



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: **EVT2003693**
Dial directly to extension: (+43 1) 2600-22553

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 **Third Technical Meeting of the International Project on Decommissioning of Small Facilities** (hereinafter referred to as "event") to be held via Cisco Webex, from **24 to 28 May 2021**.

The purpose of the event is to further review and discuss Member States' experiences with the decommissioning of small medical, industrial and research facilities, and to continue the development of case studies for selected types of small facilities.

The attached Information Sheet provides further details of the event.

The event will be held in English.

Member States 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.

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 **28 April 2021** 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 Vladan Ljubenov, Division of Radiation, Transport and Waste Safety, Department of Nuclear Safety and Security (Email: V.Ljubenov@iaea.org), and to the Administrative Secretary, Ms Sarah Pulimood (Email: S.Pulimood@iaea.org). The Scientific Secretary of the event will liaise with the participants directly concerning further arrangements, as appropriate, once official designations have been received.

The IAEA takes no responsibility for, and the provider of the virtual meeting services has represented and warranted that the Services shall not contain, and that no end user shall receive from the software used to hold the virtual meeting, any virus, worm, trap door, back door, timer, clock, counter or other limiting routine, instruction or design, or other malicious, illicit or similar unrequested code, including surveillance software or routines which may, or is designed to, permit access by any person, or on its own, to erase, or otherwise harm or modify any data or any system, server, facility or other infrastructure of any end user (collectively, a "Disabling Code").

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.



2021-04-06

Enclosures: Information Sheet

Participation Form (Form A)



Virtual Event - Third Technical Meeting of the International Project on Decommissioning of Small Facilities

**IAEA Headquarters
Vienna, Austria**

24 - 28 May 2021

Ref. No.: EVT2003693

Information Sheet

Introduction

Decommissioning of small facilities was not systematically addressed at an international level in the past. The IAEA launched the International Project on Decommissioning of Medical, Industrial and Research Facilities (MIRDEC) at the 1st TM held in June 2018, when the relevant experiences from MS were presented and discussed, and the needs for assistance and cooperation analysed. In 2019 one meeting of the MIRDEC Coordination Group was held. The 2nd TM was held in February 2020, which included parallel sessions of the 5 Working Groups and 1-day workshop on characterization for decommissioning purposes. This TM is the third Annual Meeting of the project, and will focus on preparation of case studies on decommissioning of different types of small facilities that are of primary interest to the MS.

Objectives

To further review and discuss Member States' experiences with the decommissioning of small medical, industrial and research facilities, and to continue the development of case studies for selected types of small facilities.

Target Audience

The project is open to those IAEA Member States, preferred are participants who attended the first two Technical Meetings of the MIRDEC project (June 2018 and February 2020). The candidates to be nominated should be professionals from national authorities, policy making organizations, regulatory bodies, decommissioning licensee organizations, technical support organizations and service providers that are or will be involved in the planning, implementation or regulatory control of decommissioning of medical, industrial and research facilities.

Working Language(s)

English

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 **28 April 2021**. 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.

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 **15 March 2021**.

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

Mr Vladan Ljubenov

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Administrative Secretary

Ms Sarah Pulimood

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Email: S.Pulimood@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

Virtual Event - Third Technical Meeting of the International Project on Decommissioning of Small Facilities

IAEA Headquarters, Vienna, Austria

24 to 28 May 2021

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, Mr Vladan Ljubenov, Division of Radiation, Transport and Waste Safety, Department of Nuclear Safety and Security (Email: V.Ljubenov@iaea.org) and to the Administrative Secretary, Ms Sarah Pulimood, (Email: S.Pulimood@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: 28 April 2021

Family name(s): (same as in passport)	First name(s): (same as in passport)	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:		