



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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In reply please refer to: **EVT2102875**

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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 of the Steering Committee on Regulatory Capacity Building and Knowledge Management** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **5 to 9 December 2022**.

The purpose of the event is to exchange information on the current activities of the IAEA Secretariat and Member States in managing, developing and strengthening regulatory competence.

The attached Information Sheet provides further details of the event.

The event will be held in English.

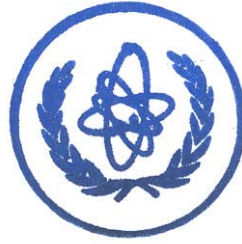
Member States are invited to designate one participant to represent the Government at this event. Member States are strongly encouraged to identify suitable women participants.

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 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 **5 October 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 Geza Macsuga, Division of Nuclear Installation Safety, Department of Nuclear Safety and Security (Email: G.Macsuga@iaea.org), and to the Administrative Secretary, Ms Martina Metzmacher (Email: M.Metzmacher@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.



2022-08-04

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



IAEA

International Atomic Energy Agency

Atoms for Peace and Development

Technical Meeting of the Steering Committee on Regulatory Capacity Building and Knowledge Management

IAEA Headquarters, Vienna, Austria

5–9 December 2022

Ref. No.: EVT2102875

Information Sheet

Introduction

In December 2007, a Technical Meeting was held in Vienna to advise the International Atomic Energy Agency (IAEA) on ways in which it might improve the training available for regulatory bodies in Member States with nuclear power plants. The meeting reached a broad consensus supporting the establishment of a Steering Committee on Competence of Human Resources for Regulatory Bodies. An action plan was developed during the meetings of the Steering Committee in 2009 and 2010, with a view to supporting the objectives of the Steering Committee's strategic work programme. In its later meetings, the Steering Committee expanded to include regulators from countries planning to embark on a nuclear power programme and contributed to the development of the Strategic Approach to Education and Training in Nuclear Safety 2013–2020 and its terms of reference, as well as publications in its subject area. The Steering Committee also agreed on a revised name — Steering Committee on Regulatory Capacity Building and Knowledge Management — to better reflect its lines of work. The subsequent meetings of the Steering Committee continued the work of the previous meetings and included specific sessions on topics suggested by the Member States, such as knowledge management and training in all areas of nuclear safety. The present 14th meeting of the Steering Committee will focus on the introduction of the new Strategic Approach to Capacity Building in Nuclear Safety and Security 2022–2030; and the main elements of the next cycle's strategic approach to regulatory capacity building.

Objectives

The objectives of the meeting are to:

- Exchange information on current IAEA and Member State activities related to building and sustaining regulatory capacity in nuclear safety.
- Introduce the Strategic Approach to Capacity Building in Nuclear Safety and Security 2022-2030.
- Discuss the development of national strategies and the analysis of relevant capabilities.
- Provide hands-on sessions allowing the participants to acquire practical experience with the Progress Monitoring System for Nuclear Safety Capacity Building and other programmes and tools, such as the Global Education and Training Resources, the Regulatory Cooperation Forum and the Nuclear Safety and Security Online User Interface.
- Discuss the general challenges faced by Member States in the area of capacity building; and planning of activities for the strategic approach to regulatory capacity building for the period 2022-2030.

Target Audience

The event is primarily intended for staff members with responsibilities for regulatory capacity building and knowledge management from the regulatory bodies of Member States with nuclear power plants and of Member States that are embarking on a nuclear power programme. Member States are strongly encouraged to identify suitable women participants.

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 **5 October 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 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.

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 **5 October 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:
<https://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.

Organization

Scientific Secretary

Mr Geza Macsuga

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Department of Nuclear Safety and Security
International Atomic Energy Agency
Vienna International Centre
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1400 VIENNA
AUSTRIA

Tel.: +43 1 2600 24628/24628

Fax: +43 1 26007

Email: G.Macsuga@iaea.org

Administrative Secretary

Ms Martina Metzmacher

Division of Nuclear Installation Safety
Department of Nuclear Safety and Security
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA

Tel.: +43 1 2600 26075

Fax: +43 1 26007

Email: M.Metzmacher@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

Technical Meeting of the Steering Committee on Regulatory Capacity Building and Knowledge Management

IAEA Headquarters, Vienna, Austria

5–9 December 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 G.Macsuga@iaea.org and to the Administrative Secretary M.Metzmacher@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: 5 October 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 No Title:		

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.

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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 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**
