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International Atomic Energy Agency

Agence internationale de l'énergie atomique

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National Liaison Officers /

National Coordinators

In reply please refer to: **ME-RER9146-1907457**

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

2021-02-03

Subject: Virtual Event-Regional Workshop on Project Management for Decommissioning of Small Facilities, from 17 to 21 May 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 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.

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 March 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, 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 blue ink, appearing to read 'Carmina', with a horizontal line extending from the end.

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

Enclosure: Information Sheet



Virtual Event-Regional Workshop on Project Management for Decommissioning of Small Facilities

Hosted by

The International Atomic Energy Agency
IAEA Headquarters
Vienna, Austria

17 to 21 May 2021

Ref. No.: ME-RER9146-1907457

Information Sheet

Purpose

The purpose of the virtual event is to provide a platform for discussion and exchange of 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 March 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.

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

Scope and Nature

The virtual workshop will be organized using the Webex platform for online collaborative work. It 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 virtual workshop will include:

- i. Presentations by international experts on international recommendations and good practices for project preparation, implementation and completion/closure;
- ii. Case studies / examples from ongoing and completed decommissioning projects provided by international experts;
- iii. Brief presentations by participants on their decommissioning projects and project management approaches and practices;
- iv. Desktop exercises (group work by participants) on decommissioning project management.

Expected Outputs

- a) Increased awareness of international recommendations and good practices related to management of decommissioning projects for small medical, industrial and research facilities;
- b) Enhanced competences of participants for management of decommissioning projects, for preparation of contracts and for control of the work done by contractors;
- c) Established connections among individuals and organizations involved in preparation and management of decommissioning projects 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 participants who must match the profile described in the corresponding paragraph, indicating the order of priority. Only nominations from 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 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 virtual workshop will be conducted in English language, including the group work done by participants on desktop exercises. 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 (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.

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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