



*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 **International Workshop on Preparing for Implementation of Decommissioning of Nuclear Facilities** (hereinafter referred to as "event") to be held in Tsuruga, Fukui Prefecture, Japan, from **11 to 14 November 2019**.

The purpose of the event is to review all aspects of the detailed preparations for decommissioning of nuclear facilities.

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 for 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 **20 September 2019** 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 Patrick Joseph O'Sullivan, Division of Nuclear Fuel Cycle and Waste Technology, Department of Nuclear Energy (Email: [P.OSullivan@iaea.org](mailto:P.OSullivan@iaea.org)), and to the Administrative Secretary, Ms Shahnoza Arzikulova (Email: [S.Arzikulova@iaea.org](mailto:S.Arzikulova@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 assure the IAEA's Member States of its highest consideration.



2019-08-29

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



**IAEA**

International Atomic Energy Agency

*Atoms for Peace and Development*

# **International Workshop on Preparing for Implementation of Decommissioning of Nuclear Facilities**

**Hosted by the**

Government of Japan

**through the**

Fukui International Human Resources Development Center for Atomic Energy,  
Wakasa Wan Energy Research Center

**Tsuruga, Fukui Prefecture, Japan**

**11–14 November 2019**

**Ref. No.: EVT1804576**

## **Information Sheet**

### **Introduction**

A significant proportion of the nuclear power plants currently in operation are more than 30 years old and will be withdrawn from service between now and 2050. The decommissioning of these facilities will represent the final step in their lifecycle. This will involve a wide range of activities, including shutdown and dismantling of the facility, removal of spent fuel and radioactive and hazardous materials, and regrading of the site such that it may be reused for other activities. Accordingly, there is an increasing

need for effective planning of future decommissioning, including provision of systems for management of relevant information from the operating phase and for development of personnel competent to work on future decommissioning projects. The increasing need for such personnel will, in many cases, not be fulfilled by existing workforces as the age profile of the current nuclear workforce is typically skewed towards workers in the later stages of their careers.

In light of the above it is important that owners / operators of nuclear power facilities:

- Establish and update regularly decommissioning plans and associated cost estimates which take account of a range of possible future decommissioning scenarios. As the facility reaches the end of its operating life a detailed plan based on the selected scenario will need to be developed as a condition of receiving regulatory approval to proceed with decommissioning.
- *Inter alia*, the detailed decommissioning plan and cost estimate will need to identify the major risks to effective project implementation and describe arrangements for their management. It will also identify strategies for management of spent fuel and radioactive waste arising from the decommissioning work.
- Provide information management systems which ensure that information needed for safe and effective implementation of decommissioning is identified and retained during the operating lifetime of the facility.
- Develop, and keep maintained at an appropriate level of detail, human resource plans associated with decommissioning implementation. Such plans may need to consider a range of future contracting scenarios involving the use of specialized organizations and companies that provide decommissioning-related services.

## Objectives

The main purpose of the Workshop will be to provide overview and to discuss current international practice and lessons learnt concerning the detailed preparation for the decommissioning of nuclear power facilities. Topics being addressed will include:

- Development of final decommissioning plans and associated cost estimates;
- Optimization of activities undertaken during the period immediately following shutdown, in preparation for decommissioning;
- Contracting and risk management strategies for implementation of decommissioning;
- Human resource planning for decommissioning; and
- Knowledge management for decommissioning.

The duration of the Workshop will be 2.5 days, with additional time 1 day, being allocated to the site visit of major nuclear facilities located in Fukui Prefecture which are currently in a permanent shutdown status.

## Target Audience

The Workshop will be of greatest interest to professionals involved in the detailed planning, implementation or oversight of decommissioning of nuclear facilities. The expected number of participants are up to 40 persons.

## Working Language(s)

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 **20 September 2019**. 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 **20 September 2019**.

## Visas

Participants who require a visa to enter Japan should submit the necessary application as soon as possible to the nearest diplomatic or consular representative of Japan.

# Organization

## Scientific Secretary

### **Mr Patrick Joseph O'Sullivan**

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## Administrative Secretary

### **Ms Shahnoza Arzikulova**

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Email: [S.Arzikulova@iaea.org](mailto:S.Arzikulova@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

## International Workshop on Preparing for Implementation of Decommissioning of Nuclear Facilities

Tsuruga, Fukui Prefecture, Japan

11–14 November 2019

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 [P.OSullivan@iaea.org](mailto:P.OSullivan@iaea.org) and to the Administrative Secretary [S.Arzikulova@iaea.org](mailto:S.Arzikulova@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: 20 September 2019**

|   |  |       |
|---|--|-------|
| Family name: (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:  |  |       |





# Grant Application Form

## International Workshop on Preparing for Implementation of Decommissioning of Nuclear Facilities

Tsuruga, Fukui Prefecture, Japan

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**Deadline for receipt by IAEA through official channels: 20 September 2019**

|                                    |                                      |        |
|------------------------------------|--------------------------------------|--------|
| Family name: (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/<br>organization | Title of your<br>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: \_\_\_\_\_

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

\_\_\_\_\_