



# **Training Workshop for Safety Culture Continuous Improvement**

**IAEA Headquarters  
Vienna, Austria**

**15 - 19 July 2024**

**Ref. No.: EVT2303959**

## **Information Sheet**

### **Introduction**

The improvement of safety culture is an ongoing endeavour that requires a long-term commitment to succeed. The IAEA offers comprehensive support to licensees and regulatory bodies wishing to systematically improve their safety culture. An effective way of doing this is to conduct safety culture assessments and implement improvement activities based upon their findings. The assessments can be conducted by either internal or external teams. The IAEA offers both independent safety culture assessments and training courses for developing internal safety culture self-assessment teams for licensees and regulatory bodies.

The importance of continuously improving leadership and safety culture cannot be overemphasized, as they are fundamental to the safe operation of nuclear installations, as pointed out in Fundamental Safety Principles (IAEA Safety Standards Series No. SF-1, Vienna, 2006). The Secretariat has taken an active role in providing Member States with guidance on how to practically improve safety culture and leadership and has developed a training course on safety culture self-assessment, which is offered to Member States upon request.

The workshop sessions will be based on the IAEA safety culture self-assessment training material and methodologies. After participating in the workshop, participants will be able to conduct safety culture self-assessments and train assessment teams within their own organizations, and act as assessors in IAEA Independent Safety Culture Assessment teams. The workshop will mainly be conducted in an interactive manner through reflections and dialogues. The invited experts who will be conducting the workshop will play the role of facilitators to trigger new insights and exchange of experience. The number of participants will be limited in order to ensure effective group dynamics and coaching by the facilitators during the practical exercises.

## Objectives

The primary objective of the workshop is to train international safety culture experts/specialists on how to conduct safety culture assessments in accordance with the IAEA methodology.

## Target Audience

The workshop aims to give safety culture experts an understanding of the IAEA safety culture assessment methodology. The workshop is exclusively intended for safety culture experts/specialists in nuclear installations and/or regulatory bodies who, through experience or studies, have gained an in-depth knowledge of safety culture and the systemic approach to safety. Preferably, participants should also be familiar with conducting qualitative analysis and writing qualitative reports.

## 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 **13 May 2024**. 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 **13 May 2024**.

## 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:

<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

### **Ms Caroline Pike**

Division of Nuclear Installation Safety  
Department of Nuclear Safety and Security  
International Atomic Energy Agency  
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AUSTRIA

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## Administrative Secretary

### **Ms Catherine Burke Ivancev**

Division of Nuclear Installation Safety  
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AUSTRIA

Tel.: +43 1 2600 26069

Fax: +43 1 26007

Email: [C.Burke-Ivancev@iaea.org](mailto: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

## Training Workshop for Safety Culture Continuous Improvement

**IAEA Headquarters, Vienna, Austria**

**15 to 19 July 2024**

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, Ms Caroline Pike, Division of Nuclear Installation Safety, Department of Nuclear Safety and Security (Email: [C.Pike@iaea.org](mailto:C.Pike@iaea.org)) and to the Administrative Secretary, Ms Catherine Burke Ivancev, (Email: [C.Burke-Ivancev@iaea.org](mailto: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: 13 May 2024**

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:	

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**

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