



IAEA

International Atomic Energy Agency
Atoms for Peace and Development

Training Workshop on Strategic Planning for Research Reactors

IAEA Headquarters, Vienna, Austria

14–18 October 2024

Ref. No.: EVT2304196

Information Sheet

Introduction

Strategic planning (SP) is a key process for ensuring efficient, optimized and well managed utilization of research reactors (RRs) irrespective of their mission, complexity, power, or size. Planning the utilization and management of an RR reflects the status of the related technologies as well as the socio-economic needs and development. For RR facilities still in planning, SP provides a broader understanding of their stakeholder needs and rationale of their future utilization. Existing RRs benefit by justification of their continues operation and optimally expand utilisation based on the analysis of the national/regional/international needs and available capabilities.

To support Member States in assessing the status of their national nuclear infrastructure and development of research reactor programme the International Atomic Energy Agency (IAEA), in 2017, published *Strategic Planning for Research Reactors* (IAEA Nuclear Energy Series No. NG-T-3.16). The publication together with the Feasibility Study for a New Research Reactor Project (IAEA Nuclear Energy Series No NG-T-3.18, 2018) and Specific Considerations in the Assessment of the Status of the National Nuclear Infrastructure for a New Research Reactor Programme (IAEA Nuclear Energy Series No. NR-T-5.9, 2021), and other IAEA publications referenced therein provides comprehensive framework for safe, efficient and sustainable operation of research reactors.

Objectives

The workshop is intended to provide participating Member States with knowledge and practical information for development and implementation of a strategic planning for a new research reactor project and to contribute to the enhancement of the utilization of existing research reactors. It will enable research reactor management to identify the capabilities of their facility and match these to stakeholder/user needs and establish and implement a sound plan of supplying such needs.

The workshop also aims to provide a forum at which participants can share and discuss experiences, challenges and lessons learned in the development and implementation of research reactor strategic plans.

Target Audience

The workshop is intended for individuals from IAEA Member States who are members of research reactor teams involved in planning/building a new research reactor or expanding utilisation of an existing research reactor based on the analysis of the national/regional/international needs. In their application, candidate participants need to indicate their role and responsibilities in the above context by providing a brief summary statement on how their participation will contribute to the project(s) they are involved.

Working Language

English

Topics

The event will include presentations by IAEA staff and other experts on the subject matter, with subsequent practical exercises and discussions. Some limited time will be allocated for the workshop participants to present their scientific background and function in the institutes and laboratories, in particular reporting on their existing experience, lessons learned, challenges and future developments in the subject matter.

The event will address preparation and implementation of a strategic plan, covering but limited to:

- executive statement;
- executive summary;
- vision and mission;
- stakeholders and their needs;
- facility description;
- capabilities;
- strengths, weaknesses, opportunities and threats analysis and risk evaluation;
- decisions and strategy;
- strategic considerations
- action plans for specific objectives;

- review and status reporting;
- organization and personnel;
- moving from planning to implementation;
- good practices and lessons learned.

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 **30 June 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.

Papers and Presentations

The IAEA encourages participants to give presentations on the work of their respective institutions that falls under the topics listed above.

Participants who wish to give presentations are requested to submit an abstract of their work. The abstract will be reviewed as part of the selection process for presentations, and **accepted contributing authors will be given priority for travel grant allocations**. The abstract should be in A4 page format, should extend to no more than one pages (including figures and tables) and should not exceed 500 words. It should be sent electronically to Ms Valentina Semkova, the Scientific Secretary of the event (see contact details below), not later than **30 June 2024**. Authors will be notified of the acceptance of their proposed presentations by **30 August 2024**.

In addition, participants have to submit the abstract together with the **Participation Form (Form A)** and the attached **Form for Submission of a Paper (Form B)** to their competent national authority (e.g. Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) or their organization for onward transmission to the IAEA not later than **30 June 2024**.

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 **30 June 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:

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 Valentina Semkova

Division of Physical and Chemical Sciences
Department of Nuclear Sciences and Applications
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA

Tel.: +43 1 2600 24215

Fax: +43 1 26007

Email: V.Semkova@iaea.org

Administrative Secretary:

Ms Marion Linter

Division of Physical and Chemical Science
Department of Nuclear Science and Application
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA

Tel.: +43 1 2600 25119

Fax: +43 1 26007

Email: M.Linter@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 on Strategic Planning for Research Reactors

IAEA Headquarters Vienna, Austria

14–18 October 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 or by fax to: +43 1 26007 (no hard copies needed). Please also send a copy by email to the Scientific Secretary V.Semkova@iaea.org and to the Administrative Secretary M.Linter@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: 30 June 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:	
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"/>

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.

Form for Submission of a Paper

Training Workshop on Strategic Planning for Research Reactors

IAEA Headquarters, Vienna, Austria

14–18 October 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 or by fax to: +43 1 26007 (no hard copies needed). Please also send a copy by email to the Scientific Secretary V.Semkova@iaea.org and to the Administrative Secretary M.Linter@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: 30 June 2024

Title of the paper:		
If applicable: Abstract ID in IAEA-INDICO:		
Family name(s) and first name(s) of all author(s) (same as in passport(s):	Scientific establishment(s) in which the work has been carried out	City/Country
1.		
2.		
3.		
Family name(s) and first name(s) of author presenting the paper (same as in passport):	Mr/Ms:	
Mailing address:		
Tel. (Fax):		
Email:		

I plan to attend virtually:

Yes No

I hereby agree to assign to the International Atomic Energy Agency (IAEA):

- the copyright; or
- the non-exclusive, worldwide, free-of-charge licence (this option is only for those authors whose parent institution does not allow them to transfer the copyright for work carried out in that institution) granting the IAEA world rights for the use of the aforementioned material in this and any future editions of the publication, in all languages, and in all formats available now, or to be developed in the future (digital formats, hard copy etc.).

Please note: If granting the licence mentioned above, please supply any copyright acknowledgement text required.

Furthermore, I herewith declare:

- that the material submitted to the IAEA is original, except for such excerpts from copyrighted works as may be included with the permission of the copyright holders thereof, has been written by the stated authors, has not been published before, and is not under consideration for publication by another entity;
- that any permissions and rights to publish required for third-party content, including but not limited to figures and tables, have been obtained, that all published material is correctly referenced; and
- that the material submitted to the IAEA does not contain any libellous or other unlawful statements and does not contain any materials that violate any personal or proprietary rights of any person or entity.

Date:

Signature of main author:

Grant Application Form

Training Workshop on Strategic Planning for Research Reactors

IAEA Headquarters, Vienna, Austria

14 Date–18 October 2024

To be completed by the applicant 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 V.Semkova@iaea.org and to the Administrative Secretary M.Linter@iaea.org.

Deadline for receipt by IAEA through official channels: 30 June 2024

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 _____