



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: EVT1904700

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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 **Technical Meeting on Effective Work Management Processes for Nuclear Power Plants** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **23 to 25 November 2021**.

In addition, the event will allow for virtual participation via Cisco Webex.

The purpose of the event is to share with Member States with operating (or soon-to-be operating) nuclear power plants (NPPs) experiences and good practices related to effective work management processes for sustaining operational excellence at NPPs under changing economic and business conditions. The event will also enable Members States to review and provide feedback on a draft IAEA guidance document on effective work management 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(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.

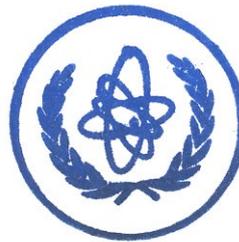
Designations should be submitted to the IAEA through the competent national authority (Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) not later than **8 October 2021** using the attached Participation Form (Form A). Completed and authorized Participation 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 Secretaries of the event, Mr Harri Tapani Varjonen (Email: H.Varjonen@iaea.org) and Mr Akira Kawano (Email: A.Kawano@iaea.org), both of Division of Nuclear Power, Department of Nuclear Energy, and to the Administrative Secretary, Ms Inessa Kovalenko (Email: I.Kovalenko@iaea.org). The Scientific

Secretaries 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 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.



2021-07-01

Enclosures: Information Sheet

Participation Form (Form A)

Grant Application Form (Form C)



IAEA

International Atomic Energy Agency

Atoms for Peace and Development

Technical Meeting on Effective Work Management Processes for Nuclear Power Plants

IAEA Headquarters, Vienna, Austria
and virtual participation via Cisco Webex

23-25 November 2021

Ref. No.: EVT1904700

Information Sheet

Introduction

Nuclear electricity generation has been facing critical economic challenges under competitive electricity market. As a result, nuclear power plant (NPP) owner/operator organizations now need to re-evaluate their business model and management processes, to become more robust and resilient so that nuclear generation could continuously take its expected role as one of the low-carbon generation sources.

One of the key factors to overcome economic challenges and to sustain operational excellence in plant operation and management is the Effective Work Management Process (WMP).

WMP is considered as an essential process to ensure that plant management can make the decision to use right resources for the right task at the right time for the safe and efficient operation of NPP. The process, in an integrated and cross-functional manner, generally covers and connects:

- Plant main functions (i.e. operation, maintenance, engineering, chemistry, radiation protection, etc.); and
- Programmes, processes and procedures that are specific to these functions and/or cross-cutting (e.g. corrective action, ALARA, ageing and plant life management, etc.).

As such, a WMP considers individual tasks for given activities, connects to the organizations involved in the task performances, establishes decision-making points, and streamlines them by effectively utilizing applicable tools, methods and data.

As a part of continuous improvement, the effectiveness of WMP should be continually evaluated and updated, particularly when the factors and drivers impacting the operation and maintenance of NPP. These factors and drivers could be internal to the NPP (e.g. changes in the performance and time of specific tasks, re-allocations of roles and responsibilities, expectations of decision makers); or, they can be external (e.g. changes in the business environment, competent workforce availability, advancements in tools and methods, etc.).

Therefore, it is valuable for the NPP owners/operating organizations to establish and periodically share with others their experiences and lessons learned related to WMP in order to mutually support initiatives to sustain operational excellence especially at the time of challenging business conditions.

Objectives

The purpose of the event is to share with Member States with operating (or soon-to-be operating) nuclear power plants (NPPs) experiences and good practices related to effective work management processes for sustaining operational excellence at NPPs under changing economic and business conditions. The event will also enable Members States to review and provide feedback on a draft IAEA guidance document on effective work management process.

The objectives to be discussed:

- Key elements and attributes for effective Work Management Process;
- Factors, challenges and drivers that influence to the effectiveness of Work Management Process;
- Requirements for effective Work Management Process;
- Roles, responsibilities and rules for decision making in Work Management Process; and
- Share experience how to analyse/measure effectiveness of Work Management Process.

The TECODC will address latest good practices and lessons learned associated with Work Management Process (WMP). It will also include descriptions of functions, programmes, processes and procedures which are influencing of the effectiveness of WMP.

This publication also identifies key elements and attributes of a WMP, roles and responsibilities and rules for decision making, as well tools for analysis of its effectiveness.

Target Audience

The publication is intended for the use of personnel involved in the design, qualification, licensing, operation, and maintenance of NPP and following organizations:

- Nuclear generating organizations;

- Work management organizations;
- Maintenance organizations;
- Design organizations;
- Engineering organizations;
- Regulatory bodies;
- Technical support organizations responsible for inspection and monitoring; and
- Other involved organizations.

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 **8 October 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.

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. Further information can be found in the [Data Processing Notice](#) concerning IAEA InTouch+ platform.

Papers and Presentations

The IAEA encourages participants to give presentations on the work of their respective institutions that falls under the topics listed above.

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 **8 October 2021**.

Venue

The face-to-face component of 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.

The virtual component of the event will be held via WebEx on 23-25 November 2021.

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.

IAEA Contacts

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Email: I.Kovalenko@iaea.org

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

Event Web Page

Please visit the following IAEA web page regularly for new information regarding this event:

www.iaea.org/events/EVT1904700

Participation Form

Technical Meeting on Effective Work Management Processes for Nuclear Power Plants

IAEA Headquarters Vienna, Austria and virtual participation via Cisco Webex

23-25 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 Secretaries H.Varjonen@iaea.org, and A.Kawano@iaea.org and to the Administrative Secretary I.Kovalenko@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: 8 October 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: I plan to attend virtually: Yes <input type="checkbox"/> No <input type="checkbox"/>		

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. Further information can be found in the [Data Processing Notice](#) concerning IAEA InTouch+ platform.

Grant Application Form

Technical Meeting on Effective Work Management Processes for Nuclear Power Plants

23-25 November 2021

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Deadline for receipt by IAEA through official channels: 8 October 2021

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** _____