



IAEA–OECD/NEA

Technical Meeting for the National Coordinators of the Joint IAEA–OECD/NEA Fuel Incident Notification and Analysis System (FINAS)

IAEA Headquarters, Vienna, Austria

30 September–2 October 2024

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Information Sheet

Introduction

The IAEA supports its Member States in establishing effective operational experience feedback programmes including identifying safety-related precursors, and to share their experience, assessments and lessons learned, including through the submission of incident reports via the Agency’s web-based incident reporting systems.

The IAEA Secretariat supports and coordinates these activities for nuclear fuel cycle facilities via the Fuel Incident Notification and Analysis System (FINAS). FINAS is operated jointly by the International Atomic Energy Agency (IAEA) and the Nuclear Energy Agency of the Organisation for Economic Co-operation and Development (OECD/NEA). It provides for compilation and analyses of the information on events at nuclear fuel cycle facilities and promotes a systematic approach to feedback and the use of lessons learned from operating experience.

Recognizing the importance of sharing experience from operational events at nuclear fuel cycle facilities, the OECD/NEA and the IAEA are organizing this Joint IAEA–OECD/NEA Technical Meeting of the FINAS National Coordinators.

Objectives

The purpose of the event is to exchange information on incidents submitted to the FINAS, to discuss the implementation of corrective actions arising from these and other such incidents and to discuss the actions for improvement of effectiveness of FINAS.

Target Audience

The meeting is aimed at FINAS' National Coordinators as well as users, who wish to participate in the exchange of information on recent safety related events at nuclear fuel cycle facilities.

Working Language(s)

The working language of the meeting will be English.

Topics

The meeting will cover the following topics:

- Exchange information on recent significant related events at nuclear fuel cycle facilities;
- Implementation of corrective actions from the previous events reported to FINAS;
- Discussion of the Technical Committee of FINAS National Coordinators on the effective use of the FINAS database;
- Improvements to the FINAS database.

The exchange of information on events will be based on presentations on the nature and causes of events submitted to the FINAS database and will include discussions of the lessons learned from events and the implementation of corrective actions from them. In addition to the technical details of the event or experience, reports should focus on root causes with their relevance to various kinds of nuclear fuel cycle facilities. These typically may include organizational factors as well as technical causes.

The Technical Committee will consider how more efficient use may be made of FINAS to provide information on good practices and to shift the focus from mere reporting of safety significant events to a

more comprehensive operating experience feedback system, incorporating relevant operating experience feedback from a variety of sources.

In order to exchange information on recent safety related events at nuclear fuel cycle facilities during the meeting, participants are invited to select those recent events which have occurred in their respective countries. Selected events should be significant with regard to safety and considered appropriate for presentation at the meeting.

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 **30 June 2024**. 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. 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.

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 **30 June 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.

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.

Organization

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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.