

## **International Atomic Energy Agency**

### **Terms of Reference of the Technical Meeting on Annual Forum for Regulators and Operators in the Field of Decommissioning: International Decommissioning Network (IDN) Activities and Other Major Decommissioning Initiatives**

**2 to 6 November 2009**

**Conference Room VI  
Vienna, Austria**

#### **Purpose of the Meeting**

The Meeting will consist of two parts. **Part 1** will consist of the annual meeting of the “International Decommissioning Network” (IDN) and **Part 2** will consist of a Special Topical Session on “Communications with Decommissioning Stakeholders”. These two parts constitute what has become a regular, annual “Decommissioning Forum”, where topics of interest to a broad range of participants from the decommissioning community (both operators and regulators) will be discussed.

In Part 1, the objective will be to inform and seek input from senior representatives of organizations from Member States (MS) concerning the progress made in decommissioning, especially aspects related to the goals and objectives of the IDN. In Part 2, the main elements of a successful public communications programme concerning a decommissioning project will be addressed and the lessons learned from relevant experience summarized and re-enforced. For both Parts 1 and 2, opportunities to build on experience will be explored by the MS organizations in attendance.

#### **Background**

Launched at the General Conference in 2007, the objectives of the IDN are to improve the flow of knowledge and experience amongst those engaged in decommissioning, and specifically to enhance the “user-oriented” focus for all IAEA decommissioning activities. It provides a “bridge” between those with specialized knowledge and those that need to apply it, and encourages an exchange of practical knowledge and skills. Technical Meetings were held in Oct. 2007 and Nov 2008 to define and develop the programme for the IDN. At these meetings, significant offers to host activities and provide technical expertise were made by organizations in the participating MS. These promise to enhance the benefit of TC activities through integration and improved measurability of results.

Consistent with the goals of TC RER 3009, with which it is associated for implementation purposes, the IDN has focussed on smaller facilities e.g. research reactors and the work in-progress to define decommissioning plans for NPPs. Participation and activities will be expanded on an “as-needed” basis to include medical, industrial, and research facilities. Discussions with organizations with similar goals and interests are ongoing.

Over the years, the importance of timely and effective communication involving decommissioning stakeholders has been recognized as a key success factor for decommissioning projects. Engagement of a broad base amongst local organizations is necessary to mitigate impacts and ensure awareness of the profound changes wrought by decommissioning. The Workshop in Part 2 will assist participants to analyse the needs of their own projects in this regard, and formulate appropriate initiatives.

### **Scope of the Meeting**

In common to both Part 1 and Part 2 will be an overview of current IAEA activities in the field of Decommissioning, identification of events planned for 2009-2011, and their relation to the Decommissioning Action Plan.

In Part 1, which concerns the IDN, the emphasis will involve presentations and discussions on:

1. objectives of the IDN, progress achieved in its initial two years, opportunities and challenges for its future. Confirmation of proposed priorities and activities from the previous year's meetings;
2. the challenge of decommissioning faced by developing MS who will be asked to outline the nature of their challenge, ongoing work, and suggestions for specific assistance that could be provided through the network; and
3. MS willingness to host activities related to the development of practical knowledge, or to provide specialized knowledge, expertise, techniques or equipment which could benefit other participants in the network.

In Part 2, which concerns Stakeholder Communications, the focus will be on:

1. Process and key elements of a successful stakeholder communications programme
2. Results achieved and lessons learned from successful stakeholder practices
3. A practical role-playing exercises to re-enforce successful strategies

### **Outcomes of the Meeting**

Outcomes expected of the overall meeting include:

- i. strengthening of the co-operation between/among Member States and the IAEA on decommissioning,
- ii. increased awareness amongst MS organizations of opportunities to share decommissioning knowledge and experience
- iii. Heightened awareness of the importance of, and techniques for, stakeholder communications
- iv. feedback necessary to increase effectiveness of these services.

The primary product of the meeting will be a record of the discussions and decisions from the meeting, especially the input from MS representatives in attendance concerning their views of the success and relevance of previous events and plans for upcoming activities. Expressions of interest in sharing expertise and resources, hosting specific activities, and taking part in future peer-reviews will be encouraged

and noted. The current list of prioritized actions, involving the participating organizations and the IAEA for the next 12 months, will be revised.

From Part 2, the views of participants and session leaders on the most effective strategies for decommissioning stakeholder communications will be noted and shared within the decommissioning community.

**Materials to be made available**

In advance of the meeting, participants will receive current decommissioning programme information, including the events in planning for 2010 and 2011.

**Date of Meeting:** 2 to 6 November 2009

**Place of Meeting:** Vienna International Centre, C07 VI

**IAEA Scientific Secretaries:**

- Mr Mark Hannan-WES (to be confirmed)
- Mr Paul J.C. Dinner - WTS