



# **Technical Meeting on the Implementation and Assessment of Knowledge Management Programmes**

**IAEA Headquarters, Vienna, Austria**  
and virtual participation via Microsoft Teams

**21–24 November 2023**

**Ref. No.: EVT2205127**

## **Information Sheet**

### **Introduction**

As an increasing number of organizations are strategically implementing knowledge management (KM) programmes, they require a comprehensive strategy and practices anchored in a practical yet holistic KM life cycle model or framework.

The programmatic activities of the IAEA in support of Member States encompass a dedicated subprogramme on nuclear knowledge management which focuses on:

- Developing methodologies and guidance documents for planning, designing and implementing nuclear KM programmes;
- Assisting Member States by providing products and services for maintaining and preserving nuclear knowledge;
- Promoting the use of state-of-the-art knowledge management technologies and supporting interested Member States in their use;
- Facilitating nuclear education, networking and experience exchange.

This event is therefore being organized to share the experiences of nuclear organizations on their KM programmes and various strategies used for an integrated approach to KM, competence and human resources development in all phases of the life cycle of nuclear organizations.

It will include discussions on KM practices across the nuclear facility life cycle and within nuclear regulatory organizations, as well as KM for nuclear science and non-power applications, and nuclear technology research, development and innovation. The event will provide participants with practical solutions for developing and maintaining the knowledge and skills needed to support safe, secure and sustainable nuclear programmes, as well as exchange views on current and future challenges and opportunities. Challenges related to competence development, strategies for methodological or process knowledge and technology-related KM will be discussed.

## **Objectives**

The objectives of this event are to:

- Bring together KM experts and practitioners from across the nuclear sector to discuss the establishing, implementation and assessment of KM programmes;
- Exchange views on major challenges, share KM success and failure stories and collect feedback on best practices and lessons learned;
- Share methodologies and implementation approaches to identify, prioritize and manage critical knowledge and ensure that the risks of knowledge loss are proactively identified and mitigated;
- Discuss needs for specialized training and development of practical toolkit/templates to support KM implementation in nuclear organizations;
- Foster networking and collaboration to enable ongoing collective learning.

The provisional agenda will be sent to designated participants in due course.

## **Target Audience**

The event is targeted primarily targeted at KM managers and practitioners in nuclear organizations having active (either formal or informal) KM programmes, as well as senior decision-makers responsible for managing the organizational knowledge and ensuring the sustainability of competence and skills at various nuclear organizations, including:

- Nuclear utilities, such as nuclear power plants, research reactors, radioactive waste management and fuel cycle facilities.
- Nuclear regulators.
- Nuclear technical support and design organizations.
- Nuclear research and development organizations.
- Relevant governmental agencies or bodies with active programmes on nuclear knowledge management.

## **Working Language**

English.

## Expected Output

Presentations are expected to be given by participants on current practices, experiences and lessons learned in relation to the KM implementation in their organizations - see “Papers and Presentations” section below for the related topics.

## 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 **25 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. 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.

## Papers and Presentations

The participants are expected to actively participate in the dialogue at the event and to contribute input useful on the topics identified below based on practices and experiences from their own nuclear organizations.

No formal papers will be required for this event. The expected contribution is in the form of a PowerPoint presentation on best practices and lessons learned from implementations of various KM aspects and activities:

- Current approaches to identify critical knowledge and mitigate the risks of knowledge loss;
- KM as a business management tool – how to align KM with organization's strategy and business goals;
- Practical methods and approaches for capturing tacit knowledge;
- KM digitalization – advances in nuclear information management systems, particularly in the use of digital technology to support new trends in information, records and data management, use of semantic technologies and development of specialized knowledge portals;
- Strategies for building communities of practice and campaigns/management of subject matter experts;
- Communication and organizational culture for KM;
- Key performance indicators for monitoring and assessing performance of KM initiatives;
- KM for innovation and growth – re-use or restructuring of existing knowledge to create new knowledge or better align with future needs and applications;
- Key challenges and benefits associated with the implementation of KM activities, and their impact on the organization's short- and long-term goals.

## 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 **25 September 2023**. The title of the presentation needs to be indicated on the Participation Form A.

## 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-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 Secretaries:

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

## **Event Web Page**

Please visit the following IAEA web page regularly for new information regarding this event:

[www.iaea.org/events/evt2205127](http://www.iaea.org/events/evt2205127)

# 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](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, [M.Ovanes@iaea.org](mailto:M.Ovanes@iaea.org), and to the Administrative Secretary [Y.Tulubtsova@iaea.org](mailto:Y.Tulubtsova@iaea.org).

**Deadline for receipt by IAEA through official channels: 25 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 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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**Deadline for receipt by IAEA through official channels: 25 September 2023**

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** \_\_\_\_\_