



IAEA

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

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In reply please refer to: **EVT1904690**

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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 **Training Course on the Assessment of Behavioural Competencies for Safe, Secure and Effective Performance in Nuclear Organizations** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **3 to 7 August 2020**.

The purpose of the event is to train the participants on a new methodology for assessing behavioural competencies to support safe, secure and effective performance in nuclear organizations.

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 up to two participants per country, provided that, in the IAEA's view, the participant(s) 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 **20 May 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 Pedro Diéguez Porras, Division of Nuclear Power, Department of Nuclear Energy (Email: P.Dieguez-Porras@iaea.org), and to the Administrative Secretary, Ms Tin Ling Loi (Email: T.Loi@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.

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.



2020-03-26

Enclosures: Information Sheet

Participation Form (Form A)

Grant Application Form (Form C)



Training Course on the Assessment of Behavioural Competencies for Safe, Secure and Effective Performance in Nuclear Organizations

**IAEA Headquarters
Vienna, Austria**

3–7 August 2020

Ref. No: EVT1904690

Information Sheet

Introduction

The nuclear power industry, owing to its highly defined standards, technological complexity and ongoing safety and security considerations, places unique demands on its nuclear workforce. Therefore, attracting and retaining qualified staff who can fulfil expected performance and behavioural standards is fundamentally important, particularly for those in safety-critical positions.

A variety of factors need to be assessed to identify individuals who can perform at the expected level, in a highly regulated work environment. Beyond their educational and technical qualifications, individuals in the nuclear workforce need to possess compatible ethics, values and attitudes, and be of optimal mental, emotional and physical fitness to complete their tasks.

Objectives

The purpose of the event is to train the participants on a new methodology for assessing behavioural competencies to support safe, secure and effective performance in nuclear organizations.

The objectives of the event are:

1. To provide an overview of the guidelines, methodologies and practices to assess behavioural competencies for safe, secure and effective performance throughout the nuclear employee lifecycle; and
2. To equip the participants with basic behavioural assessment skills to enhance their employee-related decision-making processes and practices.

Target Audience

The event is aimed at managers and personnel responsible for ensuring that the staff members employed in nuclear power plants are competent in performing their tasks and activities, are capable of achieving expected performance standards and can be relied on to fulfil their roles and responsibilities in accordance with specified rules and regulations.

Working Language(s)

The working language will be 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 **20 May 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.

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 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 **20 May 2020**.

Venue

The event will commence on Monday, 3 August 2020 at 9:30 a.m. in Room M7, Building M of 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:

<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.

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

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AUSTRIA

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Email: P.Dieiguez-Porras@iaea.org

Administrative Secretary:

Ms Tin Ling Loi

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Department of Nuclear Energy
Vienna International Centre
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1400 VIENNA
AUSTRIA

Tel.: +43 1 2600 22792

Fax: +43 1 2600 29598

Email: T.Loi@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.

Participation Form

Training Course on the Assessment of Behavioural Competencies for Safe, Secure and Effective Performance in Nuclear Organizations

IAEA Headquarters, Vienna, Austria

3–7 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 P.Dieguez-Porras@iaea.org and to the Administrative Secretary T.Loi@iaea.org.

Deadline for receipt by IAEA through official channels: 20 May 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"/> Title: | | |

Grant Application Form

Training Course on the Assessment of Behavioural Competencies for Safe, Secure and Effective Performance in Nuclear Organizations

IAEA Headquarters, Vienna, Austria

3–7 August 2020

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 P.Diequez-Porras@iaea.org and to the Administrative Secretary T.Loi@iaea.org.

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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 (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 |
|---|------------------------|--------------|-------------------|----|
| | | | | |
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| | | | | |

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** _____