



Interregional Training Course on Human Resource Management for New and Expanding Nuclear Power Programmes

Hosted by

The Government of the United States of America

through the

University of Massachusetts – Lowell

Lowell, Massachusetts, USA

22 to 26 April 2024

Ref. No.: TN-INT2021-2301340

Information Sheet

Purpose

The purpose of the event is to train the participants in using best practices on human resource management (HRM), development, and workforce planning for a new nuclear power programme and to share practical experience by Member States.

Working Language(s)

The working language of the event will be English.

Deadline for Nominations

Nominations received after **15 January 2024** will not be considered.

Scope and Nature

During this one-week Training Course, both didactic and experiential (e.g., practice-based protocols) will be used to advance understanding and skill of the human resource management (HRM) and human resource development (HRD) aspects of Nuclear Power Programmes (NPP). Experts will present relevant IAEA guidance and countries practices on HR and workforce planning for the three phases described in the Milestones document. The IAEA approach to HRM/HRD and the related Agency guidance will be presented by IAEA staff, including explanations on HRM/HRD in each phase of the Milestones Approach. Practice-based input on how this guidance might be implemented by a Member State, including discussions, case studies and exercises, peer-to-peer exchange of good practices, as well as working group sessions will be utilized to achieve learning objectives.

Practical sessions will be organized aiming at:

- evaluating the status of country human resources as well as local education and training capabilities;
- identifying the categories of personnel required for a national nuclear power programme;
- breaking down each category of personnel required by the different organizations;
- developing education and training trajectories for staff according to their roles.

This Training Course will include lectures, practical examples and interactive exercises. The IAEA approach to HRM/HRD, workforce planning and the related Agency guidance will be presented by IAEA staff. Case studies will demonstrate how this guidance might be implemented by a Member State.

In addition, the training course will provide opportunities for participants to network and continue sharing information and good practices as well as other potential follow-up tasks and coordinated activities, as appropriate.

References:

- IAEA Nuclear Energy Series No. NG-G-3.1, Rev. 1, “Milestones in the Development of a National Infrastructure for Nuclear Power”
- IAEA Nuclear Energy Series, No. NG-T-3.10, “Workforce Planning for New Nuclear Power Programmes”
- IAEA Nuclear Energy Series, No. NG-G-2.1, “Management of Human Resources in the Field of Nuclear Energy”
- IAEA Nuclear Energy Series, No. NG-T-3.6, Rev.1, “Responsibilities and Functions of a Nuclear Energy Programme Implementing Organization”
- IAEA Nuclear Energy Series, No. NG-T-3.1, Rev.1, “Responsibilities and Capabilities of Owner/Operators in the Development of a National Infrastructure for Nuclear Power”
- IAEA Safety Reports Series No. 79, “Managing Regulatory Body Competence”

Expected outputs

The expected output of the Training Course is to strengthen capacity in the following areas:

- The importance and significance of national HRM/HRD for new or expanding nuclear power programmes;
- Key decisions and activities that should be undertaken by a Member State to ensure that all organizations essential to initiating and sustaining the nuclear power programme have the right human resources at the right time;
- Considerations related to nuclear training and education;
- Understanding activities related to HRD/HRM and workforce planning during the milestones process; and,
- Understanding what assistance could be obtained from the IAEA and vendors.

Participation

The event is open to 25 participants from the following Member States participating in the INT/2021 project which need assistance to enhance the number and knowledge of staff involved in launching or expanding nuclear power programmes:

Algeria, Argentina, Armenia, Brazil, Bulgaria, Czech Republic, El Salvador, Estonia, Ethiopia, Ghana, Hungary, Indonesia, Jordan, Kazakhstan, Kenya, Mexico, Mongolia, Morocco, Niger, Nigeria, Philippines, Romania, Senegal, Slovakia, South Africa, Sri Lanka, Thailand, Tunisia, Uganda, Uzbekistan, and Zambia.

Participants' Qualification and Experience

The target audience of this Training Course are those individuals working in the Nuclear Energy Programme Implementing Organisation, Regulatory Body or Owner/Operator organisation with responsibilities for human resource development and workforce planning. Individuals who have participated in a similar event in the last three years, should not be nominated to participate in this event.

Participants are encouraged to complete the following IAEA E-Learning Module before joining the course:

- **Implementing a Nuclear Power Programme**
https://nucleus.iaea.org/sites/connect-members/cbh/publicpages/E_Learning_Modules/01/Default.htm
- **Developing a Human Resource Strategy**
https://nucleus.iaea.org/sites/connect-members/cbh/publicpages/E_Learning_Modules/02/Default.htm

Application Procedure

Candidates wishing to apply for this event should follow the steps below:

1. Access the InTouch+ home page (<https://intouchplus.iaea.org>) using the candidate's existing Nucleus username and password. If the candidate is not a registered Nucleus user, she/he must create a Nucleus account (<https://websso.iaea.org/IM/UserRegistrationPage.aspx>) before proceeding with the event application process below.
2. On the InTouch + platform, the candidate must:
 - a. Finalize or update her/his personal details, provide sufficient information to establish the required qualifications regarding education, language skills and work experience ('Profile' tab) and upload relevant supporting documents;
 - b. Search for the relevant technical cooperation event (EVT2301340) under the 'My Eligible Events' tab, answer the mandatory questions and lastly submit the application to the required authority.

NOTE: Completed applications need to be approved by the relevant national authority, i.e. the National Liaison Office, and submitted to the IAEA through the established official channels by the provided designation deadline. **All nominations must include a scan of the candidate's first page of passport with photo.**

For additional support on how to apply for an event, please refer to the [InTouch+ Help page](#). Any issues or queries related to InTouch+ can be addressed to InTouchPlus.Contact-Point@iaea.org.

Should online application submission not be possible, candidates may download the nomination form for the training course from the [IAEA website](#).

NOTE: A medical certificate signed by a registered medical practitioner dated not more than four months prior to starting date of the event must be submitted by candidates when applying for a) events with a duration exceeding one month, and/or b) all candidates over the age of 65 regardless of the event duration.

Training on Basic Security in the Field (BSITF)

In order to comply with UN system-wide security measures, it is required that all training course participants complete the online security awareness training BSAFE (which replaces BSITF and ASITF), prior to traveling to locations where UN security phases are in effect. The aim of these course is to educate participants on how best to avoid or minimize potential dangers and threats, and to demonstrate what individuals can do if they find themselves in insecure situations. The course is available online (<https://training.dss.un.org/course/category/6>).

Once an individual has completed the training, he/she must go back to the main training page to receive the certificate. If the button to get the certificate is not immediately visible, please refresh the page. BSAFE is maintained by UNDSS; in case of problems with the system, please contact UNDSS through the "Contact Us" page on the training website (<https://dss.un.org/dssweb/contactus.aspx>).

This certificate is compulsory for any IAEA-supported activity and should be submitted, along with the Nomination Form, through the competent authority in your country (NLO). Copies of the certificate should be kept by the candidate for his/her records as the BSAFE certificate does not expire.

Administrative and Financial Arrangements

Nominating authorities will be informed in due course of the names of the candidates who have been selected and will at that time be informed of the procedure to be followed with regard to administrative and financial matters.

Selected participants will receive an allowance from the IAEA sufficient to cover their costs of lodging, daily subsistence and miscellaneous expenses. They will also receive either a round-trip air ticket based on the most direct and economical route between the airport nearest their residence and the airport nearest the duty station through the IAEA's travel agency American Express, or a travel grant, or they will be reimbursed travel by car/bus/train in accordance with IAEA rules for non-staff travel.

NOTE: The event will be hosted by the University of Massachusetts, Lowell in the United States of America, therefore nominated participants who require a visa to enter the United States should submit the necessary application to the nearest diplomatic or consular representative of the United States as soon as possible.

Disclaimer of Liability

The organizers of the event do not accept liability for the payment of any cost or compensation that may arise from damage to or loss of personal property, or from illness, injury, disability or death of a participant while he/she is travelling to and from or attending the course, and it is clearly understood that each Government, in approving his/her participation, undertakes responsibility for such coverage. Governments would be well advised to take out insurance against these risks.

Note for female participants

Any woman engaged by the IAEA for work or training should notify the IAEA on becoming aware that she is pregnant.

The Board of Governors of the IAEA approved new International Basic Safety Standards for Protection against Ionizing Radiation and for the Safety of Radiation Sources. The Standards deal specifically with the occupational exposure conditions of female workers by requiring, inter alia, that a female worker should, on becoming aware that she is pregnant, notify her employer in order that her working conditions may be modified, if necessary. This notification shall not be considered a reason to exclude her from work; however, her working conditions, with respect to occupational exposure shall be adapted with a view to ensuring that her embryo or foetus be afforded the same broad level of protection as required for members of the public.

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