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 **Training Workshop on the Development of Severe Accident Management Guidelines Using the IAEA’s SAMG-D Toolkit** (hereinafter referred to as ”event”) to be held at the IAEA’s Headquarters in Vienna, Austria, from **9 to 12 December 2019**.

The purpose of the event is to exchange information on, and enhance understanding of, the development of severe accident management guidelines (SAMGs) specifically using the IAEA’s SAMG-D Toolkit, and to share best practices for establishing the SAMGs in Member States.

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 for 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 **23 September 2019** 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 Alexei Miassoedov, Division of Nuclear Power, Department of Nuclear Energy (Email: A.Miassoedov@iaea.org), and to the Administrative Secretary, Ms Khurshida Abdurasulova (Email: K.Abdurasulova@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 assure the IAEA’s Member States of its highest consideration.

2019-07-30

Enclosures: Information Sheet
Participation Form (Form A)
Grant Application Form (Form C)
Training Workshop on the Development of Severe Accident Management Guidelines Using the IAEA’s SAMG-D Toolkit

IAEA Headquarters
Vienna, Austria
9–12 December 2019
Ref. No.: EVT1900215

Information Sheet

Introduction

In responding to the IAEA Action Plan on Nuclear Safety, the International Atomic Energy Agency (IAEA) developed the Severe Accident Management Guideline Development (SAMG-D) Toolkit as an education and training tool in the context of severe accidents and the associated procedures and guidelines. The SAMG-D Toolkit mirrors the elements of a full package of SAMGs applicable to light water reactors and pressurized heavy water reactors. The Toolkit is not intended to be used to independently construct a full SAMG package but to be used for capacity development in newcomer Member States and as a refresher tool for Member States with an established SAMG programme.

Starting in 2015, training workshops on the development of SAMGs using the IAEA’s SAMG-D Toolkit have been organized annually by the IAEA with the goal of supporting and assisting Member States in understanding, developing and establishing their SAMG programmes and to enhance the nuclear safety knowledge, expertise and competence related to SAMGs.

This fifth training workshop will provide an overview of the latest development in SAMGs and the updates to the IAEA’s SAMG-D Toolkit, and will provide a forum for information exchange on the tasks and responsibilities involved in implementing and executing SAMGs.

The IAEA’s SAMG-D Toolkit will be demonstrated.
Objectives

The purpose of the event is to exchange information on, and enhance understanding of, the development of severe accident management guidelines (SAMGs) specifically using the IAEA’s SAMG-D Toolkit, and to share best practices for establishing the SAMGs in Member States.

The specific objectives of the event are to:

- Demonstrate the IAEA’s SAMG-D Toolkit with a practical example on the development of SAMGs;
- Discuss lessons learned from the development of national SAMGs;
- Discuss the development of SAMGs for spent fuel pools and multi-unit plants; and
- Provide training on the latest version of the IAEA’s SAMG-D Toolkit.

The event will include discussion sessions to enable participants to contribute to the summary and highlights of the event, and to make recommendations to the IAEA on future activities in this area.

Target Audience

The event is open to representatives of nuclear power organizations from Member States considering, planning or expanding national nuclear power programmes, including government organizations (policy makers, analysts, regulators and R&D agencies), and industry (vendors, engineering companies, plant operators and technology developers).

Working Language(s)

English

Expected Outputs

The expected outputs of this event are to support Member States in understanding SAMGs, increase the number of educated personnel in Member States conversant with SAMGs and with the use of the IAEA’s SAMG-D Toolkit, to assist Member States in developing and establishing their SAMG programmes, and to enhance the nuclear safety knowledge, expertise and competence related to SAMGs.
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 23 September 2019. 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 23 September 2019.

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.

**Additional Requirements**

Please note that due to the specific subject of the training workshop, all persons wishing to participate in the event are expected to submit an abstract on the development of their national SAMGs.

The abstract should be written following the instructions provided in the Appendix and must be submitted electronically in the form of a Microsoft Word or PDF document to the Scientific Secretary of the event, Mr Alexei Miassoedov (Email: A.Miassoedov@iaea.org. The deadline for submission of abstracts is **23 September 2019**.

Those authors whose abstracts are accepted will be informed of the acceptance of their contributions by **7 October 2019**. They will then be requested to prepare and submit their presentations in Microsoft PowerPoint or as a PDF file by email to the Scientific Secretary of the event, Mr Alexei Miassoedov (Email: A.Miassoedov@iaea.org) by **15 November 2019**.

**IAEA Contacts**

**Scientific Secretary**

**Mr Alexei Miassoedov**  
Division of Nuclear Power  
Department of Nuclear Energy  
International Atomic Energy Agency  
Vienna International Centre  
PO Box 100  
1400 VIENNA  
AUSTRIA
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.
Appendix

IAEA Abstract: Required Format

The abstract should be sent in Microsoft Word or PDF format and according to the following instructions:

**TITLE (14 point bold Times New Roman)**

**Name of Authors and Affiliations (12 point bold Times New Roman)**

**Default language:** Should be set to English (UK). However, please note that IAEA style is to use “…zation” rather than “…sation” and “…ize” rather than “…ise” in the corresponding verbs.

**Font for the text:** Times New Roman. Font size can either be 11 or 12 point, and 1.5 spaced. It should be consistent throughout the manuscript.

**Page Layout:**

- **Paper size:** Standard, 21 cm × 29.7 cm (A4).
- **Page set-up:** Margins: top: 2 cm; bottom: 2.7 cm; left/right: 2.5 cm.
- **Alignment of text:** Should be set as ‘justified’. The first line of a paragraph should not be indented.
- **Line spacing:** Line spacing should be set at 1.5. Leave a line of blank space between paragraphs.
- **Numbering of pages:** Alignment outside (under Page Setup/Layout/Headers and Footers, select ‘different odd and even’), with numbers in Times New Roman 11 point.
- **Leave only one space after a full stop.**

**Length:** Five (5) pages.
# Participation Form

**Training Workshop on the Development of Severe Accident Management Guidelines Using the IAEA’s SAMG-D Toolkit**

**IAEA Headquarters, Vienna, Austria**

**9 to 12 December 2019**

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 **A.Miassoedov@iaea.org** and to the Administrative Secretary **K.Abdurasulova@iaea.org**.

Please attach a passport copy or other document of identification (ID).

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: 23 September 2019**

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<td>Do you intend to submit a paper?</td>
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Grant Application Form

Training Workshop on the Development of Severe Accident Management Guidelines Using the IAEA’s SAMG-D Toolkit

IAEA Headquarters, Vienna, Austria

9 to 12 December 2019

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 A.Miassoedov@iaea.org and to the Administrative Secretary K.Abdurasulova@iaea.org.

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1. Education (post-secondary):

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

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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

_________________________________________