



Atoms for Peace and Development

الوكالة الدولية للطاقة الذرية

国际原子能机构

International Atomic Energy Agency

Agence internationale de l'énergie atomique

Международное агентство по атомной энергии

Organismo Internacional de Energía Atómica

Vienna International Centre, PO Box 100, 1400 Vienna, Austria

Phone: (+43 1) 2600 • Fax: (+43 1) 26007

Email: Official.Mail@iaea.org • Internet: <https://www.iaea.org>

In reply please refer to:

EVT1904594 Dial directly to

extension: (+43 1) 2600-22811

The Secretariat of the International Atomic Energy Agency (IAEA) presents its compliments to the IAEA's Member States and has the honour to draw their attention to the **Technical Meeting to Share Experience on Mentoring and Coaching Practices for Nuclear Knowledge Management** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **27 to 29 July 2020**.

The purpose of the event is to collect Member States' experiences, knowledge and best practices associated with mentoring and coaching for knowledge management in nuclear organizations in order to support the ongoing development of a new IAEA Technical Document.

The attached Information Sheet provides further details of the event.

The event will be held in English.

Member States are invited to designate one or more participants to represent the Government at this event. Member States are strongly encouraged to identify suitable women 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 at the time of designating the participant using the attached Grant Application Form (Form C).

It should be noted that compensation is not payable by the IAEA for any damage to or loss of personal property. The IAEA also does not provide health insurance coverage for participants in IAEA events. Arrangements for private insurance coverage on an individual basis should therefore be made. The IAEA will, however, provide insurance coverage for accidents and illnesses that clearly result from any work performed for the IAEA.

Designations should be submitted to the IAEA through the competent national authority (Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) not later than **3 June 2020** using the attached Participation Form (Form A). Completed and authorized Participation Forms should be sent either by email to: Official.Mail@iaea.org or by fax to: +43 1 26007 (no hard copies needed). Copies should be sent by email to the Scientific Secretary of the event, Mr Ashok Ganesan, Division of Planning, Information and Knowledge Management, Department of Nuclear Energy (Email: A.Ganesan@iaea.org), and to the Administrative Secretary, Ms Emira Zekjiri Alili (Email: E.Zekjiri-Alili@iaea.org). The Scientific Secretary of the event will liaise with the participants directly concerning further arrangements, including travel details, as appropriate, once the official designations have been received.

Should Governments wish, in addition, to appoint one or more observers to assist and advise the designated participants, they are kindly requested to inform the IAEA of the names and contact details of any such observers by the above date. In accordance with the established rules, Governments are expected to bear the cost of attendance of any observers they may send to IAEA events. Compensation is not payable by the IAEA for any damage to or loss of observers' personal property or for illness, injury or death occurring while travelling to or in connection with their attendance at IAEA events.

The Secretariat of the International Atomic Energy Agency avails itself of this opportunity to renew to the IAEA's Member States the assurances of its highest consideration.



2020-02-21

Enclosures: Information Sheet
 Participation Form (Form A)
 Grant Application Form (Form C)



IAEA

International Atomic Energy Agency

Atoms for Peace and Development

Technical Meeting on Mentoring and Coaching Practices for Nuclear Knowledge Management

**IAEA Headquarters
Vienna, Austria**

27–29 July 2020

Ref. No.: EVT1904594

Information Sheet

Introduction

It is broadly acknowledged that most of the critical, experience-based nuclear knowledge resides in the minds of professionals. The loss of knowledge in nuclear organizations owing to employees with unique and critical knowledge based on experience retiring or changing jobs represents a serious threat for sustainable knowledge management. When such individuals leave an organization, they take with them a substantial amount of knowledge and corporate memory. The advent of innovative software tools and applications, coupled with focused efforts to document knowledge, has helped to capture the explicit knowledge possessed by these individuals. However, it is not easy to capture their tacit knowledge.

Mentoring and coaching plays a major role in the transfer of tacit knowledge from experienced professionals to newcomers or less experienced personnel. Changes resulting from the mentoring and coaching of individuals or groups of employees can have a positive effect on the organization through improved styles of leadership, management and communication, in addition to helping to improve certain technical abilities. Mentoring and coaching enables organizational learning by passing on the important attributes of skills, routines, norms and values associated with various business processes and functions. The most significant aspect of mentoring and coaching is that it helps in the transfer of ideas and thought processes, which will foster critical skills, self-confidence and maturity.

The IAEA develops guidance documents to help Member States to introduce knowledge management methodologies in their nuclear organizations. In this endeavour, it was decided to develop an IAEA Technical Document (TECDOC) on mentoring and coaching for nuclear knowledge management, with the

aim of gathering successful mentoring and coaching practices and approaches being followed by Member State nuclear organizations.

Objectives

The purpose of the event is to collect Member States' experiences, knowledge and best practices associated with mentoring and coaching for knowledge management in nuclear organizations in order to support the ongoing development of a new TECDOC.

The event also offers an opportunity for the participants to learn the international best practices in the area of mentoring and coaching with a focus on developing proactive knowledge management programmes.

Topics

The event will include presentations by participants from Member States, international organizations and the IAEA Secretariat. Presentations will be given on experiences and lessons learned in relation to mentoring and coaching approaches in nuclear organizations supporting nuclear energy programmes. It will also include presentations and discussions on the draft TECDOC.

Target Audience

The event is targeted at various types of nuclear organizations, including:

- Nuclear power plant operators;
- Nuclear regulators;
- Nuclear technical support/design/consultancy organizations;
- Nuclear research and development organizations;
- Nuclear decommissioning management organizations;
- Nuclear waste management organizations;
- Nuclear training and human resource development organizations; and
- National networks of nuclear organizations, agencies or bodies that support nuclear knowledge management.

These may include individuals who have experience in the implementation or management of successful mentoring and coaching programmes in their organizations.

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 **3 June 2020**. 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.

Please note that the IAEA is in a transition phase to manage the entire registration process for all regular programme events electronically through the new InTouch+ (<https://intouchplus.iaea.org>) facility, which is the improved and expanded successor to the InTouch platform that has been used in recent years for the IAEA's technical cooperation events. Through InTouch+, prospective participants will be able to apply for events and submit all required documents online. National authorities will be able to use InTouch+ to review and approve these applications. Interested parties that would like to use this new facility should write to: InTouchPlus.Contact-Point@iaea.org.

Papers and Presentations

Participants will be required to submit papers (in Microsoft Word format) describing their practices and experiences in the area of mentoring and coaching. Participants will be expected to:

- Give a summary presentation (using Microsoft PowerPoint) highlighting the key aspects of their mentoring and coaching programmes and the benefits derived within their country or organization;
- Actively participate in dialogue at the event; and
- Provide any other input useful to the IAEA's activities on this topic.

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 up to two participants 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 **3 June 2020**.

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.

Venue

The event will be held at the Vienna International Centre (VIC), where the IAEA's Headquarters are located. It will take place in Room M2, M Building, and will start at 9.30 a.m. on Monday, 27 July 2020 and end at 3.30 p.m. on Wednesday, 29 July 2020. 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-pub.iaea.org/iaeaevents/GeneralInfo/Guide/VIC>.

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.

IAEA Contacts

Scientific Secretaries:

Mr Ashok Ganesan

Division of Nuclear Planning, Information and Knowledge Management

Department of Nuclear Energy

International Atomic Energy Agency

Vienna International Centre

PO Box 100

1400 VIENNA

AUSTRIA

Tel.: +43 1 2600 22811

Fax: +43 1 26007

Email: A.Ganesan@iaea.org

Ms Milena Drace

Division of Nuclear Planning, Information and Knowledge Management
Department of Nuclear Energy
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA

Tel.: +43 1 2600 26719
Fax: +43 1 26007
Email: M.Drace@iaea.org

Administrative Secretary:

Ms Emira Zekjiri Alili

Division of Nuclear Planning, Information and Knowledge Management
Department of Nuclear Energy
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA

Tel.: +43 1 2600 24672
Fax: +43 1 26007
Email: E.Zekjiri-Alili@iaea.org

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.

Participation Form

Technical Meeting on Mentoring and Coaching Practices for Nuclear Knowledge Management

IAEA Headquarters, Vienna, Austria

27–29 July 2020

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 A.Ganesan@iaea.org and to the Administrative Secretary E.Zekjiri-Alili@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: 3 June 2020

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:		

Grant Application Form

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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 A.Ganesan@iaea.org and to the Administrative Secretary E.Zekjiri-Alili@iaea.org.

Deadline for receipt by IAEA through official channels: 3 June 2020

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:	

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 _____