



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 **Training Course on Nuclear Supply Chain and Procurement Management** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **18 to 22 July 2022**.

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

The purpose of the event is to provide training for specialists at, and newcomers to, nuclear facilities on nuclear supply chain oversight, including the related standards and management, procurement and engineering issues. The event will also aim to provide Member States with information on good practices for the management of procurement and supply chain activities related to the construction, operation and maintenance of nuclear facilities.

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 **1 June 2022** 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 Pekka Pyy, Division of Nuclear Power, Department of Nuclear Energy (Email: P.T.Pyy@iaea.org), and to the Administrative Secretary, Ms Olga Gloeckler (Email: O.Gloeckler@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 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.



2022-04-26

Enclosures: Information Sheet
 Participation Form (Form A)
 Grant Application Form (Form C)



IAEA

International Atomic Energy Agency

Atoms for Peace and Development

Training Course on Nuclear Supply Chain and Procurement Management

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

18–22 July 2022

Ref. No.: EVT2103902

Information Sheet

Introduction

Nuclear power plants employ sophisticated engineering to generate electricity and heat for periods of at least 40 to 60 years. Various suppliers provide related products and services for NPP operators, through the life cycle of Nuclear Power Plants (NPPs) in design, manufacture, construction, operation and decommissioning. All suppliers need to comply with well-established requirements and have a sustainable purchasing system for choosing its suppliers.

In recent years, the construction and operation of NPPs have been impacted by significant supply chain related concerns. Use of commercial grade items has increased, and there have been temporary shutdowns of NPPs due to the installation of counterfeit, fraudulent or substandard items. COVID-19, supply chain disturbances and sometimes even conflicts have impacted the availability of products and the mobility of service suppliers. Effective and efficient oversight of the global nuclear supply chain is a crucial to safety and quality both in nuclear new build and in operating nuclear facilities.

In April 2018, the Standing Advisory Group on Nuclear Energy (SAGNE) recommended that the IAEA should “pursue wider international collaboration to manage and improve interfaces between regulators, technical support organizations, owner/operators and suppliers”. As an example of the above, SAGNE proposed “an online platform or portal for information and resource sharing, such as a Nuclear Supply Chain Toolkit”.

This recommendation has been supported by two Technical Meetings hosted by IAEA in 2017 and 2018. Since 2018, the IAEA has initiated series of consultancy meetings aimed at the development of an online platform for sharing experience in the nuclear supply chain and a related training course. Currently, IAEA has deployed the interactive nuclear supply chain management toolkit that provides information on good practices and lessons learnt in areas of the procurement and quality management to all organizations involved in the life cycle activities of nuclear facilities.

Since 2019, the training course on the Nuclear Supply Chain Management and Procurement has been started for all interested organizations by IAEA. This event is a continuation of the IAEA's activities related to the exchange of good practices on the management of nuclear supply chains among Member states.

Objectives

The purpose of the event is to provide training for specialists at, and newcomers to, nuclear facilities on nuclear supply chain oversight, including the related standards and management, procurement and engineering issues. The event will also aim to provide Member States with information on good practices for the management of procurement and supply chain activities related to the construction, operation and maintenance of nuclear facilities.

Target Audience

The target audience of this training course consists of managers in charge of, or planning to participate in, the development, implementation and improvement of supply chain management within their organizations or overseeing suppliers for nations with established nuclear power programs, or nations at the advanced stage of building one. Similarly, the following groups would be relevant for participation: early, mid, and late-career staff of the suppliers who are responsible for their supply chain management and sub-suppliers, specialists from regulatory bodies who oversee the review the assessment of operators or suppliers' supply chain management.

Working Language(s)

The event will be conducted in English.

Scope and Nature

In September 2019, the "Pilot Course on Nuclear Supply Chain Management and Procurement" was successfully held and course participants expressed great interest in the expansion of the current nuclear

supply chain toolkits and future and a regular course on supply chain management. A virtual version of the course was conducted in October 2021.

This course will cover on a general level challenges and perspectives of the nuclear supply chain management, good practices for management of procurement and supply chain activities, as well as digitalization of the related activities. The 2022 version of the course aims to focus more on the current issues and solutions.

The course will be conducted by the IAEA staff, international experts, and management and technical specialists from the host countries and other countries. The training programme will include individual work, questions & answers sessions and lectures.

In addition, the course will discuss opportunities for participants to network and continue sharing information and good practices, as well as other potential follow-up tasks and coordinated activities, as appropriate.

References:

- IAEA Nuclear Energy Series NP-T-3.21, “Procurement Engineering and Supply Chain Guidelines in Support of Operation and Maintenance of Nuclear Facilities”;
- IAEA Nuclear Energy Series NP-T-3.26, “Managing Counterfeit and Fraudulent Items in the Nuclear Industry”;
- IAEA TECDOC No. 1910, “Quality Assurance and Quality Control in Nuclear Facilities and Activities”;
- IAEA Nuclear Energy Series NP-T-3.26, “Managing Counterfeit and Fraudulent Items in the Nuclear Industry”;
- IAEA Nuclear Energy Series NG-T-3.4, “Industrial Involvement to Support a National Nuclear Power Programme”.
- IAEA TECDOC No. 1740, “Use of a Graded Approach in the Application of the Management System Requirements for Facilities and Activities”.

Accepted participants will be asked to get acquainted with the following IAEA webinars before joining the course (Introductory Webinars 1-7).

- • Nuclear Supply Chain Webinar Series
<https://www.iaea.org/about/organizational-structure/department-of-nuclear-energy/division-of-nuclear-power/nuclear-power-engineering-section/nuclear-supply-chain-webinar-series>

Other training material will be made available to the accepted participants for them to study during the training course in the Info Package to be sent to them.

Expected Outputs

- Improved knowledge of procurement strategy, scenarios and procurement practice.
- Better understanding of the international requirements and guidelines on nuclear supply chain management and procurement.
- Improved knowledge of mechanisms for supplier evaluation and qualification.

- Understanding the current issues dealing with the international nuclear supply chain and potential ways to find solutions for the problems
- Enhanced networking opportunities among participants.

The course may be assessed on a basis of tests and individual task performance. Participants will be provided with a certificate upon completion subject to satisfactory performance and documented attendance.

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 **1 June 2022**. 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.

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 (please, also observe the planned hybrid format).

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 **1 June 2022**.

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.

The virtual component of the event will be held via IT platform WebEx.

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 Contact

Scientific Secretary:

Mr Pekka Pyy

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Vienna International Centre
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AUSTRIA
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Fax: +43 1 26007
Email: P.T.Pyy@iaea.org

Administrative Secretary:

Ms Olga Glöckler

Division of Nuclear Power
Department of Nuclear Energy
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA
Tel.: +43 1 2600-22804
Email: O.Gloeckler@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 Course on Nuclear Supply Chain and Procurement Management

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

18–22 July 2022

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 P.T.Pyy@iaea.org and to the Administrative Secretary O.Gloeckler@iaea.org.

Deadline for receipt by IAEA through official channels: 1 June 2022

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.

Grant Application Form

Training Course on Nuclear Supply Chain and Procurement Management

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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 P.T.Pyy@iaea.org and to the Administrative Secretary O.Gloeckler@iaea.org.

Deadline for receipt by IAEA through official channels: 1 June 2022

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:	
I plan to attend virtually:	Yes <input type="checkbox"/> No <input type="checkbox"/>	

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 _____