



*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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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 **Joint IAEA-WANO Technical Meeting to Share Operating Experience** (hereinafter referred to as "event"), which had to be postponed owing to the COVID-19 pandemic and will now be held at the IAEA's Headquarters in Vienna, Austria, from **11 to 14 October 2021**.

The purpose of the event is to exchange among Member States the operating experience and its best practices on recent events in nuclear power plants.

The attached Information Sheet provides further details of the event.

The event will be held in English.

Member States are informed that designations already received for this event will remain valid. Should Member States not have submitted any designations or wish to change their designation, they 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(s) 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 **27 July 2021** using the attached Participation Form (Form A). Completed and authorized Participation Forms should be sent either by email to: [Official.Mail@iaea.org](mailto: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 Dian Zahradka, Division of Nuclear Installation Safety, Department of Nuclear Safety and Security (Email: [D.Zahradka@iaea.org](mailto:D.Zahradka@iaea.org)), and to the Administrative Secretary, Ms Velina Bojkova (Email: [V.Bojkova@iaea.org](mailto:V.Bojkova@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.



2020-11-03

Enclosures: Information Sheet

Participation Form (Form A)

Form for Submission of a Paper (Form B)

Grant Application Form (Form C)



# **Joint IAEA-WANO Technical Meeting to Share Operating Experience**

**IAEA Headquarters  
Vienna, Austria**

**11 to 14 October 2021**

**Ref. No.: EVT1904706**

## **Information Sheet**

### **Introduction**

The International Atomic Energy Agency (IAEA) and the World Association of Nuclear Operators (WANO) have signed a Memorandum of Understanding, with operating experience (OE) as one of the main areas of cooperation. The initiative of organizing joint OE meetings started in 2000 and has proven to be effective in helping Member States improve the effectiveness of their OE programmes. Sharing and use of operating experience supports building the capacity to prevent events with adverse consequences on safety. The joint meetings provide a platform for the exchange and sharing of OE and mutual support in the improvement of global operational safety of nuclear power plants (NPPs).

### **Objectives**

The primary objective of the meeting is to provide an international forum for mid-level managers of operating organisations in Member States to discuss current challenges and best practices in improving the effectiveness of operating experience programmes at nuclear power plants. This will enable them to share their own practical experiences and to enhance nuclear safety in their organizations by applying relevant processes and lessons learned.

The meeting will provide an opportunity to discuss the current challenges and best practices related to OE programmes. Discussion topics include but are not limited to:

- Challenges and best practices in improving the effectiveness of OE programme;
- Lessons learned from recent significant events (e.g. loss of reactivity control, loss or decrease of efficiency of residual heat removal system, unplanned release of radioactive materials into environment, common mode failures, counterfeit or incorrect parts, etc.) and important corrective actions to prevent their recurrence;
- Improving plant processes using operating experience, e.g. equipment reliability or personnel training;
- Lessons learned from new builds and major refurbishments;
- Use of operating experience to improve human performance and safety culture.

## Target Audience

All persons wishing to participate in the event have to be designated by an IAEA Member State or should be members of WANO Moscow Centre.

The course is intended for mid-level managers of operating organisations. Participation of regulatory bodies, their technical support organizations and other relevant organizations that are responsible for nuclear installations at any stage of development is also welcomed.

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 **27 July 2021**. Participants who are nominated through WANO Moscow Centre are requested to send the same Participation Form through WANO MC to the IAEA by the above deadline.

Participants will be requested to:

- Submit together with their application a short summary of their personal experience related to the topics of the workshop (maximum: one A4 page; 600 words);
- Actively participate in the discussions during the workshop; and
- Share good practices and provide any other input useful to the IAEA's activities in this field.

Selected participants will be informed in due course on the procedures to be followed with regard to administrative and financial matters.

The course is, in principle, open to all officially designated persons who meet the conditions of participation. The IAEA, however, will limit the number of participants in order to ensure effective group dynamics. It is therefore recommended that interested persons take the necessary steps for their official designation as early as possible.

## 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, 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 **27 July 2021**. 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 above deadline.

Selected participants will be informed in due course on the procedures to be followed with regard to administrative and financial matters.

Please note that the IAEA is in a transition phase to manage the entire registration process for all regular programme events electronically through the new InTouch+ (<https://intouchplus.iaea.org>) facility, which is the improved and expanded successor to the InTouch platform that has been used in recent years for the IAEA's technical cooperation events. Through InTouch+, prospective participants will be able to apply for events and submit all required documents online. National authorities will be able to use InTouch+ to review and approve these applications. Interested parties that would like to use this new facility should write to: [InTouchPlus.Contact-Point@iaea.org](mailto:InTouchPlus.Contact-Point@iaea.org).

## 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 **27 July 2021**.

## 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:

<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.

## **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**

### **Scientific Secretary**

#### **Mr Dian Zahradka**

Division of Nuclear Installation Safety  
Department of Nuclear Safety and Security  
International Atomic Energy Agency  
Vienna International Centre  
PO Box 100  
1400 VIENNA  
AUSTRIA

Tel.: +43 1 2600 24262

Fax: +43 1 26007

Email: [D.Zahradka@iaea.org](mailto:D.Zahradka@iaea.org)

### **Administrative Secretary**

#### **Ms Velina Bojkova**

Division of Nuclear Installation Safety  
Department of Nuclear Safety and Security  
International Atomic Energy Agency  
Vienna International Centre  
PO Box 100  
1400 VIENNA  
AUSTRIA

Tel.: +43 1 2600 26081

Fax: +43 1 26007

Email: [V.Bojkova@iaea.org](mailto:V.Bojkova@iaea.org)

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

# Participation Form

## Joint IAEA-WANO Technical Meeting to Share Operating Experience

IAEA Headquarters, Vienna, Austria

11 to 14 October 2021

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 [D.Zahradka@iaea.org](mailto:D.Zahradka@iaea.org) and to the Administrative Secretary [V.Bojkova@iaea.org](mailto:V.Bojkova@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: 27 July 2021

Family name: (e.g. Smith)	First name(s): (e.g. John)	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	No
Would you prefer to present your paper as a poster?	Yes	No
Title:		



# Form for Submission of a Paper

## Joint IAEA-WANO Technical Meeting to Share Operating Experience

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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: 27 July 2021**

Title of the paper:		
If applicable: Abstract ID in IAEA-INDICO:		
Family name(s) and first name(s) of all author(s): e.g. Smith, John	Scientific establishment(s) in which the work has been carried out	City/Country
1.		
2.		
3.		
Family name and first name(s) of author presenting the paper: e.g. Smith, John	Mr/Ms:	
Mailing address:		
Tel. (Fax):		
Email:		
<p>I hereby agree to assign to the International Atomic Energy Agency (IAEA):</p> <p>the copyright; or</p> <p>the non-exclusive, worldwide, free-of-charge licence (this option is only for those authors whose parent institution does not allow them to transfer the copyright for work carried out in that institution) granting the IAEA world rights for the use of the aforementioned material in this and any future editions of the publication, in all languages, and in all formats available now, or to be developed in the future (digital formats, hard copy etc.).</p> <p><b>Please note:</b> If granting the licence mentioned above, please supply any copyright acknowledgement text required.</p> <p>Furthermore, I herewith declare:</p> <p>that the material submitted to the IAEA is original, except for such excerpts from copyrighted works as may be included with the permission of the copyright holders thereof, has been written by the stated authors, has not been published before, and is not under consideration for publication by another entity;</p> <p>that any permissions and rights to publish required for third-party content, including but not limited to figures and tables, have been obtained, that all published material is correctly referenced; and</p> <p>that the material submitted to the IAEA does not contain any libellous or other unlawful statements and does not contain any materials that violate any personal or proprietary rights of any person or entity.</p>		
<b>Date:</b>	<b>Signature of main author:</b>	



# Grant Application Form

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Family name: (e.g. Smith)	First name(s): (e.g. John)	Mr/Ms:
Mailing address:	Tel.:	
	Fax:	
	Email:	
Date of birth (yyyy/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 attended	
			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**

\_\_\_\_\_