

**CRP Meeting  
on  
Comparative Analysis of  
Methods and Tools for Nuclear Knowledge Management**

13-17 November 2006

Vienna, Austria

**Meeting Report**

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## **1. INTRODUCTION**

### **1.1 Administrative Information**

The first meeting of the Coordinated Research Project (CRP) on “Comparative Analysis of Methods and Tools for Nuclear Knowledge Management” was held 2006 November 13-17 in Vienna.

### **1.2 Objectives of CRP Meeting #1**

The objectives of CRP meeting #1 were to:

- Present CRP work plans and activities from each participant
- Review the Knowledge Preservation (KP) questionnaire and prepare for distribution
- Develop chapter outlines for final CRP report and assign chapter leaders
- Develop action plan for the first year activities
- Decide categories for CRP web-portal to facilitate cooperation amongst participants throughout the project

## **2. DESCRIPTION OF MEETING ACTIVITIES**

### **2.1 KP Survey**

Considerable effort was spent reviewing and revising the survey questionnaire on “The Current Status of Knowledge Preservation in Nuclear and Supporting Organizations” that was drafted at the Consultancy Meeting for the CRP, held 2005 November 21-25 in Vienna. The questions were edited for clarity, redundancy, and appropriateness of location in the document. At the completion of the exercise there was a general consensus that, apart from final formatting, the survey questionnaire was ready for distribution.

All CRP participants are urged to ensure that the survey is completed for their own organization and to encourage other organizations that they have contacts with to fill out the questionnaire and return it to the Agency by 2007 March 31. Mr. Igor Kitaev will summarize the responses to the survey and post them to the web-site.

### **2.2 CRP Web-portal**

#### **2.2.1 Structure of the Web-Portal**

The CRP participants were very appreciative of the IAEA-initiative to set up a web-portal to facilitate information sharing and exchange amongst the CRP participants during the course of the project.

## 2.2.2 Functionality of the CRP web portal

The functionality of the web portal was discussed and it was suggested that an email notification facility be included in the site provided to the CRP participants when new materials are uploaded to the website.

## 2.3 Table of Contents for the Final Report

The contents and organization of the final report was discussed. Leaders and main participants were assigned to each chapter as listed in the table below. All CRP participants are welcome to contribute to each chapter.

Chapter No	Title	Leader & participants	Remarks
1	Introduction	IAEA	CRP description, approach, participants, history, actions, etc.
2	KP Approaches in Member States	Lubomir Pironkov	strategies, management factors, survey responses
3	Methods and Tools for KP	Ana Conjares Susan Kilani Victoria Balaceanu	survey responses
4	Assessment of Methods and Tools for KP	Carl Turner, John DeGrosbois Vladimir Sivokon	criteria (e.g. effectiveness, costs, etc.), assessment results, bench marking,
5	Recommendations	Hans-Helmut Over	
6	Reports of Participants	All CRP participants	

## 2.4 Action Plan for Project Year 1

The action plan for the first year of the CRP is listed in the table below. All participants are reminded to send their suggested contacts for the survey questionnaire to the IAEA before 2006 December 31 so that the survey questionnaire can be distributed in the first week of the New Year.

Action No.	Deliverable	Schedule	Responsible
1	Do coordinated research according to agreed work plan (CRP Agreements)	Oct-2007	CRP Participants
2	CRP web portal available to the participants	15-Dec-06	IAEA
3	Survey		
3.1	Finalize questionnaire and contact list for distribution	31-Dec-06	IAEA and participants
3.2	Distribution of questionnaire for the survey	10-Jan-07	IAEA
3.3	Survey results returned to IAEA	31-Mar-07	CRP Participants and selected organizations
3.4	Summary of survey responses sent to CRP participants	30-Jun-07	IAEA
3.5	Analysis of survey results	30-Sep-07	CRP Participants
4	Prepare extended outline of chapters for the final CRP report		
4.1	Post the draft outline to the CRP web portal	31-Mar-07	Chapter leaders

	for review		
4.2	Finalize chapter outlines	30-Jun-07	Chapter leaders
5	Preparation of paper for KM conference (June 2007)	30-Apr-07	
5.1	Draft Abstract sent to CRP participants for review and comment.	31-Dec-06	Canada
5.2	Abstract submitted to KM Conference organization	27-Jan-2007	Canada
6	CRP Meeting #2	Oct-2007	IAEA

### 3. SUMMARY AND CONCLUSIONS

The First Research Coordinated Meeting of the CRP on “*Comparative Analysis of Methods and Tools for Nuclear Knowledge Management*” was a success. All of the objectives “(see Section 1.2) set out for the meeting were met. In addition to presentations by the CRP participants, the group was pleased to hear an additional presentation by Mr. Yves Reynaud Pulido (INIS, IAEA) on the IAEA program to manage and preserve information. The survey questionnaire was prepared for distribution, an action plan for year one of the CRP was prepared, an outline of the final report was prepared and individuals were assigned to lead the preparation of each chapter, and categories and contents were identified for the web-portal being set up by the IAEA to facilitate information exchange during the implementation of the CRP.

It was agreed that the CRP participants would present a paper during the *International Conference on Knowledge Management of Nuclear Facilities*, to be held in Vienna on 2007 June 18-21. The paper will describe the objective and activities of our CRP and present some preliminary results from the survey questionnaire. John DeGrosbois and Carl Turner will draft an Abstract for review in time to meet the conference abstract submission deadline of 2007 January 27. They will also take the lead on drafting the full paper and its subsequent presentation at the conference.

Interest was expressed in having the 2<sup>nd</sup> CRP meeting held in Jordan. Participants willing to host a meeting should indicate in writing by sending a letter from their organization to Mr. A. Kosilov.