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International Atomic Energy Agency

Agence internationale de l'énergie atomique

Международное агентство по атомной энергии

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National Liaison Officer

2015-05-13

Subject: Invitation to a Regional Workshop on Quality Management Systems in Managing Radioactive Waste and Spent Fuel Facilities/Projects – Small Programmes in Athens from 14 to 18 September 2015

Dear National Liaison Officer,

I am pleased to invite you to send nominations of suitable candidates to participate in the above-mentioned workshop under the framework of TC Project RER/9/107 – Strengthening Radioactive Waste Management Capabilities. The purpose of the workshop and related information are outlined in the attached Prospectus.

For candidates who are selected by the IAEA, the IAEA will cover the cost of return international travel from the home country to Athens, Greece and provide Daily Subsistence Allowance (DSA) for the duration of the workshop in line with IAEA rules and procedures.

Please submit nominations to the IAEA online through the Technical Cooperation Department's InTouch system (<http://intouch.iaea.org>). Only if this is not possible, nominations may be submitted on the Nomination Form for Meeting/Workshop available on the IAEA website: <http://www.iaea.org/technicalcooperation/How-to-take-part/In-workshops-WS/index.html>. Completed forms should be endorsed by relevant national authorities and sent to the Programme Management Officer for this project, Mr Andrejs Salmins (IAEA Official Fax: +43-1-26007 or E-Mail Official.Mail@iaea.org), through the official channels, i.e. the designated National Liaison Office for IAEA matters, not later than 30 June 2015.

Yours sincerely,

Manase Peter Salema

Director

Division for Europe

Department of Technical Cooperation

Enclosure: Prospectus

International Atomic Energy Agency

Regional Workshop on Quality Management Systems (QMS) in Managing Radioactive Waste and Spent Fuel Facilities/Projects - Small Programmes

PROSPECTUS

- Project Number & Title:** RER9107 “Strengthening Radioactive Waste Management Capabilities”
- Place (City, Country):** Athens, Greece
- Dates:** 14 – 18 September 2015
- Deadline for Nominations:** 30 June 2015
- Organizers:** The International Atomic Energy Agency (IAEA) in collaboration with the Government of Greece through Institute of Nuclear Technology and Radiation Protection (INRASTES, NCSR) "Demokritos"
- Host Country Organizer:** Ms Anastasia Savidou
Head of the Radioactive Materials Management Laboratory (RMML)
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- Language:** English
- Purpose:** To present the best practices and exchange of experiences in the region on usage of quality management systems (QMS) particularly in countries with small programmes on management of radioactive waste and spent fuel facilities/projects - small programmes.
- Expected Output(s):** Improved knowledge in waste management system for waste processing facilities. Strengthening requirements for establishing, implementing, assessing and continually improving a management system. Sharing practices of the radioactive waste processing and QMS procedures to promote safely waste management operations.
- Scope and Nature:** All processes and activities associated with the predisposal of radioactive waste need to be managed, performed, assessed and controlled in order to provide adequate confidence that safety, technical, environmental, quality and economic requirements and objectives are met. The management system

includes controls for organization, design, procurement, procedures and processes, documentation, inventory, inspections, tests, validation and verification, equipment calibration, improvements in the event of non-conformance, audits, and continuous improvement.

The aim of the workshop is to exchange information and experience on quality management system (QMS) at radioactive waste processing and storage facilities, to discuss the structure and implementation of QMS, and procedures important for assuring quality. The workshop will focus on:

- (i) Basic principles of management systems, key points for establishing a management system,
- (ii) Roles and responsibilities of the management of an organization for the development and implementation of an effective management system,
- (iii) Resource management, implementation of generic processes of the management system,
- (iv) Requirements for measuring, assessing and improving the management system,
- (v) Management system procedures for the operation of radioactive waste processing and storage facilities,
- (vi) Procedures for general radioactive waste management processes, e.g. waste acceptance criteria (WAC), waste characterization, and safety case and supporting safety assessment,
- (vii) Application of WAC,
- (viii) Inspection and verification for radioactive waste packages,
- (ix) Quality assurance system and procedures, and
- (x) Lessons learned.

Waste acceptance criteria and quality assurance will be discussed as important components of waste management system. Treatment and conditioning techniques will be only discussed with respect to produce final waste product with required quality characteristics. Discussion is also planned on the existing practices and procedures in waste processing and derivation of quality assurance criteria.

The workshop will consist of review presentations provided by invited experts, who will moderate discussion of participants.

Participants will present their experience and problems encountered on developing and using QMS in managing radioactive waste and spent fuel facilities/projects.

**Background
Information:**

The workshop is organised under the framework of TC Project RER9107. Every country that uses nuclear technology involving radioactive materials, generates some quantities of radioactive waste. Such waste needs to be processed through segregation, treatment, conditioning and packaging to be either stored or disposed. Storage and disposal of radioactive waste need to be dealt with in all MS's. There is continuous need to improve technology and human resources to enhance and strengthen the technical capacity, efficiency and safety of existing or for building new predisposal waste management facilities related to waste processing or storage. Material

presented in the workshop also applies in a general sense to mining and milling activities.

Countries with small amounts of radioactive waste usually do not have solutions for final disposal. Since predisposal management of radioactive waste needs to be aligned with the disposal solutions, timely determination of integrated national policy and strategy is essential for the safe and effective management of radioactive waste. There is a need to assist in defining efficient ways to improve existing waste management practices and to assist in the resolution of particular or common problems in MSs to address advanced approaches in radioactive waste management, such as integrated approach in planning and waste strategies implementation, waste minimization, recycling and reuse options, quality assurance and other requirements of predisposal waste management.

The main activities on this project are group events to share experiences and on-job training for key staff to learn best practices. This project allows to strategically focus on training and other activities of groups of MS' s at similar levels of programme development, thus optimizing resources, delivering deeper than generic messages and also enhancing connections between the MS's waste management practices and QMS.

Participation: The workshop is open up to 25 national participants who are actual operators of radioactive waste processing or storage facilities or are working in regulatory organisations with responsibility for radioactive waste management. This workshop is designed for countries participant in the Regional Project with operating waste management facilities.

The target countries are: Albania, Azerbaijan, Belarus, Bosnia and Herzegovina, Estonia, Georgia, Greece, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Montenegro, Poland, Republic of Moldova, Serbia, Tajikistan, Turkey, and Uzbekistan.

Participants' Qualifications: The participants should be specialists in radioactive waste management. They should be operators or managers responsible for organisation and implementation of waste management practices, such as operators of waste processing or storage facilities, staff of radioactive waste management agencies and inspectorates, regulators and supporting institutions involved in organization and practical implementation of waste management. Participants are required to provide overview presentation/status reports and participate in panel discussions of key issues, identified as important in the frame of the workshop programme.

Nomination Procedure: Please submit nominations to the IAEA online through the Technical Cooperation Department's InTouch system (<http://intouch.iaea.org>). Only if this is not possible, nominations may be submitted on the Nomination Form for Meeting/Workshop available on the IAEA website: <http://www.iaea.org/technicalcooperation/How-to-take-part/In-meetings-WS/index.html>. Completed forms should be endorsed by relevant national

authorities and sent to the Programme Management Officer for this project, Andrejs Salmins (IAEA Official Fax: +43-1-26007 or E-Mail Official.Mail@iaea.org), through the official channels, i.e. the designated National Liaison Office for IAEA matters, not later than **30 June 2015**.

**Administrative
and Financial
Arrangements:**

Nominating Governments will be informed in due course of the names of the candidates who have been selected and will, at that time, be given full details of the procedures to be followed with regard to administrative and financial matters.

Selected participants from countries eligible to receive technical assistance will be provided with a round trip economy class air ticket from their home countries to Athens, Greece, and a Daily Subsistence Allowance (DSA) at the prevailing UN Rate. Shipment of accumulated workshop materials to the participants' home countries is not the responsibility of the IAEA.

The organizers of the workshop do not accept liability for the payment of any cost or compensation that may arise from damage to or loss of personal property, or from illness, injury, disability or death of a participant while he/she is travelling to and from or attending the workshop, and it is clearly understood that each Government, in nominating participants, undertakes responsibility for such coverage. Governments would be well advised to take out insurance against these risks.