



*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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In reply please refer to: **EVT2103792**  
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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 **Technical Meeting on Ensuring Operator Preparedness for the Transition from Operation to Decommissioning** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **13 to 17 June 2022**.

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

The purpose of the event is to provide a forum for the exchange of lessons learned and issues identified in the transition from nuclear power plant operation to decommissioning, and to gather feedback and suggestions on relevant IAEA activities.

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 **25 April 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 Tetiana Kilochytska, Division of Nuclear Fuel Cycle and Waste Technology, Department of Nuclear Energy (Email: [T.Kilochytska@iaea.org](mailto:T.Kilochytska@iaea.org)), and to the Administrative Secretary, Mr Emrah Goek (Email: [E.Goek@iaea.org](mailto:E.Goek@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 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.



2022-02-25

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



# **Technical Meeting on Operator's Preparedness for Transition from Operation to Decommissioning**

**Hybrid event**

**13 - 17 June 2022**

**Ref. No.: EVT2103792**

## **Information Sheet**

### **Introduction**

Transition from operation to decommissioning is not strictly defined internationally. It typically spans the period from permanent shutdown to start actual dismantling work and seeks to support the future implementation of decommissioning in a safe and effective way. The transition period is generally devoted to establishing the organization to implement decommissioning and to finalize the detailed decommissioning plan through substantial engagement with safety and environmental regulators and local communities.

Conducting preparatory activities as early as possible - i.e. in the last years of operation or following plant shutdown - importantly helps reduce the fixed costs and save resources for the decommissioning project. Transition timing, sequencing, and workflows markedly vary with plant shutdown conditions, e.g. between planned and immediate/unanticipated shutdowns. A common characteristic is that transition — like decommissioning — is generally heavy in services and operations and light in new construction or fabrication as there is little traditional design work for new systems, structures and components except for systems reconfiguring. Yet, transition always requires strong preparation as key changes are needed to plant configuration and management to enable a smooth shift to the decommissioning phase.

It is now internationally established that the transition is a period of major change at nuclear plants. First, regarding human factors, transition sparks employment concerns among the workforce e.g. redundancy risks, job's time horizon while decommissioning, professional redeployment, adequacy of skills with decommissioning expertise needs. Management thus needs to maintain qualified staff despite many employees wishing to leave their positions. Second, in safety terms, plant procedures, technical specifications, and equipment operability must be maintained until engineering or licensing processes for elimination or system downgrading are completed. Third, given how nuclear safety requirements dwindle as facility lifecycle moves towards decommissioning, site culture also undergoes a transition towards a "construction site mentality".

It is thus essential to map out the means and ends of a transition in order to optimize its timing and efficiency, as both are key drivers of decommissioning costs through the variable of staffing expenses. The fact that operators lose income from the sales of electricity after NPP shutdown and may also face regulatory or sufficiency constraints in using decommissioning-earmarked funds to finance the transition period also call for a well-timed and efficient transition.

All the above challenges are to be clearly recognized and met in any particular case. There are a lot of experience already gained and summarized in many publications. An ongoing work on a roadmap for transition from operation to decommissioning by the relevant WANO Industrial Working Group is to provide the operating organizations with a valuable guidance.

## **Objectives**

The main objective will be to provide for information exchange on lessons learnt and issues identified while moving from NPPs and other facilities from operation to decommissioning and to get feedback and suggestions on relevant Agency's activities.

Following particular topics are expected to be addressed to the operator's preparedness for transition from operation to decommissioning:

- road map for transition from operation to decommissioning,
- legal and regulatory framework including interface between operator and regulator,
- involvement of relevant stakeholders and interface with national spent fuel and radioactive waste management operator(s),
- technical considerations including characterization of facility, management of spent fuel and radioactive waste, development of final decommissioning plan and safety case,
- changes and modifications of the integrated management system and human resources management,
- decommissioning funding management,
- scope, objectives and activities to be performed during the transition period and approaches how to shorten and optimize transition period.

## **Expected Outcome**

The meeting will facilitate the sharing of national and international experiences and lessons learned provided by participants on operator's preparedness for transition from operation to decommissioning, important challenges and achieved successes.

## Target Audience

Technical and managerial staff of NPPs and utilities that are planning or undergoing transition from operation to decommissioning or already went through it.

## Working Language(s)

The working language of the meeting will be English with no interpretation provided. All communications, abstracts and papers must be submitted in this language.

## 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 **25 April 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.

## 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 April 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:  
<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.

Home-based participants will be connected via MS Teams.

## 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 Contact**

## **Scientific Secretary**

### **Ms Tetiana Kilochytska**

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## **Administrative Secretary**

### **Mr Emrah Goek**

Division of Nuclear Fuel Cycle and Waste Technology  
Department of Nuclear Energy  
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Email: [E.Goek@iaea.org](mailto:E.Goek@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

## Technical Meeting on Ensuring Operator Preparedness for the Transition from Operation to Decommissioning

### Hybrid Event

**13 to 17 June 2022**

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](mailto: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, Ms Tetiana Kilochytska, Division of Nuclear Fuel Cycle and Waste Technology, Department of Nuclear Energy (Email: [T.Kilochytska@iaea.org](mailto:T.Kilochytska@iaea.org)) and to the Administrative Secretary, Mr Emrah Goek (Email: [E.Goek@iaea.org](mailto:E.Goek@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: 25 April 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.



# Grant Application Form

## Technical Meeting on Ensuring Operator Preparedness for the Transition from Operation to Decommissioning

### Hybrid Event

**13 to 17 June 2022**

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**Deadline for receipt by IAEA through official channels: 25 April 2022**

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**

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