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International Atomic Energy Agency

Agence internationale de l'énergie atomique

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National Liaison Officer/National Coordinator

2018-05-09

Subject: Workshop on Planning for Predisposal Radioactive Waste Management Activities, Yerevan, Armenia from 12 to 16 November 2018

Dear National Liaison Officer/National Coordinator,

I am pleased to inform you that the International Atomic Energy Agency (IAEA) is organizing the above event under the IAEA technical cooperation project RER9143, "Enhancing Radioactive Waste Management Capabilities".

The purpose of the event is to raise awareness for Predisposal Radioactive Waste Management Activities.

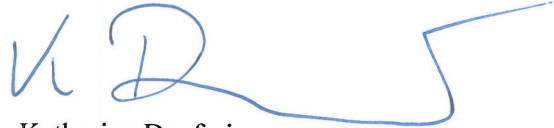
The attached Information Sheet and provides further details, including technical and administrative aspects of the event. Selection of participants will be in accordance with IAEA procedures.

The IAEA will provide non-local participants with a round-trip air ticket based on the most direct and economical route between the airport nearest the participant's residence and Yerevan. Travel details will be agreed with the participants upon receipt of their official nomination. Participants will also receive an allowance from the IAEA sufficient to cover their costs of lodging, daily subsistence and miscellaneous expenses for the duration of the event in line with IAEA rules and procedures.

We would appreciate receiving your country's nominations by **20 June 2018** through the IAEA's InTouch+ platform (<https://Intouchplus.iaea.org>). Should this not be possible, applicants may download the Nomination Form for the course from the IAEA's webpage. Completed forms must be endorsed by the relevant government authority and may be sent to the IAEA, preferably by email to Official Mail - IAEA Mail address Official.Mail@iaea.org, with copy to Ms Katherina Deufrains K.L.Deufrains@iaea.org. Please be advised that late nominations or replacements of participants after the closing date for nominations will not be accepted.

We look forward to receiving your early response.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'K D', with a long horizontal stroke extending to the right and ending in a small hook.

Katherina Deufrains
Programme Management Officer
Division for Europe
Department of Technical Cooperation

Enclosure: Information Sheet



Workshop on Planning for Predisposal Radioactive Waste Management Activities

Hosted by

The Government of Armenia

through the

Yerevan, Armenia

12 – 16 November 2018

Ref. No.: RER9143 - 1704884

Information Sheet

Purpose

The purpose of the event is to raise awareness for Predisposal Radioactive Waste Management Activities.

Working Language(s)

The working language(s) of the event will be English.

Deadline for Nominations

Nominations received after **20 June 2018** will not be considered.

Scope and Nature

To ensure the long-term viability and public acceptance of nuclear energy and its applications it is essential that any waste generated is safely and efficiently managed from the point of generation through to its end-point, disposal i.e., the emplacement of radioactive waste into a facility or location with no intention of retrieval.

An essential instrument to ensure all waste generated is managed throughout its lifecycle, i.e., cradle to grave, is the development of a comprehensive integrated waste management program, of which the predisposal waste management plan is a key component.

The workshop will include lectures, and structured discussions that highlight safety requirements and illustrate best international practices and approaches to planning radioactive waste management activities. The topics will be aligned to emphasise

- The various factors to be considered by waste managers in developing predisposal radioactive waste management plans and highlighting the importance of recognising at an early stage the challenges and issues to be addressed throughout the waste management lifecycle;
- The key components of the predisposal plan including: alignment with the national policy and strategy, milestones and timeframes, allocation of responsibility, funding scheme, estimation of the waste inventory (past, present and future), technical concepts, technology selection, research and development needs, resources (human, technical, financial), cost estimates and key performance indicators;
- The considerations to be factored into the development of a comprehensive and robust plan for radioactive waste management and how this plan needs to be interlinked with wider strategically important considerations;
- The various responsibilities of the different stakeholders involved in developing a predisposal waste management plan, including national governments and regulatory bodies, waste generators, waste processors, storage facility operators and repository operators.

The workshop will include case study presentations by selected participants outlining key relevant experiences in their particular Member State relating to the development of predisposal waste plans. These presentations will provide all participants with an appreciation of the range of challenges being faced, as well as their similarities. The workshop will also include exercises to allow participants to put into practice the knowledge derived from the presentations and discussions.

Participation

The workshop is open to 25 participants from Member States.

The target countries are: Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Georgia, Greece, Hungary, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Montenegro, Poland, Portugal, Republic of Moldova, Romania, Russian Federation, Serbia, Slovakia, Slovenia, Tajikistan, The Former Yugoslav Republic of Macedonia, Turkey, Ukraine, and Uzbekistan.

Although the workshop is designed for countries participating in the Regional Project 9143 it provides an opportunity to engage group or individual fellowships from all national projects devoted to radioactive waste management, decommissioning and environmental remediation.

Participants' Qualifications and Experience

Participants should be radioactive waste owners and managers who are engaged in the planning of

radioactive waste management activities at either a facility or national level. Please note that participants will be expected to prepare presentations or share information outlining their experience of developing radioactive waste management plans, highlighting challenges and issues, as well as solutions

Application Procedure

Candidates wishing to apply for this event should follow the steps below:

1. Access the IAEA TALEO page (<https://iaea.taleo.net/>) and complete the Candidate Profile.
2. Be registered on the Nucleus page of the IAEA (<https://nucleus.iaea.org/>).
3. Through Nucleus, access the InTouch+ platform where the Profile is completed (My Profile tab) (<https://nucleus.iaea.org/Pages/InTouchPlus.aspx>).
NOTE: The email used for TALEO and Nucleus must be the same. If not, the candidate's profile will not appear complete.
4. On the InTouch + platform, under the 'My InTouch +' tab, the candidate needs to:
 - a. select the institute / organization that he/she works at / represents ('My Institute' section);
 - b. click on the link called '**Refresh Personal History Form**' to update the system, *otherwise the nominations submitted will have these fields empty and it will not be possible to evaluate them during the selection of candidates* ('IAEA Recruitment Platform' section).

NOTE: Once the above steps are finalized, the candidate's profile will appear as completed and he/she can apply for Technical Cooperation events.

5. In the InTouch+ platform (<https://intouchplus.iaea.org>), in the 'Applications' tab, search by the event number provided in the invitation.

The help for each step is located at the top of the page. For additional help on how to register, create a profile and apply for an event, please refer to the online guide and training videos available under the following links: [how-to guide](#) and [training videos](#). Any issues or queries related to the new system can be addressed to InTouchPlus.Contact-Point@iaea.org or TC-AIPS-PL4.Contact-point@iaea.org.

Should this not be possible, applicants may download the Nomination Form for the ME from the IAEA website <https://www.iaea.org/services/technical-cooperation-programme/how-to-participate>.

Applications should contain sufficient information to establish that the nominees have the required qualifications. Please note that the information regarding LANGUAGE SKILLS, EDUCATION AND WORK EXPERIENCE is exported from TALEO. If an applicant's profile in TALEO is not updated, the information in INTOUCH+ for these sections appears as empty and the candidates cannot be evaluated. Completed applications need to be endorsed by the relevant national authority, i.e. the National Liaison Office and submitted through the established official channels.

Administrative and Financial Arrangements

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

Selected participants will receive an allowance from the IAEA sufficient to cover their costs of lodging, daily subsistence and miscellaneous expenses. They will also receive either a round-trip air ticket based on the most direct and economical route between the airport nearest their residence and the airport nearest the duty station through the IAEA's travel agency American Express, or a travel grant, or they will be reimbursed travel by car/bus/train in accordance with IAEA rules for non-staff travel.

Disclaimer of Liability

The organizers of the event 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 course, and it is clearly understood that each Government, in approving his/her participation, undertakes responsibility for such coverage. Governments would be well advised to take out insurance against these risks.

Note for female participants

Any woman engaged by the IAEA for work or training should notify the IAEA on becoming aware that she is pregnant.

The Board of Governors of the IAEA approved new International Basic Safety Standards for Protection against Ionizing Radiation and for the Safety of Radiation Sources. The Standards deal specifically with the occupational exposure conditions of female workers by requiring, inter alia, that a female worker should, on becoming aware that she is pregnant, notify her employer in order that her working conditions may be modified, if necessary. This notification shall not be considered a reason to exclude her from work; however, her working conditions, with respect to occupational exposure shall be adapted with a view to ensuring that her embryo or foetus be afforded the same broad level of protection as required for members of the public.

IAEA Contacts

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Administrative Contact (responsible for administrative matters):

Ms Marina Vetter

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