



IAEA

Atoms for Peace and Development

الوكالة الدولية للطاقة الذرية

国际原子能机构

International Atomic Energy Agency

Agence Internationale de l'énergie atomique

Международное агентство по атомной энергии

Organismo Internacional de Energia Atómica

Vienna International Centre, PO Box 100, 1400 Vienna, Austria

Phone: (+43 1) 2600 • Fax: (+43 1) 26007

Email: Official.Mail@iaea.org • Internet: <https://www.iaea.org>

National Liaison Officers /
National Coordinators

In reply please refer to: **ME-RER9146-1907458**

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

2020-02-05

Subject: Regional Workshop on Safety Assessment for Decommissioning of Small Facilities and Application of Graded Approach, Tbilisi, Georgia, from 21 to 24 April 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 discuss experiences and lessons learned in performing safety assessment for decommissioning of small facilities and the application of graded approach to different aspects of decommissioning.

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 Tbilisi. 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 **28 February 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, 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,

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

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

Enclosure: Information Sheet



Regional Workshop on Safety Assessment for Decommissioning of Small Facilities and Application of Graded Approach

Hosted by

The Government of Georgia

through the

LEPL Agency of Nuclear and Radiation Safety

Tbilisi, Georgia

21 to 24 April 2020

Ref. No.: ME-RER9146-1907458

Information Sheet

Purpose

The purpose of the event is to discuss experiences and lessons learned in performing safety assessment for decommissioning of small facilities and the application of graded approach to different aspects of decommissioning.

Working Language(s)

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

Deadline for Nominations

Nominations received after **28 February 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 to provide direct assistance to Member States to develop decommissioning plans for their facilities.

Scope and Nature

The workshop will address aspects related to safety assessment for decommissioning of medical, industrial and research facilities and the application of graded approach to decommissioning of that types of facilities. This 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 the results and conclusions;
- b. 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

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

Participation

The meeting is open to 31 participants from Member States.

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 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 workshop will be conducted in English language, including the group work by participants 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.

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

Programme Management Officer (responsible for substantive matters):

Ms Carmina Elizabeth Jimenez Velasco
Division for Europe
Department of Technical Cooperation
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA
Tel.: +43 1 2600 22340
Fax: +43 1 26007
Email: C.Jimenez@iaea.org

Technical Officer (responsible for technical matters):

Mr Vladan Ljubenov
Division of Radiation, Transport and Waste Safety
Department of Nuclear Safety and Security
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA
Tel.: +43 1 2600 22553
Fax: +43 1 26007
Email: V.Ljubenov@iaea.org

Administrative Contact (responsible for administrative matters):

Ms Ia Beria
Division for Europe
Department of Technical Cooperation
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA
Tel.: +43 1 2600 26099
Fax: +43 1 26007
Email: I.Beria@iaea.org