



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 • Internet: <https://www.iaea.org>

In reply please refer to: **EVT2004626**

Dial directly to extension: (+43 1) 2600-22771

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 Expanding the Research Reactor Stakeholder Base through Strategic and Business Plans** (hereinafter referred to as "event") to be held virtually via Cisco Webex from **1 to 5 November 2021**.

The purpose of the event is to contribute to the enhancement of research reactor utilization and sustainability by disseminating relevant methodologies, presenting success stories through illustrative examples, and sharing lessons learned, implementation strategies and good practices related to the topics of the event.

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.

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 **30 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 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 Nuno Pessoa Barradas, Division of Physical and Chemical Sciences, Department of Nuclear Sciences and Applications (Email: N.Pessoa-Baradas@iaea.org), and to the Administrative Secretary, Ms Rozanne Bojdo (Email: R.Bojdo@iaea.org). The Scientific Secretary of the event will liaise with the participants directly concerning further arrangements, as appropriate, once the official designations have been received.

The IAEA takes no responsibility for, and the provider of the virtual meeting services has represented and warranted that the Services shall not contain, and that no end user shall receive from the software used to hold the virtual meeting, any virus, worm, trap door, back door, timer, clock, counter or other limiting routine, instruction or design, or other malicious, illicit or similar unrequested code, including surveillance software or routines which may, or is designed to, permit access by any person, or on its own, to erase, or otherwise harm or modify any data or any system, server, facility or other infrastructure of any end user (collectively, a "Disabling Code").

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.



2021-04-22

Enclosures: Information Sheet

Participation Form (Form A)

Form for Submission of a Paper (Form B)



IAEA

International Atomic Energy Agency

Atoms for Peace and Development

Training Workshop on Expanding the Research Reactor Stakeholder Base through Strategic and Business Plans

Virtual Event

1–5 November 2021

Ref. No.: EVT2004626

Information Sheet

Introduction

Strategic planning is a key process for ensuring the efficient, optimized and well-managed utilization of both existing and new research reactors. The International Atomic Energy Agency (IAEA) has highlighted the need for research reactors to have strategic plans for their utilization and, through a series of publications, has been encouraging facility managers, operators and stakeholders to establish such plans. The IAEA publication entitled *Strategic Planning for Research Reactors* (IAEA Nuclear Energy Series No. NG-T-3.16, Vienna, 2017) takes into account the fact that planning for the utilization and administration of research reactors has changed with the development of new technologies, business strategies and organizational structures.

The key reason for preparing a strategic plan is that it provides a justification for a new research reactor, or for continued safe and sustainable operation of an existing research reactor, as well as for investments in the modification and refurbishment of an existing facility of this type. New research reactors also benefit from having a strategic plan as it promotes broader understanding of stakeholder needs and more clearly defined specifications of the research reactor and its ancillary facilities. Existing research reactors, benefit from a re-evaluation of stakeholder needs in order to continue operation, implement refurbishments and to optimally expand utilization to demonstrate its socio-economical impact. Strategic and/or business plans can also support development and expansion of capability in specific areas of utilization.

Preparing a strategic plan is therefore an essential undertaking for all such facilities, irrespective of mission, complexity, power or size. The IAEA has been continuously assisting its Member States in their efforts to increase research reactor utilization, provide technical advice and support for the installation or modernization of diverse research reactor application capabilities, prepare and revise strategic and business plans, and promote research reactor products and services to their end users.

This workshop will help the participating Member States to design strategies and transform strategic plans into effective action plans, to develop smart performance indicators for monitoring the progress and success, and to expand on promotional, marketing and business strategies.

Objectives

The purpose of the event is to contribute to the enhancement of research reactor utilization and sustainability by disseminating relevant methodologies, presenting success stories through illustrative examples, and sharing lessons learned, implementation strategies and good practices related to the topics of the event.

Target Audience

The event is intended for managers and other decision-making staff from research reactor operating organizations involved in strategic and business planning.

Working Language(s)

English.

Topics

The event will include introductions by IAEA staff and other experts on the subject matter, with subsequent practical exercises and discussions. Workshop participants will submit in advance 1) a strategic and/or a business plan; and/or 2) information, following an IAEA template, on their existing experience in strategic and business planning activities, their lessons learned, challenges and success stories. Time will be allocated for discussions on this information. The event will address the following topics:

- from stakeholder needs to defining strategies and action plans;
- market assessment and product/service marketing;
- development of user communities and industrial/commercial partnerships;
- development of promotion strategies and supporting materials; and
- strategic planning for new research reactor projects.

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 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 the above deadline.

Participants are also asked to submit a strategic plan document for their research reactor as per the IAEA guidelines and templates (see the relevant reference given in the Introduction above). The document in electronic format should be sent directly to the Scientific Secretary, Mr Nuno Pessoa Barradas (Email: N.Pessoa-Barradas@iaea.org), not later than **30 July 2021**. The document will be reviewed by external experts, with suggestions and recommendations to be prepared and shared during the workshop. The acceptable file format is Microsoft Word or PDF. The guidelines, templates, examples and other supporting documentation on how to prepare the strategic plans can be found in the IAEA publication Strategic Planning for Research Reactors (IAEA Nuclear Energy Series No. NG-T-3.16, Vienna, 2017)¹, but they can also be requested directly from the Scientific Secretary.

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

Papers and 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 **1** page (including figures and tables) and should not exceed **500** words. It should be sent electronically to Mr Nuno Pessoa Barradas, the Scientific Secretary of the event (see contact details below), not later than **30 July 2021**. Authors will be notified of the acceptance of their proposed presentations by **30 August 2021**.

In addition, participants have to submit the abstract together with the **Participation Form (Form A)** and the attached **Form for Submission of a Paper (Form B)** to their competent national authority (e.g. Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) or their organization for onward transmission to the IAEA not later than **30 July 2021**.

Key Deadlines and Dates

Friday, 30 July 2021	Submission of the Participation Form (Form A) and the Form for Submission of a Paper (Form B) through the official channels, and submission of a Strategic Plan and/or Business Plan and/or relevant information as defined in Topics, to the Scientific Secretary
----------------------	--

Monday, 30 August 2021	Official notification of acceptance of the application through an invitation letter to be sent via email
Monday, 1 November 2021	Event begins

IAEA Contacts

Scientific Secretary:

Mr Nuno Pessoa Barradas

Division of Physical and Chemical Sciences
 Department of Nuclear Sciences and Applications
 International Atomic Energy Agency
 Vienna International Centre
 PO Box 100
 1400 VIENNA
 AUSTRIA

Tel.: +43 1 2600 22771

Fax: +43 1 26007

Email: N.Pessoa-Barradas@iaea.org

Administrative Secretary:

Ms Rozanne Bojdo

Division of Physical and Chemical Sciences
 Department of Nuclear Sciences and Applications
 International Atomic Energy Agency
 Vienna International Centre
 PO Box 100
 1400 VIENNA
 AUSTRIA

Tel.: +43 1 2600 21754

Fax: +43 1 26007

Email: R.Bojdo@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

Training Workshop on Expanding the Research Reactor Stakeholder Base through Strategic and Business Plans

Virtual Event

1–5 November 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 or by fax to: +43 1 26007 (no hard copies needed). Please also send a copy by email to the Scientific Secretary N.Pessoa-Barradas@iaea.org and to the Administrative Secretary R.Bojdo@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: 30 July 2021

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:		

Form for Submission of a Paper

Training Workshop on Expanding the Research Reactor Stakeholder Base through Strategic and Business Plans

Virtual Event

1–5 November 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 or by fax to: +43 1 26007 (no hard copies needed). Please also send a copy by email to the Scientific Secretary N.Pessoa-Barradas@iaea.org and to the Administrative Secretary R.Bojdo@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: 30 July 2021

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
1.		
2.		
3.		
Family name(s) and first name(s) of author presenting the paper (same as in passport):	Mr/Ms:	
Mailing address:		
Tel. (Fax):		
Email:		

I hereby agree to assign to the International Atomic Energy Agency (IAEA):

- the copyright; or
- 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.).

Please note: If granting the licence mentioned above, please supply any copyright acknowledgement text required.

Furthermore, I herewith declare:

- 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;
- 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
- 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.

Date:

Signature of main author: