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الوكالة الدولية للطاقة الذرية  
国际原子能机构  
International Atomic Energy Agency  
Agence internationale de l'énergie atomique  
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National Liaison Officer

2017-07-26

**Subject: Regional Workshop on Transition and Management of Decommissioning on a Multi-Facility Site, Obninsk, Russian Federation from 2 to 6 October 2017**

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 RER9/138 – “Enhancing Capacities in the Member States for Management of Decommissioning Projects”. 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 Obninsk, Russian Federation and provide Daily Subsistence Allowance (DSA) for the duration of the meeting in line with IAEA rules and procedures.

Please submit nominations to the IAEA online through the Technical Cooperation Department's InTouch system (<http://intouchplus.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, Ms Katja Deufrains (K.L. Deufrains@iaea.org) and (IAEA Official E-Mail Official.Mail@iaea.org), through the official channels, i.e. the designated National Liaison Office for IAEA matters, not later than **15 August 2017**.

We look forward to receiving your early response.

Yours sincerely,

Katherina Lydia Deufrains

Scientific Secretary

Division for Europe

Department of Technical Cooperation

# INTERNATIONAL ATOMIC ENERGY AGENCY

## Regional Workshop on Transition and Management of Decommissioning on a Multi-Facility Site

### PROSPECTUS

- Project Number & Title:** RER9138 “Enhancing Capacities in the Member States for Management of Decommissioning Projects”
- Place (City, Country):** Obninsk, Russian Federation
- Dates:** 2-6 October 2017
- Deadline for Nominations:** **15 August 2017**
- Organizers:** The International Atomic Energy Agency (IAEA) in cooperation with the Government of Russian Federation through the Rosatom Central Institute for Continuing Education & Training (ROSATOM-CICE&T)
- Host Country Coordinator:** Mr Fedor Karmanov  
Rosatom Central Institute for Continuing Education & Training (ROSATOM-CICE&T)  
Director of International Center for NPP Personnel Training  
21, Kurchatov str., Obninsk, Kaluga region  
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- Host Country Organizer:** Mr Vladislav Smolskii  
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21, Kurchatov str., Obninsk, Kaluga region  
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Tel.: +7(484)39 29 046  
E-mail: VASmolskii@rosatom-cipk.ru
- Language:** English
- Purpose:** The purpose of the workshop is to provide a platform for discussion of aspects related to transition of nuclear facilities from operation to decommissioning and to management of decommissioning when performed on sites that accommodate several nuclear facilities.

- Expected Output(s):**
- Improved knowledge about international recommendations on regulatory, technical, organizational and administrative aspects of transition;
  - Better understanding of specificities of decommissioning on multi-facility sites;
  - Increased awareness of approaches and good practices in the Member;
  - Established connections between individuals and organizations involved in decommissioning projects.

**Scope and Nature:**

This five-day workshop will include presentations by the experts from the Host country and by international experts on transition of nuclear facilities from operation to decommissioning and on managing decommissioning on a multi-facility site. Examples and case studies from Member States with advanced decommissioning programmes will be presented to illustrate the key aspects discussed. Participants will present relevant national approaches, practices and experiences with regard to transition and management of decommissioning on multi-facility sites.

The main topics to be thoroughly discussed will include:

- actions to reduce hazards associated with the facility (removal of nuclear material, spent fuel, radioactive sources, technological liquids and operational waste);
- isolation and removal of unnecessary systems;
- modification of systems needed during decommissioning;
- ensuring that necessary supporting facilities and services are in place (radiation protection, analytical laboratories, special contractors waste treatment and storage);
- creation of areas and workshops for specific activities (cutting, segmentation, decontamination, characterization, free release measurements);
- characterization of the facility (radiological and physical);
- organizational changes to facilitate decommissioning, human resource aspects, training and knowledge management;
- licensing activities during transition;
- interfaces with other facilities and coordination with other activities on the site, prioritization and scheduling of activities;
- site strategy for decommissioning, decommissioning end state for the entire site.

The workshop will include several visits to facilities under decommissioning.

**Background Information:**

The aim of the project RER9138 is to ensure that decommissioning of nuclear facilities in the Member States is performed in a safe and cost effective manner. The project includes set of activities to enhance capacities for implementation of decommissioning projects, by sharing positive and negative experiences in international meetings, in order to learn from good practices and prevent failures.

Transition from operation to decommissioning is a period between the permanent shutdown of a facility and the commencement of decommissioning. This period is of key importance for safe and successful decommissioning, as numerous technical and licensing actions, as well as organizational changes are to be performed.

This workshop will address key aspects of transition and lessons learned in relation to management of that period of the facility life cycle. In addition, specificities of decommissioning on a multi-facility site will be discussed and explained.

**Participation:** The workshop is open to: Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Georgia, Greece, Hungary, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Malta, Montenegro, Poland, Portugal, Republic of Moldova, Romania, Russian Federation, Serbia, Slovakia, Slovenia, Tajikistan, The former Yugoslav Republic of Macedonia, Turkey, Ukraine and Uzbekistan.

**Number of participants is limited to 20, so each of the participating countries is expected to nominate up to two participants.**

**Participants' Qualifications:** The targeted audience for this event includes professionals from operating organizations, technical support organizations or regulatory authorities having direct involvement and responsibilities for planning, implementation or oversight of decommissioning of nuclear facilities, including for transition period.

Participants are expected to provide input to the workshop by presenting their national approaches and experiences related to the workshop topics, and by taking active part in discussions.

The workshop will be conducted in English language. Thus, candidates should have sufficient English-language proficiency to be able to actively participate in the planned activities.

Participants must be nominated by the competent national authority of the Member State and, most specifically, by the Member States' official counterpart for the project.

**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 Workshop available on the IAEA website: [http://www.iaea.org/technical\\_cooperation/How-to-take-part/In-meetings-WS/index.html](http://www.iaea.org/technical_cooperation/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, Mr. Andrejs Salmins (IAEA Official Fax: +43-1-26007 or E-Mail [Official.Mail@iaea.org](mailto:Official.Mail@iaea.org)), through the official channels, i.e. the designated National Liaison Office for IAEA matters, not later than **15 August 2017**.

**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 Moscow International Airport (Domodedovo, Vnukovo, or Sheremetevo) , 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.