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International Atomic Energy Agency  
Agence internationale de l'énergie atomique  
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National Liaison Officer/National Coordinator

2018-08-06

Subject: Regional Training Course on the Fundamentals for Developing a Radioactive Waste Disposal Facility, Vienna, Austria from 5 November 2018 to 9 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 and provide training in some of the fundamental considerations to initiate the development of a disposal facility.

The attached Information Sheet 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 Vienna. 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 **28 August 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](mailto:Official.Mail@iaea.org), with copy to Ms Katherina Deufrains [K.L.Deufrains@iaea.org](mailto: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,



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

Enclosures: Information Sheet



# **Regional Training Course on the Fundamentals for Developing a Radioactive Waste Disposal Facility**

**Hosted by**

The International Atomic Energy Agency  
IAEA Headquarters  
Vienna, Austria

**5 November 2018 – 9 November 2018**

**Ref. No.: RER9143 - 1801126**

## **Information Sheet**

### **Purpose**

The purpose of the event is to raise awareness and provide training in some of the fundamental considerations to initiate the development of a disposal facility.

### **Working Language(s)**

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

### **Deadline for Nominations**

Nominations received after 28 August 2018 will not be considered.

## Scope and Nature

The scope of the course are disposal programmes as may be needed for a range of waste inventories. The fundamentals will be presented through a suite of lectures and group discussions, focused on the following topics:

- An overview of disposal concepts as developed and implemented for specific waste classes
- A “Roadmap” overview from inception of a disposal programme until closure of the facility
- Key considerations to manage site investigations
- Considerations on engaging with stakeholders to the disposal programme
- A method to estimate disposal programme costs and options for funding the programme
- Specific considerations for effective disposal of small inventories
- National inventories and considerations to implement radioactive waste disposal as part of an integrated framework

The five-day course will benefit from substantial support from the secretariat as well as from invited industry experts, to build upon international experience and good practices. It will also include a selection of participants’ presentations, which will serve as a basis for case study discussions. These presentations will provide all participants with an appreciation of the range of challenges being faced, and highlight some of their similarities as well as some specificities.

## Participation

The event is open to 20 participants from Member States.

A maximum total of 20 participants will be supported through IAEA grants and applicants will undergo competitive selection. 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, Uzbekistan. Although the workshop is designed especially for countries participating in the Regional Project 9143, it provides an opportunity to engage potential participants from all other European Member States with national projects devoted to radioactive waste management, decommissioning and environmental remediation, especially those with programmes that need to plan for or implement repository siting studies in the near future. These programmes may relate to either near-surface or geological disposal facilities, or both.

[MSJ1]Do we need to limit a priori?

## Participants’ Qualifications and Experience

Participants should be scientists, engineers and professionals engaged in the planning, management, development or operation of radioactive waste disposal facilities. Participants will also be selected from individuals employed by regulatory or technical support organisations with responsibility for radioactive waste disposal. The intended participants also include appropriately qualified and experienced professionals working in government and responsible for developing national policy and strategy.

Please note that participants may be called upon by the scientific secretary, to prepare brief presentations outlining their national experience of developing radioactive waste management programmes, highlighting especially recognised challenges and issues, as well as solutions. These will be discussed during the course as specific case studies.

## Application Procedure

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

1. Access the IAEA TALEO page (<https://iaea.taleo.net/careersection/ex/jobsearch.ftl>) 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](mailto:InTouchPlus.Contact-Point@iaea.org) or [TC-AIPS-PL4.Contact-point@iaea.org](mailto:TC-AIPS-PL4.Contact-point@iaea.org).

Should this not be possible, applicants may download the Nomination Form for the TN 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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