



# IAEA

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National Liaison Officers /

National Coordinators

2021-01-28

Subject: Virtual Event - Regional Workshop on Safety Assessment for Decommissioning of Small Facilities and Application of Graded Approach, Vienna, Austria, from 12 to 16 April 2021

Dear National Liaison Officer / National Coordinator,

I am pleased to inform you that the International Atomic Energy Agency (IAEA) is organizing a Virtual Regional Workshop under the IAEA technical cooperation project RER9146, "Enhancing Capacities in Member States for the Planning and Implementation of Decommissioning Projects" to promote innovative ways of delivering our programme in the face of the unprecedented health crisis due to the COVID-19 pandemic.

The purpose of the virtual event is to provide a platform for discussion and exchange of information, knowledge and lessons learned in performing safety assessment for decommissioning of small medical, industrial and research facilities, and in the application of graded approach to different aspects of decommissioning of small facilities.

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.

For participants who indicate their need, the IAEA could provide financial support to contribute to the expenses of their costs for internet connection for the duration of the event in line with IAEA rules and procedures.

We would appreciate receiving your country's nominations by **26 February 2021** 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,

A handwritten signature in blue ink, appearing to read 'C. Jimenez Velasco', is positioned above the typed name.

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

Enclosure: Information Sheet



# **Virtual Event - Regional Workshop on Safety Assessment for Decommissioning of Small Facilities and Application of Graded Approach**

**Hosted by**

The International Atomic Energy Agency  
IAEA Headquarters  
Vienna, Austria

**12 to 16 April 2021**

**Ref. No.: ME-RER9146-1907458**

## **Information Sheet**

### **Purpose**

The purpose of the virtual event is to provide a platform for discussion and exchange of information, knowledge and lessons learned in performing safety assessment for decommissioning of small medical, industrial and research facilities, and in the application of graded approach to different aspects of decommissioning of small facilities.

### **Working Language**

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

### **Deadline for Nominations**

Nominations received after **26 February 2021** 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 to provide direct assistance to Member States to develop decommissioning plans for their facilities.

This particular workshop will address aspects related to safety assessment for decommissioning of medical, industrial and research facilities and to application of graded approach to decommissioning of that types of facilities.

## **Scope and Nature**

The virtual regional workshop will be organized using the Cisco WebEx platform for online collaborative work. It will address aspects related to a. safety assessment for decommissioning of medical, industrial and research facilities and b. application of graded approach to decommissioning of that types of facilities.

The workshop will include:

- a) Presentations by international experts and the IAEA staff on safety assessment process, steps in the development of safety assessment, technical analyses involved, review of the safety assessment and implementation of its results and conclusions;
- b) Brief presentations by participants on their national situations in relation to safety assessments for decommissioning;
- c) Group work by participants on developing elements of safety assessments for decommissioning of their facilities;
- d) Discussion sessions to evaluate the results of the group work;
- e) Presentations and discussions on application of graded approach to decommissioning.

## **Expected Outputs**

- i. Increased awareness of international standards, recommendations and good practices related to development of safety assessment for decommissioning of small medical, industrial and research facilities;
- ii. Competences for development of safety assessment enhanced through presentation of examples and through collaborative work;
- iii. Gaps and needs for assistance in relation to development of safety assessment for decommissioning identified;
- iv. Improved networking among individuals and organizations involved in decommissioning of small facilities.

# Participation

The virtual regional workshop is open to 50 participants from Member States.

Each country participating in the project RER9146 is invited to nominate candidates who must match the profile described in the corresponding paragraph, indicating the order of priority. Kindly note that only nominations from the participating countries which have provided lists of their “pilot facilities” for discussion in RER9146 will be accepted.

## Participants’ Qualifications and Experience

Nominated candidates should be professionals from operating organizations or from national regulatory authorities for nuclear or radiation safety, having direct responsibility for developing decommissioning plans and supporting safety assessments for small medical, industrial and research facilities, or for regulatory review of that documentation.

The virtual regional workshop will be conducted in English language, including the group work on elements of decommissioning safety assessment for small facilities. Thus, candidates should have sufficient English-language proficiency to be able to actively participate in the planned activities.

## 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 (EVT1907458) 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](#).

## **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 who indicate their need, will receive financial support to contribute to the expenses of their costs for internet connection for the duration of the event in line with IAEA rules and procedures.

## **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.

## **IAEA Contacts**

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