



Technical Meeting on the International Project on Decommissioning of Small Facilities

**IAEA Headquarters
Vienna, Austria**

25 June 2018–29 June 2018

Ref. No.: EVT1701827

Information Sheet

A. Introduction

International cooperation in the area of decommissioning often focuses on safety and technological aspects related to large nuclear facilities, such as nuclear power plants, relatively large prototype, research and test reactors, and other large nuclear fuel cycle facilities. However, the majority of facilities to be decommissioned worldwide are smaller in size and less complex, and they may present a lower radiological risk in their decommissioning. Facilities such as zero power reactors and critical assemblies, diagnostic radiology and radiotherapy hospital departments or laboratories, industrial facilities using radiation sources, etc., are often associated with the erroneous perception that their decommissioning is a trivial, low priority activity. Consequently, early decommissioning planning for these facilities might be neglected, potentially resulting later in unnecessary costs, delays and, possibly, safety issues such as the loss of radiation sources.

B. Objectives

The purpose of the meeting is to launch a new international project aimed at: (a) assisting the Member States in improving their infrastructure for the planning and safe conduct of decommissioning of small medical, industrial and research facilities; (b) providing a forum for the exchange of experiences and the promotion of good practices in the decommissioning of small facilities; and (c) promoting the IAEA

safety standards related to the decommissioning of small facilities: *Decommissioning of Facilities* (IAEA Safety Standards Series No. GSR Part 6) and *Decommissioning of Medical, Industrial and Research Facilities* (IAEA Safety Standards Series No. WS-G-2.2), which is currently under revision ('Draft Standard' number DS403). This meeting will focus on collecting and reviewing relevant practices and experiences in the Member States.

C. Target Audience

The target audience for the meeting comprises representatives of operating organizations and regulatory bodies involved in the decommissioning of small medical, industrial and research facilities, as well as representatives of national authorities and organizations that are responsible for the management of radioactive waste, including disused sealed sources.

D. Working Language

English

E. Application Procedure

Designations should be submitted through InTouch+ (<https://Intouchplus.iaea.org>) or using the attached **Participation Form (Form A)**. Completed requests should be endorsed by the competent national authority (e.g. Ministry of Foreign Affairs, Permanent Mission to the IAEA, or National Atomic Energy Authority), or by an organization invited to participate, and returned through the established official channels. They must be received by the IAEA not later than **16 April 2018**. Designations received after that date or applications sent directly by individuals or by private institutions cannot be considered. Designating Governments and invited organizations will be informed in due course of the names of the selected candidates and at that time full details will be given on the procedures to be followed with regard to administrative and financial matters.

F. 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 meeting. The IAEA has, however, limited funds at its disposal to help meet the cost of attendance of certain participants. Such assistance may be offered upon specific request to normally one participant per country provided that, in the IAEA's view, the participant on whose behalf assistance is requested will make an important contribution to the Meeting. The application for financial support should be made at the time of designating the participant. If Governments wish to apply for a grant on behalf of one of their experts, they should address specific requests to the IAEA to this effect. Governments should ensure that applications for grants are submitted

by **16 April 2018** through InTouch+ (<https://Intouchplus.iaea.org>) or using a signed **Grant Application Form (Form C)**. Approved grants will be issued in the form of a lump sum payment that usually covers **only part of the cost of attendance**.

G. Venue

The meeting will be held at the IAEA's Headquarters in Vienna, Austria specifically in Meeting Room M0E24 of the Vienna International Centre (VIC), and will start at 09:00 on **Monday, 25 June 2018**. Participants are advised to arrive one hour prior to the convening time of the meeting to allow for timely registration. Participants will need to present an official photo identification document in order to be admitted to the VIC premises.

The following IAEA web page can be accessed for more detailed information on Vienna and the VIC: <http://www-pub.iaea.org/iaeametings/GeneralInfo/Guide/VIC>

H. 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.

I. Organization

Scientific Secretary

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Vienna International Centre
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AUSTRIA

Tel.: +43 1 2600 22553

Fax: +43 1 26007

Email: V.Ljubenov@iaea.org

Administrative Secretary

Ms Sarah Pulimood

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Department of Nuclear Safety and Security
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA

Tel.: +43 1 2600 22462

Fax: +43 1 26007

Email: S.Pulimood@iaea.org

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



Participation Form

Technical Meeting on the International Project on Decommissioning of Small Facilities

IAEA Headquarters, Vienna, Austria

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To be completed by the participant and sent to the competent official 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), Vienna International Centre, PO Box 100, 1400 Vienna, Austria, either electronically 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 (V.Ljubenov@iaea.org) and to the Administrative Secretary (S.Pulimood@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: 16 April 2018

Family name: (e.g. Smith)		First name(s): (e.g. John)		Mr/Ms
Institution:				
Full address:				
For urgent communications please indicate:		Tel.:		
		Fax:		
		Email:		
Nationality:		Designating Government or organization:		
Mailing address (if different from address indicated above):				
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:				



Grant Application Form

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Family name: (e.g. Smith)	First name(s): (e.g. John)	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 meeting:

Date: _____ **Signature of applicant:** _____

Date: _____ **Name, signature and stamp of Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority** _____