



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

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In reply please refer to: **EVT1904683**

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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 **Training Workshop on the Methodology for the IAEA Knowledge Management Maturity Assessment Tool** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **3 to 6 November 2020**.

The purpose of the event is to train personnel from nuclear organizations in Member States on the methodology for using the IAEA-developed knowledge management maturity assessment tool and on the self-assessment process.

The attached Information Sheet provides further details of the event.

The event will be held in English.

Member States are invited to designate one or more participants to represent the Government at 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 using the attached Grant Application Form (Form C).

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. 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 to the IAEA through the competent national authority (Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) not later than **14 September 2020** using the attached Participation Form (Form A). Completed and authorized Participation Forms should be sent either by email to: Official.Mail@iaea.org or by fax to: +43 1 26007 (no hard copies needed). Copies should be sent by email to the Scientific Secretary of the event, Mr Ashok Ganesan, Division of Planning, Information and Knowledge Management, Department of Nuclear Energy (Email: A.Ganesan@iaea.org), and to the Administrative Secretary, Ms Emira Zekjiri Alili (Email: E.Zekjiri-Alili@iaea.org). The Scientific Secretary of the event will liaise with the participants directly concerning further arrangements, including travel details, as appropriate, once the official designations have been received.

Should Governments wish, in addition, to appoint one or more observers to assist and advise the designated participants, they are kindly requested to inform the IAEA of the names and contact details of any such observers by the above date. In accordance with the established rules, Governments are expected to bear the cost of attendance of any observers they may send to IAEA events. Compensation is not payable by the IAEA for any damage to or loss of observers' personal property or for illness, injury or death occurring while travelling to or in connection with their attendance at IAEA events.

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



2020-08-14

Enclosures: Information Sheet

Participation Form (Form A)

Grant Application Form (Form C)



IAEA

International Atomic Energy Agency

Atoms for Peace and Development

Training Workshop on the Methodology for the IAEA Knowledge Management Maturity Assessment Tool

**IAEA Headquarters
Vienna, Austria**

3–6 November 2020

Ref. No.: EVT1904683

Information Sheet

Introduction

Since 2004, the IAEA has been conducting Knowledge Management Assist Visit (KMAV) Missions to nuclear organizations in Member States. In the past 15 years, 45 KMAV Missions to different types of nuclear organizations including nuclear power plant operating organizations, research and development organizations, regulatory bodies, decommissioning facilities, radioactive waste management organizations and nuclear education providers have been conducted.

KMAVs are designed to assist Member State nuclear organizations to have pragmatic knowledge management methodologies that can contribute to both safety and business objectives. KMAV reviews the existing knowledge management practices of a nuclear organization using an IAEA developed review methodology that investigates eight different areas related to knowledge management and provides recommendations based on gaps identified through a knowledge management maturity assessment process. The maturity assessment is conducted using a tool developed by the IAEA. In 2019, using the experience gained in conducting KMAVs for 15 years and expertise from participating international and IAEA experts, the tool and KMAV methodology have been improved.

The IAEA maturity assessment tool can be used by different types of nuclear organizations to perform self-assessment of its knowledge management programme and identify strategic solutions for improving their knowledge management programme. This training event is organized to provide training to Member State participants from nuclear organizations interested in learning the IAEA knowledge

management methodology and the maturity assessment tool. The training will help the participants to learn the skills of performing self-assessment of their organization's knowledge management programme. This in turn will help them identify gaps and relevant solutions to improve their knowledge management programme.

Objectives

The objective of the event is to train personnel from nuclear organizations in Member States on the methodology for using the IAEA-developed knowledge management maturity assessment tool and on the self-assessment process.

At the end of the training, the participant will acquire the following:

- Skills of performing self-assessment of knowledge management programmes using IAEA maturity assessment tool;
- Abilities to analyse the gaps identified by knowledge management self-assessment and develop strategic solutions that supports organizational performance;
- Knowledge of the overall IAEA methodology and process of IAEA's knowledge management maturity assessment.

The training meeting also offers an opportunity for the participants to learn the international best practices in the area of knowledge management.

Topics

The event will be conducted in a workshop like setting where IAEA staff and experts will make presentations and share their experiences on IAEA methodology of conducting knowledge management maturity assessments. Demonstration and hand-on practical training about the use of the self- assessment tool will be the core activity of the training. The participants will be encouraged to share their experience of knowledge management assessment in order to understand and learn different perspectives and approaches on the topic.

Target Audience

Knowledge management maturity assessment are intended and useful for almost all types of nuclear organizations including:

- Nuclear operating organizations including nuclear power plants;
- Nuclear regulators;
- Nuclear technical support/design/consultancy organizations;
- Nuclear research and development organizations;
- Nuclear decommissioning management organizations;

- Nuclear waste management organizations;
- Nuclear training and educational providers.

Participants shall be from above types of nuclear organizations and/or have interest or responsibility to assess and develop strategic knowledge management programmes in their organizations.

Working Language

The working language is English.

Application Procedure

Designations should be submitted using the attached **Participation Form (Form A)**. Completed requests should be endorsed by the competent national authority (e.g. Ministry of Foreign Affairs, Permanent Mission to the IAEA, or National Atomic Energy Authority), or by an organization invited to participate, and returned through the established official channels. They must be received by the IAEA not later than **14 September 2020**. Designations received after that date or applications sent directly by individuals or by private institutions cannot be considered. The designation of a participant will be accepted only if forwarded by the Government of an IAEA Member State or by an organization invited to participate. Designating Governments and invited organizations will be informed in due course of the names of the selected candidates, and full details will be given at that time of the procedures to be followed with regard to administrative and financial matters.

Papers and Presentations

Participants with experience of implementing knowledge management programmes in their organizations are encouraged to present a paper highlighting their methodology of assessment and achievements.

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 **up to two** participants 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. If Governments wish to apply for a grant on behalf of one of their experts, they should address specific requests to the IAEA to this effect. Governments should

ensure that applications for grants are submitted by **14 September 2020** using a signed **Grant Application Form (Form C)**. Approved grants will be issued in the form of a lump sum payment that usually covers **only part of the cost of attendance**.

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.

Venue

The event will be held at the Vienna International Centre (VIC), where the IAEA's Headquarters are located. The event will take place in Room C0213, C Building, and will start at 9.30 a.m. on Tuesday, 3 November 2020 and end at 3.30 p.m. on Friday, 6 November 2020. 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:

<http://www-pub.iaea.org/iaeaevents/GeneralInfo/Guide/VIC>.

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.

IAEA Contacts

Scientific Secretary:

Mr Ashok Ganesan

Division of Nuclear Planning, Information and Knowledge Management
Department of Nuclear Energy
International Atomic Energy Agency
Vienna International Centre
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1400 VIENNA
AUSTRIA
Tel.: +43 1 2600 22811
Fax: +43 1 26007
Email: A.Ganesan@iaea.org

Administrative Secretary:

Ms Emira Zekjiri Alili

Division of Nuclear Planning, Information and Knowledge Management
Department of Nuclear Energy
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA
Tel.: +43 1 2600 24672
Fax: +43 1 26007
Email: E.Zekjiri-Alili@iaea.org

Subsequent correspondence on scientific matters should be sent to the Scientific Secretary, and correspondence on other matters related to the event should be sent to the Administrative Secretary.

Participation Form

Training Workshop on the Methodology for the IAEA Knowledge Management Maturity Assessment Tool

IAEA Headquarters, Vienna, Austria

3–6 November 2020

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 or by fax to: +43 1 26007 (no hard copies needed). Please also send a copy by email to the Scientific Secretary A.Ganesan@iaea.org and to the Administrative Secretary E.Zekjiri-Alili@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 September 2020

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 <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

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Deadline for receipt by IAEA through official channels: 14 September 2020

Family name(s): (same as in passport)	First name(s): (same as in passport)	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 _____