



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

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>

In reply please refer to: **EVT2003676**
Dial directly to extension: (+43 1) 2600-25679

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 **Biennial Forum of the International Decommissioning Network** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **13 to 15 December 2021**.

In addition, the event will allow for virtual participation via Microsoft Teams.

The purpose of the event is to share and discuss experiences in the planning and implementation of decommissioning projects. The event will include a review of the outcome of the "Global Status of Decommissioning" collaborative project.

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.

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 participants 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 **15 October 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, Ms Tetiana Kilochytska, Division of Nuclear Fuel Cycle and Waste Technology, Department of Nuclear Energy (Email: T.Kilochytska@iaea.org), and to the Administrative Secretary, Ms Iris Kridtner (Email: I.Kridtner@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.



2021-08-12

Enclosures: Information Sheet
Participation Form (Form A)
Grant Application Form (Form C)



Biennial Forum on the IAEA International Decommissioning Network (IDN)

**IAEA Headquarters
Vienna, Austria
and virtual participation via Microsoft Teams**

13 December – 15 December 2021

Ref. No.: EVT2003676

Information Sheet

Introduction

The International Decommissioning Network (IDN) was launched at the 51st regular session of the General Conference of the International Atomic Energy Agency (IAEA) in 2007, as one of a series of measures to strengthen international cooperation in nuclear, radiation and transport safety and radioactive waste management. Its objectives include improving the flow of knowledge and experience amongst those engaged in decommissioning, thus raising overall competence levels. Within the IAEA, the IDN's work is organized as a joint effort between the Department of Nuclear Energy, the Department of Nuclear Safety and Security, and the Department of Technical Cooperation.

Objectives

The main objective of this event is to allow participants to review the IDN's mission and work programme and to provide recommendations on future activities in the short and medium term. The forum provides opportunities for participants to update one another and the IAEA on ongoing and planned decommissioning activities in their respective countries, and for IAEA staff to bring participants up to date on relevant activities under the IAEA's own programme in this area.

Expected Outputs

The meeting will facilitate the sharing of national and international experiences and lessons learned provided by participants on the current status and expected future evolution of decommissioning programmes, including major factors impacting on the choice of strategies, and important successes and implementation challenges. In particular, the following topical sessions will be organised:

- reports from international collaborative projects on decommissioning.
- current decommissioning challenges and lessons learned post-Covid.
- young professionals in decommissioning.
- recent technical innovations that may support decommissioning projects.
- extended care and maintenance following permanent shutdown.
- enhancing knowledge sharing on decommissioning.

Target Audience

This meeting is of interest to Member States having an active involvement in the planning and/or implementation of decommissioning of facilities authorized for activities involving the use of radioactive materials.

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 **15 October 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 October 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.

IAEA Contacts

Scientific Secretary

Mr Tetiana Kilochytska

Division of Nuclear Fuel Cycle and Waste Technology
Department of Nuclear Energy
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA

Tel.: +43 1 2600 25679

Fax: +43 1 26007

Email: T.Kilochtyska@iaea.org

Co-Scientific Secretary

Mr Vladan Ljubenov

Division of Nuclear Fuel Cycle and Waste Technology
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 Secretary

Ms Iris Kridtner

Division of Nuclear Fuel Cycle and Waste Technology
Department of Nuclear Energy
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA

Tel.: +43 1 2600 22775

Fax: +43 1 26007

Email: I.Kridtner@iaea.org

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

Participation Form

Biennial Forum of the International Decommissioning Network

IAEA Headquarters Vienna, Austria and virtual participation via Microsoft Teams
13–15 December 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 T.Kilochytska@iaea.org and to the Administrative Secretary I.Kridtner@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: 15 October 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 <input type="checkbox"/> No <input type="checkbox"/> Would you prefer to present your paper as a poster? Yes <input type="checkbox"/> No <input type="checkbox"/> Title: I plan to attend virtually: Yes <input type="checkbox"/> No <input type="checkbox"/>		

Participants are hereby informed that the personal data they submit will be processed in line with the [Agency's Personal Data and Privacy Policy](#) and is collected solely for the purpose(s) of reviewing and assessing the application and to complete logistical arrangements where required. Further information can be found in the [Data Processing Notice](#) concerning IAEA InTouch+ platform.

Grant Application Form

Biennial Forum of the International Decommissioning Network

IAEA Headquarters, Vienna, Austria and virtual participation via Microsoft Teams

13–15 December 2021

To be completed by the applicant 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 [T. Kilochytska@iaea.org](mailto:T.Kilochytska@iaea.org) and to the Administrative Secretary I.Kridtner@iaea.org.

Deadline for receipt by IAEA through official channels: 15 October 2021

Family name(s): (same as in passport)	First name(s): (same as in passport)	Mr/Ms:
Mailing address:	Tel.:	
	Fax:	
	Email:	
Date of birth (yy/mm/dd):	Nationality:	
I plan to attend virtually:	Yes <input type="checkbox"/> No <input type="checkbox"/>	

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** _____