



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: **EVT1906005**

Dial directly to extension: (+43 1) 2600-26579

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 Activities on Nuclear Knowledge Management for Educational Networks** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **13 to 16 October 2020**.

The purpose of the event is to introduce Member States to best practice activities associated with digital technology and education networks and the Nuclear Knowledge Management (NKM) Digital Hub.

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 **15 July 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 Maria Elena Urso, Division of Planning, Information and Knowledge Management, Department of Nuclear Energy (Email: M.Urso@iaea.org), and to the Administrative Secretary, Mr Nixon Paul Pereppadan (Email: N.Pereppadan@iaea.org). The Scientific Secretary of the event will liaise with the participants directly concerning further arrangements, including travel details, as appropriate, once 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.



2020-05-12

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



Training Activities on Nuclear Knowledge Management for Educational Networks

**IAEA Headquarters
Vienna, Austria**

13–16 October 2020

EVT1906005

Information Sheet

Introduction

Through IAEA General Conferences resolutions, the Secretariat was required to assist Member States, at their request, in their efforts to ensure the sustainability of nuclear education and training in all areas of the peaceful use of nuclear energy, by taking advantage of the activities of the regional education networks.

Networking education through regional and interregional cooperation affords for a more effective use of educational resources. Good practices, experiences and lessons learned can be shared through meaningful regional and interregional cooperation. The IAEA promotes partnerships among nuclear education and training institutions across the globe.

The IAEA has directly fostered regional educational networks in Asia, Africa, the Latin-American and Caribbean Region, and in Eastern Europe and Central Asia. To further support exchange and discussion among educational networks, the IAEA has also established dedicated forums.

The collaboration within and among educational networks contributes to the promotion, management and preservation of nuclear knowledge, and helps to ensure that talented and qualified human resources are available for the safe and sustainable use of nuclear technology.

The networks also promote cooperation between academia, government and industry, and foster quality assurance, benchmarking and accreditation, as well as resource sustainability.

The IAEA has offered support to educational networks through technical cooperation projects and periodical meetings. Over the past years educational networks have been meeting yearly to exchange information and experiences and implement actions to address common issues in the area of nuclear education.

Building on last year experience, in the format of Training Meeting, this year's event will also open to an inclusive audience to allow the wider introduction of nuclear knowledge management (NKM) services and resources and promote a broader exchange of best practices. In particular, participants will be introduced to the NKM Hub, which is currently being rolled out within the IAEA's Nuclear Knowledge Management Section, with the main goal of serving as a one stop shop for information on key NKM service areas, allowing for more rapid access to contents by the wider community, fostering efficient exchange of best practice and innovative approaches and providing collaborative spaces. Notably, the Digital Hub is also intended to serve as an effective platform for continued communication and exchange among networks. In relation to this, input on best practice activities associated with digital technology will be sought from participants during the meeting, as well as specific feedback and recommendations on structure and content to ultimately promote and facilitate the use of the NKM Hub and optimize its functionalities.

During the meeting activities undertaken and results achieved by regional and national educational networks will be reviewed, and opportunities for enhancing collaboration discussed.

Objectives

The purpose of the event is to introduce Member States to best practice activities associated with digital technology and education networks and the NKM Digital Hub.

The objectives are to:

- share and build on international experience with networking nuclear education to present activities undertaken by the nuclear education networks and participating institutions on matters of common interest and related best practices;
- present outreach practices adopted by participating institutions, particularly the younger pupils at primary and secondary level schools and to discuss the dedicated online catalogue;
- discuss common challenges faced by the educational networks and institutions for nuclear education, and identify potential synergetic solutions;
- hold a workshop on opportunities for new mechanisms, digital technology applications and platforms of common use, which can facilitate further collaboration, communication and sharing among educational networks and institutions and to introduce and receive feedback on the NKM Hub;
- follow up on the IAEA-fostered networks on the implementation of the common Action Plan for the biennium 2020–2021.

Expected Outputs

The expected outputs of the event are:

- a) Recommendations on the structure, content and functionalities of the NKM Hub to promote and facilitate its use to further the collaboration, communication and sharing among educational networks and educational institutions;
- b) Extended catalogue on outreach practices, including case studies;
- c) Updated/revised common action plan for the IAEA-fostered networks, as required;
- d) Meeting summary report.

Target Audience

The event is targeted at various types of institutions, including:

- Nuclear education providers;
- National and regional networks, agencies or bodies that support nuclear education.

Working Language

The working language will be English.

Application Procedure

Designations should be submitted using the attached **Participation Form (Form A)**. Completed requests should be endorsed by the competent national authority (e.g. Ministry of Foreign Affairs, Permanent Mission to the IAEA, or National Atomic Energy Authority), or by an organization invited to participate, and returned through the established official channels. They must be received by the IAEA not later than **15 July 2020**. Designations received after that date or applications sent directly by individuals or by private institutions cannot be considered. The designation of a participant will be accepted only if forwarded by the Government of an IAEA Member State or by an organization invited to participate. Designating Governments and invited organizations will be informed in due course of the names of the selected candidates, and full details will be given at that time of the procedures to be followed with regard to administrative and financial matters.

Papers and Presentations

No formal papers will be required for this event. However, participants will be expected to:

- give a summary presentation on current processes, standards and experiences, related to networks;
- actively participate in dialogue at the event;
- 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 at the time of designating the participant. If Governments wish to apply for a grant on behalf of one of their experts, they should address specific requests to the IAEA to this effect. Governments should ensure that applications for grants are submitted by **15 July 2020** using a signed **Grant Application Form (Form C)**. Approved grants will be issued in the form of a lump sum payment that usually covers **only part of the cost of attendance**.

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. The event will take place in Room C2, C Building, and will start at 9.30 a.m. on Tuesday, 13 October 2020 and end at 3.30 p.m. on Friday, 16 October 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

Official correspondence with regard to the technical aspects of the meeting should be addressed to the Scientific Secretaries:

Ms Maria Elena Urso

Scientific Secretary, Nuclear Knowledge Management Section
Department of Nuclear Energy
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA

Tel: +43-1-2600 26579

Fax: +43 1 2600 29598

Email: M.Urso@iaea.org

Ms Milena Drace

Co-Scientific Secretary, Nuclear Knowledge Management Section
Department of Nuclear Energy
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA

Tel.: +43 1 2600 226719

Fax: +43 1 2600 29598

Email: M.Drace@iaea.org

Official correspondence regarding administrative issues should be addressed to the Administrative Secretary:

Mr Nixon Paul Pereppadan

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

Tel.: +43 1 2600 22896

Fax: +43 1 2600 29598

Email: N.P.Pereppadan@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.

Event Web Page

Please visit the following IAEA web page regularly for new information regarding this event:
www.iaea.org/events/EVT1906005

Participation Form

Training Activities on Nuclear Knowledge Management for Educational Networks

IAEA Headquarters, Vienna, Austria

13–16 October 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 M.Urso@iaea.org and to the Administrative Secretary N.Pereppadan@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: 15 July 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

Training Activities on Nuclear Knowledge Management for Educational Networks

IAEA Headquarters, Vienna, Austria

13–16 October 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 M.Urso@iaea.org and to the Administrative Secretary N.Pereppadan@iaea.org.

Deadline for receipt by IAEA through official channels: 15 July 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** _____