



**IAEA**

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国际原子能机构

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Agence Internationale de l'énergie atomique

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National Liaison Officers /  
National Coordinators

2019-08-30

Subject: Regional Workshop on Review and Improvement of Existing Decommissioning Plans for Small Facilities, Riga, Latvia, from 3 February 2020 to 7 February 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 review and discuss improvement of existing decommissioning plans for small medical, industrial and research facilities.

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.

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 Riga. 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 **4 October 2019** 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](mailto:Official.Mail@iaea.org), with copy to Ms Carmina Elizabeth Jimenez Velasco [C.Jimenez@iaea.org](mailto: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, appearing to read 'Carmina', with a horizontal line extending from the end of the signature.

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

Enclosure: Information Sheet



# **Regional Workshop on Review and Improvement of Existing Decommissioning Plans for Small Facilities**

**Hosted by**

The Government of Latvia

**through the**

Radiation Safety Centre of the State Environmental Service of Latvia

Riga, Latvia

**3 to 7 February 2020**

**Ref. No.: ME-RER9146-1900424**

## **Information Sheet**

### **Purpose**

The purpose of the event is to review and discuss improvement of existing decommissioning plans for small medical, industrial and research facilities.

### **Working Language**

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

### **Deadline for Nominations**

Nominations received after **4 October 2019** 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.

This particular workshop will provide opportunity for collaborative work on improvement of existing decommissioning plans and for exchange of related information and experiences among the participants

## **Scope and Nature**

The workshop will address planning aspects of decommissioning of small medical, industrial and research facilities, which do not belong to the nuclear fuel cycle.

The workshop will include:

- (i) Presentations by international experts on standard content of decommissioning plans and supporting documents; and on planning process during facility lifetime;
- (ii) Examples of decommissioning plans from completed or ongoing projects, provided by international experts;
- (iii) Group work of participants on reviewing existing decommissioning plans; identifying gaps and deficiencies; and revising/further elaborating the plans to address identified gaps, which will be supported by international experts;
- (iv) Discussion sessions to evaluate the results of the group work.

## **Participation**

The event is open to 25 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 national regulatory authorities for nuclear or radiation safety, having direct responsibility for developing decommissioning plans and supporting decommissioning documents for small medical, industrial and research facilities, or for regulatory review of that documentation. Preference will be given to operators responsible for development of decommissioning plans.

A prerequisite for participation in the workshop is availability of draft decommissioning plans for real facilities in the participating countries. Only participants who can provide the plans to the workshop will be accepted. The candidates shall provide information in the nomination form about the decommissioning plan (plans) - type of facility and status of the plan (initial, preliminary, final).

The workshop will be conducted in English language, including the group work on drafting 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 IAEA TALEO page (<https://iaea.taleo.net/careersection/ex/jobsearch.ftl>) and complete the Candidate Profile.
2. Be registered on the Nucleus page of the IAEA (<https://nucleus.iaea.org/>).
3. Through Nucleus, access the InTouch+ platform where the Profile is completed (My Profile tab) (<https://nucleus.iaea.org/Pages/InTouchPlus.aspx>).

**NOTE:** The email used for TALEO and Nucleus must be the same. If not, the candidate's profile will not appear complete.

4. On the InTouch + platform, under the 'My InTouch +' tab, the candidate needs to:
  - a. select the institute / organization that he/she works at / represents ('My Institute' section);
  - b. click on the link called '**Refresh Personal History Form**' to update the system, *otherwise the nominations submitted will have these fields empty and it will not be possible to evaluate them during the selection of candidates* ('IAEA Recruitment Platform' section).

**NOTE:** Once the above steps are finalized, the candidate's profile will appear as completed and he/she can apply for Technical Cooperation events.

5. In the InTouch+ platform (<https://intouchplus.iaea.org>), in the 'Applications' tab, search by the event number provided in the invitation.

The help for each step is located at the top of the page. For additional help on how to register, create a profile and apply for an event, please refer to the online guide and training videos available under the following links: [how-to guide](#) and [training videos](#). Any issues or queries related to the new system can be addressed to [InTouchPlus.Contact-Point@iaea.org](mailto:InTouchPlus.Contact-Point@iaea.org) or [TC-AIPS-PL4.Contact-point@iaea.org](mailto:TC-AIPS-PL4.Contact-point@iaea.org).

Should this not be possible, applicants may download the Nomination Form for the ME from the IAEA website <https://www.iaea.org/services/technical-cooperation-programme/how-to-participate>.

Applications should contain sufficient information to establish that the nominees have the required qualifications. Please note that the information regarding LANGUAGE SKILLS, EDUCATION AND WORK EXPERIENCE is exported from TALEO. If an applicant's profile in TALEO is not updated, the information in INTOUCH+ for these sections appears as empty and the candidates cannot be evaluated. Completed applications need to be endorsed by the relevant national authority, i.e. the National Liaison Office and submitted through the established official channels.

## **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

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