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Agence Internationale de l'énergie atomique

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National Liaison Officers /  
National Coordinators

2020-05-27

Subject: Regional Workshop on Project Management for Decommissioning of Small Facilities, Chisinau, Republic of Moldova, from 17 to 21 August 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 RER9146, "Enhancing Capacities in Member States for the Planning and Implementation of Decommissioning Projects".

The purpose of the event is to exchange experiences on management of decommissioning projects for small medical, industrial and research facilities, including aspects related to outsourcing of tasks or entire projects to external contractors.

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 Chisinau. 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.

**Occupational Exposure to Radiation:** This activity may involve occupational exposure to radiation. Therefore, persons nominated are required to duly complete and return the attached Occupational Exposure History (OEH) form. The IAEA will provide participants in due course with a dosimeter to monitor their occupational exposure during this event.

We would appreciate receiving your country's nominations by **26 June 2020** through the IAEA's InTouch+ platform (<https://Intouchplus.iaea.org>). Should this not be possible, applicants may download the Nomination Form for the event 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  
OEH Form



# **Regional Workshop on Project Management for Decommissioning of Small Facilities**

**Hosted by**

The Government of the Republic of Moldova

**through the**

General Inspectorate for Emergency Situations,  
SISP “Special Facilities 5101 and 5102”

Chisinau, Republic of Moldova

**17 to 21 August 2020**

**Ref. No.: ME-RER9146-1907457**

## **Information Sheet**

### **Purpose**

The purpose of the event is to exchange experiences on management of decommissioning projects for small medical, industrial and research facilities, including aspects related to outsourcing of tasks or entire projects to external contractors.

### **Working Language**

The working language of the event will be **English**.

### **Deadline for Nominations**

Nominations received after **26 June 2020** will not be considered.

## **Project Background**

The project RER9146 is aimed at contributing towards timely planning and safe and cost-effective implementation of decommissioning of small facilities in Member States. This four-year project includes set of activities to enhance the capacities for planning and implementation of decommissioning projects, and provide direct assistance to Member States to develop decommissioning plans for their facilities.

This particular workshop will provide opportunity for discussions on project management aspects in relation to decommissioning of small medical, industrial and research facilities.

## **Scope and Nature**

This workshop will address project management aspects of decommissioning of small medical, industrial and research facilities (facilities which do not belong to the nuclear fuel cycle).

The workshop will include:

- a. Presentations by international experts on international recommendations and good practices for project preparation, implementation and completion/closure;
- b. Case studies / examples from ongoing and completed decommissioning projects, provided by international experts;
- c. Presentations by participants on their decommissioning projects and project management approaches and practices;
- d. Visit to the National Radioactive Waste Management Organisation - site tour visit;
- e. Desktop exercises (group work by participants) on decommissioning project management.

## **Expected Outputs:**

- i. Increased awareness of international recommendations and good practices related to management of decommissioning projects for small medical, industrial and research facilities;
- ii. Enhanced competences of participants for management of decommissioning projects, for preparation of contracts and control of the work done by contractors;
- iii. Established connections among individuals and organizations involved in preparation and management of decommissioning projects for small facilities.



## Participation

The meeting is open to 25 participants from Member States.

Nominations would only be accepted from countries that have sent prior to the deadline a list of two to five identified pilot facilities for which a decommissioning plan should be drafted or improved. This information was requested on March 5, 2020 (Please see it attached for reference).

Each country is invited to nominate up to two participants who must match the profile described in the corresponding paragraph, indicating the order of priority.

## Participants' Qualifications and Experience

Nominated candidates should be professionals from national authorities and operating organizations dealing with small medical, industrial and research facilities, who have direct responsibility for preparation of decommissioning projects, their management, preparation of contracts or control of implementation of tasks conducted by contractors. Preference will be given to operators who are already involved in management of decommissioning projects or will be involved in the near future.

The workshop will be conducted in English language, including the group work by participants on desktop exercises. Thus, candidates should have sufficient English-language proficiency to be able to actively participate in the planned activities.

## Occupational Exposure to Radiation

This event may involve occupational exposure to radiation. Therefore, candidates are required to duly complete and return the Occupational Exposure History (OEH) form upon applying for the event. The IAEA will provide selected participants in due course with a dosimeter to monitor their occupational exposure during this event.

## 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 (EVT1907457) 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 meeting 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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