



**IAEA**

International Atomic Energy Agency

*Atoms for Peace and Development*

# **Technical Meeting on Preparation for Decommissioning of Research Reactors**

**IAEA Headquarters  
Vienna, Austria**

**22 - 25 April 2025**

**Ref. No.: EVT2404936**

## **Information Sheet**

### **Introduction**

The IAEA safety standards require that decommissioning be considered in the design phase of research reactors, and that a decommissioning plan be developed at the early stages of a research reactor's lifetime and then regularly updated throughout the reactor's operational phase. Additionally, the IAEA safety standards require that all operational activities at research reactors, including operations (core management & fuel handling, conduct of operations, operation of installations & laboratories, handling of radioactive waste, deviation from normal operation, utilization, etc.), maintenance, periodic testing and inspection, modifications and experiments, should be conducted in a way that will facilitate the eventual decommissioning of the research reactor and its associated facilities. The majority of research reactor were built several decades ago, and eventual decommissioning were not adequately considered in their designs. The feedback from the IAEA activities including peer review shows the need in many research reactor facilities to adequately consider eventual decommissioning in operational activities. These activities also highlighted the need for Member States to develop up-to-date decommissioning plans for research reactors, as well as the need for technical guidance on consideration of eventual decommissioning in design and operation of research reactors as well as on managing the transition between operation and decommissioning.

On the basis of the facts above mentioned, the IAEA performed several activities to assist Member States to adequately address decommissioning in all stages of research reactor lifetime, including development of guidance on preparation for decommissioning, assistance on developing and updating decommissioning plans, and organization of workshops and technical meetings on this topic. Following the recommendations of Workshop on Decommissioning Planning of Research Reactors, August 2018, Vienna, IAEA has also published Technical Report Series No. 494 in 2024 titled "Considerations on Decommissioning in the Design and Operation of Research Reactors".

In the context mentioned above, IAEA is organizing this Technical Meeting on Preparation for Decommissioning for Research Reactors, to be held in the IAEA Headquarters, Vienna, Austria during **22 - 25 April 2025**.

## **Objectives**

The purpose of the meeting is to bring together operators, designers and regulators of research reactors in order to discuss issues related to the preparation for decommissioning of such facilities and ensure a safe and effective transition from operation to decommissioning. It also provides the participating Member States with a forum to discuss and to share experience on consideration of ultimate decommissioning in the design and operation phases of research reactors, including management of the transition period between operation and decommissioning of these facilities.

## **Target Audience**

The meeting is intended for staff members of research reactor operating organizations as well as for officials from regulatory bodies who are involved in reviewing decommissioning plans, as well as to those managing the transition between operation and decommissioning of research reactors.

Member States are strongly encouraged to identify suitable women participants.

## **Working Language**

This technical meeting will be held in English.

## **Topics**

Topics to be discussed in the event include:

- IAEA technical guidance and safety standards dealing with preparation for decommissioning of research reactors;
- Considerations of eventual decommissioning in the design, construction, and commissioning of research reactors;
- Considerations of eventual decommissioning in all operational activities of research reactors, including operations (core management & fuel handling, conduct of operations, operation of installations & laboratories, handling of radioactive waste, deviation from normal operation, utilization), maintenance, operational radiation protection and waste management, utilization, and modifications, training and records-keeping;
- Development of decommissioning plans for research reactors;
- Ensuring safety during a state of extended shutdown and during the transition between operation and decommissioning, including relevant regulatory oversight.

Participants are requested to make presentations on the experiences in the above topics in their countries.

In working groups, the meeting participants will also contribute to deliberations on development and implementation of consideration of decommissioning in design and operation of research reactors.

## 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 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 **22 February 2025**, following the registration procedure in InTouch+:

1. Access the InTouch+ platform (<https://intouchplus.iaea.org>):
  - Persons with an existing NUCLEUS account can sign into 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 **22 February 2025**.

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.

## Papers and Presentations

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

Participants who wish to give presentations are requested to submit an abstract (not longer than one page) of their work. The abstract will be reviewed as part of the selection process for presentations. It should be sent electronically to the Scientific Secretaries of the event (see contact details below), not later than **22 February 2025**. Authors will be notified of the acceptance of their proposed presentations by **10 March 2025**.

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 **22 February 2025**.

## 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, together with the submission of the application, by **22 February 2025**.

The countries eligible for TC (Technical Cooperation) assistance which participate in TC projects may submit the request for TC support through their respective National Liaison Officers (NLOs). In this case, TC specific forms to attend the event need to be employed. Detailed information and forms are accessible in the following web page:

<https://www.iaea.org/services/technical-cooperation-programme/how-to-participate>

Department of Technical Cooperation is using InTouch+. Participants can apply 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 facility should write to: [InTouchPlus.ContactPoint@iaea.org](mailto:InTouchPlus.ContactPoint@iaea.org).

## 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.

## 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 Secretaries:

#### Mr Sumanth Panyam

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Official correspondence with regard to administrative issues should be addressed to the administrative Secretary.

**Administrative Secretary:**

**Ms Reena Thottakkara**

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Subsequent correspondence on scientific matters should be sent to the Scientific Secretaries and correspondence on other matters related to the event to the Administrative Secretary.

Form A – Via InTouch+

Form B – See Attachment.

Form C – Via InTouch+

# Form for Submission of a Paper

## Technical Meeting on Preparation for Decommissioning of Research Reactors

**22 - 25 April 2025, IAEA Headquarters, Vienna, Austria**

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, Mr Sumanth Panyam [[S.Panyam@iaea.org](mailto:S.Panyam@iaea.org)], Mr Kaichao Sun [[K.Sun@iaea.org](mailto:K.Sun@iaea.org)], Mr Vladimir Michal [[V.Michal@iaea.org](mailto:V.Michal@iaea.org)] and to the Administrative Secretary, Reena Thottakkara [[R.Thottakkara@iaea.org](mailto:R.Thottakkara@iaea.org)].

**Deadline for receipt by IAEA through official channels: 22 February 2025**

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:	
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**Date:**

**Signature of main author:**