



*Atoms for Peace and Development*

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国际原子能机构

International Atomic Energy Agency

Agence internationale de l'énergie atomique

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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 IAEA Methodology to Assess Knowledge Management Programmes in Nuclear Organizations and Education Providers** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **17 to 21 October 2022**.

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

The purpose of the event is to train participants from nuclear organizations and education providers in the IAEA methodologies for knowledge management assessments, identification of gaps and solutions for implementing a strategic knowledge management programme.

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 not in a position to bear the travel and other costs of participants in the event.

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 **22 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, Mr Ashok Ganesan, Division of Planning, Information and Knowledge Management, Department of Nuclear Energy (Email: [A.Ganesan@iaea.org](mailto:A.Ganesan@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 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.



2022-07-15

Enclosures: Information Sheet

Participation Form (Form A)



**IAEA**

International Atomic Energy Agency

*Atoms for Peace and Development*

# **Training Workshop on IAEA Methodology to Assess Knowledge Management Programmes in Nuclear Organizations and Education Providers**

**IAEA Headquarters, Vienna, Austria**

**17–21 October 2022**

**Ref. No.: EVT2103961**

## **Information Sheet**

### **Introduction**

Since 2005, the NKM section has been supporting Member States to implement beneficial knowledge management practices through the IAEA developed review service known as Knowledge Management Assist Visits (KMAVs). Up to the end of 2021, 57 KMAVs have been conducted in 31 Member States. The KMAV service was utilized by almost all type of nuclear organizations including nuclear power plants research and development organizations, regulatory bodies, decommissioning facilities and radioactive waste management organization. KMAVs use an IAEA developed methodology to assess the maturity of knowledge management in nuclear organizations by investigating eight different areas that are relevant to knowledge management. Based on the assessment and subsequent discussions with the host counterparts, the IAEA team of experts provide recommendations to develop a strategic KM programme.

To supplement the KMAVs to nuclear organizations, the NKM section recently, developed a methodology to review the capabilities and needs of nuclear and radiological education and training providers. This methodology supports the academic, industrial and government stakeholders to work collaboratively to develop a systematic process for sustainable nuclear and radiological education and training.

Both the above methodologies developed by the IAEA can be used by different types of nuclear organizations and education and training providing organizations to perform self-assessments of their own knowledge management, education and training activities and identify strategic solutions for improvement. This training event is organized to introduce these IAEA developed methodologies to Member State participants from nuclear organizations and organizations dealing with national nuclear and radiological education and training activities. This event will help the participants to learn the skills to perform a self-assessment of their organization's knowledge management programme and national nuclear and radiological education and training programmes. This in turn will help them identify gaps and relevant solutions towards improvement.

## Objectives

The purpose of the event is to train participants on the two IAEA methodologies.

In the first part, the participants will be trained to use the IAEA-developed knowledge management assessment tool and the self-assessment process. At the end of this training, the participants will be able to:

- Perform self -assessments of knowledge management programmes using the IAEA assessment tool;
- Analyse the gaps identified by the knowledge management self-assessment and develop strategic solutions that support organizational performance;
- Understand the overall methodology and process of the IAEA's knowledge management assessment.

In the second part, the participants will be trained to learn the IAEA-developed methodology for assessing national nuclear and radiological education and training capabilities and needs, and to find solutions that support sustainable national nuclear and radiological education and training. At the end of this training, the participants will be able to:

- Assess the current national nuclear and radiological education and training resources and capabilities
- Develop a strategy to deliver the required nuclear and radiological education and training programme
- Learn how to identify national indicators for monitoring and evaluating progress

## Target Audience

The event is targeted at personnel leading KM activities in nuclear organizations and personnel dealing with national nuclear and radiological education and training. The various types of organizations that could benefit from this training event include:

- Nuclear power plant operators;
- Nuclear regulators;
- Nuclear technical support/design/consultancy organizations;
- Nuclear research and development organizations;
- Nuclear decommissioning management organizations;
- Nuclear waste management organizations;
- Nuclear training and human resource development organizations;
- National nuclear organizations, agencies or bodies that deal with implementation of nuclear energy and other applications;
- Universities and organizations that deal with national nuclear and radiological education and training programmes.

## Working Language(s)

English.

## Expected Outputs

At the end of the training workshop, the participants will be able to perform the self-assessment of knowledge management programmes of nuclear organizations and understand the processes required to establish a sustainable and beneficial nuclear and radiological education and training programmes.

## Structure

The meeting will be conducted as a hybrid event and therefore, allows participation either in-person or through the virtual mode. The meeting will be conducted in a workshop like setting. The IAEA staff will provide the training using tools and techniques developed in-house and using practical examples and case studies to enhance learning.

## 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 **22 August 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.

## Papers and Presentations

Although the event does not solicit presentations from participants, participants are encouraged to share their experiences on the following two topics which will support the objective of the training workshop.

- Examples of successful self-assessment approaches being followed by Member state nuclear organizations to assess their knowledge management programmes:
- Examples of sustainable and national nuclear and radiological education and training programmes developed by Member States.

Participants desiring to make presentations shall send a one page summary of their presentation (using Microsoft Word) to the Scientific Secretary.

## **Expenditures and Grants**

No registration fee is charged to participants.

The IAEA is not in a position to bear the travel and other costs of participants in the event. The participants desiring to participate in this training event have two options to participate.

Option 1: Participation in-person at Vienna. In this case, the participant or his/her organization has to bear the entire cost of participation.

Option 2: Virtual participation. In this case, the participant will join the virtual sessions of the training using links provided by the IAEA.

## **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, in case of in-person participation

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:**

#### **Mr Ashok Ganesan**

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





# Participation Form

## Training Workshop on IAEA Methodology to Assess Knowledge Management Programmes in Nuclear Organizations and Education Providers

IAEA Headquarters Vienna, Austria

17–21 October 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 [A.Ganesan@iaea.org](mailto:A.Ganesan@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: 21 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.