



# **Regulatory Cooperation Forum Workshop on Knowledge Management and Management Systems**

**Hosted by the**

**Government of Egypt**

**through the**

**Egyptian Nuclear and Radiological Regulatory Authority (ENRRA)**

**Cairo, Egypt**

**27–31 July 2025**

**Ref. No.: EVT2404248**

## **Information Sheet**

### **Introduction**

The Regulatory Cooperation Forum (RCF) was established in June 2010 as a regulator-to-regulator forum to promote and improve collaboration and coordination between members with established nuclear power programmes, members planning to expand or introduce the use of nuclear power and international organizations. Terms of Reference of the RCF shows the following objectives of the RCF:

- To promote collaboration and cooperation among RCF members to improve coordination of support for regulatory infrastructure development;
- To contribute to achieving and sustaining a high level of nuclear safety, consistent with the IAEA Safety Standards and Guidance;
- To optimize resources among RCF members and avoid unnecessary support duplication through improved coordination.

In order to structure and plan its activities, the RCF established in 2024 its second Strategic Plan covering 2024-2028 and developed an Operational Plan to implement that Strategic Plan, which includes RCF hosted meetings and trainings to share experience and knowledge among RCF members. Its Operational Plan includes conducting the Workshop on Knowledge Management and Management Systems based on strategic topics.

## Objectives

The objectives of the event are to share experiences and provide guidance to the invited RCF regulatory bodies on what is expected of people in a leadership or managerial role. This includes establishing an effective management system and knowledge management process to support the embarking country regulators to discharge their functions effectively, during the different phases of a nuclear power programme.

## Target Audience

The target audience for this event is officials and staff who have a leadership or managerial role in regulatory bodies for nuclear safety and their technical support organizations that are current or prospective RCF members.

## 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 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 **16 May 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 **16 May 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 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. Further information can be found in the [Data Processing Notice](#) concerning IAEA InTouch+ platform.

## 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 **16 May 2025**.

## Venue

The event will be held in Cairo, Egypt.

## Visas

Participants who require a visa to enter Egypt should submit the necessary application as soon as possible to the nearest diplomatic or consular representative of Egypt.

# Organization

## Scientific Secretary

### Mr Michio Kubota

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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.