



Atoms for Peace

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国际原子能机构

International Atomic Energy Agency

Agence internationale de l'énergie atomique

Международное агентство по атомной энергии

Organismo Internacional de Energia Atómica

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In reply please refer to: C1-RER/9/138/9001/01

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2016-05-04

Subject: Invitation to a Workshop on Decommissioning of Small Medical, Industrial and Research facilities from 29 August to 2 September 2015, Tirana, Albania

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/9/138 – ‘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 Tirana, Albania 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 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, 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 **10 June 2016**.

Yours sincerely,

Martin Krause

Director

Division for Europe

Department of Technical Cooperation

Enclosure: Prospectus

INTERNATIONAL ATOMIC ENERGY AGENCY

Technical Cooperation Department

Regional Workshop on Decommissioning of Small Medical, Industrial and Research Facilities

PROSPECTUS

- Project Number & Title:** RER9138 “Enhancing Capacities in the Member States for Management of Decommissioning Projects”
- Place (City, Country):** Tirana, Albania
- Dates:** 29 August - 2 September 2016
- Deadline for Nominations:** **10 June 2016**
- Organizers:** The International Atomic Energy Agency (IAEA) in collaboration with the Government of Albania through the Radiation Protection Office
- Host Country Organizer:** Mr. Rustem PACI
Secretary of Radiation Protection Commission
Chairman of Radiation Protection Office
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- Language:** English
- Purpose:**
- Exchange of experiences and lessons learned in planning and implementing decommissioning of small medical, industrial and research facilities;
 - Sharing good practices amongst the participating countries.
- Expected Output(s):**
- Improved knowledge about decommissioning of small medical, industrial and research facilities based on the experience and lessons learned of the host country and on the information presented by the participants;
 - Better understanding of the main technical, safety, organizational and other challenges, achieved through the presentation and discussion sessions;
 - Established connections between individuals and organizations involved in decommissioning of small facilities in different countries.

Scope and Nature:

The main topics to be thoroughly discussed will include:

- Regulatory requirements applicable to decommissioning of small facilities;
- Initial planning for decommissioning (including financial arrangements, early arrangements for return of radioactive sources to the supplier and for management of radioactive waste);
- Final planning (strategy, dismantling and decontamination, radiological safety, management of radioactive waste, available human resources, funding etc.);
- Use of graded approach in planning and implementing decommissioning of small facilities;
- Decommissioning experiences related to small medical, industrial and research facilities, main lessons learned;
- Communication between organizations and individuals involved in decommissioning, lessons learned.

This five-day Workshop will include presentations by the international experts on the decommissioning process, international standards and best practices. Participants will present national situations with regard to organizational. Technical and regulatory aspects of decommissioning of small facilities, completed and ongoing projects, experiences and lessons learned and remaining challenges in this area. The workshop will include topical discussions of the key decommissioning challenges for the participating countries. A half a day technical visit to the Institute of Applied Nuclear Physics will be organized to illustrate some of the decommissioning aspects discussed.

Background Information:

The project RER9138 is aimed in ensuring that implementation of decommissioning projects in the Member States is performed in a safe and cost effective manner. The project includes set of activities to enhance the capacities for implementation of the decommissioning projects, by sharing examples through the workshop of experts about successful and non-successful implemented projects to learn from good practices and to avoid similar issues. This particular workshop will cover the planning and implementation issues related to small medical, industrial and research facilities, which are widely present in the region of Eastern Europe.

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 30, so each of the participating countries is expected to nominate one or maximum two participants, indicating the order of priority.

**Participants’
Qualifications:**

The targeted audience for this event includes professionals from operating organizations, technical support organizations or regulatory authorities responsible for or involved in planning, implementation or oversight of decommissioning of small facilities. Participants should be either currently active in the field, or from organizations willing to make that commitment on their behalf, and willing to offer their assistance on a timely basis to others in their region with similar needs. Participants are expected to provide input to the workshop by presenting their national situations with regard to decommissioning of small facilities, and by taking active part in the topical discussions organized during the workshop. 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:**

Nominations for Meeting/Workshop should be submitted to the IAEA online through the Technical Cooperation Department’s InTouch system (<http://intouch.iaea.org>). Should this not be possible, nominations may be submitted on the standard IAEA Nomination Form for Meeting/Workshop and National Consultant (available on the IAEA website: <http://www.iaea.org/>). Completed forms should be endorsed by relevant national authorities and returned to the Agency through the official channels, i.e. the designated National Liaison Office for IAEA Matters.

The completed nomination forms should be sent to the Programme Management Officer for this project, Mr. Andrejs Salmins, through IAEA Official Fax (+43-1-26007) or E-Mail (Official.Mail@iaea.org), not later than 10 June 2016. Nominations received after this date or which have not been routed through the established official channels cannot be considered.

**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 Tirana (Albania), 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.