



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

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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 Experiences and Lessons Learned for Effective Knowledge Management Programmes in Nuclear Organizations** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **18 to 22 October 2021**.

The purpose of the event is to discuss the nuclear knowledge management practices and processes used in nuclear organizations and include them as case studies in the IAEA Technical Document provisionally entitled Experiences and Lessons Learned for Effective Knowledge Management Programmes in Nuclear Organizations.

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 **6 August 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 Ashok Ganesan, Division of Planning, Information and Knowledge Management, Department of Nuclear Energy (Email: A.Ganesan@iaea.org), and to the Administrative Secretary, Ms Mio Isshiki (Email: M.Isshiki@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.

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.



2021-06-04

Enclosures: Information Sheet

Participation Form (Form A)

Grant Application Form (Form C)



Technical Meeting on Experiences and Lessons Learned for Effective Knowledge Management Programmes in Nuclear Organizations

IAEA Headquarters, Vienna, Austria

18–22 October 2021

Ref. No.: EVT2004004

Information Sheet

Introduction

Nuclear facilities and organizations around the world are using structured processes to learn from their own internal experiences and from the experiences of external organizations in their country and the outside world. All NPP operating organizations have dedicated personnel and suitable business processes to capture, analyse and use experiences and lessons learned in an effective manner. Some Member States have a dedicated organization to collect, analyse and use experiences and lessons learned at a higher level for organizational learning. Some organizations use innovative ways of learning from experiences such as creating practical models of past incidents for enhanced learning. The extent of learning and the benefits derived varies depending upon the approaches and efforts taken by an organization to achieve its objectives of organizational learning.

In order to capture different approaches being followed by nuclear operating organizations in this area with the objective of helping others to learn from those practices, the proposal to develop a technical document (TECDOC) on “Experiences and Lessons Learned for Effective Knowledge Management Programmes in Nuclear Organizations” was approved by the DCT in April 2020. Subsequently, 2 virtual consultancy meetings were conducted and a draft document was developed.

Objectives

The purpose of the event is to collect Member State's approaches and experiences from strategically developed lessons learned programmes and its contribution to organizational knowledge management in order to support the ongoing development of a new TECDOC.

The event also offers an opportunity for the participants to learn more about the international best practices followed in lessons learned programmes towards developing a successful knowledge management programme in nuclear organizations.

Target Audience

The event is targeted at various types of nuclear organizations, including:

- Nuclear power plant operators;
- Nuclear regulators;
- Nuclear technical support/design/consultancy organizations;
- Nuclear research and development organizations;
- Nuclear decommissioning management organizations;
- Nuclear waste management organizations;
- Nuclear training and human resource development organizations; and
- National networks of nuclear organizations, agencies or bodies that support nuclear knowledge management.

These may include individuals who have experience in the implementation or management of successful lessons learned programmes in their organizations.

Working Language(s)

English.

Expected Outputs

Improved content of the new TECDOC on "Experiences and Lessons Learned for Effective Knowledge Management Programmes in Nuclear Organizations" and adding several case studies as practical examples.

Structure

The event will be conducted in a workshop like setting with presentations from the IAEA, IAEA Member States and participating international organizations followed by discussions. The event will include focussed group and panel discussions on selected themes that support the TECDOC development.

Topics

The event solicits presentations on different approaches being followed in the implementation of strategic lessons learned programmes in nuclear organizations and the benefits derived from them for a beneficial knowledge management programme. The event will also discuss the topics and content of the draft TECDOC and identify opportunities for improving it.

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 **6 August 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.

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 2 pages (including figures and tables) and should not exceed 1000 words. It should be sent electronically to Mr. Ashok Ganesan, the Scientific Secretary of the event (see contact details below), not later than **6 August 2021**. Authors will be notified of the acceptance of their proposed presentations by **15 September 2021**.

In addition, participants have to submit the abstract together with the **Participation Form (Form A)**.

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 **6 August 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.

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.

IAEA Contacts

Scientific Secretary:

Mr Ashok Ganesan

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AUSTRIA

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Fax: +43 1 26007

Email: A.Ganesan@iaea.org

Administrative Secretary:

Ms Mio Isshiki

Division of Nuclear Planning, Information and Knowledge Management
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International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA

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Fax: +43 1 26007

Email: M.Isshiki@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 Experiences and Lessons Learned for Effective Knowledge Management Programmes in Nuclear Organizations

IAEA Headquarters, Vienna, Austria

18–22 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 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 M.Isshiki@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: 6 August 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:		

Grant Application Form

Technical Meeting on Experiences and Lessons Learned for Effective Knowledge Management Programmes in Nuclear Organizations IAEA Headquarters, Vienna, Austria

18–22 October 2021

To be completed by the applicant 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 M.Isshiki@iaea.org.

Deadline for receipt by IAEA through official channels: 6 August 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** _____