



IAEA

International Atomic Energy Agency

Atoms for Peace and Development

Technical Meeting on Knowledge Management Assist Visit Methodology for Education and Training Providers

**IAEA Headquarters
Vienna, Austria**

27 - 30 July 2021

EVT2004001

Information Sheet

Introduction

The IAEA's Nuclear Knowledge Management Section has developed assist visits for nuclear and radiological education and training providers that can provide assistance to countries establishing nuclear and radiological education and training programmes and support the improvement and sustainability of existing programmes. The Knowledge Management Assist Visits (KMAVs) have three levels of support.

Level 1 for the establishment of the required education or training programme in countries where the number of nuclear or radiological education and training programmes is relatively low or evolving and an introduction to their implementation is required to help establish strategy, policy and future requirements.

Level 2 for programme support for education and training providers that have active nuclear or radiological education and/or training programmes but need further assistance in their general implementation and optimisation and possibly change management support.

Level 3 for programme appraisal with specific high-level assistance to optimise and enhance nuclear or radiological education and training programmes to ensure their sustainability. Level 3 can provide appraisal to support recruitment, implementation, pedagogy and curriculum development. Best practices identified in Level 3 visits will be fed back into Level 1 to help

countries and organisations establish nuclear and/or radiological education and/or training programmes.

Objectives

The purpose of the event is to introduce and explain the purpose and benefits of the KMAVs to Member States.

The objectives are to:

- Gather information from countries wishing to establish a nuclear or radiological education or training programme;
- Gather information from nuclear and radiological education and training providers on where they would like further support;
- Gather information from nuclear and radiological education and training providers on their best practices;
- Introduce and explain the KMAV Levels 1, 2 and 3 for nuclear and radiological education and training providers.

Expected Outputs

The expected outputs of the event are:

- a) List of countries and organisations wishing to host a KMAV;
- b) Preliminary list of nuclear and radiological education and training programmes best practices;
- c) Meeting summary report.

Target Audience

The event is targeted at organisations wishing to deliver or currently delivering nuclear or radiological education or training programmes.

Working Language

The working language will be English.

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 **1 July 2021**. Designations received after that date or applications sent directly by individuals or by private institutions cannot be considered. The designation of a participant will be accepted only if forwarded by the Government of an IAEA Member State or by an organization invited to participate. Designating Governments and invited organizations will be informed in due course of the names of the selected candidates, and full details will be given at that time of the procedures to be followed with regard to administrative and financial matters.

Papers and Presentations

No formal papers will be required for this event. However, participants will be expected to:

- Provide a short summary status of their organisation's nuclear or radiological education or training programmes;
- Alternatively, provide initial plans and rationale for the development of a national nuclear or radiological education or training programmes;
- Actively participate in dialogue at the event;
- Provide any other input useful to the IAEA's activities on this topic.

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 event. The IAEA has, however, limited funds at its disposal to help meet the cost of attendance of certain participants. Upon specific request, such assistance may be offered to normally one participant per country, provided that, in the IAEA's view, the participant will make an important contribution to the event.

The application for financial support should be made using the **Grant Application Form (Form C)**, which has to be stamped, signed and submitted by the competent national authority to the IAEA together with the **Participation Form (Form A)** by **1 July 2021**.

Venue

The event will be held at the Vienna International Centre (VIC), where the IAEA's Headquarters are located. Participants must make their own travel and accommodation arrangements.

General information on the VIC and other practical details, such as a list of hotels offering a reduced rate for IAEA participants, are listed on the following IAEA web page:

www.iaea.org/events.

Participants are advised to arrive at Checkpoint 1/Gate 1 of the VIC one hour before the start of the event on the first day in order to allow for timely registration. Participants will need to present an official photo identification document in order to be admitted to the VIC premises.

IAEA Contacts

Official correspondence with regard to the technical aspects of the meeting should be addressed to the Scientific Secretary:

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