



IAEA

Atoms for Peace and Development

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国际原子能机构

International Atomic Energy Agency

Agence internationale de l'énergie atomique

Международное агентство по атомной энергии

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In reply please refer to: **EVT1804444**

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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 on Nuclear Power Plant Personnel Training** (hereinafter referred to as "event") to be held in Toronto, Canada, from **18 to 21 August 2020**.

The purpose of the event is to disseminate new guidance on training for nuclear power plant personnel and to discuss trends and new developments related to such training.

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(s) 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 **5 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, Ms Lotta Halt, Division of Nuclear Power, Department of Nuclear Energy (Email: L.Halt@iaea.org), and to the Administrative Secretary, Ms Inessa Kovalenko (Email: I.Kovalenko@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.



2020-01-28

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



Technical Meeting on Nuclear Power Plant Personnel Training

**Hosted by the
Government of Canada**

**through the
CANDU Owners Group**

Toronto, Canada

18-21 August 2020

Ref. No.: EVT1804444

Information Sheet

Introduction

A key challenge in the safe, reliable and efficient operation of nuclear facilities is ensuring that all personnel are competent and qualified. This includes management, operations, maintenance, engineering, technical support and the training of personnel. The training and competence of contractor personnel is particularly important, with adequate training on performing under abnormal and emergency conditions being crucial. However, nuclear facilities' objectives of safe, reliable and efficient performance cannot be achieved solely by the quality of equipment and documentation. Sufficient numbers of adequately trained, qualified and motivated personnel, who are able to fulfil their responsibilities and perform their tasks to the required standards, are vital in achieving excellence and in ensuring that the personnel, public, nuclear facility or environment are not exposed to unacceptable risks.

The systematic approach to training (SAT) for training nuclear facility personnel has proved, over decades, to be effective in nuclear and other safety-critical industries and is recognized as the best international practice in nuclear training. Using the SAT, the competencies required for specific jobs at a nuclear facility

can be identified, thus making it easier to ensure that those competencies are attained. The SAT methodology also often identifies areas in need of improvement in nuclear facility processes, procedures, equipment and organization.

Nuclear facility operators worldwide, including those with the best performance records, advocate SAT-based training, and regulatory authorities in many IAEA Member States mandate or strongly recommend the use of SAT-based training for nuclear facilities such as nuclear power plants (NPPs).

Objectives

The purpose of the event is to disseminate new guidance on training for NPP personnel and to discuss trends and new developments related to such training.

The specific objectives of the event are to:

- Exchange best practices and share ideas and information regarding Member States' activities in the use of the SAT;
- Share ways of improving the effectiveness of NPP training programmes; and
- Explore Member States' experiences with a draft publication provisionally entitled *Guidance, Practices and Methodology to Support Simulation and Digital Learning for Nuclear Power Plants*.

Target Audience

The event is targeted at managers, training staff, personnel of regulatory bodies, human resource and human performance specialists, vendor and contractor managers involved in training, and evaluators and instructors from NPPs, training centres, industry and universities.

Working Language(s)

English.

Topics

The event will consist of a series of presentations, question and answer sessions, and interactive breakout sessions to discuss common challenges and effective solutions for the SAT.

The newly revised IAEA publication on SAT will be presented and discussed.

During the breakout sessions, a draft publication provisionally entitled *Guidance, Practices and Methodology to Support Simulation and Digital Learning for Nuclear Power Plants* will be reviewed.

Topics to be discussed include:

- Strategic aspects of SAT, such as:
 - Nuclear facility training as part of integrated management systems;
 - The relationship between nuclear industry, educational institutions and training systems;
 - The role of managers and leaders in training;
 - Training policy; and
 - Training consultation forums and committees;
- SAT phases and processes;
- SAT applications;
- Contractor training; and
- Training effectiveness.

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 **5 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

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

Participants who wish to give presentations are requested to submit it electronically to Ms Lotta Halt, the Scientific Secretary of the event (see contact details in the IAEA Contacts Section below), not later than **12 July 2020**.

In addition, participants have to submit the title of presentation with 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) or their organization for onward transmission to the IAEA not later than **5 June 2020**.

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 **5 June 2020**.

Venue

The event will be held in CANDU Owners Group Office (COG), China/Korea Room, and will start at 09:30 on Tuesday, 18 August 2020. Participants must make their own travel and accommodation arrangements.

Participants are advised to arrive at the COG Office in 655 Bay Street, 17th Floor, Toronto, ON, M5G 2K4, Canada, 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 COG premises.

The event agenda, together with information on local arrangements, will be sent to the designated participants in due course.

Visas

Participants who require a visa to enter Canada should submit the necessary application as soon as possible to the nearest diplomatic or consular representative of Canada.

IAEA Contacts

Scientific Secretary:

Ms Lotta Halt

Division of Nuclear Power
Department of Nuclear Energy
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA

Tel.: +43 1 2600 22798

Fax: +43 1 26007

Email: L.Halt@iaea.org

Administrative Secretary:

Ms Inessa Kovalenko

Division of Nuclear Power
Department of Nuclear Energy
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA

Tel.: +43 1 2600 22801

Fax: +43 1 26007

Email: I.Kovalenko@iaea.org

Subsequent correspondence on scientific matters should be sent to the Scientific Secretary and correspondence on other matters related to the event to the Administrative Secretary.

Event Web Page

Please visit the following IAEA web page regularly for new information regarding this event:

www.iaea.org/events/EVT1804444

Participation Form **Technical Meeting on Nuclear Power Plant Personnel Training**

CANDU Owners Group, Toronto, Canada

18-21 August 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 L.Halt@iaea.org and to the Administrative Secretary I.Kovalenko@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: 5 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 presentation? Yes <input type="checkbox"/> No <input type="checkbox"/> Title of presentation:		

Grant Application Form

Technical Meeting on Nuclear Power Plant Personnel Training

CANDU Owners Group, Toronto, Canada

18-21 August 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 L.Halt@iaea.org and to the Administrative Secretary I.Kovalenko@iaea.org.

Deadline for receipt by IAEA through official channels: 5 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 _____