



الوكالة الدولية للطاقة الذرية  
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 Energía Atómica

Vienna International Centre, PO Box 100, 1400 Vienna, Austria  
Phone: (+43 1) 2600 • Fax: (+43 1) 26007  
Email: [Official.Mail@iaea.org](mailto:Official.Mail@iaea.org) • Internet: <https://www.iaea.org>

National Liaison Officer/National Coordinator

In reply please refer to: TN-RER9146-1802052  
Dial directly to extension: (+43 1) 2600-22340

2018-05-28

Subject: Regional Training Course on Decommissioning and Management of Radioactive Waste at Multi-Facility Non-Power Site, Prague, Czech Republic from 1 October 2018 to 5 October 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 RER9146, "Enhancing Capacities in Member States for the Planning and Implementation of Decommissioning Projects".

The purpose of the event is to train young professionals in basic aspects of decommissioning of non-power facilities and management of radioactive waste. The event will consist of lectures and of site visits to different types of facilities.

The attached Information Sheet and Logistical Arrangements provide 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 Prague. 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 **30 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](mailto:Official.Mail@iaea.org), with copy to Ms Carmina Elizabeth Jimenez Velasco [C.Jimenez@iaea.org](mailto:C.Jimenez@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,



Carmina Elizabeth Jimenez Velasco  
Programme Management Officer  
Division for Europe  
Department of Technical Cooperation

Enclosures: Information Sheet  
Logistical Arrangements



# **Regional Training Course on Decommissioning and Management of Radioactive Waste at Multi-Facility Non-Power Site**

**Hosted by**

The Government of the Czech Republic

**through the**

UJV Rez a.s.

Prague, Czech Republic

**1 October 2018 – 5 October 2018**

**Ref. No.: TN-RER9146-1802052**

## **Information Sheet**

### **Purpose**

The purpose of the event is to train young professionals in basic aspects of decommissioning of non-power facilities and management of radioactive waste. The event will consist of lectures and of site visits to different types of facilities.

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

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

## **Deadline for Nominations**

Nominations received after **30 June 2018** will not be considered.

## **Scope and Nature**

The main topics to be presented and discussed will include (i) overview of decommissioning process, (ii) policy and strategy for decommissioning and for management of radioactive waste, (iii) legal and regulatory framework, (iv) system for management and securing of orphan sources, (v) planning and cost estimate for decommissioning and waste management, (vi) transition phase, physical and radiological characterization, (vii) decontamination and dismantling technologies, (viii) final radiological survey, clearance of materials and release of sites, and (ix) experiences and lessons learned in decommissioning of non-power facilities.

In addition to set of lectures provided by international and Czech experts, several technical visits will be organized involving facilities within the UJV Rez site (Research reactor LVR-15, Accredited Testing & Safeguards laboratory, RW Management Centre and Hot cell facilities) and outside to visit (Skoda Nuclear Engineering in Plzen or ILW Repository Richard). Discussions of regulatory aspects of decommissioning will be held in the Headquarters of the State Office for Nuclear Safety (SUJB) and summary discussions will take place in the Skoda Nuclear Engineering office in Prague.

The expected outputs of the training course are: (i) improved awareness on variety of decommissioning and radioactive waste management aspects; (ii) better understanding of the main technical, safety, organizational and other challenges; (iii) established connections between participants and their organizations from different countries.

## **Participation**

The meeting is open to 20 participants from Member States.

The event is open to 20 participants from Member States participating in the RER9146 project. Each participating Member State is invited to nominate up to two candidates, who must match the profile described in the corresponding paragraph. However, due to the limited number of spaces available, only one qualified participant per country should be expected to be selected.

## **Participants' Qualifications and Experience**

The target audience for this event are young professional from operating organizations, technical support organizations or regulatory authorities that are responsible for planning, implementation or regulatory oversight of decommissioning of small facilities. Preference will be given to candidates having direct involvement in decommissioning planning, implementation of decommissioning or in regulatory oversight of decommissioning activities.

The nominated participants should be supported by the official project counterparts who are accountable for coordinating, monitoring and reporting the project progress in their countries.

# 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](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**

Programme Management Officer (responsible for substantive matters):

Ms Carmina Elizabeth Jimenez Velasco  
Division for Europe  
Department of Technical Cooperation  
International Atomic Energy Agency  
Vienna International Centre  
PO Box 100  
1400 VIENNA  
AUSTRIA  
Tel.: +43 1 2600 22340  
Fax: +43 1 26007  
Email: [C.Jimenez@iaea.org](mailto:C.Jimenez@iaea.org)

Technical Officer (responsible for technical matters):

Mr Vladan Ljubenov  
Waste Safety Specialist  
Waste and Environmental Safety Section  
International Atomic Energy Agency  
Vienna International Centre  
PO Box 100  
1400 VIENNA  
AUSTRIA  
Tel.: +43 1 2600 22553  
Fax: +43 1 26007  
Email: V.Ljubenov@iaea.org

Administrative Contact (responsible for administrative matters):

Ms Martina Metzmacher  
Division for Europe  
Department of Technical Cooperation  
International Atomic Energy Agency  
Vienna International Centre  
PO Box 100  
1400 VIENNA  
AUSTRIA  
Tel.: +43 1 2600 26099  
Fax: +43 1 26007  
Email: M.Metzmacher@iaea.org