



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 Energía Atómica

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In reply please refer to: EVT1905496

Dial directly to extension: (+43 1) 2600-22660

The Secretariat of the International Atomic Energy Agency (IAEA) presents its compliments to the IAEA's Member States and has the honour to draw their attention to the **Technical Meeting on Human Resource Development for Decommissioning** (hereinafter referred to as "event"), which had to be postponed owing to the COVID-19 outbreak and will now be held at the IAEA's Headquarters in Vienna, Austria, from **15 to 18 December 2020**.

The purpose of the event is to continue the exchange of information and national experiences relating to training, competency and human resource development considerations for the decommissioning of nuclear installations.

The attached Information Sheet provides further details of the event.

The event will be held in English.

Member States are informed that designations already received for this event will remain valid. Should Member States not have submitted any designations or wish to change their designation, they are invited to designate one or more participants to represent the Government at this event. Member States are strongly encouraged to identify suitable women participants.

The IAEA is generally not in a position to bear the travel and other costs of participants in the event. The IAEA has, however, limited funds at its disposal to help meet the cost of attendance of certain participants. Upon specific request, such assistance may be offered to normally one participant per country, provided that, in the IAEA's view, the participant will make an important contribution to the event. The application for financial support should be made at the time of designating the participant(s) using the attached Grant Application Form (Form C).

It should be noted that compensation is not payable by the IAEA for any damage to or loss of personal property. The IAEA also does not provide health insurance coverage for participants in IAEA events. Arrangements for private insurance coverage on an individual basis should therefore be made. The IAEA will, however, provide insurance coverage for accidents and illnesses that clearly result from any work performed for the IAEA.

Designations should be submitted to the IAEA through the competent national authority (Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) not later than **18 September 2020** using the attached Participation Form (Form A). Completed and authorized Participation Forms should be sent either by email to: Official.Mail@iaea.org or by fax to: +43 1 26007 (no hard copies needed). Copies should be sent by email to the Scientific Secretary of the event, Mr Patrick O'Sullivan, Division of Nuclear Fuel Cycle and Waste Technology, Department of Nuclear Energy (Email: P.OSullivan@iaea.org), and to the Administrative Secretary, Ms Nichola Cannavan (Email: N.Cannavan@iaea.org). The Scientific Secretary of the event will liaise with the participants directly concerning further arrangements, including travel details, as appropriate, once official designations have been received.

Should Governments wish, in addition, to appoint one or more observers to assist and advise the designated participants, they are kindly requested to inform the IAEA of the names and contact details of any such observers by the above date. In accordance with the established rules, Governments are expected to bear the cost of attendance of any observers they may send to IAEA events. Compensation is not payable by the IAEA for any damage to or loss of observers' personal property or for illness, injury or death occurring while travelling to or in connection with their attendance at IAEA events.

The Secretariat of the International Atomic Energy Agency avails itself of this opportunity to renew to the IAEA's Member States the assurances of its highest consideration.



2020-06-19

Enclosures: Information Sheet

Participation Form (Form A)

Form for Submission of a Paper (Form B)

Grant Application Form (Form C)



Technical Meeting on Human Resource Development for Decommissioning

**IAEA Headquarters
Vienna, Austria**

15–18 December 2020

Ref. No.: EVT1905496

Information Sheet

Introduction

Current approaches to human resource development in the nuclear industry typically involve an increasingly more integrated approach to workforce planning, education, training and nuclear knowledge management (KM). This evolution towards a knowledge-centred integrated approach has coincided with increasing interest in the use of digital technologies to support the planning and implementation of decommissioning projects. Current relevant good practice in this field is reflected in a draft revision of the IAEA Nuclear Energy Series Publication No. NG-T-2.3 ‘Decommissioning of Nuclear Facilities: Training and Human Resource Considerations’ was finalized in January 2020 by a dedicated task group which worked on this project over a 2-year period. The report is expected to be published in 2020; it provides guidance on human resource development and reports experiences and lessons learnt from decommissioning organisations and the supporting supply chain, taking account of different contractual strategies for project implementation.

Objectives

The purpose of the event is to continue the exchange of information and national experiences relating to training, competency and human resource development considerations for the decommissioning of nuclear installations.

Scope

The event is concerned with issues which impact on the availability and competence of personnel involved in the decommissioning of nuclear facilities, including nuclear power plants, research reactors and fuel cycle facilities. It focuses on human resource and training considerations for relevant personnel, including associated knowledge management considerations.

Target Audience

This event will be of interest to:

- Managers of the nuclear facility operating organizations;
- Managers of the decommissioning projects;
- Personnel involved in human resource management in the nuclear facilities;
- Nuclear facility training staff;
- Regulatory body personnel.

Working Language(s)

The working language of the meeting will be English with no interpretation provided. All communications, abstracts and papers must be submitted in this language.

Participation and Registration

All persons wishing to participate in the event have to be designated by an IAEA Member State or should be members of organizations that have been invited to attend.

In order to be designated by an IAEA Member State, participants are requested to send the **Participation Form (Form A)** to their competent national authority (e.g. Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) for onward transmission to the IAEA by **18 September 2020**. Participants who are members of an organization invited to attend are requested to send the **Participation Form (Form A)** through their organization to the IAEA by above deadline.

Selected participants will be informed in due course on the procedures to be followed with regard to administrative and financial matters.

Please note that the IAEA is in a transition phase to manage the entire registration process for all regular programme events electronically through the new InTouch+ (<https://intouchplus.iaea.org>) facility, which is the improved and expanded successor to the InTouch platform that has been used in recent years for the IAEA's technical cooperation events. Through InTouch+, prospective participants will be able to apply for events and submit all required documents online. National authorities will be able to use InTouch+ to review and approve these applications. Interested parties that would like to use this new facility should write to: InTouchPlus.Contact-Point@iaea.org.

Expenditures and Grants

No registration fee is charged to participants.

The IAEA is generally not in a position to bear the travel and other costs of participants in the event. The IAEA has, however, limited funds at its disposal to help meet the cost of attendance of certain participants. Upon specific request, such assistance may be offered to normally one participant per country, provided that, in the IAEA's view, the participant will make an important contribution to the event.

The application for financial support should be made using the **Grant Application Form (Form C)** which has to be stamped, signed and submitted by the competent national authority to the IAEA together with the **Participation Form (Form A)** by **18 September 2020**.

Venue

The event will be held at the Vienna International Centre (VIC) where the IAEA's Headquarters are located. Participants must make their own travel and accommodation arrangements. General information on the VIC and other practical details, such as a list of hotels offering a reduced rate for IAEA participants, are listed on the following IAEA web page:

<http://www-pub.iaea.org/iaeaevents/GeneralInfo/Guide/VIC>.

Participants are advised to arrive at Checkpoint 1/Gate 1 of the VIC one hour before the start of the event on the first day in order to allow for timely registration. Participants will need to present an official photo identification document in order to be admitted to the VIC premises.

Visas

Participants who require a visa to enter Austria should submit the necessary application to the nearest diplomatic or consular representative of Austria at least four weeks before they travel to Austria. Since Austria is a Schengen State, persons requiring a visa will have to apply for a Schengen visa. In States where Austria has no diplomatic mission, visas can be obtained from the consular authority of a Schengen Partner State representing Austria in the country in question.

Organization

Scientific Secretary

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International Atomic Energy Agency
Vienna International Centre
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Co-Scientific Secretary

Ms Tetiana Kilochytska

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Email: T.Kilochytska@iaea.org

Administrative Secretary

Ms Nichola Cannavan

Division of Nuclear Fuel Cycle and Waste Technology
Department of Nuclear Energy
International Atomic Energy Agency
Vienna International Centre
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AUSTRIA

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Fax: +43 1 26007

Email: N.Cannavan@iaea.org

Subsequent correspondence on scientific matters should be sent to the Scientific Secretary/Secretaries and correspondence on other matters related to the event to the Administrative Secretary.

Participation Form

Technical Meeting on Human Resource Development for Decommissioning

IAEA Headquarters, Vienna, Austria

15–18 December 2020

To be completed by the participant and sent to the competent national authority (e.g. Ministry of Foreign Affairs, Permanent Mission to the IAEA, or National Atomic Energy Authority) of his/her country for subsequent transmission to the International Atomic Energy Agency (IAEA) either by email to: Official.Mail@iaea.org or by fax to: +43 1 26007 (no hard copies needed). Please also send a copy by email to the Scientific Secretary P.OSullivan@iaea.org and to the Administrative Secretary N.Cannavan@iaea.org.

Participants who are members of an invited organization can submit this form to their organization for subsequent transmission to the IAEA.

Deadline for receipt by IAEA through official channels: 18 September 2020

Family name: (e.g. Smith)	First name(s): (e.g. John)	Mr/Ms
Institution:		
Full address:		
Tel. (Fax):		
Email:		
Nationality:	Representing following Member State/non-Member State/entity or invited organization:	
If/as applicable:		
Do you intend to submit a paper?	Yes	No
Would you prefer to present your paper as a poster?	Yes	No
Title:		

Form for Submission of a Paper

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Deadline for receipt by IAEA through official channels: 18 September 2020

Title of the paper:		
If applicable: Abstract ID in IAEA-INDICO:		
Family name(s) and first name(s) of all author(s): e.g. Smith, John	Scientific establishment(s) in which the work has been carried out	City/Country
1.		
2.		
3.		
Family name and first name(s) of author presenting the paper: e.g. Smith, John	Mr/Ms:	
Mailing address:		
Tel. (Fax):		
Email:		

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Furthermore, I herewith declare:

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that any permissions and rights to publish required for third-party content, including but not limited to figures and tables, have been obtained, that all published material is correctly referenced; and

that the material submitted to the IAEA does not contain any libellous or other unlawful statements and does not contain any materials that violate any personal or proprietary rights of any person or entity.

Date:

Signature of main author:

Grant Application Form

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Family name: (e.g. Smith)	First name(s): (e.g. John)	Mr/Ms:
Mailing address:	Tel.:	
	Fax:	
	Email:	
Date of birth (yyyy/mm/dd):	Nationality:	

1. Education (post-secondary):

Name and place of institution	Field of study	Diploma or Degree	Years attended from	to

2. Recent employment record (starting with your present post):

Name and place of employer/ organization	Title of your position	Type of work	Years worked from	to

3. Description of work performed over the last three years:

4. Institute's/Member State's programme in field of event:

Date: _____ Signature of applicant: _____

Date: _____ Name, signature and stamp of Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority
