



*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

Organismo Internacional de Energía Atómica

Vienna International Centre, PO Box 100, 1400 Vienna, Austria

Phone: (+43 1) 2600 • Fax: (+43 1) 26007

Email: [Official.Mail@iaea.org](mailto:Official.Mail@iaea.org) • Internet: <https://www.iaea.org>

In reply please refer to: **EVT1703145**

Dial directly to extension: (+43 1) 2600-24673

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 Naturally Occurring Radioactive Material** to be held in Katowice, Poland, from **19 to 23 November 2018**.

The purpose of the event is to review the progress of Member State representatives participating in the project in addressing their inventory of naturally occurring radioactive material (NORM) waste. The meeting will also further develop the activities of the existing work group on policy and strategy for NORM waste management and cost estimates for the management of NORM.

The attached Information Sheet provides further details of the event.

The event will be held in English.

Member States are invited to designate one participant 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 the event. The application for financial support should be made at the time of designating the participant.

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 or for consultants. 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 through the established official channels not later than **5 October 2018** for the attention of the Scientific Secretary of the event, Mr Horst Monken-Fernandes, Division of Nuclear Fuel Cycle and Waste Technology, Department of Nuclear Energy, IAEA, Vienna International Centre, PO Box 100, 1400 Vienna, Austria (Tel.: +43 1 2600 24673; Fax: +43 1 26007; Email: [H.Monken-Fernandes@iaea.org](mailto:H.Monken-Fernandes@iaea.org)). Designations should also be copied to the Administrative Secretary for the event, Ms Shahnoza Arzikulova (Email: [S.Arzikulova@iaea.org](mailto:S.Arzikulova@iaea.org)). The full names and complete contact details (including postal address, telephone/fax numbers, and email address) of designated participants should be provided.

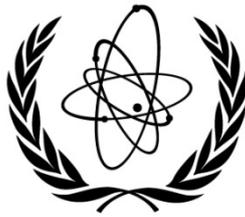
The Secretariat of the International Atomic Energy Agency avails itself of this opportunity to assure the IAEA's Member States of its highest consideration.



2018-09-11

Enclosures (English only):

- Information Sheet
- Participation Form (Form A)
- Grant Application Form (Form C)
- TC Nomination Form



**IAEA**

**International Atomic Energy Agency**

*Atoms for Peace*

# **Technical Meeting on Naturally Occurring Radioactive Material**

**19–23 November 2018**

**Ref. No.: EVT1703145**

## **Information Sheet**

### **A. Background**

Radionuclides occur naturally in the environment and are present in most materials. These materials are referred to as naturally occurring radioactive material (NORM). Certain industrial activities can increase the potential for human exposure to NORM, as in some cases residues and wastes with radionuclide concentrations well above natural background levels can be produced. A large number of industries generate NORM, including mining and mineral processing, other resource extraction activities (e.g. oil and gas), coal combustion and water treatment. While some countries have developed frameworks to ensure proper management of NORM, many have not. Even in Member States with NORM policies, strategies and regulatory structures, numerous issues associated with the management of NORM residues and wastes remain unresolved.

An extensive body of literature relevant to NORM management is available, including publications prepared by the International Atomic Energy Agency (IAEA) and other organizations. These publications include general information about NORM and NORM industries, guidance documents on multiple aspects of NORM residue/waste management, risk analyses, case studies, and so forth. In addition, there already exists in many IAEA Member States considerable expertise with respect to good practices for NORM residue/waste management. Despite this wealth of accessible information and expertise, Member States still regularly express a need for practical guidance on dealing with the challenges related to the management of NORM residues/wastes.

During the annual plenary meetings of the Network on Environmental Management and Remediation (ENVIRONET) held at the IAEA's Headquarters in Vienna, Austria, efforts have been made to identify key issues facing the environmental remediation community. Several discussion groups were formed, one of which focused on the challenges facing IAEA Member States with respect to NORM management. Subsequently, in July 2015, the IAEA convened a consultants' meeting to discuss these inputs and the structure of an ENVIRONET initiative to address the needs identified by Member States. In the course of those meetings, a proposal was developed for a new project on NORM (hereafter referred to as the "NORM Project") to address the needs and challenges identified by IAEA Member State representatives concerning the management of NORM produced by various industrial activities. The two primary objectives of the NORM Project are to:

1. Compile and share good practices and technologies to support Member States in:
  - acquiring knowledge;
  - obtaining practical experience; and
  - implementing best practices related to sustainable NORM residue/waste management.
2. Collect and consolidate information to:
  - support ongoing IAEA initiatives related to the development of reports on NORM residue/waste management; and
  - refine and enhance the assistance provided to Member States on the basis of an improved understanding of their issues and needs.

The desired outcomes or results of the NORM Project are to:

- Increase knowledge and technical capacity in Member States specific to the management of NORM residues/wastes;
- Enhance national capabilities to develop strategies for NORM residue/waste management and remediation of legacy sites, and establish the required infrastructure (e.g. analytical laboratories); and
- Improve the understanding of NORM institutional infrastructure (i.e. policy, strategy, regulation, laboratories, storage and/or disposal facilities) and NORM inventories (i.e. NORM industries and processes, residue/waste streams, volumes, activity concentrations or exposure rates, other constituents of concern, current management) across Member States.

## **B. Purpose**

The purpose of the event is to review the progress of Member State representatives participating in the project in addressing their inventory of NORM waste. The meeting will also further develop the activities of the existing work group on policy and strategy for NORM waste management and cost estimates for the management of NORM.

## **C. Dates and Venue**

The meeting has been structured to take advantage of the 1st European NORM Association (ENA) Workshop/9th European ALARA Network for Naturally Occurring Radioactive Materials (EANNORM) Workshop that will be taking place from 19 to 22 November 2018 in Katowice, Poland. The interaction with highly qualified professionals attending these workshops will help participants in the meeting on the NORM Project to familiarize themselves with good practices in NORM management.

## **D. IAEA Secretariat**

Scientific Secretary for the meeting:

**Mr Horst Monken-Fernandes**

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 24673

Email: [H.Monken-Fernandes@iaea.org](mailto:H.Monken-Fernandes@iaea.org)

Administrative support is being provided by:

**Ms Shahnoza Arzikulova**

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 22650

Email: [S.Arzikulova@iaea.org](mailto:S.Arzikulova@iaea.org)





# Participation Form

## Technical Meeting on Naturally Occurring Radioactive Material

**Katowice, Poland**

**19–23 November 2018**

To be completed by the participant and sent to the competent official 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), Vienna International Centre, PO Box 100, 1400 Vienna, Austria, either electronically by email to: [Official.Mail@iaea.org](mailto:Official.Mail@iaea.org) or by fax to: +43 1 26007 (no hard copies needed). Kindly send also a copy to the Scientific Secretary, Mr Horst Monken-Fernandes (Email: [H.Monken-Fernandes@iaea.org](mailto:H.Monken-Fernandes@iaea.org)) as well as to the Administrative Secretary, Ms Shahnoza Arzikulova (Email: [S.Arzikulova@iaea.org](mailto:S.Arzikulova@iaea.org)).

**Deadline for receipt by the IAEA through official channels: Friday, 5 October 2018**

Family name: (e.g. Smith)		First name(s): (e.g. John)		Mr/Ms
Institution:				
Full address:				
For urgent communications please indicate:		Tel.:		
		Fax:		
		Email:		
Nationality:		Designating Government or organization:		
Mailing address (if different from address indicated above):				
Do you intend to submit a paper?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Would you prefer to present your paper as a poster?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Title:				





# Grant Application Form

## Technical Meeting on Naturally Occurring Radioactive Material

**Katowice, Poland**

**19–23 November 2018**

To be completed by the participant and sent to the competent official 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), Vienna International Centre, PO Box 100, 1400 Vienna, Austria, either electronically by email to: [Official.Mail@iaea.org](mailto:Official.Mail@iaea.org) or by fax to: +43 1 26007 (no hard copies needed). Kindly send also a copy to the Scientific Secretary, Mr Horst Monken-Fernandes (Email: [H.Monken-Fernandes@iaea.org](mailto:H.Monken-Fernandes@iaea.org)) as well as to the Administrative Secretary, Ms Shahnoza Arzikulova (Email: [S.Arzikulova@iaea.org](mailto:S.Arzikulova@iaea.org)).

### Deadline for receipt by the IAEA through official channels: Friday, 5 October 2018

Family name: (e.g. Smith)	First name(s): (e.g. John)	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** \_\_\_\_\_



**IAEA**

International Atomic Energy Agency

**NOMINATION FOR MEETING/WORKSHOP and NATIONAL CONSULTANT**

Note: This form is only to be used for Technical Cooperation Meetings/Workshops and National Consultant missions.

The Government (nominating authority) \_\_\_\_\_ (country)  
of \_\_\_\_\_nominates the person indicated below for the following event (please specify **title, place, dates, project number**):

<input type="checkbox"/> Female <input type="checkbox"/> Male	Date of birth: _____
Family name (as in passport): _____	Place of birth: _____
First name: _____	Nationality: _____
<b>Complete mailing address (office):</b>	Passport No.: _____
Inst. Name: _____	Date of issue: _____
Street: _____	Place of issue: _____
P.O. Box: _____   Post Code: _____	Valid until: _____
Town/City: _____	Telephone (office): _____
Region/District: _____	Telephone (home): _____
Country: _____	Fax: _____
<b>Airport/town nearest to residence:</b>	e-mail: _____
	WEB page: _____
	Emergency Phone: _____

**Main academic/technical qualification:****Language Ability**The nominating authority confirms that the nominee is proficient in the language in which the event is to be held.  yes**Current employment**

Name and place of employer/organization: \_\_\_\_\_

Title of position: \_\_\_\_\_ Type of work: \_\_\_\_\_

**Description of work** (Past work done by the nominee which is relevant to the Meeting/Workshop/National Consultancy)**Health (mandatory for health insurance purposes)** Is the nominee in general good health:  yes  no  
The nominee is only covered under the health insurance policy if he/she does not have a medical condition which excludes him/her from travelling and performing this assignment:A medical certificate is required for any nominee over **60 years** of age, stating that he/she is in good health and able to undertake the mission.Is the nominee covered under a radiation surveillance programme?  yes  no**Involvement in IAEA-supported activities** (Please mark any previous activities) Expert Mission  Training Course  Workshop/Meeting  Fellowship/Scientific Visit  Research Contract

**STATEMENT**

The nominating authority gives the following assurances:

- a) All information supplied in this form is complete and correct;
- b) It is noted that the sponsoring organization(s), host country(ies) and host institution(s) do not accept liability for the payment of any costs or compensation arising from damage to or loss of personal property, or from illness, injury, disability or death of the nominee while he/she is travelling to and from or attending the Meeting/Workshop/National Consultancy and it, the nominating authority, undertakes the responsibility for such coverage;
- c) The position of the nominee will be retained for him/her and he/she will continue to receive during the Meeting/Workshop/National Consultancy a salary and related emoluments to enable him/her to meet his/her financial commitments in his/her home country;
- d) The selected nominee will conduct himself/herself in a manner compatible with his/her status as a participant in an IAEA event and will refrain from engaging in any political and commercial activities;
- e) No facts are known to the nominating authority regarding the reliability and character of the nominee which would obstruct giving him/her access to nuclear installations or institutions where ionizing radiation is used;

.....  
Date

.....  
Name and title (printed) and signature of nominating authority official