



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

Organismo Internacional de Energía Atómica

Vienna International Centre, PO Box 100, 1400 Vienna, Austria

Phone: (+43 1) 2600 • Fax: (+43 1) 26007

Email: Official.Mail@iaea.org • Internet: <https://www.iaea.org>

In reply please refer to: **EVT2103884**

Dial directly to extension: (+43 1) 2600-22798

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 Embedding Leadership Within the Nuclear Organization** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **13 to 16 December 2022**.

The purpose of the event is to provide a forum for participants from nuclear energy programme implementing organizations, owner/operators and regulatory bodies to actively build the strengths and sustainability of their nuclear power plants. It will provide the participants with the skills and practices needed to improve the transfer of leadership, as well as training and development efforts in the daily work of their nuclear organizations.

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 **21 October 2022** 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 Lisa Lande, Division of Nuclear Power, Department of Nuclear Energy (Email: L.Lande@iaea.org), and to the Administrative Secretary, Ms Tin Ling Loi (Email: T.Loi@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 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.

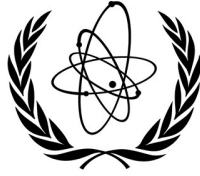


2022-09-06

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 Embedding Leadership Within the Nuclear Organization

IAEA Headquarters, Vienna, Austria

13–16 December 2022

Ref. No.: EVT2103884

Information Sheet

Introduction

Following the publication of Leadership and Management for Safety (IAEA Safety Standards Series No. GSR Part 2) in 2016, Member States have repeatedly requested practical guidance on what nuclear leadership means, how it differs from and relates to nuclear management, and how it is best identified, further developed, and applied. In parallel, and particularly since the onset of the pandemic in 2019, Member States have been actively seeking guidance and support to strengthen resilient nuclear performance, systemically – at the human, technological, and organizational levels and interfaces. In response to these requests, the Agency has initiated the development of two publications, the first titled “Leadership in the Nuclear Organization”, and the second, “Strengthening Resilience in the Nuclear Organization”.

However, in recent Technical Meetings related to nuclear human resource management and leadership, Member State delegates have asked for practical, applied, practice opportunities to develop these leadership and management capabilities that serve as the backbone of a resilient nuclear organization. And though “on the job” performance allows for development of these critical interpersonally oriented behaviours, the opportunity as well as the skill for reflection, to learn from others in an environment where it is safe to take risks (e.g. “safe to fail”), and to receive meaningful behavioural feedback and

coaching, is not a part of everyday performance. Moreover, the ability to sustain safe, secure and effective performance in the face of emergent (as opposed to “emergency”) situations where the unexpected must be navigated, even for those mundane and everyday challenges.

Because sound managements practices and systems and strong leadership skills and capabilities form the basis for successful, sustainable, and resilient organizational performance, an opportunity exists for development of these necessary skills, knowledge, and abilities in a controlled learning environment. These leadership and management capabilities are arguably even more critical in the nuclear industry where consistent and reliable performance is an imperative. Though many organizations have leadership and management development programmes in place, not all take into consideration the unique characteristics and context of a nuclear leader, nor the need to formally develop these capabilities in a concerted, applied manner. Most programs do not consider how to effectively transfer newly acquired practices and approaches into day-to-day work or effectively measure this learning and its impact on safety and organizational culture.

Though the International Atomic Energy Agency (IAEA) has developed many valuable guidance publications to support human factor related behaviours and capabilities development, and has also developed more interactive tools and resources like the LeaD toolkit (a web-based tool for nuclear leadership development) that can help Member States, Member States are asking for more immediate and dynamic learning protocols that strengthen and expedite the development of excellent human performance through active engagement and practice.

Objectives

The purpose of the event is to provide a forum for participants from nuclear energy programme implementing organizations, owner/operators and regulatory bodies to actively build the strengths and sustainability of their nuclear power plants. It will provide the participants with the skills and practices needed to improve the transfer of leadership, as well as training and development efforts in the daily work of their nuclear organizations.

Structure

25 nominated participants will actively participate in this workshop over the first three days of the event. During these first three days, five teams, each comprised of five participants, will work together in scenario/role-playing activities as role-players, observers, and feedback-providers. On Day 4, participants will participate in a review and debrief of the event.

10-20 nominated mid-to-senior managers will participate as programmatic observers. These participants will rotate across teams to observe process and content over the first three days of the event, and then participate in a workshop review to identify programmatic strengths, areas that can be strengthened, and discuss application potential.

Target Audience

This event is targeting two groups of Member State participants:

- 1) **25 active participants** who hold supervisory responsibility of workers. Nominees can also be individuals who hold no formal responsibility for supervision, but are seen within the organization as influential to worker performance.
- 2) **10-20 HR or operations mid- or senior management, program observers** who hold decision-making power within the organization and who will provide programmatic feedback on its application potential.

Member States are welcome to provide more than one nominee in both groups of targeted participants.

Working Language(s)

The working language will be English. Nominated participants are expected to be fully fluent in English to participate.

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 **21 October 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. **It is important and necessary to indicate participation as a Supervisor (active participant) or Mid-/Senior Manager (programmatic observer).**

Selected participants will be informed in due course on the procedures to be followed with regard to administrative and technical 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(s) 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 **21 October 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.

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 Lisa Lande

Division of Nuclear Power
Department of Nuclear Energy
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA

Tel: (+43-1) 2600-22798

Fax: +43 1 26007

Email: L.Lande@iaea.org

Administrative Secretary:

Ms Tin Ling Loi

Division of Nuclear Power
Department of Nuclear Energy
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA

Tel.: +43 1 2600 22792

Fax: +43 1 26007

Email: T.Loi@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

Technical Meeting on Embedding Leadership Within the Nuclear Organization

IAEA Headquarters Vienna, Austria

13–16 December 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 or by fax to: +43 1 26007 (no hard copies needed). Please also send a copy by email to the Scientific Secretary L.Lande@iaea.org and to the Administrative Secretary T.Loi@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: 21 October 2022

Family name(s): (same as in passport)	First name(s): (same as in passport)	Mr/Ms
Institution:		
Full address (incl. postcode):		
Tel. (Fax):		
Email:		
Nationality:	Representing following Member State/non-Member State/entity or invited organization:	
<p>I am attending this Technical Meeting as a fluent English speaker and as a:</p> <p>Participant: First Line Supervisor (or aspiring)? <input type="checkbox"/></p> <p>Observer/Program Evaluator: Senior Manager? <input type="checkbox"/></p> <p>Others (please specify):</p>		

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

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Deadline for receipt by IAEA through official channels: 21 October 2022

Family name(s): (same as in passport)	First name(s): (same as in passport)	Mr/Ms:
Mailing address (incl. postcode):	Tel.:	
	Fax:	
	Email:	
Date of birth (yy/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 _____