



*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 **Technical Meeting on Nuclear Power Plant Personnel Training** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **7 to 10 November 2022**.

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

The purpose of the event is to disseminate new guidance on training for nuclear power plant (NPP) personnel, and to discuss trends and new developments related to such training. The event will focus on the exchange of best practices and sharing of ideas and information regarding Member States' activities in the use of the systematic approach to training, as well as on the sharing of approaches to improving the effectiveness of NPP training 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 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 **30 September 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 Romana Kvetonova, Division of Nuclear Power, Department of Nuclear Energy, (Email: [R.Kvetonova@iaea.org](mailto:R.Kvetonova@iaea.org)), and to the Administrative Secretary, Ms Inessa Kovalenko (Email: [I.Kovalenko@iaea.org](mailto:I.Kovalenko@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.

Should Governments wish, in addition, to appoint one or more observers to assist and advise the designated participants, they are kindly requested to inform the IAEA of the names and contact details of any such observers by the above date. In accordance with the established rules, Governments are expected to bear the cost of attendance of any observers they may send to IAEA events. Compensation is not payable by the IAEA for any damage to or loss of observers' personal property or for illness, injury or death occurring while travelling to or in connection with their attendance at IAEA events.

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.



2022-07-08

Enclosures: Information Sheet

Participation Form (Form A)

Grant Application Form (Form C)



**IAEA**

International Atomic Energy Agency

*Atoms for Peace and Development*

# **Technical Meeting on Nuclear Power Plant Personnel Training**

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

**7–10 November 2022**

**Ref. No.: EVT1804444**

## **Information Sheet**

### **Introduction**

A key challenge in the safe, reliable and efficient operation of nuclear facilities is ensuring that all personnel are competent and qualified. This includes management, operations, maintenance, engineering, technical support and the training of personnel. The training and competence of contractor personnel is particularly important, with adequate training on performing under abnormal and emergency conditions being crucial. However, nuclear facilities' objectives of safe, reliable and efficient performance cannot be achieved solely by the quality of equipment and documentation. Sufficient numbers of adequately trained, qualified and motivated personnel, who are able to fulfil their responsibilities and perform their tasks to the required standards, are vital in achieving excellence and in ensuring that the personnel, public, nuclear facility or environment are not exposed to unacceptable risks.

The systematic approach to training (SAT) for training nuclear facility personnel has proved, over decades, to be effective in nuclear and other safety-critical industries and is recognized as the best international practice in nuclear training. Using the SAT, the competencies required for specific jobs at a nuclear facility can be identified, thus making it easier to ensure that those competencies are attained. The SAT methodology also often identifies areas in need of improvement in nuclear facility processes, procedures, equipment and organization.

Nuclear facility operators worldwide, including those with the best performance records, advocate SAT-based training, and regulatory authorities in many IAEA Member States mandate or strongly recommend the use of SAT-based training for nuclear facilities such as nuclear power plants (NPPs).

## **Objectives**

The purpose of the event is to disseminate new guidance on training for nuclear power plant (NPP) personnel, and to discuss trends and new developments related to such training. The event will focus on the exchange of best practices and sharing of ideas and information regarding Member States' activities in the use of the systematic approach to training, as well as on the sharing of approaches to improving the effectiveness of NPP training programmes.

## **Target Audience**

The event is targeted at mid- and high-level managers, training staff, personnel of regulatory bodies, human resource and human performance specialists, vendor and contractor managers involved in training, and evaluators and instructors from NPPs, training centres, industry, and universities.

Nuclear industrial associations such as WANO, INPO, NEI, OECD/NEA, Foratom are also targeted as their activities to support plant operation and management system are closely related to nuclear training and SAT implementation in the nuclear industry.

Participants will be asked to discuss the topics listed above and make presentations on their experience, good practices and lessons learned in developing and achieving good performance in SAT implementation, as well as the needs and challenges faced by their countries. Therefore, they should be knowledgeable and experienced in industry-wide operational practices, rules and regulations, as well as in their implementation with respect to plant operation and management.

Participants will be also asked to make comments and provide perspectives on the above-mentioned draft IAEA guiding document on Graded Approach in the Application of SAT (Systematic Approach to Training).

## **Working Language(s)**

English.

## Expected Outputs

The event will consist of a series of presentations, question and answer sessions, and interactive breakout sessions to discuss common challenges and effective solutions for the SAT.

The newly published IAEA publication on SAT will be presented and discussed.

During the meeting, a draft publication provisionally entitled Use of a Graded Approach in the Application of SAT (Systematic Approach to Training) will be presented, discussed and reviewed. Drafting of this document has started in November 2021.

Topics to be discussed include:

- Strategic aspects of SAT, such as:
  - Nuclear facility training as part of integrated management systems;
  - The relationship between nuclear industry, educational institutions and training systems;
  - The role of managers and leaders in training;
  - Training policy;
  - Training consultation forums and committees;
  - Graded approach to training.
- SAT phases and processes;
- SAT applications;
- Contractor training;
- Training effectiveness.

## 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 **30 September 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. Further information can be found in the [Data Processing Notice](#) concerning IAEA InTouch+ platform.

## 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. It should be sent electronically to Ms Romana Kvetonova, the Scientific Secretary of the event (see contact details below), not later than **14 October 2022**.

## 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 **30 September 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](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.

## IAEA Contacts

### Scientific Secretary

#### **Ms Romana Kvetonova**

Division of Nuclear Power  
Department of Nuclear Energy  
International Atomic Energy Agency  
Vienna International Centre  
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1400 VIENNA  
AUSTRIA

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Fax: +43 1 26007

Email: [R.Kvetonova@iaea.org](mailto:R.Kvetonova@iaea.org)

### Administrative Secretary

#### **Ms Inessa Kovalenko**

Division of Nuclear Power  
Department of Nuclear Energy  
International Atomic Energy Agency  
Vienna International Centre  
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1400 VIENNA  
AUSTRIA

Tel.: +43 1 2600 22801

Fax: +43 1 26007

Email: [I.Kovalenko@iaea.org](mailto:I.Kovalenko@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.

## **Event Web Page**

Please visit the following IAEA web page regularly for new information regarding this event:

[Technical Meeting on Nuclear Power Plant Personnel Training | IAEA](#)



# Participation Form

## Technical Meeting on Nuclear Power Plant Personnel Training

IAEA Headquarters Vienna, Austria and virtual participation via Cisco Webex

7–10 November 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 [R.Kvetonova@iaea.org](mailto:R.Kvetonova@iaea.org) and to the Administrative Secretary [I.Kovalenko@iaea.org](mailto:I.Kovalenko@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: 30 September 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 Nuclear Power Plant Personnel Training

IAEA Headquarters Vienna, Austria and virtual participation via Cisco Webex

7–10 November 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 [R.Kvetonova@iaea.org](mailto:R.Kvetonova@iaea.org) and to the Administrative Secretary [I.Kovalenko@iaea.org](mailto:I.Kovalenko@iaea.org).

**Deadline for receipt by IAEA through official channels: 30 September 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 \_\_\_\_\_