

Technical Meeting to develop a Guidance Publication on Knowledge Management for Radioactive Waste Management

Terms of Reference

7 – 10 May 2007, IAEA, Vienna, Austria, Room ACV U1U 633

Scientific Secretaries: Peter J. Gowin, John Kinker

Background

In 2002, the IAEA General Conference adopted a new resolution on *Nuclear Knowledge*, emphasizing the importance of nuclear knowledge management. The resolution was reiterated in subsequent years (GC(46)/RES/11B, in 2002, GC(47)/RES/10B, in 2003, GC(48)/RES/13, in 2004 and GC(50)/RES/13 in 2006. In response, the IAEA has prepared a number of publications on nuclear knowledge management (see www.iaea.org/inisnkm for details) for guidance, applications, lessons learned and terminology; additional documents are under development.

In 2006, the IAEA started developing a new, high-level guidance publication with the working title: *Knowledge Management for Radioactive Waste Management*. In 2006, a first outline was prepared by an IAEA consultancy. The outline was then further developed by the Secretariat and the resulting draft is the basis and starting point for the Technical Meeting.

Programmatic context

The publication is being developed under task C.3.01/02 of the IAEA Programme & Budget for 2006–2007 by the INIS&NKM Section, in cooperation with the Waste Technology Section, Department of Nuclear Energy.

Purpose and scope of the publication

The purpose of the publication is to provide guidance to decision makers from governments and private industry, including regulators, facility owners and operators, on planning, implementing and sustaining critical nuclear and institutional knowledge necessary for safe and efficient radioactive waste management.

The publication gives guidance on all aspects of managing both tacit and explicit knowledge in document (record) form and as skills and experiences in human beings. It addresses information management, human resources, technical competence management, primary and continuing education, stakeholder involvement, management systems and approaches, and knowledge analysis and integration.

It is applicable to all facilities and organizations in radioactive waste management. These include planning organizations, regulatory authorities, facility owners and operators and the general nuclear industry as a whole. This guidance is relevant to the overall management (treatment, storage and disposal) of all types of radioactive wastes, with particular emphasis on the extended and often extremely long time scales associated with both extended storage and repository performance requirements. The application of knowledge management as a managerial approach in facility operating organizations is also emphasized.

Objectives of the Technical Meeting

The objectives of the Technical Meeting are:

- to review the first draft of the guidance publication on *Knowledge Management for Radioactive Waste Management* and to revise the text (work in groups);
- to advise the IAEA on additional aspects and issues to be addressed by the planned guidance publication; and
- to recommend actions to be taken in order to finalize the publication.

Deliverables

The main deliverable of the Technical Meeting is a revised draft of the publication. A second deliverable is a list of recommended actions to be taken to finalize the publication.

Target participation

The Technical Meeting should be attended by senior level managers in a position to advise the IAEA on publications that give guidance to Member States on radioactive waste management.

Expected contributions by participants

Participants are expected:

- to give a presentation on knowledge management programmes in waste management (only if such programme exists or is planned; Power Point presentation of appr. 20min);
- to prepare, prior to the meeting, a two page summary of the presentation for possible inclusion in the publication. The summary must be submitted to the Scientific Secretary by 27 April 2007 (only if applicable as described above);
- to contribute to the discussion;
- to contribute to reviewing the draft publication and to drafting new text.

Scientific Secretaries

Mr. Peter J. Gowin (lead)
INIS&NKM Section
Department of Nuclear Energy
Email: peter.gowin@iaea.org
Phone: +43 1 2600-22848

Mr. John Kinker
Waste Technology Section
Department of Nuclear Energy

Email: john.kinker@iaea.org

Phone: +43 1 2600-22749

Meeting Organizer:

Ms. Elena Marinova

INIS&NKM Section

Department of Nuclear Energy

Email: elena.marinova@iaea.org

Phone: +43 1 2600-22876