



*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  
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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 Course to Identify and Train Experts for Future Integrated Review Service for Radioactive Waste and Spent Fuel Management, Decommissioning and Remediation Missions** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **30 January to 2 February 2023**.

The purpose of the event is to train experts and identify those who could participate in the conduct of future Integrated Review Service for Radioactive Waste and Spent Fuel Management, Decommissioning and Remediation missions.

The attached Information Sheet provides further details of the event.

The event will be held in English.

Member States are invited to designate one participant or more participants to represent the Government at this event. Member States are strongly encouraged to identify 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 December 2022** using the attached Participation Form (Form A). Completed and authorized Participation Forms should be sent either by email to: [Official.Mail@iaea.org](mailto: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 Mathilde Prevost, Division of Radiation, Transport and Waste Safety, Department of Nuclear Safety and Security (Email: [M.Prevost@iaea.org](mailto:M.Prevost@iaea.org)), and to the Administrative Secretary, Ms Kristina Nussbaum (Email: [K.Nussbaum@iaea.org](mailto:K.Nussbaum@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.



2022-11-24

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



# **Training Course to Identify and Train Experts for Future Integrated Review Service for Radioactive Waste and Spent Fuel Management, Decommissioning and Remediation Missions**

**IAEA Headquarters  
Vienna, Austria**

**30 January - 2 February 2023**

**Ref. No.: EVT2204880**

## **Information Sheet**

### **Introduction**

The use of independent peer reviews is an important part of safety demonstration, technology development, and confidence building. The IAEA organizes international peer review missions upon the request of the Member States or national organizations within the Member States.

The Integrated Review Service for Radioactive Waste and Spent Fuel Management, Decommissioning and Remediation (ARTEMIS) was established by the IAEA in 2013, to facilitate the peer review of the safety and technical aspects of spent fuel and radioactive waste management, decommissioning of nuclear facilities and environmental remediation activities. The ARTEMIS review service is available upon request for all Member States and can be tailored to accommodate a broad range of subjects. They may be oriented towards a review of the entire national arrangements, including policies, strategies, and frameworks. However they may be also dedicated to a detailed assessment and technical advice on the implementation of specific programmes and project activities, with an emphasis on safety or on technology, or both.

The ARTEMIS review service is a cross-cutting, coordinated activity of the Division of Radiation, Transport and Waste Safety of the Department of Nuclear Safety and Security, and the Division of Nuclear Fuel Cycle and Waste Technology of the Department of Nuclear Energy.

Upon receipt of an official Member State request for an ARTEMIS review, terms of reference, defining the focus and scope of the review, are developed by the IAEA in cooperation with the Member State counterpart. An international team of experts is convened by the IAEA, who also manages the independent review process. Although the IAEA provides a framework and guides the ARTEMIS review to ensure consistency with its standards and internationally recognized good practices, findings and recommendations are based on the views of the ARTEMIS' team of experts.

The aim of this training course is to train experts in the field of radioactive waste and spent fuel management to increase the number of potential reviewers for future ARTEMIS missions and identify those experts who could participate in the conduct of future ARTEMIS missions.

## **Objectives**

The purpose of the training course is to familiarise experts in the field of radioactive waste and spent fuel management on ARTEMIS mission in order to ensure that the experts who successfully completed the training course are well prepared for future missions that involves the required review of the implementation of safe and effective radioactive waste management programmes in a Member State and meet expectations that guarantees the success of such missions.

The meeting will contribute to the following specific objectives:

- Present process and activities of an ARTEMIS mission and the role of IAEA safety standards and technical guidance in identifying and formulating findings;
- Focus on the specific roles and responsibilities of the ARTEMIS mission reviewers : how to review documentation and conduct discussions with national counterparts;
- Inform on the roles and duties of team members during the ARTEMIS review service missions;
- Provide useful tips and hints, based on the experience and lessons learned from previous ARTEMIS missions, to apply to future missions;
- Identify experts who successfully completed the training course and could likely be invited to take part as reviewers in future ARTEMIS mission.

The training course will include interactive role plays whereby participants will act as an ARTEMIS review team.

## **Target Audience**

The target audience comprises regulatory bodies, government representatives, policymakers, waste management organizations, and decommissioning and remediation organizations, or any other institutions with an interest in radioactive waste and spent fuel management, decommissioning, and remediation. Member States are strongly encouraged to identify suitable women participants.

## Working Language(s)

The working language of this event will be 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 December 2022**. 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.

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.

## 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 December 2022**.

## 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:

<https://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.

## **Organization**

### **Scientific Secretary**

#### **Ms Mathilde Prevost**

Division of Radiation, Transport and Waste Safety  
Department of Nuclear Safety and Security  
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### **Co-Scientific Secretary:**

#### **Ms Merle Lust**

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### **Administrative Secretary**

**Ms Kristina Nussbaum**

Division of Radiation, Transport and Waste Safety

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Email: [K.Nussbaum@iaea.org](mailto:K.Nussbaum@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

## Training Course to Identify and Train Experts for Future Integrated Review Service for Radioactive Waste and Spent Fuel Management, Decommissioning and Remediation Missions

IAEA Headquarters, Vienna, Austria

30 January to 2 February 2023

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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 December 2022**

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:		

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

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### Deadline for receipt by IAEA through official channels as per Conference Announcement.

Family name(s): (same as in passport)	First name(s): (same as in passport)	Mr/Ms:
Mailing address:	Tel.:	
	Fax:	
	Email:	
Date of birth (yyyy/mm/dd):	Nationality:	

#### 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 attended	
			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**

\_\_\_\_\_