



**IAEA**

International Atomic Energy Agency

*Atoms for Peace and Development*

# **Workshop on Training and Qualification of Operating Personnel for Nuclear Fuel Cycle Facilities**

**Virtual Event**

**18-21 March 2025**

**Ref. No.: EVT2403737**

## **Information Sheet**

### **Introduction**

Establishment of an effective training and qualification programme at a nuclear fuel cycle facility (NFCF) ensures that all activities that may affect safety of the facility are performed by suitably qualified and competent persons. Further, such programme emphasizing the importance of all aspects of safety, promotes the behaviour and attitudes supporting a strong safety culture.

The IAEA Safety Standards Series No. SSR-4, Safety of Nuclear Fuel Cycle Facilities requires that suitably qualified personnel shall be selected and shall be given the necessary training and instruction to enable them to perform their duties correctly for all facility states; and a suitable training and retraining programme shall be established and maintained for the operating personnel.

The analysis of the events reported to the IAEA Fuel Incident Reporting and Analysis System (FINAS) for NFCFs indicates that 'Human Factors' have significant contribution to the causes of the events. Further, inadequacy in the management of the staff training and qualification was a key factor in many of the events reported.

Feedback from IAEA activities and the analysis of the events reported to FINAS showed the need for improving the training and qualification programme of the NFCFs in the Member States. In this context, the IAEA is organizing the Workshop on Training and Qualification of Operating Personnel for Nuclear Fuel Cycle Facilities, to be held virtually via MS-Teams from 18 to 21 March 2025.

## Objectives

The purpose of this event is to provide Member States with a forum for sharing experiences and practices in the training and qualification of operating personnel at nuclear fuel cycle facilities.

## Target Audience

Participation in the workshop is subject to designation by Governments or national organizations. The workshop is open to participants from all IAEA Member States with existing or planned NFCFs.

To ensure maximum effectiveness in the exchange of information, participants should be facilities' managers, designers or persons responsible for development and implementation of training and qualification programmes at NFCFs. Persons from regulatory bodies and technical support organizations responsible for safety of NFCFs can also participate in the workshop.

The range of the NFCFs covered by the event includes facilities for the processing, refining, conversion, enrichment and fabrication of fuel; spent nuclear fuel storage and reprocessing; and nuclear fuel cycle research and development facilities. Facilities for the mining and processing of natural ore, nuclear power plants, research reactors and waste disposal facilities are outside the scope of this workshop.

Member States are strongly encouraged to identify suitable women participants.

## Working Language(s)

English.

## Topics

In addition to presentations by the IAEA representatives based on IAEA safety standards, the workshop will include presentations by the participants on their national practices and experiences in establishing programmes on training and qualification of NCF operating personnel. The topics that are expected to be covered include:

1. IAEA Safety Requirements for training, retraining and qualification of personnel;
2. Regulatory requirements on qualification and competence of personnel performing safety related functions;
3. Management system and programmes for selection, training and retraining, and qualification for the operating personnel;
4. Promotion of behaviour and attitudes supporting a strong safety culture, by training;
5. Use of a graded approach in training and qualification programmes;
6. Operational limits and conditions on training and qualification of operating personnel;

7. Training and qualification programmes for selected operations (e.g. glove box operations, handling and processing of radioactive or other hazardous materials, protection against fire and explosion);
8. Training programme in emergency preparedness and response, including the training of external response personnel.

The discussions in the working groups will focus on the practical elements of planning, implementing, assessment of training and retraining programmes for different operating personnel in NFCFs, using a graded approach. The working groups will identify the challenges and issues of common concern and actions to be taken by the operating organizations, and regulatory bodies to enhance the effectiveness of training and qualification programmes for operating personnel of NFCFs.

## 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 or invited organization, participants are requested to submit their application via the InTouch+ platform (<https://intouchplus.iaea.org>) to the competent national authority (Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) or organization for onward transmission to the IAEA by **7 January 2025**, following the registration procedure in InTouch+:

1. Access the InTouch+ platform (<https://intouchplus.iaea.org>):
  - Persons with an existing NUCLEUS account can sign in to the platform with their username and password;
  - Persons without an existing NUCLEUS account can register [here](#).
2. Once signed in, prospective participants can use the InTouch+ platform to:
  - Complete or update their personal details under ‘Complete Profile’ and upload the relevant supporting documents;
  - Search for the relevant event under the ‘My Eligible Events’ tab;
  - Select the Member State or invited organization they want to represent from the drop-down menu entitled ‘Designating Authority’ (if an invited organization is not listed, please contact [InTouchPlus.Contact-Point@iaea.org](mailto:InTouchPlus.Contact-Point@iaea.org));
  - If applicable, indicate whether financial support is requested and complete the relevant information (this is not applicable to participants from invited organizations);
  - Based on the data input, the InTouch+ platform will automatically generate the Participation Form (Form A) and/or the Grant Application Form (Form C);
  - Submit their application.

Once submitted through the InTouch+ platform, the application, together with the auto-generated form(s), will be transmitted automatically to the required authority for approval. If approved, the application, together with the applicable form(s), will automatically be sent to the IAEA through the online platform.

For additional information on how to apply for an event, please refer to the [InTouch+ Help](#) page. Any other issues or queries related to InTouch+ can be sent to [InTouchPlus.Contact-Point@iaea.org](mailto:InTouchPlus.Contact-Point@iaea.org).

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

Participants are hereby informed that the personal data they submit will be processed in line with the [Agency's Personal Data and Privacy Policy](#) and is collected solely for the purpose(s) of reviewing and assessing the application and to complete logistical arrangements where required. The IAEA may also use the contact details of Applicants to inform them of the IAEA's scientific and technical publications, or the latest employment opportunities and current open vacancies at the IAEA. These secondary purposes are consistent with the IAEA's mandate. Further information can be found in the [Data Processing Notice](#) concerning IAEA InTouch+ platform.

## **Additional Information**

The virtual meeting will be organized through Microsoft Teams and all accepted participants will receive further details via email. The timing of the event will be selected to accommodate for as many participants as possible, however optimal timing for each time zone cannot be guaranteed.

## **IAEA Contacts**

### **Scientific Secretary:**

#### **Mr Lakshman Valiveti**

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 22473  
Fax: +43 1 26007  
Email: [L.Valiveti@iaea.org](mailto:L.Valiveti@iaea.org)

**Administrative Secretary:**

**Ms Lissy Parokkil**

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 22665  
Fax: +43 1 26007  
Email: [L.Parokkil@iaea.org](mailto:L.Parokkil@iaea.org)

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