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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 **Technical Meeting on the Implementation and Assessment of Knowledge Management Programmes** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **19 to 23 September 2022**.

The purpose of the event is to bring together knowledge management experts to discuss the implementation and assessment of knowledge management programmes, to share their experience and lessons learned, to collect feedback and to discuss future strategies to enhance knowledge management programmes.

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 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 **15 August 2022** using the attached Participation Form (Form A). Completed and authorized Participation Forms should be sent either by email to: [Official.Mail@iaea.org](mailto: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, Ms Michaela Ovanes, Division of Planning, Information and Knowledge Management, Department of Nuclear Energy (Email: [M.Ovanes@iaea.org](mailto:M.Ovanes@iaea.org) and to the Administrative Secretary, Ms Emira Zekjiri Alili (Email: [E.Zekjiri-Alili@iaea.org](mailto:E.Zekjiri-Alili@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.



2022-07-14

Enclosures: Information Sheet

Participation Form (Form A)

Grant Application Form (Form C)



# **Technical Meeting on the Implementation and Assessment of Knowledge Management Programmes**

**IAEA Headquarters  
Vienna, Austria**

**19-23 September 2022**

**Ref. No.: EVT2103959**

## **Information Sheet**

### **Introduction**

As an increasing number of organizations are strategically implementing knowledge management (KM) programmes, they require a comprehensive strategy and practices anchored in a practical yet holistic KM life cycle model or framework.

The programmatic activities of the IAEA in support of Member States encompass a dedicated subprogramme on nuclear knowledge management which focuses on:

- Developing methodologies and guidance documents for planning, designing and implementing nuclear KM programmes;
- Assisting Member States by providing products and services for maintaining and preserving nuclear knowledge;
- Promoting the use of state-of-the-art knowledge management technologies and supporting interested Member States in their use;
- Facilitating nuclear education, networking and experience exchange.

This Technical Meeting is therefore being organised to share the experiences of nuclear organizations on their KM programmes and various strategies used for an integrated approach to KM, competence and human resources development in all phases of the life cycle of nuclear organizations.

It will include discussions on KM practices across the nuclear facility life cycle and within nuclear regulatory organizations, as well as KM for nuclear science and non-power applications, and nuclear technology research, development and innovation. The event will provide participants with practical solutions for developing and maintaining the knowledge and skills needed to support safe, secure and sustainable nuclear programmes, as well as exchange views on current and future challenges and opportunities. Various issues related to competence development, strategies for methodological or process knowledge and technology-related KM will be addressed.

## **Objectives**

The objectives of this event are to:

- Bring together KM experts and practitioners from across the nuclear sector to discuss the establishing, implementation and assessment of KM programmes,
- Exchange views and collect feedback on best practices and lessons learned
- Discuss future strategies to enhance KM programmes in their own organizations
- Share KM methodologies and implementation approaches to identify, prioritize and manage critical knowledge and ensure that the risks of knowledge loss are proactively identified and mitigated.
- Foster networking and collaboration to enable ongoing collective learning.

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

## **Target Audience**

The event is primarily targeted at KM practitioners and senior decision-makers responsible for managing the organizational knowledge and skills at various nuclear organizations, including:

- Nuclear power plant operators and other nuclear utilities, such as research reactors, radioactive waste management and fuel cycle facilities
- Nuclear regulators;
- Nuclear technical support / design organizations;
- Nuclear research and development organizations,
- Relevant decision makers in governmental agencies or bodies with national activities on nuclear KM

## **Working Language**

The working language will be English, with no translation provided.

## **Expected Output**

Presentations will be given by participants on current practices, experiences and lessons learned in relation to the nuclear knowledge management implementation in their organizations - see “Papers and Presentations” section below for the related topics.

## Participation and Registration

Designations should be submitted using the attached **Participation Form (Form A)**.

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 **July 31<sup>th</sup>, 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.

Designations received after that date or applications sent directly by individuals or by private institutions cannot be considered. The designation of a participant will be accepted only if forwarded by the Government of an IAEA Member State or by an organization invited to participate. Designating Governments and invited organizations will be informed in due course of the names of the selected candidates, and full details will be given at that time of the procedures to be followed with regard to administrative and financial matters.

## Papers and Presentations

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

This contribution is expected in the form of a PowerPoint presentation on the **best practices and lessons learned** from implementations of KM programmes in addition to one or more of the topics identified below:

- Current approaches to identify **critical knowledge and mitigate the risks of knowledge loss**;
- KM as a business management tool – aligning the KM with the organization strategy and business goals
- Approaches for **capturing tacit knowledge**;
- Advances in **nuclear information management systems**, particularly in the use of technology to support new trends in information, records and data management, use of **semantic technologies** and development of **knowledge portals**;
- Strategies for building **communities of practice**;
- **Communication and organizational culture for KM**;
- **Key performance indicators** for monitoring and assessing performance of KM initiatives;
- **Key challenges and benefits** associated with the implementation of KM activities, and their impact on the organization's short- and long-term goals.

## 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 **up to two** participants 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. If Governments wish to apply for a grant on behalf of one of their experts, they should address specific requests to the IAEA to this effect. Governments should ensure that applications for grants are submitted by **August 15<sup>th</sup>, 2020** using a signed **Grant Application Form (Form B)**. Approved grants will be issued in the form of a lump sum payment that usually covers **only part of the cost of attendance**.

## Venue

The event will be held at the IAEA's Headquarters at the Vienna International Centre (VIC), Wagramerstraße 5, Vienna, Austria. The event will take place in the Press Room, M Building of the VIC. It will start at 9.30 a.m. on Monday, 19 September 2022 and end at 1.30 p.m. on Friday, 23 September 2022.

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: <http://www-pub.iaea.org/iaeaevents/GeneralInfo/Guide/VIC>.

Participants are kindly requested to arrive at Gate 1 of the VIC at least an hour before the event to allow adequate time for security checks and registration. They will be asked to present some form of photo identification, such as a national passport.

## Visas

Designated participants should submit the necessary visa application to the nearest diplomatic or consular representative of Austria as soon as possible. Visa arrangements, including transit visas, are the sole responsibility of the participants, who should initiate the necessary action for obtaining a visa prior to departure.

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 their 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

#### Ms Michaela Ovanes

Division of Nuclear Planning, Information and Knowledge Management

Department of Nuclear Energy

International Atomic Energy Agency

Vienna International Centre, PO Box 100

1400 VIENNA

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### Co-Scientific Secretary

#### Ms Tea Bilic Zabric

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Vienna International Centre, PO Box 100  
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Fax: +43 1 26007  
Email: [T.bilic-zabric@iaea.org](mailto:T.bilic-zabric@iaea.org)

**Administrative Secretary**

**Ms Emira Zekjiri Alili**

Division of Nuclear Planning, Information and Knowledge Management  
Department of Nuclear Energy  
International Atomic Energy Agency  
Vienna International Centre, PO Box 100  
1400 VIENNA  
AUSTRIA  
Tel.: +43 1 2600 24672  
Fax: +43 1 26007  
Email: [E.Zekjiri-Alili@iaea.org](mailto:E.Zekjiri-Alili@iaea.org)

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



# Participation Form

## Technical Meeting on the Implementation and Assessment of Knowledge Management Programmes

IAEA Headquarters Vienna, Austria

19–23 September 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](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).

### Deadline for receipt by IAEA through official channels: 15 August 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. The IAEA may also use the contact details of Applicants to inform them of the IAEA's scientific and technical publications, or the latest employment opportunities and current open vacancies at the IAEA. These secondary purposes are consistent with the IAEA's mandate.



# Grant Application Form

## Technical Meeting on the Implementation and Assessment of Knowledge Management Programmes

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19–23 September 2022

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](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).

**Deadline for receipt by IAEA through official channels: 15 August 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:	

### 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** \_\_\_\_\_