



# **Technical Meeting on Human Resource Strategies for Gender Equality**

**IAEA Headquarters in Vienna, Austria  
and virtual participation via Cisco Webex**

**29 August – 1 September 2023**

**Ref. No.: EVT2204932**

## **Information Sheet**

### **Introduction**

As the IAEA advances gender mainstreaming efforts in line with the greater United Nations Sustainable Development Goal 5 on gender equality, it is an important exercise for the IAEA's Department of Nuclear Energy to gather and disseminate good practices that enable gender equality practices across the nuclear industry by Member States, especially nuclear operating organizations, utilities, research centres and regulators.

Global initiatives are gaining traction to enhance the participation of women in nuclear industry, with several nuclear organizations highlighting practices that encourage gender equality in human resources considerations.

As the IAEA seeks to promote greater gender equality, the range of activities that enable this goal underway at Member States can be further explored, summarized and disseminated with a publication, i.e. TECDOC, and online material in the IAEA Connect platform to share good practices.

### **Objectives**

The purpose of the event is to collect input for the IAEA Technical Document, provisionally entitled *Human Resource Strategies for Gender Equality*, and related online material, and to provide a platform for exchanging information and relevant lessons learned from Member State experience and current practice.

## Expected Outcome

The Technical Meeting will:

- gather Member States' experience and current practice on the Human Resources for advancing Gender Equality in the Nuclear Industry;
- provide a platform for exchanging information and relevant lessons learned from Member States experience on various topics of the Gender Equality in nuclear organizations;
- discuss and provide last comments to the draft of the publication, and the online collaborative networking material presented in the IAEA connect platform.

Expected outcomes are to gain:

- A better understanding by countries on the existing best practices available on human resources for advancing gender equality.
- A better understanding by the Agency on the current approaches adopted by Member States.

Benefits of the expected outcomes:

- Support future gender equality initiatives and activities to be launched or ongoing across Member States;
- Raise the awareness of the positive impact of human resources strategies and practices that enable greater gender equality;
- Disseminate an understanding of relevant vocabulary and cultural considerations in the pursuit of gender equality.

## Target Audience

Participants may be expert practitioners or official representatives of nuclear industry, to include operating organizations, regulatory bodies, governmental institutions, national laboratories and relevant international organizations.

## 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 **9 June 2023**. 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. Further information can be found in the [Data Processing Notice](#) concerning IAEA InTouch+ platform.

## Papers and Presentations

The IAEA encourages participants to give presentations on the work of their respective institutions that falls under the topics listed above.

Member States who wish to have a case included as appendix to the draft of the publication should contact Pedro Dieguez Porras, the Scientific Secretary of the publication (see contact details below), not later than **15 May 2023**. Participants who wish to give presentations during the Technical Meeting are requested to submit an abstract of their work. The abstract will be reviewed as part of the selection process for presentations. The abstract should be in A4 page format, should extend to no more than 1 page (including figures and tables) and should not exceed 300 words. It should be sent electronically to Pedro Dieguez Porras, the Scientific Secretary of the event, not later than **9 June 2023**. Authors will be notified of the acceptance of their proposed presentations by **14 July 2023**.

In addition, participants have to submit the abstract together with 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) or their organization for onward transmission to the IAEA not later than **9 June 2023**.

## 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 **9 June 2023**.

## Venue

The event will be held in the Room M7, ground floor, Building M 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](http://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.

The virtual component of the event will be held via IT platform WebEx.

## **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**

**Mr Pedro Dieguez Porras**

Division of Nuclear Power  
Department of Nuclear Energy  
International Atomic Energy Agency  
Vienna International Centre  
PO Box 100  
1400 VIENNA  
AUSTRIA  
Tel.: +43 1 2600 22796  
Email: [P.Dieguez-Porras@iaea.org](mailto:P.Dieguez-Porras@iaea.org)

### **Administrative Secretary**

**Ms Lilly Makil**

Division of Nuclear Power  
Department of Nuclear Energy  
International Atomic Energy Agency  
Vienna International Centre  
PO Box 100  
1400 VIENNA  
AUSTRIA  
Tel.: +43 1 2600 22789  
Email: [L.Makil@iaea.org](mailto:L.Makil@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.

## **Event Web Page**

Please visit the following IAEA web page regularly for new information regarding this event:

<https://www.iaea.org/events/evt2204932>

# Participation Form

## Technical Meeting on Human Resource Strategies for Gender Equality

IAEA Headquarters Vienna, Austria

**29 August-1 September 2023**

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.Dieguez-Porras@iaea.org](mailto:P.Dieguez-Porras@iaea.org) and to the Administrative Secretary [L.Makil@iaea.org](mailto:L.Makil@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: 9 June 2023**

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"/> Would you prefer to present your paper as a poster?      Yes <input type="checkbox"/> No <input type="checkbox"/> Title:		

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.

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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** \_\_\_\_\_