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International Atomic Energy Agency

Agence internationale de l'énergie atomique

Международное агентство по атомной энергии

Organismo Internacional de Energía Atómica

National Liaison Officer

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In reply please refer to: C1-RER 9/138/9004/01

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2016-11-04

Subject: Invitation to a Regional Workshop on Risk Management in Decommissioning, Slavutich, Ukraine, from 27 February – 3 March 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 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 Slavutich, Ukraine 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 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, 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 **15 December 2016**.

Yours sincerely,

Martin Krause

Director

Division for Europe

Department of Technical Cooperation

Enclosure: Prospectus

INTERNATIONAL ATOMIC ENERGY AGENCY

Regional Workshop on Risk Management in Decommissioning

PROSPECTUS

- Project Number & Title:** RER9138 “Enhancing Capacities in the Member States for Management of Decommissioning Projects”
- Place (City, Country):** Slavutich, Ukraine
- Dates:** 27 February–3 March 2017
- Deadline for Nominations:** **15 December 2016**
- Organizers:** The International Atomic Energy Agency (IAEA) in cooperation with the Government of Ukraine through the State Specialized Enterprise “Chernobyl NPP”
- Host Country Coordinator:** Mr Valeriy Seyda
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- Host Country Organizer:** Ms Valentyna Odynytzia
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- Language:** English
- Purpose:** The purpose of the workshop is to disseminate the outcomes from a recent IAEA international project on decommissioning risk management and provide for the exchange of Member States experiences and lessons learned in managing strategic and operational project risks in decommissioning.

Expected Output(s):

- Improved knowledge about international recommendations on management of risks during planning and conduct of decommissioning projects;
- Better understanding of the risk management methodology and its specificities when applied to decommissioning;
- Improved knowledge about identification of project related risks, their analysis, evaluation and prioritization, risk treatment strategies, and the associated monitoring and review process and communication and consultation process;
- Established connections between individuals and organizations involved in decommissioning projects and in management of associated project risks.

Scope and Nature:

The main topics to be thoroughly discussed will include:

- Risk management methodology;
- Risk identification and use of risk families and risk registers;
- Risk analysis, evaluation, and use of risk matrix;
- Risk treatment strategies and their application;
- Risk management at strategic and at operational level, and escalation and de-escalation of risks;

This five-day workshop will include presentations by international experts on risk management methodology, steps in the risk management process (identification, evaluation, tools used to facilitate the process (risk families, risk matrix, risk register, assumption register). Examples and case studies from decommissioning projects will be presented to illustrate practical application of risk management methodology. Participants will present relevant national approaches, practices and experiences with regard to risk management. The workshop will include practical exercises in a form of “risk workshops”, facilitated by international experts.

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 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.

Decommissioning of nuclear facilities is associated with different uncertainties and project risks. This workshop will address aspects of risk management in decommissioning, providing participants with a methodology for a systematic and pro-active approach to management of project related risks and with practical illustrations of its application.

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 25, so each of the participating countries is expected to nominate up to two participants, preferably from organizations responsible for operation of nuclear facilities, or for planning and implementation of decommissioning.

Participants' Qualifications: The targeted audience for this event includes professionals from operating organizations, technical support organizations or regulatory authorities having responsibilities for planning, implementation or oversight of decommissioning of nuclear facilities. Priority will be given to candidates from operator's organizations, who are directly involved (or expected to be involved) in planning, management and implementation of decommissioning.

Participants are expected to provide input to the workshop by presenting their national approaches and experiences in management of decommissioning project risks, and by taking active part in discussions and in practical exercises (group work in so called "risk workshops").

The workshop will be conducted in English language, including the group work related to practical exercises. 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. 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 **15 December 2016**.

**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 Slavutich (Ukraine), 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.