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National Liaison Officers /

National Coordinators

In reply please refer to: **ME-RER9146-1907467**

Dial directly to extension: (+43 1) 2600-22340

2021-09-09

Subject: Virtual Event - Regional Workshop on Regulatory Review of Decommissioning Plans for Small Facilities, Vienna, Austria, from 15 to 19 November 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 share information on regulatory review of decommissioning plans for small medical, industrial and research facilities and provide opportunity for review and improvement of existing plans through collaborative work.

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 **15 October 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](https://www.iaea.org). 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, with copy to Ms Carmina Elizabeth Jimenez Velasco 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

Enclosure: Information Sheet



Virtual Event - Regional Workshop on Regulatory Review of Decommissioning Plans for Small Facilities

Hosted by

The International Atomic Energy Agency
IAEA Headquarters

15 to 19 November 2021

Ref. No.: ME-RER9146-1907467

Information Sheet

Purpose

The purpose of the virtual event is to share information on regulatory review of decommissioning plans for small medical, industrial and research facilities and provide opportunity for review and improvement of existing plans through collaborative work.

Working Language

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

Deadline for Nominations

Nominations received after **15 October 2021** will not be considered.

Project Background

The TC 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.

The virtual regional workshop will provide opportunity for discussions of aspects of regulatory review of decommissioning plans for small medical, industrial and research facilities.

Scope and Nature

This virtual regional workshop will address aspects related to review of decommissioning plans and supporting documents by regulatory bodies. Through practical collaborative work on existing decommissioning plans for small facilities, which will be provided by participants, the virtual workshop will contribute to further improvement of existing plans, to meet requirements and expectations of the regulators.

The virtual regional workshop will include:

- a) Presentations by international experts on international recommendations and good practices related to regulatory review of decommissioning plans;
- b) Brief presentations by participants on the status of decommissioning plans for “pilot facilities” in their countries;
- c) Collaborative work in several groups on review and further improvement of existing decommissioning plans for “pilot facilities”.

Expected Output

- i. Increased awareness of international recommendations and good practices related to regulatory review of decommissioning plans for small medical, industrial and research facilities;
- ii. Enhanced competences of participants for development of decommissioning plans and for their regulatory review;
- iii. Established connections among individuals and organizations involved in preparation and regulatory review of decommissioning plans for small facilities.

Participation

The virtual meeting is open to 50 participants from Member States.

Each country participating in the TC project RER9146 is invited to nominate candidates representing both operators of small facilities, who develop decommissioning plans, and regulatory bodies responsible for review and approval of decommissioning plans. Candidates must match the profile described in the corresponding paragraph. Only nominations from participating countries, which have provided lists of their “pilot facilities” for discussion in RER9146, will be accepted.

NOTE: Nominated candidates are requested to bring to the meeting draft decommissioning plans for some of the “pilot facilities” identified by their countries (at least one decommissioning plan per country)

Participants’ Qualifications and Experience

Nominated candidates should be professionals from national authorities and from operating organizations dealing with small medical, industrial and research facilities, who have direct responsibility for preparation of decommissioning plans and for their regulatory review. Among candidates from operators’ organizations, preference will be given to those who can provide draft decommissioning plans for their facilities.

The workshop will be conducted in English language, including the virtual group work by participants on review of decommissioning plans. 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 (EVT1907467) 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.

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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