



*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 **Technical Meeting on the Current State of and Developments in the Management of Radioactive Waste from Research Reactors** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **20 to 24 May 2019**.

The purpose of this event is to share best practices and identify gaps in the collective knowledge or dissemination of knowledge pertaining to waste management at research reactors, and to determine cooperative actions that can be taken to support MS's capacity building in this area.

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 his or her State's radioactive waste management programmes. 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 **25 March 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 Secretaries of the event, Ms Frances Marshall and Ms Rebecca Robbins, Division of Nuclear Fuel Cycle and Waste Technology, Department of Nuclear Energy (Emails: [F.Marshall@iaea.org](mailto:F.Marshall@iaea.org) and [R.A.Robbins@iaea.org](mailto:R.A.Robbins@iaea.org)), and to the Administrative Secretary, Ms Reena Thottakkara (Email: [R.Thottakkara@iaea.org](mailto:R.Thottakkara@iaea.org)). The Scientific Secretaries 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.



2019-02-19

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



# **Technical Meeting on the Current State of and Developments in the Management of Radioactive Waste from Research Reactors**

**IAEA Headquarters  
Vienna, Austria**

**20–24 May 2019**

**Ref. No.: EVT1703399**

## **Information Sheet**

### **A. Introduction**

Many Member States with research reactors do not have comprehensive radioactive waste and spent fuel management plans; in some cases, radioactive waste and spent fuel is stored at the reactor site in facilities that are not suited for long-term storage or have unknown disposition paths. In addition, when reviewing the various options for the back end of the research reactor nuclear fuel cycle, it is necessary to consider non-proliferation, national policy, economics, and environmental concerns as well as technical issues.

In connection with the above-mentioned issues, the International Atomic Energy Agency (IAEA) is organizing the Technical Meeting on the Current State of and Developments in the Management of Radioactive Waste from Research Reactors, to be held at its Headquarters in Vienna, Austria, from 20 to 24 May 2019.

### **B. Objectives**

The purpose of the event is to bring together owners, operators, designers and regulators of research

reactors to discuss and exchange information, experiences and practical knowledge related to the management of radioactive waste and spent fuel from research reactors. Participants will be asked to present information regarding their radioactive waste and spent fuel management practices and plans for research reactor facility operations.

## **C. Target Audience**

The event is intended for individuals from IAEA Member States that own and operate research reactors or are planning a new research reactor. Participants primarily should be representatives from operating, designing, or regulating organizations involved in research reactor operations, radioactive waste management, radioisotope processing, and fuel management. They should also have knowledge of their research reactors and associated facility radioactive waste and spent fuel management practices. Member States are strongly encouraged to identify suitable women participants.

## **D. Working Language(s)**

The working language of the event will be English.

## **E. Expected Outputs**

The expected output of the event is a report, based on the input provided by the participants and subsequent discussions, to document the current radioactive waste and spent fuel management practices at research reactor facilities, along with any recommendations for international collaborations and new related initiatives that would support research reactor organizations.

## **F. Topics**

The following topics will be addressed and discussed during the event:

- Operational radioactive waste management strategies at research reactors;
- Research reactor spent fuel management strategies;
- Waste from the utilization of research reactors (e.g. radioisotope production, material irradiation experiments);
- Transport options, including container options and descriptions;

- Waste processing or material recycling options;
- Radioactive waste arising from the decommissioning of research reactor facilities; and
- Disposal options. (e.g. near surface, deep geological).

## G. 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 March 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 the above deadline.

Selected participants will be informed in due course on the procedures to be followed with regard to administrative and financial matters.

Please note that the IAEA is in a transition phase to manage the entire registration process for all regular programme events electronically through the new InTouch+ (<https://intouchplus.iaea.org>) facility, which is the improved and expanded successor to the InTouch platform that has been used in recent years for the IAEA's technical cooperation events. Through InTouch+, prospective participants will be able to apply for events and submit all required documents online. National authorities will be able to use InTouch+ to review and approve these applications. Interested parties that would like to use this new facility should write to: [InTouchPlus.Contact-Point@iaea.org](mailto:InTouchPlus.Contact-Point@iaea.org).

## H. Papers and Presentations

The IAEA encourages participants to give presentations on the work of their respective institutions that falls under the topics listed in Section F above.

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. The abstract should be in A4 page format, should extend to no more than two pages (including figures and tables) and should not exceed 200 words. It should be sent electronically to Ms Frances Marshall and Ms Rebecca Robins, the Scientific Secretaries of the event (see contact details in Section L below), not later than **25 March 2019**. Authors will be notified of the acceptance of their proposed presentations by **10 April 2019**.

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 **25 March 2019**.

## I. 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 his or her State's radioactive waste management programmes.

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 **25 March 2019**.

States eligible for technical cooperation (TC) assistance and which participate in national or regional TC projects may submit a request for TC support through their respective National Liaison Officer.

## J. 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.

## K. 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. Austria is a Schengen State and therefore 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.

## **L. IAEA Contacts**

### **Scientific Secretaries:**

#### **Ms Frances Marshall**

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 22762

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Email: [F.Marshall@iaea.org](mailto:F.Marshall@iaea.org)

#### **Ms Rebecca Robbins**

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 22659

Fax: +43 1 26007

Email: [R.A.Robbins@iaea.org](mailto:R.A.Robbins@iaea.org)

### **Administrative Secretary:**

#### **Ms Reena Thottakkara**

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 22755

Fax: +43 1 26007

Email: [R.Thottakkara@iaea.org](mailto:R.Thottakkara@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

## Technical Meeting on the Current State of and Developments in the Management of Radioactive Waste from Research Reactors

**IAEA Headquarters, Vienna, Austria**

**20–24 May 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 Secretaries ([F.Marshall@iaea.org](mailto:F.Marshall@iaea.org) and [R.A.Robbins@iaea.org](mailto:R.A.Robbins@iaea.org)) and to the Administrative Secretary ([R.Thottakkara@iaea.org](mailto:R.Thottakkara@iaea.org)).

Please attach a passport copy or other document of identification (ID).

**Deadline for receipt by IAEA through official channels: 25 March 2019**

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"/> Title:		



# Form for Submission of a Paper

## Technical Meeting on the Current State of and Developments in the Management of Radioactive Waste from Research Reactors

IAEA Headquarters, Vienna, Austria

20–24 May 2019

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**Deadline for receipt by IAEA through official channels: 25 March 2019**

Title of the paper:		
Abstract:		
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:		

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**Please note:** If granting the licence mentioned above, please supply any copyright acknowledgement text required.

Furthermore, I herewith declare:

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- 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 the Current State of and Developments in the Management of Radioactive Waste from Research Reactors

IAEA Headquarters, Vienna, Austria

20–24 May 2019

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 Secretaries ([F.Marshall@iaea.org](mailto:F.Marshall@iaea.org) and [R.Robbins@iaea.org](mailto:R.Robbins@iaea.org)) and to the Administrative Secretary ([R.Thottakkara@iaea.org](mailto:R.Thottakkara@iaea.org)).

**Deadline for receipt by IAEA through official channels: 25 March 2019**

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:	

### 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: \_\_\_\_\_

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