



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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In reply please refer to: **EVT1904088**
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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 Workshop on a Systemic Approach to Safety — Pragmatic Solutions** (hereinafter referred to as “event”) to be held at the IAEA's Headquarters in Vienna, Austria, from **27 to 30 October 2020**.

The purpose of the event is to provide training for middle and functional leaders and managers in tools and methods to improve their systemic approach to safety.

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 participants 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 **29 May 2020** 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, Ms Caroline Pike, Division of Nuclear Installation Safety, Department of Nuclear Safety and Security (Email: C.Pike@iaea.org), and to the Administrative Secretary, Ms Velina Bojkova (Email: V.Bojkova@iaea.org). The Scientific Secretary of the event will liaise with the participants directly concerning further arrangements, including travel details, as appropriate, once 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 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.



2019-12-17

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



IAEA

International Atomic Energy Agency

Atoms for Peace and Development

Training Workshop on a Systemic Approach to Safety — Pragmatic Solutions

**IAEA Headquarters
Vienna, Austria**

27–30 October 2020

Ref. No.: EVT1904088

Information Sheet

Introduction

The International Atomic Energy Agency (IAEA) is continuing its efforts to disseminate knowledge about how safety performance can be improved through safety culture, leadership and management. This workshop will deal with methods and techniques developed by both the IAEA and experts from Member States. It will address the lessons learned related to human and organizational factors in the Fukushima Daiichi accident, in particular the need to further increase nuclear safety through taking a systemic approach.

The importance of the concept of a systemic approach to safety has been recognized since the Three Mile Island accident and is reflected in Fundamental Safety Principles (IAEA Safety Standards Series No. SF-1, Vienna, 2006).

It is widely understood in the area of safety related to human, organizational and cultural factors that when major events happen they are seldom due to failures of any single factor or component. Rather, events emerge from the dynamic interactions between human, technical and organizational factors. The common approach is to focus on ensuring that each of the components of the system works, rather than looking at the interactions between these components.

Although this approach is effective, a residual risk occurs when the interaction between human, technical and organizational factors is left unattended in design, reliability analysis and other types of safety analyses.

The systemic approach to safety addresses these risks by examining how the complex interactions between the various human, technical and organizational factors produce safe and reliable performance. This complements the existing safety approach by enhancing the understanding of the weaknesses and strengths of the system as a whole, extending both inside and outside nuclear installations and organizations involved with maintaining radiological and nuclear safety.

This understanding can also lead to developing a resilience to unexpected events, and to the development of proactive review and systemic approaches to organization. The workshop will also address complacency and organizational drift, which can often be the precursors of safety issues.

Through a series of exercises led by a diverse group of expert facilitators, the workshop will focus on how a systemic approach to safety is achieved in practice. Participants will be supported to find practical solutions on how to implement this approach in their own organizations. The workshop is designed to be highly interactive and experience based.

Objectives

The primary objective of the workshop is to provide an international forum for middle managers that through a real-time experience enhances the understanding of the systemic approach to safety as a concept and enables them to share their own practical experiences and to enhance nuclear safety by applying a systemic approach to safety in their daily work in their organizations.

The workshop will focus on how a systemic approach to safety is achieved in practice and aims to reinforce middle managers' understanding of their role in influencing safety on an ongoing basis. The workshop is intended exclusively for middle managers of organizations that are responsible for nuclear installations or activities at any stage of development, as well as of regulatory bodies and their technical support organizations.

The workshop will be conducted in an interactive manner through real-time experience-based scenarios, reflections and dialogues. A diverse group of invited experts will facilitate the workshop, providing a series of structured learning and reflection exercises that can be converted by the participants into more effective on-the-job action patterns. The expected end result includes new insights, learning and exchange of experience. The number of participants will be limited to 30 in order to ensure effective group dynamics.

The workshop will focus on the following topics:

- International standards on a systemic approach to safety;
- Defence and strength in depth from a systemic perspective (including INSAG 27 perspectives);
- Lessons learned from severe events and their relation to a systemic approach to safety;
- Best practices of a systemic approach from other high reliability organizations;
- Realistic comprehension of the complexity inherent in nuclear and radiological safety;
- Leadership, human and organizational dynamics related to nuclear safety;
- Practical methods and tools for building resilience capabilities for unexpected situations;
- Capacity building through using diversity inside teams and the diversity of competences, leading to an understanding of the complexity of organizational systems.
- State-of-the-art research and recent theories related to a systemic approach to safety and resilience engineering; and
- How to take a systemic approach to safety in daily practice.

Target Audience

Participation is solicited only from middle managers of organizations that are responsible for nuclear installations or activities at any stage of development (including board members of such organizations), as well as of regulatory bodies and their technical support organizations.

Participants will be requested to:

- Submit together with their application a short biography of their current middle management role and responsibilities (maximum: half a page of A4; 300 words);
- Submit together with their application a short summary of their personal experience related to the topics of the workshop (maximum: one A4 page; 600 words);
- Actively participate in the discussions during the workshop; and
- Share good practices and provide any other input useful to the IAEA's activities in this field.

Participants should complete the attached Participation Form (Form A) as soon as possible and send it to the competent official authority (e.g. Ministry of Foreign Affairs or National Atomic Energy Authority) for transmission to the IAEA Secretariat to arrive no later than 29 May 2020. Designations of participants will be accepted only if forwarded by the Government of an IAEA Member State or by an organization invited to participate.

The workshop is, in principle, open to all officially designated persons who meet the conditions of participation. The IAEA, however, will limit the number of participants in order to ensure effective group dynamics. It is therefore recommended that interested persons take the necessary steps for their official designation as early as possible.

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 **29 May 2020**. 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.

Please note that the IAEA is in a transition phase to manage the entire registration process for all regular programme events electronically through the new InTouch+ (<https://intouchplus.iaea.org>) facility,

which is the improved and expanded successor to the InTouch platform that has been used in recent years for the IAEA's technical cooperation events. Through InTouch+, prospective participants will be able to apply for events and submit all required documents online. National authorities will be able to use InTouch+ to review and approve these applications. Interested parties that would like to use this new facility should write to: InTouchPlus.Contact-Point@iaea.org.

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 **29 May 2020**.

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

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

Ms Caroline Pike

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Administrative Secretary

Ms Velina Bojkova

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

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Fax: +43 1 26007

Email: V.Bojkova@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 Workshop on a Systemic Approach to Safety — Pragmatic Solutions

IAEA Headquarters, Vienna, Austria

27–30 October 2020

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 C.Pike@iaea.org and to the Administrative Secretary V.Bojkova@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: 29 May 2020

Family name: (e.g. Smith)	First name(s): (e.g. John)	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
Would you prefer to present your paper as a poster?	Yes	No
Title:		

Grant Application Form

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Deadline for receipt by IAEA through official channels: 29 May 2020

Family name: (e.g. Smith)	First name(s): (e.g. John)	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**
