



**IAEA**

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الوكالة الدولية للطاقة الذرية  
国际原子能机构  
International Atomic Energy Agency  
Agence internationale de l'énergie atomique  
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National Liaison Officers /  
National Coordinators

2020-02-12

**Subject: Training Course on Project Planning, Management, and Stakeholder Engagement for Decommissioning and Environmental Remediation Projects, Chicago, IL, United States of America, from 13 to 24 July 2020**

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 INT2020, "Enhancing Capacity Building to Promote Successful Decommissioning and Environmental Remediation Projects".

The purpose of the event is to train the participants on planning and managing of Decommissioning and Environmental Remediation projects and life cycle management principles.

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. Member States are strongly encouraged to identify suitable women participants.

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 Chicago. 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 **15 April 2020** 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 Mr Jing Zhang [J.Zhang@iaea.org](mailto:J.Zhang@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 black ink, appearing to read 'Jing Zhang', with a large, sweeping flourish above the name.

Jing Zhang  
Programme Management Officer  
Division for Europe  
Department of Technical Cooperation

Enclosure: Information Sheet



# **Training Course on Project Planning, Management, and Stakeholder Engagement for Decommissioning and Environmental Remediation Projects**

**Hosted by**

The Government of the United States of America

**through the**

Argonne National Laboratory

Chicago, IL, United States of America

**13 to 24 July 2020**

**Ref. No.: TN-INT2020-1906985**

## **Information Sheet**

### **Purpose**

The purpose of the event is to train participants on planning and managing of Decommissioning and Environmental Remediation projects and life cycle management principles, and on how to use project management and planning tools and approaches in a transparent manner including appropriate stakeholder engagement.

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

The working language of the event will be English.

## **Deadline for Nominations**

Nominations received after 15 April 2020 will not be considered.

## **Background Information**

This training course is offered as part of a new four-year Interregional Project developed with the aim of building capacity in Member States to advance progress on remediation and decommissioning projects. The project will provide a series of training events that will provide participants a more solid and integrated view of the different elements that are necessary for successful implementation of D&ER Projects. Over the course of four years, the training events will cover a broad array of articulated topics, including policy, strategy, and regulation; planning and management; stakeholder engagement; safety and impact assessment; site and facility characterization; remediation technologies and approaches; decontamination and dismantling technologies and approaches; and cost estimation. As D&ER is a multi-disciplinary process, a holistic approach will be pursued, and single aspects will be considered from multiple angles. This project is expected to increase progress in planning and delivery of D&ER projects by providing practical skills and enhancing the understanding of all drivers and constraints (a holistic approach) and an appreciation of the full suite of stakeholders and disciplines. This training will be imbued with a sense of realism. To this end, wide use will be made of case studies, anecdotal evidence, and personal experience. The project will entail a collaborative approach making use of innovative training mechanisms such as integrated web-based tools (e-learning and webinars) along with enhanced face-to-face training programmes and practical exercises (e.g., field measurements, developing and implementing a remedial action plan).

Three training courses are being offered in the first year of this four-year project, including this course on Project Planning, Management, and Stakeholder Engagement for D&ER Projects. The two other courses include a course on Policy, Strategy, and Regulation for D&ER Projects (EVT1906982), to be held from 11 to 15 May 2020 and a course on Installation Characterization to be held in the 4th quarter of 2020.

## **Scope and Nature**

This course will consist of 10 working days training event that focuses on Project Planning, Management, and Stakeholder Engagement for Decommissioning and Environmental Remediation for facilities and sites with radioactive contamination. The course is oriented toward high-level decision makers, project planners, managers, and implementers, as well as individuals with technical functions that aim to work in the above positions/capacities. The course will have a practical focus. The format will consist of lectures and case studies, followed by Q&A and discussion, and hands-on exercises. Participants will take a final examination to assess their level of understanding of the topics offered during the course.

## Participation

The training is intended for participants with diverse backgrounds and jobs, including policy makers, regulators, operators, and contractors. The expected participation of trainees from different countries, backgrounds and jobs will allow them to network, share their experience, and help one another to understand and solve problems in creative ways.

The meeting is open to 30 participants from Member States. Each country is invited to nominate participants who must match the profile described in the corresponding paragraph, indicating the order of priority.

## Participants' Qualifications and Experience

Participants in the training events will need to have advanced competency in the course language; be currently employed with regulator, industry, university/educational program, or other organization with involvement in D&ER activities; and have a formal university education in an appropriate field (including engineering, science, law, business, and social science) or adequate level of experience in a "relevant" field. For attending this module (or any other module of the project) candidates will need to complete designated eLearning module(s). Only candidates that can prove that they have successfully completed the designated eLearning module(s) will have their applications further examined. For those who have reached this stage, the next step will be to attend a webinar prior to attending Face to Face (FTF) training. The webinar will task each participant with an assignment that need to be delivered during the training period. Note that participation in each FTF module will be an important factor for selecting participants to a subsequent module of this programme. In this regard those participants who have attended the previous module on Policy, Strategy and Regulatory Requirements, will have preference in the selection for this module so on and so forth.

## Application Procedure

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

1. Access the InTouch+ home page (<https://intouchplus.iaea.org>) using the candidate's existing Nucleus username and password. If the candidate is not a registered Nucleus user, she/he must create a Nucleus account (<https://websso.iaea.org/IM/UserRegistrationPage.aspx>) before proceeding with the event application process below.
2. On the InTouch + platform, the candidate must:
  - a. Finalize or update her/his personal details, provide sufficient information to establish the required qualifications regarding education, language skills and work experience ('Profile' tab) and upload relevant supporting documents;
  - b. Search for the relevant technical cooperation event (EVT1906985) under the 'My Eligible Events' tab, answer the mandatory questions and lastly submit the application to the required authority.

**NOTE:** Completed applications need to be approved by the relevant national authority, i.e. the National Liaison Office, and submitted to the IAEA through the established official channels by the provided designation deadline.

For additional support on how to apply for an event, please refer to the [InTouch+ Help page](#). Any issues or queries related to InTouch+ can be addressed to [InTouchPlus.Contact-Point@iaea.org](mailto:InTouchPlus.Contact-Point@iaea.org).

Should online application submission not be possible, candidates may download the nomination form for the training course from the [IAEA website](#).

**NOTE:** A medical certificate signed by a registered medical practitioner dated not more than four months prior to starting date of the event must be submitted by candidates when applying for a) events with a duration exceeding one month, and/or b) all candidates over the age of 65 regardless of the event duration.

## **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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