



**IAEA**

International Atomic Energy Agency  
*Atoms for Peace and Development*

# **Technical Meeting of the Coordinators of the Nuclear Fuel Cycle Facilities Information System to Discuss Operating Experience of Nuclear Fuel Cycle Facilities**

**IAEA Headquarters, Vienna, Austria**

**22–25 August 2023**

**Ref. No.: EVT2205073**

## **Information Sheet**

### **Introduction**

The IAEA supports its Member States (MSs) in establishing effective operational experience feedback (OEF) programmes and continues its efforts to disseminate knowledge on technologies and operational safety performance at nuclear installations.

To help Member States understand the factors affecting the ageing of their Nuclear Fuel Cycle Facilities (NFCFs) and to disseminate the technical information and best practices to facilitate the implementation of the IAEA Safety Standards when operating ageing NFCFs, the IAEA:

- Published a Safety report series on “Ageing Management of Nuclear Fuel Cycle Facilities”, in 2022 and is in the process of developing a new technical document (TECDOC) on “Long Term Operation of Nuclear Fuel Cycle Facilities”;
- Organised Technical Meetings on ageing management and life extension of NFCFs in 2019, 2021 and 2022 to gather information on ageing management related practices based on which a Nuclear Safety Report has been developed and is under publication process;
- Supports and coordinates the information for civilian nuclear fuel cycle facilities via the Nuclear Fuel Cycle Facilities Database (NFCFDB), which compiles the information on facility types, their status, technical details like capacities, processes used etc.

The NFCFDB is supported by country coordinators from 35 MSs, who were designated by their government for the period 2021-2024 to regularly update the database information. The NFCFDB has undergone a complete revamp during 2022 and has been moved to a latest IT platform with added features for high reliability.

The Technical Meeting will promote sharing the technical information on operating experience, lessons learned, and best practices in operation of nuclear fuel cycle facilities and provide updated information for the NFCFDB.

## **Objectives**

The purpose of the event is to exchange technical information on operating experience, lessons learned, and best practices in operation of nuclear fuel cycle facilities and updating and to collect feedback on the upgraded NCFs database.

## **Target Audience**

The event is intended for national co-ordinators of the NFCFDB, operators of nuclear fuel cycle facilities, and technical support organizations.

## **Working Language(s)**

English.

## **Expected Outputs**

The event will provide the basis for updating the NFCFDB and operating experience feedback of Nuclear Fuel Cycle Facilities for safe operation.

## **Topics**

The following topics related to NFCFDB, and operation of Nuclear Fuel Cycle Facilities will be discussed:

- Status of Nuclear Fuel Cycle Facilities and future country plans;
- Operating experiences and good practices;
- Ageing Management practices;
- Innovative techniques, modernization and refurbishment, replacement, retrofitting and research and development;
- New technologies implementation for waste minimization during all operational stages;
- Obsolescence management of control and instruments systems;

- Life management;
- Innovations for increased safety in operation.

## 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 **15 May 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.

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. 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 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 2 pages (including figures and tables) and should not exceed 1000 words. It should be sent electronically to **Mr Kailash Agarwal**, the Scientific Secretary of the event (see contact details below), not later than 15 May 2023. Authors will be notified of the acceptance of their proposed presentations by 15 June 2023.

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 15 May 2023.

## 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 **15 May 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.

Note that this event will be conducted in a hybrid format allowing physical participation at the IAEA's headquarters and virtual participation via Cisco WebEx.

## 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 Kailash Agarwal**

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 22768

Fax: +43 1 26007

Email: [K.Agarwal@iaea.org](mailto:K.Agarwal@iaea.org)

### **Co-Scientific Secretary:**

#### **Mr Lakshman Valiveti**

Division of Nuclear Installation Safety  
Department of Nuclear Safety and Security  
International Atomic Energy Agency  
Vienna International Centre  
PO Box 100  
1400 VIENNA  
AUSTRIA

Tel.: +43 1 2600 22473

Fax: +43 1 26007

Email: [L.Valiveti@iaea.org](mailto:L.Valiveti@iaea.org)

**Administrative Secretary:**

**Ms Safa Abu Toameh**

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 22681

Fax: +43 1 26007

Email: [S.abu-Toameh@iaea.org](mailto:S.abu-Toameh@iaea.org)

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.

# Participation Form

## Technical Meeting of the Coordinators of the Nuclear Fuel Cycle Facilities Information System to Discuss Operating Experience of Nuclear Fuel Cycle Facilities

IAEA Headquarters, Vienna, Austria

22 to 25 August 2023

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, Mr Kailash Agarwal, Division of Nuclear Fuel Cycle and Waste Technology, Department of Nuclear Energy (Email: [K.Agarwal@iaea.org](mailto:K.Agarwal@iaea.org)) and to the Administrative Secretary, Ms Safa Abu Toameh, (Email: [S.Abu-Toameh@iaea.org](mailto:S.Abu-Toameh@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: 14 July 2023**

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	No
Would you prefer to present your paper as a poster?	Yes	No
Title:		

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. Further information can be found in the [Data Processing Notice](#) concerning IAEA InTouch+ platform.



# Form for Submission of a Paper

## Technical Meeting of the Coordinators of the Nuclear Fuel Cycle Facilities Information System to Discuss Operating Experience of Nuclear Fuel Cycle Facilities

**IAEA Headquarters, Vienna, Austria**

**22 to 25 August 2023**

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 ([K.Agarwal@iaea.org](mailto:K.Agarwal@iaea.org)) and to the Administrative Secretary ([S.Abu-Toameh@iaea.org](mailto:S.Abu-Toameh@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 by 14 July 2023**

Title of the paper:		
If applicable: Abstract ID in IAEA-INDICO:		
Family name(s) and first name(s) of all author(s):  e.g. Smith, John	Scientific establishment(s) in which the work has been carried out	City/Country
1.		
2.		
3.		
Family name and first name(s) of author presenting the paper: e.g. Smith, John	Mr/Ms:	
Mailing address:		
Tel. (Fax):		
Email:		



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 of the Coordinators of the Nuclear Fuel Cycle Facilities Information System to Discuss Operating Experience of Nuclear Fuel Cycle Facilities

**IAEA Headquarters, Vienna, Austria**

**22 to 25 August 2023**

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, Mr Kailash Agarwal, Division of Nuclear Fuel Cycle and Waste Technology, Department of Nuclear Energy (Email: [K.Agarwal@iaea.org](mailto:K.Agarwal@iaea.org)) and to the Administrative Secretary, Ms Safa Abu Toameh, (Email: [S.Abu-Toameh@iaea.org](mailto:S.Abu-Toameh@iaea.org)).

### Deadline for receipt by IAEA through official channels by 14 July 2023

Family name(s): (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/ organization	Title of your position	Type of work	Years attended 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**

\_\_\_\_\_