



*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: **EVT1907744**

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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 Methodology, Practices and Approaches for Determining Critical Knowledge in Nuclear Organizations** (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 3 to 5 November 2021**.

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

The purpose of the event is to provide a forum for the participants to share methodologies, experiences and practices relating to the identification of critical knowledge in nuclear organizations and its impact on the organization's continuing performance, and to review and comment on the draft IAEA Technical Document under preparation.

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





**IAEA**

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# **Technical Meeting on the Methodology, Practices and Approaches for Determining Critical Knowledge in Nuclear Organizations**

**IAEA Headquarters, Vienna, Austria**

**and virtual participation via Cisco Webex**

**3-5 November 2021**

**Ref. No.: EVT1907744**

## **Information Sheet**

### **Introduction**

In this age of knowledge, the competitiveness and future of nuclear organizations, are becoming more and more dependent on the knowledge the organizations possess and how they use, share and protect it. Throughout the nuclear industry, managing the knowledge assets is essential to maintain safety standards and operational performance. The most significant knowledge is regarded as critical knowledge. This is the knowledge where a failure to maintain and implement it correctly would result in a direct and immediate challenge to safety or to the organization's operational and commercial viability.

The identification of the knowledge that is critical to an organization and whether it is at risk of loss, is one of the challenges of knowledge management, because what constitutes critical knowledge is often not well known, understood or easy to define.

Having a systematic, methodological approach to identify and evaluate the critical knowledge, enables an organization to make a diagnosis of their vulnerability to the loss of this critical knowledge. It also enables the organization to prioritize its programme for knowledge capture and transfer to mitigate the potential risks from loss of this critical knowledge.

This event is therefore being organised to share the experiences of nuclear organizations on approaches to develop and implement knowledge management strategies for the identification, evaluation and management of critical knowledge.

## Objectives

The objectives of this event are to:

- Share KM strategies and methods that are used to identify, prioritize and manage critical knowledge during the various phases of the nuclear facility life cycle.
- Support the development of the IAEA’s technical document, “*Methodology to Determine Critical Knowledge in Nuclear Organizations*”, by delivering presentations on the participants’ own organizations experiences and providing feedback on the proposed structure and content of the publication.
- Foster networking and collaboration to enable ongoing sharing of best practices and collective learning.

The provisional meeting agenda will be sent to designated participants in due course.

## Target Audience

The event is primarily targeted at practitioners and managers who manage organizational knowledge and skills at various nuclear organizations, including:

- Nuclear power plant operators;
- Nuclear regulators;
- Nuclear technical support / design / consultancy organizations;
- Nuclear research and development organizations,
- Governmental agencies or bodies to support nuclear knowledge management.

## Working Language(s)

English

## Expected Outputs

Presentations will be given by participants on current practices, experiences and lessons learned in relation to the identification and management of critical knowledge, that support nuclear knowledge management implementation in their organizations. The delegates can be asked to provide relevant examples and case studies for use in the technical document (TECDOC) on “*Methodology to Determine Critical knowledge*

*in Nuclear Organizations*”, currently under development by IAEA.

## 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 **15 September 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.

## 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 arrangements.

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 **15 September 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:

[www.iaea.org/events](http://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.

## **Additional Information**

No formal papers will be required for this meeting. The participants will be, however, expected to actively participate in the dialogue at the meeting, and to contribute input useful to the IAEA's activities on this topic based on practices and experiences from their own Member State nuclear organizations.

This contribution is expected in the form of a summary presentation, in relation to:

- Current approaches to identify and characterize critical knowledge;
- Approaches to mapping organizational knowledge and competencies;
- Methodology and evaluation criteria for assessing the importance of knowledge and its vulnerability;
- Key challenges and benefits associated with the implementation of such KM activities, and their impact on the organization's short- and long-term goals.

# IAEA Contacts

## Scientific Secretary:

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## Administrative Secretary:

### Ms Emira Zekjiri Alili

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Email: [E.Zekjiri-Alili@iaea.org](mailto:E.Zekjiri-Alili@iaea.org)

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.

# Participation Form

## Technical Meeting on Methodology, Practices and Approaches to Determine Critical Knowledge in Nuclear Organizations

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

**3 to 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](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 [M.Ovanes@iaea.org](mailto:M.Ovanes@iaea.org) and to the Administrative Secretary [E.Zekjiri-Alili@iaea.org](mailto: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: 15 September 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                      No





# Grant Application Form

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**Deadline for receipt by IAEA through official channels: 15 September 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 (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

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