

Dear Meeting Participants,

The Technical Cooperation Department would like to announce a TC sponsored event under the framework of the IAEA technical cooperation project **RER9164 - "Building Capacity for Radioactive Waste Management**, in order to attend the **Technical Meeting on Enhancing Institutional Radioactive Waste Management by Promoting Innovation and Overcoming Challenges**, to be held in the **IAEA Headquarters, Vienna, Austria, from 24 to 28 June 2024**.

Attached is the Information Sheet from the organizing division (NEFW) for more detailed information.

Kindly submit endorsed TC nominations online through the Technical Cooperation Departments' InTouchPlus system (<https://intouchplus.iaea.org>) under the TC event number **EVT2402998**.

If you experience any problems sending your nomination forms via InTouchPlus, please send signed nomination forms by e-mail in a PDF format through the official channels of the IAEA Official E-Mail (Official.Mail@iaea.org) with a copy to Ms Maria Del Pilar Murillo Fuentes (m.d.p.murillo@iaea.org) and Ms Gulnur Erni-Toyalieva (g.erni-toyalieva@iaea.org), and the TC nomination form is herewith attached as well.

The deadline for sending your applications is **8 May 2024**.

Thank you for your cooperation.

With kind regards,

Ms Gulnur ERNI-TOYALIEVA | Programme Management Assistant
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IAEA

International Atomic Energy Agency

Atoms for Peace and Development

Technical Meeting on Enhancing Institutional Radioactive Waste Management by Promoting Innovation, and Overcoming Challenges

IAEA Headquarters, Vienna, Austria
and virtual participation via Cisco Webex

24 – 28 June 2024

Ref. No.: EVT2304213

Information Sheet

Introduction

Radioactive waste is generated not only by the nuclear industry but by industries using radioactive materials or resulting from technological processes that involve naturally occurring radioactive materials. This waste is often termed as institutional radioactive waste (IRW) or non-nuclear power radioactive waste, they are the result of many activities, including operation of research reactors, medical diagnostic, therapeutic and research applications in medicine, process control and measurement in industry, as well as numerous uses of radioactive material in agriculture, geological exploration, construction, and other fields.

The IRW can be in solid, liquid, or gaseous form. Solid waste can include spent or disused sealed radioactive sources; contaminated equipment, glassware, gloves, and paper; and animal carcasses, excreta, and other biological waste. Liquid waste can include aqueous and organic solutions resulting from research and production processes; excreta; liquids arising from the decontamination of laboratory equipment or facilities; and liquids from activity measurement systems (such as those employing liquid scintillation counters). Gaseous waste is generated at several facilities in the production and radiolabelling of chemical compounds and organisms and in the treatment of solid and liquid waste.

Characteristic for these types of wastes is that they are limited in volume and activity, but since are generated by so many and different activities, their composition varies significantly. Safe management of

IRW including its processing, storage and disposal of this unique waste streams must therefore be given specific consideration.

As all Member States have to manage this type of waste, there is a high demand for sharing the progress achieved and best practices used in the management of IRW. This technical meeting will address that need by sharing operating practices and lessons learned on IRW processing, storage, and disposal technologies and facilities worldwide, to facilitate the review of the IAEA draft technical publication on “Established Practices in the Predisposal Management of Institutional Waste”.

Objectives

The purpose of the event is to facilitate knowledge exchange and collaboration among experts, practitioners and waste owners involved in the management of institutional radioactive waste. The meeting aims to showcase and discuss achievements, established best practices, and key challenges in the field, with the objective of fostering innovative solutions and continuous improvement in institutional radioactive waste management.

Target Audience

The event is targeted at operators, regulators, and decision makers that are performing or are involved in the management of institutional radioactive waste management in both pre-disposal and disposal stages.

Working Language(s)

English.

Expected Outputs

The main outcome of technical meeting is to perform a preliminary review of the draft technical document on “Established Practices in the Predisposal Management of Institutional Waste”. The review will include (as applicable) updates from the participating MSs on the following aspects: (1) Generic aspects of country policies and strategies, including responsibilities related to the IRW management; (2) Sources, types and quantities of institutional radioactive waste; (3) Characterisation aspects; (4) Main processing technologies and facilities; (5) Storage facilities of institutional radioactive waste; (6) Disposal facilities of institutional radioactive waste (7) Preservation of information of IRW (record keeping); (8) Research and developments works; (9) Collaboration, integration and stakeholders aspects; (10) Any other information that is considered relevant to the meeting subject.

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 or invited organization, participants are requested to submit their application via the InTouch+ platform (<https://intouchplus.iaea.org>) to the competent national authority (Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) or organization for onward transmission to the IAEA by **5 April 2024**, following the registration procedure in InTouch+:

1. Access the InTouch+ platform (<https://intouchplus.iaea.org>):
 - Persons with an existing NUCLEUS account can sign in to the platform with their username and password;
 - Persons without an existing NUCLEUS account can register [here](#).
2. Once signed in, prospective participants can use the InTouch+ platform to:
 - Complete or update their personal details under 'Complete Profile' and upload the relevant supporting documents;
 - Search for the relevant event under the 'My Eligible Events' tab;
 - Select the Member State or invited organization they want to represent from the drop-down menu entitled 'Designating Authority' (if an invited organization is not listed, please contact InTouchPlus.Contact-Point@iaea.org);
 - If applicable, indicate whether financial support is requested and complete the relevant information (this is not applicable to participants from invited organizations);
 - Based on the data input, the InTouch+ platform will automatically generate the Participation Form (Form A) and/or the Grant Application Form (Form C);
 - Submit their application.

Once submitted through the InTouch+ platform, the application, together with the auto-generated form(s), will be transmitted automatically to the required authority for approval. If approved, the application, together with the applicable form(s), will automatically be sent to the IAEA through the online platform.

NOTE: The application for financial support should be made, together with the submission of the application, by **5 April 2024**.

For additional information on how to apply for an event, please refer to the [InTouch+ Help](#) page. Any other issues or queries related to InTouch+ can be sent to InTouchPlus.Contact-Point@iaea.org.

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

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. The IAEA may also use the contact details of Applicants to inform them of the IAEA's scientific and technical publications, or the latest employment opportunities and current open vacancies at the IAEA. These secondary purposes are consistent with the IAEA's mandate. Further information can be found in the [Data Processing Notice](#) concerning IAEA InTouch+ platform.

Papers and Presentations

The IAEA encourages participants to give presentations on the work of their respective institutions that falls under the topics listed above.

Participants who wish to give presentations are requested to submit an abstract of their work. The abstract will be reviewed as part of the selection process for presentations. The abstract should be in A4 page format, should extend to no more than 3 pages (including figures and tables) and should not exceed 3000 words. It should be sent electronically to Felicia Nicoleta Dragolici, the Scientific Secretary of the event (see contact details below), not later than **5 April 2024**. Authors will be notified of the acceptance of their proposed presentations by **10 May 2024**.

In addition to the registration already submitted through the InTouch+ platform, participants have to submit the abstract, together with the Form for Submission of a Paper (Form B), to the competent national authority (e.g. Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) or organization for onward transmission to the IAEA not later than **5 April 2024**.

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 arrangements.

The application for financial support should be made, together with the submission of the application, by **5 April 2024**.

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:

www.iaea.org/events.

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:

Ms Felicia Nicoleta Dragolici

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Administrative Secretary:

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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.

Event Web Page

Please visit the following IAEA web page regularly for new information regarding this event:

www.iaea.org/events/EVT2304213

Enclosure: Form for Submission of a Paper (Form B)

Form for Submission of a Paper

Technical Meeting on Enhancing Institutional Radioactive Waste Management by Promoting Innovation, and Overcoming Challenges

**IAEA Headquarters, Vienna, Austria and virtual participation via Cisco Webex
24–28 June 2024**

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 F.N.Dragolici@iaea.org and to the Administrative Secretary M.Tolstenkova@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: 5 April 2024

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

I plan to attend virtually:

Yes No

I hereby agree to assign to the International Atomic Energy Agency (IAEA):

the copyright; or

the non-exclusive, worldwide, free-of-charge licence (this option is only for those authors whose parent institution does not allow them to transfer the copyright for work carried out in that institution) granting the IAEA world rights for the use of the aforementioned material in this and any future editions of the publication, in all languages, and in all formats available now, or to be developed in the future (digital formats, hard copy etc.).

Please note: If granting the licence mentioned above, please supply any copyright acknowledgement text required.

Furthermore, I herewith declare:

that the material submitted to the IAEA is original, except for such excerpts from copyrighted works as may be included with the permission of the copyright holders thereof, has been written by the stated authors, has not been published before, and is not under consideration for publication by another entity;

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:



NOMINATION FOR TC MEETING			
The Government (nominating authority) of			
Nominates the person indicated below for the following event organized under TC project:			
Event title:			
Location:			
Date(s): YYYY-MM-DD - YYYY-MM-DD			
1. PERSONAL INFORMATION (As per passport)			
Gender: <input checked="" type="checkbox"/> Female <input type="checkbox"/> Male		Nationality:	
Last name:		2nd nationality (if any):	
Middle name (if any):		Passport No.:	
First name:		Date of issue: YYYY-MM-DD	
Date of birth: YYYY-MM-DD		Date of Expiry: YYYY-MM-DD	
Place of birth:		Place of issue:	
2. CONTACT DETAILS			
Institute name:			
Institute address:			
Postal Code:			
City:			
Country:			
Telephones (including country/city codes):			
Preferred Number:			
Alternate Number 1:			
Alternate Number 2:			
Preferred email:			
Alternate email:			
Airport/town nearest to residence:			
3. LANGUAGE SKILLS			
Mother tongue:		Description:	
Language:	Proficiency:	FLUENT (F)	Speak, read and write nearly as well as mother tongue
_____	_____	WORKING KNOWLEDGE (W)	Engage freely in discussions, read and write more complex material
_____	_____	LIMITED (L)	Limited conversation, reading of newspapers, routine correspondence
_____	_____		
4. EDUCATION			
Start date - End date	YYYY/MM – YYYY/MM		
Institution:	_____		
City, Country:	_____		
Education level:	_____		
Field of study:	_____		
Start date - End date	YYYY/MM – YYYY/MM		
Institution:	_____		
City, Country:	_____		
Education level:	_____		
Field of study:	_____		

A medical certificate of good health signed by a registered medical practitioner dated not more than four months prior to the event must be submitted for:

- events with a duration exceeding one month;
- all candidates over the age of 65 regardless of the event duration.

Are you covered under a radiation surveillance programme in your country?

Yes

Please provide the dose records for the past five years.

No

Please provide:

- A medical certificate or personal declaration of health fitness to work with ionizing radiation;
- Information on your training in radiological protection;
- The dose records of the past five years (if available).

Radiation Surveillance Remarks:

7. DESCRIPTION OF WORK

Past work done by the nominee which is relevant to the event:

8. PREVIOUS PARTICIPATION IN IAEA ACTIVITIES

Have you been or will you be involved in any IAEA activity? Yes No

If yes, please list each activity below: