



Technical Meeting on Key Safety Performance Indicators

**IAEA Headquarters
Vienna, Austria**

6 - 8 December 2023

Ref. No.: EVT2204523

Information Sheet

Introduction

Key performance indicators are an important element of operational safety performance measurement, assessment and continuous improvement. A hierarchy of performance indicators collectively provides a comprehensive overview of nuclear power plant safety and the performance of the licensee's organization. The indicators support the alignment of programmes and practices with the organization's strategies.

Since IAEA-TECDOC-1141 Operational Safety Performance Indicators for Nuclear Power Plants was published, many nuclear power plant operating organizations and regulatory authorities have gained experience in implementing effective performance indicator programmes. New methods and practice have been developed to monitor and review plant safety performance. However, it is not uncommon to utilize business related performance indicators without properly integrating certain safety driven indicators, particularly indicators related to refuelling outages. Feedback from Member States has clearly indicated that there is a need for IAEA support to establish the most relevant key safety performance indicators (KSPIs), both leading and lagging, to identify not only declining and degraded safety performance, but also positive trends.

Objectives

The primary objective of the meeting is to provide an international forum for operating organisations (both licensees and national regulators) in Member States to discuss current challenges and best practices in establishing and improving existing KSPIs. The information provided during the Technical Meeting will be used during the revision of IAEA-TECDOC-1141.

Topics

Participants will be requested to focus their presentations on:

- Current key performance indicator programs to identify related strengths, shortcomings and opportunities for improvements in operating NPPs;
- Existing, essential KSPIs, including examples of both leading and lagging performance indicators to ensure timely identification of declining operational safety performance;
- Trending and analysis of these KSPIs;
- Effective communication of KSPIs to personnel in order to align the organization more effectively with the set safety goals and vision;
- Oversight and periodic review of the performance indicator programme.

Workshop presentations in English should be sent by email to the Scientific Secretaries given below by 31.10.2023.

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

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 September 2023**.

Venue

The event will be held in meeting room **M6** 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:

<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.

Organization

Scientific Secretary

Mr Kari Maekelae

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AUSTRIA

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Fax: +43 1 26007

Email: K.Makela@iaea.org

Administrative Secretary

Ms Catherine Burke Ivancev

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

Tel.: +43 1 2600 26069

Fax: +43 1 26007

Email: C.Burke-Ivancev@iaea.org

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, Mr Kari Maekelae, Division of Nuclear Installation Safety, Department of Nuclear Safety and Security (Email: K.Makela@iaea.org) and to the Administrative Secretary, Ms Catherine Burke Ivancev (Email: C.Burke-Ivancev@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 September 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 give a presentation?		Yes	No
Title:			

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.

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 (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 attended 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**
