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International Atomic Energy Agency

Agence Internationale de l'énergie atomique

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National Liaison Officers /
National Coordinators

2020-01-22

Subject: Kick-off Meeting to Baseline Capacities in the Participating Member States, Vienna, Austria, from 16 to 18 March, 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 RER9154 "Enhancing the Implementation of Integrated Programmes for the Safe Management of Radioactive Waste".

The purpose of the event is to establish a baseline of capacities in the participating Member States, to identify needs and competencies. This event will have a threefold purpose: (i) to give the participating MSs the opportunity to present their current status in the various relevant subject areas of the project; (ii) to identify gaps and needs establishing a project baseline; and (iii) to introduce the current workplan.

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 Vienna. 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 **31 January 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, with copy to Ms Katherina Deufrains K.L.Deufrains@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,



Katherina Deufrains
Programme Management Officer
Division for Europe
Department of Technical Cooperation

Enclosure: Information Sheet



Kick-off Meeting to Baseline Capacities in the Participating Member States

Hosted by

The International Atomic Energy Agency
IAEA Headquarters
Vienna, Austria

16 to 18 March 2020

Ref. No.: ME-RER9154-1907892

Information Sheet

Purpose

The purpose of the event is to establish a baseline of capacities in the participating Member States, to identify needs and competencies. This meeting will have a threefold purpose: (i) to give the participating MSs the opportunity to present their current status in the various relevant subject areas of our project; (ii) to identify gaps and needs establishing a project baseline; and (iii) to introduce the current workplan.

Working Language(s)

The working language(s) of the event will be **English**.

Deadline for Nominations

Nominations received after **31 January 2020** will not be considered.

Project Background

Nuclear techniques and technologies implementation and use lead to radioactive waste (radwaste) generation. Such waste needs to be processed through segregation, treatment, conditioning and packaging to be either stored or disposed of. The disposal of radwaste is an issue that needs to be dealt with in all Member States. There is a continuous need to improve technology and human resources to enhance and strengthen the technical capacity, efficiency and safety of existing or new predisposal waste management facilities related to waste processing or storage. Countries with small amounts of radwaste usually do not have solutions for final disposal. During the peer reviews of national reports under the Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management (Joint Convention) it was acknowledged that there was a need to update and/or develop the comprehensive radwaste management policy and strategy of many of countries in the Europe region in a timely manner. This is because predisposal management of radwaste needs to be aligned with the disposal solutions, which is essential for the safe and effective management of radwaste.

Scope and Nature

The meeting will mark the initiation of this regional project. The main intent will be to establish a baseline of capacities in the participating Member States, i.e. to identify needs and competencies.

Participation

The event is open to the counterparts of participating Member States that are planning for RWM facilities (including licencing, establishing and implementing funding schemes, safe operation); have to implement radioactive waste predisposal facilities for specific RAW streams; have to optimise the RWM technologies and/or to introduce new ones; are establishing, developing or improving the national RWM framework and infrastructure; are implementing programmes to safely manage legacy wastes, legacy sites (RADON), small inventories.

All RER9154 project counterparts are expected to participate.

Participants' Qualifications and Experience

Participants are expected to come from RWM organisations with practical experience and expertise, and which are directly responsible for implementing RW predisposal and disposal operational activities; from organisations in charge with developing the RWM policy and strategy, regulatory framework, and the RWM operational infrastructure (predisposal, transport, disposal, monitoring, closure, others); from organizations which developed or are developing large RWM projects such as commissioning of radwaste facilities (processing, storage, disposal), decommissioning of different types of facilities (RR, RADON type, radiological units), centralised management of RW and dedicated facilities upgrading.

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 (EVT1907892) 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](#).

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 event, 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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