



Technical Meeting on Maintenance Training — Future Challenges and Opportunities

Hosted by the

Government of the Russian Federation

through the

Rosatom Technical Academy

Obninsk, Russian Federation

10–13 April 2018

Ref. No.: EVT1701823

Information Sheet

A. Background

The correct performance of maintenance activities on nuclear facilities contributes directly to safe and reliable plant operation. The purpose of maintenance personnel training programmes is to ensure that personnel who perform surveillance, repair and service activities on nuclear facilities and equipment are suitably qualified and experienced to carry out their assigned tasks.

Training programmes for maintenance personnel should ensure that all maintenance activities are performed safely and in accordance with the operating organization/facility procedures and policies. Maintenance personnel errors during the execution of their tasks may result in significant adverse consequences for the facility, its personnel and for the public at large. As a consequence, their training

and qualifications assume particular importance for the safety and reliability of the facility and its operation.

B. Objectives

The objectives of the meeting are to:

- Exchange best practices and share ideas and information regarding Member States' activities associated with maintenance training;
- Explore Member States' experiences with establishing and running maintenance training centres; and
- Share ways of improving the effectiveness of nuclear power plant (NPP) maintenance training programmes.

C. Topics

The meeting will consist of a series of presentations, question and answer sessions, and interactive breakout sessions to discuss common challenges and effective solutions for maintenance training. Topics to be discussed at the meeting include:

- Roles and responsibilities, training and development for maintenance managers;
- The role of maintenance training in the safe and efficient operation of nuclear facilities;
- Maintenance training programmes based on a systematic approach to training (SAT) related to all phases — commissioning, operation, life extension and decommissioning;
- Supporting the new generation in the maintenance workforce, knowledge transfer and knowledge management in maintenance training through:
 - Mentoring
 - Coaching
 - On-the-job training and task performance evaluation
 - Job rotation
- Competence of NPP maintenance contractor personnel;
- Communities of practice;
- Maintenance training centres:
 - Tools and techniques used in maintenance training
 - Practical training for maintenance personnel
- Measurements and evaluation of effective maintenance training;

- Member States' examples of good practices in the area of maintenance personnel training;
- Maintenance qualification — certification and authorization;
- Maintenance training techniques to support plant life management; and
- Impact of digital technology on maintenance training

D. Target Audience

The meeting is targeted at managers, training staff, personnel of regulatory bodies, human resource and human performance specialists, vendor and contractor managers involved in maintenance training, evaluators and instructors from NPPs, training centres, industry, universities etc.

E. Working Language

English

F. 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 **9 February 2018**. Designations received after that date or applications sent directly by individuals or by private institutions cannot be considered. Designating Governments and invited organizations will be informed in due course of the names of the selected candidates and at that time full details will be given on the procedures to be followed with regard to administrative and financial matters.

G. Papers and Presentations

The IAEA encourages participants to give presentations on the work of their respective organizations/institutions that falls under the topics listed in Section C above.

Participants who wish to give presentations are requested to submit a brief abstract of their work. The abstract should be in A4 page format, should extend to no more than two pages (including figures and tables) and should not exceed 600 words. It should be sent electronically to Ms Lotta Halt, the Scientific Secretary, and Ms Ana Bakholdina-Schnitzer, the Administrative Secretary of the meeting (see contact details in Section K below), not later than **9 March 2018**.

Authors whose proposed presentations have been accepted for inclusion in the meeting programme on the basis of the abstract should submit the full version of their presentation as a PowerPoint file by **26 March 2018** to facilitate the preparations for the meeting.

H. 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 meeting. The IAEA has, however, limited funds at its disposal to help meet the cost of attendance of certain participants. Such assistance may be offered upon specific request to normally one participant per country provided that, in the IAEA's view, the participant on whose behalf assistance is requested will make an important contribution to the meeting. 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 **9 February 2018** 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**.

I. Visas

Participants who require a visa to enter the Russian Federation should submit the necessary application to the nearest diplomatic or consular representative of the Russian Federation as soon as possible.

J. Local Arrangements

The meeting will be held at the Rosatom Technical Academy, Obninsk, Russia Federation, and will start at 9.30 a.m. on Tuesday, 10 April 2018, and end at 12.30 p.m. on Friday, 13 April 2018.

The meeting agenda and local details, together with information on local arrangements, will be sent to participants at a later stage.

K. Organization

Scientific Secretary:

Ms Lotta Halt

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1400 VIENNA
AUSTRIA

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Email: L.Halt@iaea.org

Administrative Secretary:

Ms Ana Bakholdina-Schnitzer

Division of Nuclear Power
Department of Nuclear Energy
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA

Tel.: +43 1 2600 22801

Fax: +43 1 26007

Email: A.Bakholdina-Schnitzer@iaea.org

Subsequent correspondence on scientific matters should be sent to the Scientific Secretary and correspondence on other matters related to the meeting to the Administrative Secretary.

Participation Form

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Obninsk, Russian Federation

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To be completed by the participant and sent to the competent official 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), Vienna International Centre, PO Box 100, 1400 Vienna, Austria, either electronically by email to: Official.Mail@iaea.org or by fax to: +43 1 26007 (no hard copies needed) with reference to **EVT1701823**.

At the same time as you send the original to your national authority, please send a copy of this form directly to the IAEA Scientific Secretary of the meeting, Ms Lotta Halt (Email: L.Halt@iaea.org), and to the Administrative Secretary, Ms Ana Bakholdina-Schnitzer (Email: A.Bakholdina-Schnitzer@iaea.org).

Deadline for receipt by IAEA through official channels: 9 February 2018

Surname:		Given names:	Mr/Ms:
Title and position:		Nationality:	
Organization/Company:			
Full mailing address (including country):			
Phone (including country code):		Fax (including country code):	
Email 1:		Email 2:	
Designating Government or organization:			
I intend to give a presentation: No <input type="checkbox"/> Yes <input type="checkbox"/> , with the following title: Include a brief description of your presentation (up to 50 words)			
Date:		Signature:	

Grant Application Form

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Family name:	Given name(s):	Mr/Ms:
Mailing address:	Tel.:	
	Fax:	
	Email:	
Date of birth (yyyy/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 meeting:

Date: _____ **Signature of applicant:** _____

Date: _____ **Name, signature and stamp of responsible Government official:**
