



**IAEA**

*Atoms for Peace and Development*

الوكالة الدولية للطاقة الذرية

国际原子能机构

International Atomic Energy Agency

Agence internationale de l'énergie atomique

Международное агентство по атомной энергии

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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 **Technical Meeting on Leadership and its Development in Nuclear Organizations** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **21 to 24 April 2020**.

The purpose of the event is to share with Member States experiences related to leadership skill development in nuclear organizations in order to foster a positive organizational culture and a motivated workforce. The event will also enable the participants to learn how the IAEA-developed LeaD toolkit can provide them with a structured framework for developing leadership in their respective organizations.

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 to represent the Government at 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 **28 February 2020** using the attached Participation Form (Form A). Completed and authorized Participation Forms should be sent either by email to: [Official.Mail@iaea.org](mailto: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, Mr Pekka Pyy, Division of Nuclear Power, Department of Nuclear Energy (Email: [P.T.Pyy@iaea.org](mailto:P.T.Pyy@iaea.org)), and to the Administrative Secretary, Ms Olga Gloeckler (Email: [O.Gloeckler@iaea.org](mailto:O.Gloeckler@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.

Should Governments wish, in addition, to appoint one or more observers to assist and advise the designated participants, they are kindly requested to inform the IAEA of the names and contact details of any such observers by the above date. In accordance with the established rules, Governments are expected to bear the cost of attendance of any observers they may send to IAEA events. Compensation is not payable by the IAEA for any damage to or loss of observers' personal property or for illness, injury or death occurring while travelling to or in connection with their attendance at IAEA events.

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



2020-01-30

Enclosures: Information Sheet

Participation Form (Form A)

Grant Application Form (Form C)



# **Technical Meeting on Leadership and its Development in Nuclear Organizations**

**IAEA Headquarters  
Vienna, Austria**

**21–24 April 2020**

**Ref. No.: EVT1904661**

## **Information Sheet**

### **Introduction**

Following the publication of *Leadership and Management for Safety* (IAEA Safety Standards Series No. GSR Part 2) in 2016, Member States have repeatedly requested practical guidance on what nuclear leadership means and how it should be evaluated.

Leadership, along with a management system, provides the vital prerequisites for successful site performance. The assessment of nuclear leadership and its role in improving nuclear performance is clearly an area requiring practical hands-on guidance. Although many — but not all — organizations have leadership and management development programmes in place, many of these programmes do not take into consideration the special characteristics of a nuclear leader and often do not embed the learning results in the day to day leadership in the organization.

In this connection, the International Atomic Energy Agency (IAEA) has developed *LeaD*, a web-based tool for nuclear leadership development. The tool has been in use since the beginning of 2018 as part of the Nuclear Energy Capacity Building Hub. Staff members from the World Association of Nuclear Operators and from the IAEA have participated in work on the tool. In the area of nuclear emergencies, the IAEA has issued another publication, *Leadership and Human Performance Internal Communication in Nuclear Emergencies* (IAEA Nuclear Energy Series No. NG-T-1.5).

## Objectives

The purpose of the event is to share with Member States experiences related to leadership skill development in nuclear organizations in order to foster a positive organizational culture and a motivated workforce. The event will also enable the participants to learn how the IAEA-developed LeaD toolkit can provide them with a structured framework for developing leadership in their respective organizations.

## Structure

The event will include practical presentations, discussions and interactive group work, including on the following topics:

- The need for investing in nuclear leaders;
- Understanding gaps and designing and implementing a leadership development programme;
- Embedding leadership behaviour/knowledge at work to improve organizational performance, and
- Sustaining and evolving leadership development.

## Target Audience

The event is primarily intended for managers and experts involved in the development of leadership and management at nuclear organizations in different life cycles.

Persons responsible for developing, implementing and improving leadership development programmes in their organizations are encouraged to attend.

Specialists from regulatory bodies, representatives of contractors and specialists from international and non-governmental organizations who are involved in the development or promotion of leadership and management systems also are encouraged to participate.

## Working Language(s)

English.

## 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 **28 February 2020**. 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.

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](mailto:InTouchPlus.Contact-Point@iaea.org).

## 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 28 February 2020.

## 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:

<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.

## 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.

## Additional Information

It is planned that the presentations and working sessions will be made available through the Management System Network of Excellence (MSN) and/or the Nuclear Energy Capacity Building hub, which are networks hosted by the IAEA CONNECT platform.

The Nuclear Energy Capacity Building Hub (<https://nucleus.iaea.org/sites/connect-members/cbh>) is one of the IAEA CONNECT networks of the IAEA NUCLEUS portal. It hosts the LeaD tool: ([https://nucleus.iaea.org/sites/connect-members/cbh/LeadershipTool/LEADERSHIP\\_TOOL/Leadership.html](https://nucleus.iaea.org/sites/connect-members/cbh/LeadershipTool/LEADERSHIP_TOOL/Leadership.html)).

Please note that IAEA CONNECT (<http://nucleus.iaea.org/sites/CONNECT>) is available, through sign-on access, to registered users of the NUCLEUS portal. To register first for NUCLEUS, simply go to: <http://nucleus.iaea.org> and follow the instructions for easy registration and access.

## **IAEA Contacts**

### **Scientific Secretary:**

**Mr Pekka Pyy**

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Vienna International Centre  
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AUSTRIA

Tel.: +43 1 2600 26189/22804

Fax: +43 1 26007

Email: [P.T.Pyy@iaea.org](mailto:P.T.Pyy@iaea.org)

### **Administrative Secretary:**

**Ms Olga Gloeckler**

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Department of Nuclear Energy  
International Atomic Energy Agency  
Vienna International Centre  
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Tel.: +43 1 2600 22804/22799

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Email: [O.Gloeckler@iaea.org](mailto:O.Gloeckler@iaea.org)

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

# Participation Form

## Technical Meeting on Leadership and its Development in Nuclear Organizations

IAEA Headquarters, Vienna, Austria

21–24 April 2020

To be completed by the participant 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](mailto: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 [P.T.Pyy@iaea.org](mailto:P.T.Pyy@iaea.org) and to the Administrative Secretary [O.Gloeckler@iaea.org](mailto:O.Gloeckler@iaea.org).

**Deadline for receipt by IAEA through official channels: 28 February 2020**

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 invited organization:		
If/as applicable: Do you intend to submit a paper? Yes <input type="checkbox"/> No <input type="checkbox"/> Title:			





# Grant Application Form

## Technical Meeting on Leadership and its Development in Nuclear Organizations

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**Deadline for receipt by IAEA through official channels: 28 February 2020**

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 \_\_\_\_\_