



# **Training on International Reporting Systems for National Coordinators**

**IAEA Headquarters  
Vienna, Austria**

**22 - 26 July 2024**

**Ref. No.: EVT2302376**

## **Information Sheet**

### **Introduction**

The International Reporting System for Operating Experience (IRS), operated jointly by the International Atomic Energy Agency (IAEA) and the Nuclear Energy Agency of the Organisation for Economic Co-operation and Development (OECD/NEA), compiles and analyses information on nuclear power plant (NPP) events and promotes a systematic approach to the feedback of lessons learned from operating experience.

This training is conducted within the framework of the relevant IAEA and OECD/NEA programmes to ensure that the IRS can be used effectively and efficiently by IRS National Coordinators.

The purpose of the event is to hold the first training on International Reporting Systems for Operating Experience for National Coordinators using IRS software and IAEA Standards. This is the first iteration of this event after a major software upgrade. It is intended for National Coordinators to better enable their preparation of quality reports within the IRS. As this is the first iteration of the event, feedback will be requested to refine the course material for the further benefit of IRS users.

### **Objectives**

The objective of the training is to provide the IRS National Coordinators information and exercises to better utilize the IRS effectively and efficiently, especially given the recent software upgrade. This will increase the information exchange between Member States and contribute to the safe operation of NPPs. The course will cover the following topics:

1. IAEA Standards associated with IRS
2. IRS background and history
3. Selection of National Events for reporting to the IRS
4. Preparation of IRS reports
5. IRS for nuclear installations
  - a. introduction and overview to the 2023 updated system
  - b. how to use the system
6. IRS coding
7. IRS reporting status and current IRS publications

## Target Audience

The meeting is intended for IRS National Coordinators.

## 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 **13 May 2024**. 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.

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.

## 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 **13 May 2024**.

## 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:

<https://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.

## 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.

## Organization

### Scientific Secretary

#### Ms Cristy Gregory

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 26615

Fax: +43 1 26007

Email: [C.Gregory@iaea.org](mailto:C.Gregory@iaea.org)

**Administrative Secretary**

**Ms Catherine Burke Ivancev**

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 26069

Fax: +43 1 26007

Email: [C.Burke-Ivancev@iaea.org](mailto:C.Burke-Ivancev@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.

# Participation Form

## Training on International Reporting Systems for National Coordinators

**IAEA Headquarters, Vienna, Austria**

**22 to 26 July 2024**

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, Ms Cristy Gregory, Division of Nuclear Installation Safety, Department of Nuclear Safety and Security (Email: [C.Gregory@iaea.org](mailto:C.Gregory@iaea.org)) and to the Administrative Secretary, Ms Catherine Burke Ivancev, (Email: [C.Burke-Ivancev@iaea.org](mailto:C.Burke-Ivancev@iaea.org)).

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 IAEA through official channels: 13 May 2024**

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:	

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. Further information can be found in the [Data Processing Notice](#) concerning IAEA InTouch+ platform.

# Grant Application Form

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**Deadline for receipt by IAEA through official channels: 13 May 2024**

Family name(s): (same as in passport)	First name(s): (same as in passport)	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 attended 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**

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