



# **Biennial Forum of the IAEA International Decommissioning Network (IDN)**

**IAEA Headquarters, Vienna, Austria  
and virtual participation via Microsoft Teams**

**28-30 November 2023**

**Ref. No.: EVT2204790**

## **Information Sheet**

### **Introduction**

The International Decommissioning Network (IDN) was launched at the 51st regular session of the General Conference of the International Atomic Energy Agency (IAEA) in 2007, as one of a series of measures to strengthen international cooperation in nuclear, radiation and transport safety and radioactive waste management. Its objectives include improving the flow of knowledge and experience amongst those engaged in decommissioning, thus raising overall competence levels.

Within the IAEA, the IDN's work is organized as a joint effort between the Department of Nuclear Energy, the Department of Nuclear Safety and Security, and the Department of Technical Cooperation. The forum provides opportunities for participants to update one another and the IAEA on ongoing and planned decommissioning activities in their respective countries, and for IAEA staff to bring participants up to date on relevant activities under the IAEA's own programme in this area.

## **Objectives**

The main objectives of this event are to share experience about the status and progress of the decommissioning programmes in their countries, focus on different aspects of human resources development for decommissioning and to discuss of the IDN future activities in the short and medium term.

## **Target Audience**

This meeting is of interest to Member States having an active involvement in the planning and/or implementation of decommissioning of facilities authorized for activities involving the use of radioactive materials.

## **Working Language(s)**

English

## **Expected Outputs**

The meeting will facilitate the sharing of national and international experiences and lessons learned provided by participants on different aspects of human resources development and knowledge management in the area of decommissioning. In particular, the following aspects will be considered:

- international projects and national approaches, strategies, programmes on human resources development for decommissioning;
- overview of experience and lessons learned of operating, contracting and technical support organisations, regulatory bodies addressed to assessment of current and future needs of decommissioning staff and preparation, training, increasing of qualification, enhancing of experience of the specialists involved in planning, conducting and completion of decommissioning;
- achievements and challenges in decommissioning knowledge management including networking activities, data portals, information systems used for keeping, preservation information relevant for decommissioning such as for training purposes.

The updates of the national decommissioning programmes and international activities on decommissioning will be also presented to discuss the topics for the future IDN activities.

## 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 **16 October 2023**. 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.

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 **16 October 2023**, 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](mailto: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 **16 October 2023**.

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](mailto: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.

## 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 **16 October 2023**.

The application for financial support should be made, together with the submission of the application, by **16 October 2023**.

## 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](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.

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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.

## **Event Web Page**

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

[www.iaea.org/events/EVT2204790](http://www.iaea.org/events/EVT2204790)