



INTERNATIONAL ATOMIC ENERGY AGENCY

**TECHNICAL COOPERATION DEPARTMENT
DEPARTMENT OF NUCLEAR ENERGY**

**PROJECT RER/0/027
Strengthening Capabilities for Nuclear Knowledge Preservation**

PROSPECTUS

FOR A

**REGIONAL WORKSHOP ON KNOWLEDGE MANAGEMENT
FOR NUCLEAR R&D ORGANIZATIONS**

**in cooperation with the Government of the Federal Republic of Germany through the
Forschungszentrum Karlsruhe and the German Alliance for Competence in Nuclear
Technology**

**Karlsruhe, Germany
5 – 9 May 2008**

**Technical Cooperation Project RER/0/027:
“Strengthening Capabilities for Nuclear Knowledge Preservation”**

PROSPECTUS

- TITLE:** **Regional Workshop on Knowledge Management for Nuclear R&D organizations**
- PLACE:** Karlsruhe, Germany
- DATE:** 5–9 May 2008
- DEADLINE FOR NOMINATIONS:** **15 March 2008**
- ORGANIZER:** International Atomic Energy Agency (IAEA) in cooperation with the Government of the Federal Republic of Germany through the Forschungszentrum Karlsruhe and the German Alliance for Competence in Nuclear Technology.
- TARGET COUNTRIES:** CZR, HUN, SLO, SLR, LIT, UKR, RUS, ROM, BUL, ARM, POL, CRO, SRB, GRE, AZB, TUR, KAZ, UZB, BYE.
- PARTICIPATION:** The meeting is open to 30 participants from Europe Region
- PARTICIPANTS:** Executives, Knowledge Managers and KM implementers from all nuclear organizations involved in research and development (commercial and government laboratories, research institutes, nuclear industry and technical support organizations who are in charge of managing nuclear knowledge activities in their organisation. In particular, the workshop is useful for the technical and management personnel in charge of knowledge identification, knowledge acquisition and development, knowledge dissemination and use, and knowledge preservation. The selection of participants will be done based on their qualifications, experience related to the subject, and their role in implementing IAEA technical cooperation activities.
- LANGUAGE:** The workshop will be held in English.
- PURPOSE OF THE MEETING:** To provide a forum for exchanging experiences and information on implementation of Nuclear Knowledge Management (NKM) in an R&D context, present the lessons learned and accumulate national experiences and good practices in the subject area. The focus will be on the guidance document on “KM for nuclear R&D organizations”, currently under preparation by the IAEA. Participants will be invited to identify common needs, possible solutions and good practices with the aim of making this guidance documents directly applicable to their workplace and enrich it with their lessons learned.

NATURE OF THE WORKSHOP

The workshop will cover both strategic and methodological aspects beside practical guidelines on how to start the NKM implementation. It will present the lessons learned, accumulate national experiences and good KM practices in Nuclear R&D Organizations.

The style of the workshop will be a series of leading presentations followed by working sessions discussing the issues raised and difficulties envisaged. All chosen participants will be expected to be actively involved in discussions, panel reviews and workshop activities. During special sessions participants will present case studies and examples from their national activities/projects.

The emphasis will be on the following issues:

- Policies and Strategies for Knowledge Management in a Nuclear R&D context
- Strategy alignment, roles and responsibilities within Nuclear R&D organizations.
- KM implementation methodology and guidelines
- KM performance assessment for Nuclear R&D organisations
- Good practices of KM and current status of KM in Nuclear R&D

Participants from Nuclear R&D organizations with recognized KM programmes will provide the leading presentations and work in break out sessions. It is expected that all sessions will be as interactive as possible.

The Agency does not plan to publish any official proceedings of this workshop. Rather, each participant will make an individual decision as to how his/her materials are shared with other participants, make new contacts and discuss sharing opportunities. Copies of lecture material and workshop output will be provided to each participant.

APPLICATION PROCEDURE:

Nominations may be submitted on the standard IAEA application form for meetings. Completed forms should be endorsed by and returned through the official channels established. They must be received by the International Atomic Energy Agency, P.O. Box 100, A-1400 Vienna, Austria, not later than 15 March 2008. Nominations received after this date or applications which have not been routed through one of the aforementioned official channels cannot be considered.

Advanced nominations by facsimile (+43-1-26007), or e-mail (A.Faris@IAEA.ORG) are welcomed. The facsimile/e-mail should contain the following basic information about the candidate: name, age, academic qualifications and current position including exact nature of duties carried out, proficiency in English and full working address including telephone/facsimile numbers.

ADMINISTRATIVE & FINANCIAL ARRANGEMENTS:

Nominating Governments will be informed in due course of the names of the candidates who have been selected and will at that time be given full details on the procedures to be followed with regard to administrative and financial matters.

During their attendance at the workshop, participants from countries, eligible to receive technical assistance, will be provided with a stipend sufficient to cover accommodation, food and minor incidental expenses. The IAEA will also bear the full cost of their round-trip air ticket, economy class, from their home countries to Karlsruhe, Germany and return. Shipment of accumulated course materials to the participants' home countries is not the responsibility of the IAEA.

The organizers of the course do not accept liability for the payment of any cost or compensation that may arise from damage to or loss of personal property, or from illness, injury, disability or death of a participant while he/she is travelling to and from or attending the course, and it is clearly understood that each Government, in nominating participants, undertakes responsibility for such coverage. Governments would be well advised to take out insurance against these risks.

BACKGROUND INFORMATION

Over a very short period, the IAEA has underscored the importance of the Nuclear Knowledge Management issue, as demonstrated by various initiatives and activities undertaken during last 5 years. Within its activities, the Agency has elevated nuclear knowledge management with Member States to a central position and has launched or supported a number of important global initiatives in response to their requests. The further involvement of Knowledge Management in the programmatic activities is essential to the benefit of Member States.

In particular, like any highly technological endeavour, the use of nuclear technology relies on the creation, storage and dissemination of knowledge. Nuclear Knowledge management in an R&D context has therefore an important role to play in nurturing innovation and facilitating future development of nuclear technologies for nuclear power, its associated fuel cycles and nuclear applications in medicine, industry and agriculture.

THE WORKSHOP CONTENT

The workshop will cover both strategic and methodological aspects beside practical guidelines on how to start the NKM implementation. It will present the lessons learned, accumulate national experiences and good KM practices in Nuclear R&D Organizations.

The style of the workshop will be a series of leading presentations followed by working sessions discussing the issues raised and difficulties envisaged. All chosen participants will be expected to be actively involved in discussions, panel reviews and workshop activities. During special sessions participants will present case studies and examples from their national activities/projects.

The following issues as described in the guidance document “Knowledge Management for Nuclear R&D organizations” will be addressed during the workshop

– **Policies and Strategies for KM in an Nuclear R&D context**

This session will present international and national approaches to NKM in an R&D context as well as the key drivers and challenges to a KM deployment within Nuclear R&D organizations. It will include key experts’ presentations and panel discussion covering participant’s needs and expectations.

– **Underpinning the KM Approach: Strategy alignment, roles and responsibilities within Nuclear R&D organizations.**

This session will address the distinctive features of Nuclear R&D, strategy alignment and executives’ responsibility for initiating knowledge management and create awareness on risks, benefits and obligations involved. It will include presentations and a brainstorming exercise on the key issues of KM within Nuclear R&D organizations

– **KM implementation methodology and guidelines**

This session will address the three elements in a KM implementation methodology: people, processes and tools and offer practical hands-on to start or improve Km projects within R&D organisations. It will address issues such as Human Resources, Knowledge capture and transfer, KM culture, KM processes, tools and techniques for managing nuclear information. It will offer key experts’ presentations, an interactive workshop on capturing tacit knowledge and a role-playing exercise.

– **KM performance assessment for Nuclear R&D organisations**

This session will present the Knowledge Maturity Model. Methods, tools and performance indicators will be introduced to measure how far the fundamental elements of effective KM have been successfully implemented and provide paths towards a more mature stage within a Nuclear R&D organization. It will consist of experts’ presentations, including the IAEA concept of KM Assist Visits, and a self assessment practical exercise.

– **Good practices of KM and current status of KM in Nuclear R&D**

Key experts as well as participants will be invited to bring their good practices and lessons learned from practical case studies. Those presentations will act as a starting point for drafting a report on current status in the European region on KM in nuclear R&D organizations.