



**IAEA**

*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

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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 Waste Minimization (Optimization) at Nuclear Power Plant Operations (International Predisposal Network, IPN)** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **21 to 25 November 2022**.

In addition, the event will allow for virtual participation via Cisco Webex.

The purpose of the event is to provide a forum for experienced Member State representatives to discuss current approaches and practices to minimize the volume of waste at nuclear power plants and the preparation of a draft IAEA publication on the topic.

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 participant(s) 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 **14 October 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, Mr Willem Meyer, Division of Nuclear Fuel Cycle and Waste Technology, Department of Nuclear Energy (Email: [W.Meyer@iaea.org](mailto:W.Meyer@iaea.org)), and to the Administrative Secretary, Ms Marina Tolstenkova (Email: [M.Tolstenkova@iaea.org](mailto:M.Tolstenkova@iaea.org)). The Scientific Secretary of the event will liaise with the participants

directly concerning further arrangements, including travel details, as appropriate, once the official designations have been received.

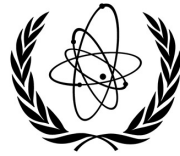
The IAEA takes no responsibility for, and the provider of the virtual meeting services has represented and warranted that the Services shall not contain, and that no end user shall receive from the software used to hold the virtual meeting, any virus, worm, trap door, back door, timer, clock, counter 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.



2022-09-20

Enclosures:       Information Sheet  
                          Participation Form (Form A)  
                          Form for Submission of a Paper (Form B)  
                          Grant Application Form (Form C)



**IAEA**

International Atomic Energy Agency  
*Atoms for Peace and Development*

# **Technical Meeting on Waste Minimization (Optimization) at Nuclear Power Plant Operations (International Predisposal Network, IPN)**

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

**21–25 November 2022**

**Ref. No.: EVT1904662**

## **Information Sheet**

### **Introduction**

The International Atomic Energy Agency (IAEA) promotes the safe and peaceful uses of nuclear energy including the management of radioactive waste according to nationally and internationally agreed principles and standards with safe disposal as endpoint for all waste types.

The operation of nuclear power plants give rise to radioactive waste that needs to be managed safely and effectively. Although reactors are designed and operated to ensure minimal waste arisings, the optimization of waste management processes is an integral part of any nuclear power plant. Each reactor site is responsible to operate within legally binding regulations and licence conditions and, beyond formal compliance, most operators continue to explore options for further avoidance and optimization of waste arisings. To cope with these challenges (and to regain public trust) waste optimization improved rapidly in the nuclear power plants (NPPs).

## **Objectives**

The purpose of the event is to provide a forum, for experienced Member State representatives to discuss current approaches and practices to minimize the volume of waste at nuclear power plants and the preparation of a draft IAEA publication on the topic.

## **Scope**

The meeting will review and add additional information into the draft publication on Waste minimization during the life cycle of Nuclear Power Plants. Current contents are based on:

- Typical waste inventories;
- Waste minimization considerations;
- Liquid radioactive waste minimization strategies;
- Wet-Solid radioactive waste minimization strategies;
- Dry solid radioactive waste minimization strategies;
- Influence of metals composition on waste arises;
- Evaluation of waste minimization program;
- Lessons learned and good practices.

## **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.

## **Expected Outputs**

The expected outcome from the meeting will be a finalized publication on the Waste minimization during the life cycle of Nuclear Power Plants.

## **Collaboration Tools**

This event will make extensive use of online collaboration tools. The Agency will setup a SharePoint

site for the project; due to potential sensitivities, the site will be closed and access will be granted only by request to the Scientific Secretary. The SharePoint site will serve as the document repository for all documents. In addition to typical documents (MS Word, Excel, etc.), the site will also house a number of “How To” videos produced by the Agency to help facilitate telecommunications issues and videos regarding the background and aim of this project. The SharePoint site will also use a message board function to allow participants to post questions about specific topics.

Access to the Microsoft Teams platform will be arranged for all of the participants. This platform is easy to use for 1-on-1 and small group chats, typically scheduled on an Ad Hoc basis by the participants. Larger meetings, if needed, will be done via the WebEx platform (the Agency will facilitate this).

## 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 **14 October 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 the 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. 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.

## Papers and Presentations

The IAEA encourages participants to present their experience regarding lessons learned and good practices regarding waste minimization during the life cycle of Nuclear Power Plants.

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. It should be sent electronically to Mr Willem Meyer, the Scientific Secretary of the event (see contact details below), not later than **14 October 2022**. Authors will be notified of the acceptance of their proposed presentations by **21 October 2022**.

In addition, participants have to submit the abstract together with the **Participation Form (Form A)** and the attached **Form for Submission of a Paper (Form B)** to their competent national authority (e.g.

Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) or their organization for onward transmission to the IAEA not later than **14 October 2022**.

## **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 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 **14 October 2022**.

## **Venue**

The event will be held at the Vienna International Centre (VIC), where the IAEA's Headquarters are located. The event will commence at 09:30 a.m. on Monday, 21 November 2022, in Board Room A, Building M, of the Vienna International Centre (VIC). 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](http://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:**

#### **Mr Willem Meyer**

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 22607

Fax: +43 1 26007

Email: [W.Meyer@iaea.org](mailto:W.Meyer@iaea.org)

### **Administrative Secretary:**

#### **Ms Marina Tolstenkova**

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 21698

Fax: +43 1 26007

Email: [M.Tolstenkova@iaea.org](mailto:M.Tolstenkova@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.

## **Event Web Page**

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

[www.iaea.org/events/EVT1904662](http://www.iaea.org/events/EVT1904662)

Enclosure: Form for Submission of a Paper (Form B) (if 'Abstract/Paper submission requested')





# Participation Form

## Technical Meeting on Waste Minimization (Optimization) at Nuclear Power Plant Operations (International Predisposal Network, IPN)

IAEA Headquarters Vienna, Austria and virtual participation via Cisco Webex

21–25 November 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 [W.Meyer@iaea.org](mailto:W.Meyer@iaea.org) and to the Administrative Secretary [M.Tolstenkova@iaea.org](mailto:M.Tolstenkova@iaea.org).

**Deadline for receipt by IAEA through official channels: 14 October 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 <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. 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.



# Form for Submission of a Paper

## Technical Meeting on Waste Minimization (Optimization) at Nuclear Power Plant Operations (International Predisposal Network, IPN)

IAEA Headquarters, Vienna, Austria and virtual participation via Cisco Webex  
21–25 November 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 [W.Meyer@iaea.org](mailto:W.Meyer@iaea.org) and to the Administrative Secretary [M.Tolstenkova@iaea.org](mailto:M.Tolstenkova@iaea.org).

**Deadline for receipt by IAEA through official channels: 14 October 2022**

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 <input type="checkbox"/> No <input type="checkbox"/>		

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:**

# Grant Application Form

## Technical Meeting on Waste Minimization (Optimization) at Nuclear Power Plant Operations (International Predisposal Network, IPN)

IAEA Headquarters, Vienna, Austria and virtual participation via Cisco Webex  
 21–25 November 2022

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](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 [W.Meyer@iaea.org](mailto:W.Meyer@iaea.org) and to the Administrative Secretary [M.Tolstenkova@iaea.org](mailto:M.Tolstenkova@iaea.org).

**Deadline for receipt by IAEA through official channels: 14 October 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 (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: \_\_\_\_\_

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**Date:** **Name, signature and stamp of Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority** \_\_\_\_\_