



Technical Meeting on Further Enhancing IAEA Nuclear Energy Management and Nuclear Knowledge Management Schools

**IAEA Headquarters
Vienna, Austria**

27 November – 1 December 2023

Ref. No.: EVT2205130

Information Sheet

Introduction

As Member States embark on, advance or expand their nuclear science, applications, or power programmes, there is a need to develop the people who will support these endeavours. Two mechanisms through which this development takes place are IAEA Nuclear Energy Management Schools (NEMS) and Nuclear Knowledge Management Schools (NKMS). NEMS and NKMS have operated successfully for over a decade and have provided valuable insights, with NEMS/NKMS being delivered (in full or in part) using virtual/online learning methods, and using a blend of virtual and in-person methods (hybrid).

To further enhance and develop NEMS/NKMS, the IAEA is seeking to gather input from suitably qualified and experienced counterparts in Member States. This event is one method being used to gather such input.

Objectives

The objective is to bring together the coordinators of NEMS and NKMS, as well as potential future host organizations and other experts with involvement in organizing/delivering Schools, to share their experiences and lessons learned, collect feedback, and discuss future strategies to enhance the NEMS/NKMS programme.

As inputs to the event, we will use (among other materials):

- Lessons learned from NEMS and NKMS during 2023;
- Early considerations on potential developments in the Schools programme;
- Current standard materials used in the delivery of Schools.

Target Audience

Coordinators of NEMS and NKMS, as well as potential future host organizations.

Working Language

English

Expected Outputs

The output of this event will be a document capturing the considered thoughts of the counterparts, describing potential adaptations to NEMS and NKMS, which will improve the delivery to Member States.

Structure

The event will be implemented using various tools, including meetings, discussions, online sharing and marking-up of documents, group and one-to-one video calls and e-mails.

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 **2 October 2023**. 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. 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.

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 2 October 2023**.

Venue

The event will be held at the Vienna International Centre (VIC), where the IAEA's Headquarters are located. The event will take place in the room C0343, C Building, and will start at 11:00 a.m. on Monday, 27 November 2023 and end at 12:00 p.m. on Friday, 1 December 2023. 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.

IAEA Contacts

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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

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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, I.A.Gordon@iaea.org, and to the Administrative Secretary Y.Tulubtsova@iaea.org.

Deadline for receipt by IAEA through official channels: 2 October 2023

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"/>			

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Grant Application Form

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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 (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** _____