



IAEA

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International Atomic Energy Agency

Agence internationale de l'énergie atomique

Международное агентство по атомной энергии

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In reply please refer to: **EVT1804563**

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The Secretariat of the International Atomic Energy Agency (IAEA) presents its compliments to the IAEA's Member States and has the honour to draw their attention to the **Training Workshop on a Continuous Safety Culture Improvement Process for Safety Culture Experts** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **20 to 24 May 2019**.

The purpose of the event is to train international safety culture experts and specialists on how to conduct safety culture assessments in accordance with the IAEA methodology.

The attached Information Sheet provides further details of the event.

The event will be held in English.

Member States are invited to designate one or more participants for this event. Member States are strongly encouraged to identify suitable women 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 at the time of designating the participant using the attached Grant Application Form (Form C).

It should be noted that compensation is not payable by the IAEA for any damage to or loss of personal property. The IAEA also does not provide health insurance coverage for participants in IAEA events. Arrangements for private insurance coverage on an individual basis should therefore be made. The IAEA will, however, provide insurance coverage for accidents and illnesses that clearly result from any work performed for the IAEA.

Designations should be submitted to the IAEA through the competent national authority (Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) not later than **15 March 2019** using the attached Participation Form (Form A). Completed and authorized Participation Forms should be sent either by email to: Official.Mail@iaea.org or by fax to: +43 1 26007 (no hard copies needed). Copies should be sent by email to the Scientific Secretary of the event, Ms Diana Knutsson, Division of Nuclear Installation Safety, Department of Nuclear Safety and Security (Email: D.Knutsson@iaea.org), and to the Administrative Secretary, Ms Agnieszka Hristov

(Email: A.Hristov@iaea.org). The Scientific Secretary of the event will liaise with the participants directly concerning further arrangements, including travel details, as appropriate, once the official designations have been received.

The Secretariat of the International Atomic Energy Agency avails itself of this opportunity to assure the IAEA's Member States of its highest consideration.



2019-01-17

Enclosures: Information Sheet
 Participation Form (Form A)
 Grant Application Form (Form C)



Training Workshop on a Continuous Safety Culture Improvement Process for Safety Culture Experts

**IAEA Headquarters
Vienna, Austria**

20–24 May 2019

Ref. No.: EVT1804563

Information Sheet

Introduction

The improvement of safety culture is an ongoing endeavour that requires a long-term commitment in order to succeed. The IAEA offers comprehensive support to licensees and regulatory bodies wishing to systematically improve their safety culture. An effective way of doing this is to conduct safety culture assessments and implement improvement activities based on their findings. The assessments can be conducted by either internal or external teams. The IAEA offers both independent safety culture assessments and training courses for developing internal safety culture self-assessment teams for licensees and regulatory bodies.

The importance of continuously improving leadership and safety culture cannot be overemphasized, as they are fundamental to the safe operation of nuclear installations, as pointed out in *Fundamental Safety Principles* (IAEA Safety Standards Series No. SF-1, Vienna, 2006). The Secretariat has taken an active role in providing Member States with guidance on how to practically improve safety culture and leadership, and developed a training course on safety culture self-assessment, which is offered to Member States upon request.

The workshop sessions will be based on the IAEA safety culture self-assessment training material and methodologies. After participating in the workshop, participants will be able to conduct safety culture

self-assessments and train assessment teams within their own organizations, and act as assessors in IAEA Independent Safety Culture Assessment teams.

The workshop will mainly be conducted in an interactive manner through reflection and dialogue. The invited experts conducting the workshop will facilitate new insights and exchanges of experience. The number of participants will be limited in order to ensure effective group dynamics and coaching by the facilitators during the practical exercises.

Objectives

The primary objective of the workshop is to train international safety culture experts/specialists on how to conduct safety culture assessments in accordance with the IAEA methodology.

Target Audience

The workshop aims to give safety culture experts an understanding of the IAEA safety culture assessment methodology. The workshop is exclusively intended for safety culture experts and specialists from nuclear installations and/or regulatory bodies who, through experience or studies, have gained an in-depth knowledge of safety culture and the systemic approach to safety. Preferably, participants should also be familiar with conducting qualitative analysis and writing qualitative reports.

Working Language

English.

Structure

The Scientific Secretary will provide participants with working materials during the training workshop. Participants are also required to study *Performing Safety Culture Self-assessments* ([IAEA Safety Reports Series No. 83](#)) and *OSART Independent Safety Culture Assessment (ISCA) Guidelines* ([IAEA Services Series No. 32](#)) before attending the training workshop.

Topics

The workshop will focus on the following topics:

- The IAEA approach to safety culture;

- Data collection methodologies;
- Normative and descriptive analysis; and
- Communication, planning and reporting.

Participation and Registration

All persons wishing to participate in the event have to be designated by an IAEA Member State or should be members of organizations that have been invited to attend.

In order to be designated by an IAEA Member State, participants are requested to send the Participation Form (Form A) to their competent national authority (e.g. Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) for onward transmission to the IAEA by 15 March 2019. Participants who are members of an organization invited to attend are requested to send the Participation Form (Form A) through their organization to the IAEA by the above deadline.

Participants are requested to:

- Submit, together with their application, a short biography of their current safety culture related role and responsibilities (maximum 300 words);
- Submit, together with their application, a short summary of their personal experience related to the topics to be covered by the workshop (maximum 600 words);
- Actively participate in dialogue during the workshop; and
- Provide any other input useful to the IAEA's activities in this field.

Selected participants will be informed in due course on the procedures to be followed with regard to administrative and financial matters.

Please note that the IAEA is in a transition phase to manage the entire registration process for all regular programme events electronically through the new InTouch+ (<https://intouchplus.iaea.org>) facility, which is the improved and expanded successor to the InTouch platform that has been used in recent years for the IAEA's technical cooperation events. Through InTouch+, prospective participants will be able to apply for events and submit all required documents online. National authorities will be able to use InTouch+ to review and approve these applications. Interested parties that would like to use this new facility should write to: InTouchPlus.Contact-Point@iaea.org.

The workshop is, in principle, open to all officially designated persons who meet the conditions of participation. The IAEA, however, will limit the number of participants in order to ensure effective group dynamics within the format of the workshop. It is, therefore, recommended that interested persons take the necessary steps for their official designation as early as possible. Please note that the Secretariat will have difficulties accepting participants who have not submitted the requested information before the deadline due to the limited seats and complexity of the workshop.

Expenditure 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 **15 March 2019**.

Venue

The event will be held in Room C0225 of the Vienna International Centre (VIC), where the IAEA's Headquarters are located, and will start at 09:00 on Monday, 20 May 2019 and end at 15:00 on Friday, 24 May 2019. 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:

<http://www-pub.iaea.org/iaeaevents/GeneralInfo/Guide/VIC>.

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.

The workshop agenda and information on local arrangements will be sent to selected participants once the completed Participation Forms have been received.

Visas

Participants who require a visa to enter Austria should submit the necessary application to the nearest diplomatic or consular representative of Austria at least four weeks before they travel to Austria. Since Austria is a Schengen State, persons requiring a visa will have to apply for a Schengen visa. In States where Austria has no diplomatic mission, visas can be obtained from the consular authority of a Schengen Partner State representing Austria in the country in question.

IAEA Contacts

Scientific Secretary:

Ms Diana Knutsson

Division of Nuclear Installation Safety
Department of Nuclear Safety and Security
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA

Tel.: +43 1 2600 22551

Fax: +43 1 2600 7

Email: D.Knutsson@iaea.org

Administrative Secretary:

Ms Agnieszka Hristov

Division of Nuclear Installation Safety
Department of Nuclear Safety and Security
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA

Tel.: + 43 1 2600 22037

Fax: +43 1 2600 7

Email: A.Hristov@iaea.org

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



Participation Form

Training Workshop on a Continuous Safety Culture Improvement Process for Safety Culture Experts

IAEA Headquarters, Vienna, Austria

20–24 May 2019

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) either by email to: Official.Mail@iaea.org or by fax to: +43 1 26007 (no hard copies needed). Please also send a copy by email to the Scientific Secretary D.Knutsson@iaea.org and to the Administrative Secretary A.Hristov@iaea.org.

Please attach a passport copy or other document of identification (ID).

Participants who are members of an invited organization can submit this form to their organization for subsequent transmission to the IAEA.

Deadline for receipt by the IAEA through official channels: 15 March 2019

Family name(s): (same as in passport)	First name(s): (same as in passport)	Mr/Ms
Institution:		
Full address:		
Tel. (Fax):		
Email:		
Nationality:	Representing following Member State/non-Member State/entity or organization:	
Mailing address (if different from address indicated above):		

Grant Application Form

Training Workshop on a Continuous Safety Culture Improvement Process for Safety Culture Experts

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To be completed by the applicant and sent to the competent national 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) either by email to: Official.Mail@iaea.org or by fax to: +43 1 26007 (no hard copies needed). Please also send a copy by email to the Scientific Secretary D.Knutsson@iaea.org and to the Administrative Secretary A.Hristov@iaea.org.

Deadline for receipt by IAEA through official channels: 15 March 2019

Family name(s): (same as in passport)	First name(s): (same as in passport)	Mr/Ms:
Mailing address:	Tel.:	
	Fax:	
	Email:	
Date of birth (yy/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 event:

Date: **Signature of applicant:** _____

Date: **Name, signature and stamp of Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority** _____