



MANAGEMENT of NUCLEAR KNOWLEDGE at SLOVAK REGULATORY BODY

COMPILED AND PRESENTED BY J. HUSARCEK, UJD SR, SLOVAKIA

Triest, Italy, 22.-26. August 2005

1

ÚJD SR

www.ujd.gov.sk

CONTENTS

- ❑ INTRODUCTION
- ❑ SYSTEMS FOR MANAGING, PRESERVING, AND EVALUATION OF KNOWLEDGE/ INFORMATION
- ❑ SHARING OF KNOWLEDGE/ INFORMATION WITH PARTNERS
- ❑ MONITORING OF AVAILABLE KNOWLEDGE, ITS ALIGNING WITH STRATEGIC PLANNING, CURRENT AND FUTURE NEEDS
- ❑ ACCESS OF EMPLOYEES TO KNOWLEDGE/ INFORMATION
- ❑ ACCESS OF STAKE HOLDERS TO KNOWLEDGE/ INFORMATION
- ❑ CORRECTNESS, RELIABILITY AND SECURITY OF INFORMATION
- ❑ INTERNAL CHANNELS TO SPREAD AND SHARE THE KNOWLEDGE/ INFORMATION
- ❑ STIMULATION OF INFORMATION EXCHANGE
- ❑ EFFECTIVE PROCESSING AND USE OF INFORMATION
- ❑ PRESENTING OF INFORMATION IN USER FRIENDLY MANNER
- ❑ RETAINING OF KNOWLEDGE AND INFORMATION

Triest, Italy, 22.-26. August 2005

2

INTRODUCTION

- ❑ UJD SR - SLOVAK REGULATORY BODY RESPONSIBLE FOR STATE SUPERVISION OF NUCLEAR SAFETY IN SLOVAKIA
- ❑ PURPOSE OF PRESENTATION - EXCHANGE OF INFORMATION ON IMPLEMENTATION OF NUCLEAR KNOWLEDGE MANAGEMENT, EXPERIENCE, AND GOOD PRACTICES IN ORDER TO MOVE TOWARDS BETTER FULFILLMENT OF UJD SR DUTIES, SERVICES, AND PROVIDED PRODUCTS
- ❑ IMPORTANCE OF NUCLEAR KNOWLEDGE MANAGEMENT (TECHNICAL, INFORMATION OR DATA AND KNOWLEDGE OR SPECIALIST SKILLS, EXPERTISE)
- ❑ SUBJECT OF SELF-ASSESSMENT

SYSTEMS FOR MANAGING, PRESERVING, AND EVALUATION OF KNOWLEDGE/ INFORMATION (1)

- ❑ UJD SR EXPENDS SIGNIFICANT EFFORT AND RESOURCES FOR MANAGEMENT, PRESERVING AND EVALUATION OF KNOWLEDGE AND INFORMATION
- ❑ STRATEGY FOR INFORMATION SYSTEM HAS BEEN PREPARED BY NATIONAL OFFICE FOR STATE SERVICE (UpSS) AND DEVELOPED TO UJD SR SPECIFIC CONDITIONS IN INTERNAL DIRECTIVES
 - ❑ PERSONAL INFORMATION SYSTEM (LIST OF EMPLOYEES, EMPLOYEMENTS, OVERVIEW AND LIST OF PARTICIPATIONS/ COMPLETION OF TRAININGS, SCIENTIFIC VISITS, PASSED EXAMS, EDUCATIONS, DIPLOMAS)
- ❑ PREPARATORY STATE SERVICE FOR NEWCOMERS, AFTER COMPLETION OF TRAINING AND ADAPTATION UNDER SUPERVISOR AND PASSING OF EXAM IS PLACED IN PERMANENT STATE SERVICE
- ❑ SYSTEMATIC TRAINING FOR UJD SR INSPECTORS COMPLETED BY EXAM
- ❑ TRAINING FACILITIES OF UTILITIES IN SLOVAKIA, PARTNER ORGANISATIONS AND THEIR TSOs, IAEA, UNIVERSITIES (SOME LECTURES), COMMERCIAL ORGANISATIONS

SYSTEMS FOR MANAGING, PRESERVING, AND EVALUATION OF KNOWLEDGE/ INFORMATION (2)

- ❑ CONTINUOUS TRAINING AND EDUCATION OF UJD SR EMPLOYEES BASED ON PLANS AND TASKS APPROVED BY UJD SR BOARD MEETING
- ❑ TRAVEL REPORTS AND MINUTES OF MEETINGS AVAILABLE FOR UJD SR STAFF ARCHIVED IN THE DEPARTMENT OF INTERNATIONAL RELATIONS
- ❑ UJD SR GUIDELINES, DATABASES WITH UJD SR INTERNAL/ EXTERNAL DOCUMENTS
- ❑ TECHNICAL REPORTS PREPARED BY UJD SR STAFF, INTERNATIONAL SUPPORTIVE PROGRAMS (PHARE, TRANSITION FACILITIES, IAEA), RESULTS FOR RESEARCH AND DEVELOPMENTS
- ❑ DATABASES WITH TECHNICAL DATA OF SUPERVISED NUCLEAR FACILITIES (DESIGN DESCRIPTION, INPUT DECK, DRAWINGS, TECHNICAL DATA - HARD COPIES, E-FORMS)
- ❑ GAINING OF KNOWLEDGE/ INFORMATION IS SUBJECT OF REGULAR EXAMINATION OF EACH STATE SERVANTS

SHARING OF KNOWLEDGE/ INFORMATION WITH PARTNERS

- ❑ SHARING OF KNOWLEDGE/ INFORMATION AMONG PARTNERS - IMPORTANT TOOL FOR MAINTAINING AND DEVELOPMENT OF KNOWLEDGE DATABASE, INFORMATION EXCHANGE, COMPARISON, BENCHMARKING, HARMONISATION AND TRANSFER OF BEST PRACTISE
- ❑ PLANS ARE BASED ON NEEDS OF UJD SR AND ITS STAFF, PREPARED FOR SHORT-TERM OR MEDIUM-TERM PERIOD, APPROVED BY UJD SR BOARD MEETING
- ❑ PLAN IMPLEMENTATION (MONITORING OF MEDIA AND SHARING THE INFORMATION THROUGHOUT THE INTRANET; UJD SR STAFF HAS ACCESS TO INTERNET AND WEB-SITES/ DATABASES OF IAEA, OECD/NEA, REGULATORY BODIES; NOTICEBOARDS; PARTICIPATION IN TRAININGS, MEETINGS, BILATERAL/ MULTILATERAL COMMUNICATION; PRESENTATION/ CONTRIBUTION/ ACTIVE PARTICIPATION)
- ❑ SYSTEM AND RESULTS ARE SUBJECT OF EVALUATION ON UJD SR BOARD MEETING

MONITORING OF AVAILABLE KNOWLEDGE, ITS ALIGNING WITH STRATEGIC PLANNING, CURRENT AND FUTURE NEEDS

- ❑ **KNOWLEDGE/ INFORMATION EXCHANGE IMPORTANT PART OF WORK FOR ÚJD SR; ÚJD SR MONITORS KNOWLEDGE, MAINTAINS AND DEVELOPS THE KNOWLEDGE AND SKILLS WITH REGARD TO CURRENT AND FUTURE NEEDS**
- ❑ **TRAINING AND EDUCATION OF THE STAFF IS ARRANGED IN A SYSTEMATIC AND PLANNED MANNER**
(PROCESS OF PREPARATION, APPROVAL, IMPLEMENTATION AND EVALUATION OF PLANS/ ACHIEVED RESULTS, THEIR COMPLIANCE WITH STRATEGIC PLANS)
- ❑ **TRAINING/ EDUCATION CARRIED OUT DURING WORKING HOURS AND/ OR FREE TIME (BUSINESS TRIPS), TRANSFER OF KNOWLEDGE/ EXPERIENCE TO OTHERS**
- ❑ **SEMINARS ARRANGED INSIDE DEPARTMENT, SECTION OF ÚJD SR FOR INFORMATION EXCHANGE AND SHARING OF KNOWLEDGE**
- ❑ **INITIATIVE/ RESULTS OF TRAINING AND EDUCATION OF STATE SERVANT ARE SUBJECT OF REGULAR EVALUATION**

Triest, Italy, 22.-26. August 2005

7

ACCESS OF EMPLOYEES TO KNOWLEDGE/ INFORMATION

- ❑ **CONTINUOUS TRAINING/ EDUCATION AND ACCESS TO KNOWLEDGE RELEVANT TO THE TASKS AND OBJECTIVES - LEGISLATIVE CONDITION FOR ALL STATE SERVANTS**
- ❑ **ACCESS TO INTRANET/ INTERNET, AVAILABLE DATABASES IN THE WORLD**
- ❑ **PARTICIPATION IN CONFERENCES, SEMINARS, WORKSHOPS, MEETINGS, PURCHASING TECHNICAL LITERATURE, TEXTBOOKS, NATIONAL VISITS IN PARTNER ORGANISATIONS, INTERNATIONAL TECHNICAL PROJECTS, REVIEW MISSIONS, ETC.**
- ❑ **FEEDBACK EVALUATION THROUGH QUESTIONNAIRE**

Triest, Italy, 22.-26. August 2005

8

ACCESS OF STAKE HOLDERS TO KNOWLEDGE/ INFORMATION

- ❑ **PUBLICATION OF MAXIMUM POSSIBLE INFORMATION ON UJD SR WEB-SITE (ACT No. 211/2001 Z.z. ON PUBLIC INFORMATION)**
 - ❑ PROBLEMS WITH PROPRIATORY INFORMATION
 - ❑ PROBLEMS WITH POTENTIALLY MISLEADED INFORMATION
 - ❑ CONFLICTS WITH NONGOVERNMENTAL ORGANISATIONS
- ❑ **ISSUE OF PERIODIC/ NONPERIODIC PUBLICATIONS (UJD SR DECREES, UJD SR GUIDES, JOURNAL ON SAFETY OF NUCLEAR ENERGY, BULLETINS, PAPERS, CONTRIBUTIONS TO OTHER PERIODICALS, DATABASES MANAGED BY IAEA, OECD/ NEA, ETC.**
- ❑ **FEEDBACK EVALUATION THROUGH QUESTIONNAIRE**

CORRECTNESS, RELIABILITY AND SECURITY OF INFORMATION

- ❑ **SET OUT RESPONSIBILITIES FOR CORRECT, RELIABLE AND UPDATE OF INFORMATION ON INTRANET/ INTERNET (UJD SR WEB-SITE)**
 - ❑ SYSTEM MANAGER
 - ❑ DEPARTMENT/ SECTION, UJD SR STAFF
 - ❑ EXTERNAL ORGANISATION

INTERNAL CHANNELS TO SPREAD AND SHARE THE KNOWLEDGE/ INFORMATION

- ❑ **UJD SR HAS ESTABLISHED INTERNAL CHANNELS TO SPREAD AND SHARE THE KNOWLEDGE, INFORMATION, SKILLS AND EXPERIENCE**
 - ❑ PERIODIC/ NONPERIODIC PUBLICATIONS
 - ❑ SET OF UJD SR DIRECTIVES
 - ❑ INTERNET/ INTRANET
 - ❑ MEETINGS OF CHAIRMAN'S ADVISORY COMMITTEES
 - ❑ INTERNAL UJD SR MEETINGS
 - ❑ TRAININGS, WORKSHOPS, SEMINARS FOR UJD SR STAFF
 - ❑ TEAM WORK OF UJD SR EMPLOYEES WITH DIFFERENT EXPERIENCE AND SKILLS
 - ❑ INFORMATION EXCHANGE FROM BUSINESS TRIPS
 - ❑ ETC.

STIMULATION OF INFORMATION EXCHANGE

- ❑ **INTERNAL CHANNELS FOR INFORMATION SHARING AND CO-OPERATION BETWEEN THE DEPARTMENTS/ SECTIONS AND AMONG THE STAFF DIRECTLY STATED IN UJD SR ORGANISATIONAL ORDER**
- ❑ **BILATERAL/ MULTILATERAL AGREEMENTS AND COMMITMENTS ON THE GOVERNMENTAL/ UJD SR LEVEL (EXCHANGE OF TECHNICAL INFORMATION IN THE AREA OF NUCLEAR SAFETY, EARLY NOTIFICATION IN CASE OF ACCIDENT, ETC.)**
- ❑ **SHORT-TERM AND MEDIUM-TERM COMMERCIAL AGREEMENTS ON PURCHASE OF INFORMATION/ DATA (R&D)**
- ❑ **INTENSITY OF KNOWLEDGE/ INFORMATION EXCHANGE IS SUPPRESSED OR DEVELOPED ON THE NEEDS OF UJD SR OR ITS PARTNERS**

EFFECTIVE PROCESSING AND USE OF INFORMATION

- EXTERNAL INFORMATION IS ASSIGNED TO A RESPONSIBLE EMPLOYEE FOR ITS FULL PROCESSING AND USE
- INFORMATION MEETINGS IN SUPPORT OF INFORMATION TRANSFER AND SHARING
- EFFECTIVENESS OF INFORMATION PROCESSING AND TRANSFER IS EVALUATED IMPLICITLY THROUGH THE QUALITY OF SERVICES/ PRODUCTS PROVIDED BY THE UJD SR AS WELL AS FEEDBACK FROM UJD SR STAFF

PRESENTING OF INFORMATION IN USER FRIENDLY MANNER

- INTEREST TO PRESENT INFORMATION IN USER-FRIENDLY MANNER
 - INTERNET/ INTRANET
 - DATABASES
- SATISFACTION WITH PRESENTED INFORMATION IN USER-FRIENDLY MANNER IS EVALUATED BY QUESTIONNAIRE

RETAINING OF KNOWLEDGE AND INFORMATION

- INTERNAL UJD SR DIRECTIVE FOR LEAVING EMPLOYEE TO PASS ALL RELEVANT INFORMATION, DATA, AND DOCUMENTS TO CORRESPONDING EMPLOYEE/ BOSS, EXIT INTERVIEW, REDUNDANCY IN JOBS**
- RETAINING OF KNOWLEDGE, EXPERIENCE AND INFORMATION OF LEAVING EMPLOYEES IS NOT ADEQUATELY SOLVED AND MANAGED**

THANKS FOR THE ATTENTION