



**IAEA**

International Atomic Energy Agency  
*Atoms for Peace and Development*

# **Technical Meeting on Tools and Equipment for the Management of Disused Sealed Radioactive Sources**

**IAEA Headquarters, Vienna, Austria**  
and virtual participation via Cisco WebEx

**29 October 2024 – 01 November 2024**

**Ref. No.: EVT2303690**

## **Information Sheet**

### **Introduction**

Sealed radioactive sources (SRSs) are used extensively in agriculture, industry, medicine, and various research areas in around the world. Almost all countries utilize SRSs in some manner.

Paragraph 9 of the IAEA Code of Conduct on the Safety and Security of Radioactive Sources specifies that "Every State should ensure that appropriate facilities and services for radiation protection, safety and security are available to, and used by, the persons who are authorized to manage radioactive sources."

This Technical Meeting will discuss the available facilities and equipment for managing disused sealed radioactive sources (DSRS) and options that could improve these facilities and equipment. The situation in each country may influence the technical option to be chosen and certainly affects the long-term sustainability of any in-country solution.

## Objectives

This Technical Meeting aims to review current facilities, such as centralized storage and consolidation facilities, Mobile Tool Kit Facilities, Mobile or Temporary Hot Cells, and other equipment and tools to safely and securely manage DSRS. The meeting will also examine the possibility of adapting the facilities using current industry standard technology with new and emerging technology to improve the safe and secure management of DSRS.

Additionally, this meeting is to inform participating institutions (regulators and waste management operators), national decision-makers, and the IAEA to understand better the current use and type of facilities and tools that allow all parties to make an informed decision on developing and using facilities and equipment for the safe and secure management of DSRSs.

## Target Audience

The participants (regulators and waste management operators) should have a thorough knowledge and experience of the facilities and equipment needed to support the safe and secure management of DSRS. Participants are requested to prepare a brief presentation on their experiences with facilities and equipment to manage DSRS.

## 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 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 **30 August 2024**, following the registration procedure in InTouch+:

1. Access the InTouch+ platform (<https://intouchplus.iaea.org>):
  - Persons with an existing NUCLEUS account can sign in to 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.

The application for financial support should be made, together with the submission of the application, by **30 August 2024**.

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 technical 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.

## 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 one page (including figures and tables). It should be sent electronically to Mr John Zarling the Scientific Secretary of the event (see contact details below), not later than **13 September 2024**. Authors will be notified of the acceptance of their proposed presentations by **04 October 2024**.

In addition to the registration already submitted through the InTouch+ platform, participants have to submit the abstract, together with the Form for Submission of a Paper (Form B), to the competent national authority (e.g. Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) or organization for onward transmission to the IAEA not later than **13 September 2024**.

## 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 **30 August 2024**.

## 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.

## 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 John Zarling**

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### **Administrative Secretary:**

#### **Ms Sharon Garcia**

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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.

## **Event Web Page**

Please visit the following IAEA web page regularly for new information regarding this event:

[www.iaea.org/events/EVT2303690](http://www.iaea.org/events/EVT2303690)

Enclosure: Form for Submission of a Paper (Form B)

# Form for Submission of a Paper

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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 ([J.Zarling@iaea.org](mailto:J.Zarling@iaea.org)) and to the Administrative Secretary ([Sh.Garcia@iaea.org](mailto:Sh.Garcia@iaea.org)).

**Deadline for receipt by IAEA through official channels: 30 August 2024**

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
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2.		
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