14-point size, Times New Roman (TNR) font, bold
 - Authors: single-spaced, 12-point size, TNR font
 - Affiliation: single-spaced, 12-point size, TNR font, italics
 - Text: 1.5 spaced, 12-point size, TNR font

Presentation Submission

Successful participants will be informed that their abstracts have been accepted by **31 August 2026**. They will then be requested to prepare and submit their presentations in Microsoft PowerPoint or PDF format by **30 October 2026**.

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, together with the submission of the application, by **31 July 2026**.

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:

<https://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

Provisional Agenda will be circulated to all designated participants approximately one month before the event convenes.

Organization

Scientific Secretary

Ms Yulia Gorlova

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Administrative Secretaries

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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.