



Regional Workshop on the Development of Nuclear Safety Knowledge Management Programme for the Regulatory Body

Hosted by

The International Atomic Energy Agency
IAEA Headquarters
Vienna, Austria

18 to 22 November 2019
Ref. No.: ME-RER0043-1903059

Information Sheet

A. Purpose

The purpose of the event is to strengthen the skills and competencies of the participants in developing nuclear safety knowledge management programmes at national and organizational levels. It is expected that the knowledge and expertise gained during the workshop will allow the participants to initiate and further develop existing nuclear safety knowledge management programmes in their respective organizations.

B. Working Language(s)

The working language(s) of the event will be English.

C. Deadline for Nominations

Nominations received after **22 July 2019** will not be considered.

D. Project Background

The IAEA is providing technical assistance and support to Member States in the area of Nuclear Knowledge Management. In this regard, several regional and national activities were organized with the objective to assist nuclear organizations to increase their awareness on the importance of establishing and /or strengthening their nuclear safety knowledge management programmes.

For nuclear safety in particular, nuclear knowledge management is of special importance, as reflected in the IAEA Safety Standards (e.g. Req. 3, 15, 21 and 25 of GSR Part 1 (Rev. 1) and Req. 6, 8, 9, 13, 24 and 26 of GSR Part 2), in the Nuclear Safety Action Plan and several IAEA General Conference resolutions, most recently in 2017 in GC(61)/RES/8.10 on “capacity building” (e.g. OP 108 and 109) and in international conferences including the Third International Conference on Nuclear Knowledge Management (2016). The IAEA safety standards define the requirements on managing information and knowledge as resource for the regulatory authorities and authorized parties. These knowledge management activities have to be an integral part of the integrated management system. New IAEA publications are under preparation to introduce the nuclear safety knowledge management approach on national and organizational level and knowledge management practices for regulatory bodies.

Nuclear safety knowledge management relates to the management of knowledge relevant to or required for nuclear safety and entails using knowledge management approaches, tools and techniques for the purpose of nuclear safety. However, nuclear safety knowledge management also poses specific challenges, such as:

- Securing an adequate nuclear safety knowledge base is a necessity for operating organizations and regulatory bodies;
- Different types of nuclear safety knowledge need to be dealt with (e.g. legal, technical, operational knowledge);
- Relevant nuclear safety knowledge might have many different stakeholders (e.g. regulatory bodies, technical support organizations, vendors, operating organizations);
- A lack of nuclear safety knowledge might have significant implications for the protection of people and the environment;
- The nuclear safety knowledge base needs to be maintained over long timescales (e.g. the basis for regulatory decisions needs to be kept available for the lifetime of the nuclear facility or activity and beyond);
- The dual role of the regulatory body, who need to have corporate nuclear safety knowledge themselves, but also need to be able to make well informed judgements about the nuclear safety knowledge of the operating organization and how this is managed.

During this workshop, techniques and methods of managing nuclear safety knowledge will be presented and discussed.

E. Application Procedure

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

1. Access the IAEA TALEO page (<https://iaea.taleo.net/careersection/ex/jobsearch.ftl>) and complete the Candidate Profile.
2. Be registered on the Nucleus page of the IAEA (<https://nucleus.iaea.org/>).
3. Through Nucleus, access the InTouch+ platform where the Profile is completed (My Profile tab) (<https://nucleus.iaea.org/Pages/InTouchPlus.aspx>).
NOTE: The email used for TALEO and Nucleus must be the same. If not, the candidate’s profile will not appear complete.
4. On the InTouch + platform, under the 'My InTouch +' tab, the candidate needs to:
 - a. select the institute / organization that he/she works at / represents ('My Institute' section);
 - b. click on the link called '**Refresh Personal History Form**' to update the system, *otherwise the*

nominations submitted will have these fields empty and it will not be possible to evaluate them during the selection of candidates ('IAEA Recruitment Platform' section).

NOTE: Once the above steps are finalized, the candidate's profile will appear as completed and he/she can apply for Technical Cooperation events.

5. In the InTouch+ platform (<https://intouchplus.iaea.org>), in the 'Applications' tab, search by the event number provided in the invitation.

The help for each step is located at the top of the page. For additional help on how to register, create a profile and apply for an event, please refer to the online guide and training videos available under the following links: [how-to guide](#) and [training videos](#). Any issues or queries related to the new system can be addressed to InTouchPlus.Contact-Point@iaea.org or TC-AIPS-PL4.Contact-point@iaea.org.

Should this not be possible, applicants may download the Nomination Form for the ME from the IAEA website <https://www.iaea.org/services/technical-cooperation-programme/how-to-participate>.

Applications should contain sufficient information to establish that the nominees have the required qualifications. Please note that the information regarding LANGUAGE SKILLS, EDUCATION AND WORK EXPERIENCE is exported from TALEO. If an applicant's profile in TALEO is not updated, the information in INTOUCH+ for these sections appears as empty and the candidates cannot be evaluated. Completed applications need to be endorsed by the relevant national authority, i.e. the National Liaison Office and submitted through the established official channels.

F. 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.

G. IAEA Contacts

Programme Management Officer (responsible for substantive matters):

Mr Alexey Katukhov
Division for Europe
Department of Technical Cooperation
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA
Tel.: +43 1 2600 21964
Fax: +43 1 26007
Email: A.Katukhov@iaea.org

Technical Officer (responsible for technical matters)

Mr Geza Macsuga
Division of Nuclear Installation Safety
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA
Tel.: +43 1 2600 24628
Fax: +43 1 26007
Email: G.Macsuga@iaea.org

Administrative Contact (responsible for administrative matters):

Ms Dragana Rainer
Division for Europe
Department of Technical Cooperation
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA
Tel.: +43 1 2600 25987
Fax: +43 1 26007
Email: D.Rainer@iaea.org