



**IAEA**

International Atomic Energy Agency

*Atoms for Peace and Development*

# **Technical Meeting on Technology Assessment and the Procurement Process of a Nuclear Power Plant**

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

**6–9 May 2025**

**Ref. No.: EVT2404317**

## **Information Sheet**

### **Introduction**

An important activity in a nuclear power programme is selecting the design that is going to be built. There are several ways to do that such as engaging discussion at state level and signing an intergovernmental agreement or launching a bid process towards the end of Phase 2 according to the Milestones Approach. Both approaches can be a lengthy process with need to dive into details for which embarking countries might feel unprepared.

Several tangible efforts have been performed by the IAEA Department of Nuclear Energy in the past on supporting Member States with different tools and methodologies, such as reactor technology assessment, feasibility study, the nuclear contracting online toolkit, bid preparation, user requirements and so on. In 2025, the publication Request for Information will be released providing guidance on the use requests for information in helping obtain information to complete technology assessments and procurement documentation including bid specifications and contracts.

## **Objectives**

The main objective of the event are threefold:

- provide the participants with a clear view on how these different tools interconnect and at what time in their programmes they may be used;
- present the latest publication on the use of a Request for Information process and how it can benefit Member States
- provide a forum for the exchange of information on how Member States have been using IAEA guides, tools and methodologies and to discuss how they help them in their procurement and how they could be improved if need be.

## **Target Audience**

The event is open to representatives from organizations in Member States expanding or considering nuclear power, which will have to prepare the procurement process in Phase 2 according to the Milestones in the development of nuclear infrastructure. This includes primarily representatives from the owner-operator or in some cases from the NEPIO, depending on which organization is the prime project developer in the Member State. This event is also open to representatives from reactor vendors or technology developers.

## **Working Language(s)**

English.

## **Topics**

This event will feature presentations and discussions on the need of Member States particularly that of embarking countries interested in developing a national capacity on completing technology assessments and moving into the engineering procurement processes.

## **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 **4 April 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.

NOTE: The application for financial support should be made, together with the submission of the application, by **4 April 2025**.

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 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.

## Presentations

The IAEA encourages participants to prepare and give presentations that will contribute directly to fulfilling the objectives of the event and that cover the following related topics on technology assessments and procurement processes.

Presentations should be sent electronically in the form of a Microsoft PowerPoint or PDF document to the Scientific Secretaries (see contact details below), not later than **28 March 2025**.

Authors will be notified of the acceptance of their proposed presentations by **18 April 2025**.

## 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, together with the submission of the application, by **4 April 2025**.

## 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:

[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.

## 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

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