

WP2 KNOWLEDGE MANAGEMENT

Kick Off Meeting



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Date

Event

PREVIOUS EXPERIENCE

Knowledge management in EURAD

Roadmap

A common framework to structure knowledge

State of Knowledge

What we know and why its important

Guidance

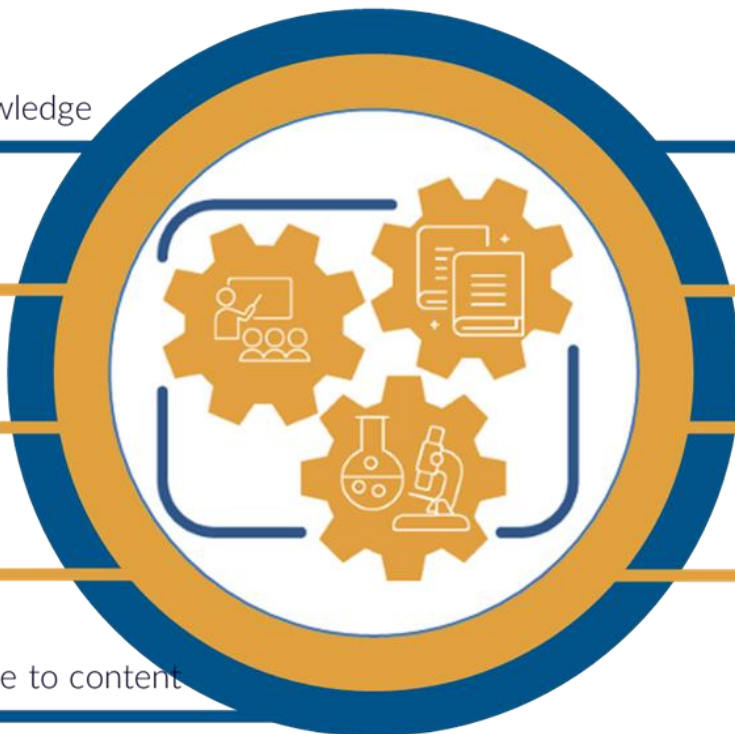
Best practice and lessons learned

Training & Mobility

Nuclear experience and know-how

Networking & Tools

Connecting people to people, and people to content



Knowledge management in PREDIS

Knowledge management programme

Develop a PREDIS Roadmap

State of Knowledge

What we know and why its important

Training

Nuclear experience and know-how

Mobility

Nuclear experience and know-how

EURAD-2 WP2 STRUCTURE

WP2 Knowledge Management (Alba Valls & Alex Tatomir)

- Task 1: Management (Alba Valls & Alex Tatomir)
- Task 2: Knowledge capture (Alex Tatomir & Kateryna Fuzik)
- Task 3: Knowledge application & Know-How development (Anja Kraag & Liz Harvey)
- Task 4: Competence building (Niels Belmans)
- Task 5: KM programme tools and methods (Christophe Debayle)
- Task 6: Task 2 of WP3 to WP18

- **PMO Representative:**
Erika Holt

TASK 1 – KM PROGRAMME MANAGEMENT

- **Objective:** overall management of the WP including:
 - coordination,
 - monitoring and reviewing the WP progress and outputs against the work plan and
 - dissemination / outreach of the results.
 - interactions with all other tasks of the WP and with other EURAD-2 WPs as well as organizations such as IAEA or NEA
- **Task Lead:** Amphos 21
- **Co-lead:** BGE
- **Budget:** €58 800€
- **Total PM:** ~9.1

- **Tasks:**
 - 1.1 WP Coordination
 - 1.2 Outreach
 - 1.3 Quality Control
 - 1.4 WPs Task 2 Coordination and networking

TASK 1 – OVERVIEW FOR YEAR 1 AND 2

- **Activities:**
 - Overarching Coordination: Coordinate all KM activities for the first two years
 - Meeting Organization and preparation of the information needed:
 - Kick off of the WP
 - Periodic WP meetings
 - Interaction with stakeholders
 - Several meetings with Task2 leaders
 - Attend meetings and prepare the information needed (ex. PMO+WPL meetings)
 - Implement quality control measures to ensure the accuracy, consistency, and effectiveness of KM activities
 - Review of milestones and deliverables

OVERVIEW OF TASK 2 – KNOWLEDGE CAPTURE

- **Overall aim:** maintain and populate the Roadmap according to the priorities set within the EURAD SRA by development of KM documentation
 - Capturing existing knowledge in the form of Domain Insights, State-of-Knowledge documents
 - Defining the different forms of KM documents that should be aimed for
 - Collection and analysis of feedback from end-users, experts and various stakeholders providing valuable insights for improving the knowledge capture procedures
- **Task Lead:** BGE
- **Co-lead:** SSTC NRS
- **Partners:** DEKOM, GSL, SKB, POSIVA, ANDRA, Amphos21, GRS
- **Budget:** €129,360
- **Total PM:** ~15,1

TASK 2 – OVERVIEW FOR YEAR 1 AND 2

- **Activities:**

- Conduct a comprehensive review and update knowledge capture activities, protocols, documents (e.g. DIs and SoKs), etc., identify knowledge gaps and prioritize topics. Reassessing the needs of KM document production
- Defining the different forms of KM documentation that should be aimed for when capturing and documenting the knowledge (SoK, DI, generation of such documents out of SotA reports, etc.)
- KM document production: define and update guidelines and templates for KM documents, provide support and resources, establish review and approval process. Offer editorial assistance, proofreading, editing.
- Feedback collection: updating and implementing the feedback mechanisms. Analyse feedback to identify areas for improvement and ensure that documents meet the needs of the target
- Socialization and dissemination of the KM documents
- Knowledge transfer: Integrating the KM documents into the EURAD Wiki & platform, INIS repository from IAEA, assigning DOI

- **We are aiming to produce 16 DIs during the first two years (8 in the first year)**

- **DI Production for year 1 and 2:**

- **6 Dis EURAD internal experts (using WP2 Task 2 budget) (36.000 €)**
- **10 DIs EURAD internal experts (within Task 6 → ~ 5 PMs 60.000 €)**

TASK 3 – KNOWLEDGE APPLICATION AND KNOW HOW DEVELOPMENT

- **Overall aim:** providing guidance on best practices and/or best available technologies as well as on increasing efficiency at the European-scale by examining the use of critical infrastructures in the area of RWM
- **Task Lead:** DEKOM
- **Co-lead:** GSL
- **Partners:** UJV, PURAM, SSTC NRS, BGE, KIT, Ciemat, SCK CEN
- **Budget:** 76 440 €
- **Total PM:** ~8.8

- **Tasks:**
 - Task 3.1 Guidance
 - Task 3.2 Infrastructures

TASK 3 – OVERVIEW FOR YEAR 1 AND 2

- **Activities Task 3.1 Guidance:**

- Identify guidance needs, with reference to:
 - Screening, gap analysis and prioritization of topics under EURAD-1
 - Lessons learned from subsequent EURAD-1 guidance delivery
 - Review of needs identified in 2023 Strategic Research Agenda
 - Engagement with EURAD-2 partners and End Users
- Prioritise topics and determine guidance development approach
 - Workshop in Year 1
 - List of guidance to be produced (Milestone 21, Month 6)
- Guidance delivery, review and update
- Reporting progress and dissemination
- Two areas of guidance currently envisaged

TASK 3 – OVERVIEW FOR YEAR 1 AND 2

- **Activities Task 3.2 Infrastructures:**

- Review current status of critical RD&D infrastructures, building on effort in EURAD(-1) (URLs, specialised laboratories, specialised analytical equipment,...)
 - Updated list of infrastructures (Milestone 23, Month 6)
- Identify current and future RD&D infrastructure needs
- Mapping of needs and gap analysis
- Workshop on status, needs and gaps
- Report drafting, review and update
 - D2.3 "Report on recommendations for the long-term maintenance of critical infrastructure (interim report)", Month 24
- Reporting progress and dissemination

TASK 4 – COMPETENCE BUILDING

- Competence building will be achieved through the School of Radioactive Waste Management
- **Overall aim:** contributing to closing the generational competence gap through training of the next generation of experts and filling the competence gap by supporting knowledge transfer to experts from other areas
- **Task Lead:** SCK CEN
- **Partners:** Ciemat, SUBATECH
- **Budget:** 246 960 €
- **Total PM:** ~10

• **Tasks:**

- Task 4.1 Training
- Task 4.2 Mobility
- Task 4.3 Mentoring and Networking

TASK 4 – OVERVIEW FOR YEAR 1 AND 2

- **Activities Task 4.1 Training:**

- Review/update of the protocols and methodologies established in EURAD-1/PREDIS
- Update list of training needs. Define priorities and planning
- Organize 5-7 training (online or face-to-face) + 8-10 Lunch & Learn sessions

- **Activities Task 4.2 Mobility**

- Review/update of the protocols and methodologies established in EURAD-1/PREDIS
- Launch Mobility Programme
- Aprox. 50 mobilities during the first 2 years

- **Activities Task 4.3 Mentoring & Networking**

- Students network & organizing 1 students workshop (linked to EURAD-2 event)
- Framework proposal for managing mentor-mentee relations

TASK 5 – KM PROGRAMME TOOLS AND METHODS

- **Overall aim:** to further build on the KM work developed in EURAD(-1), to enhance EURAD data management, to keep knowledge available over the long term, and to test new and innovative tools and methods especially to manage access to possible lost knowledge.
- **Task Lead:** IRSN
- **Partners:** POSIVA, PSI, GRS, ANDRA, SSTC NRS
- **Budget:** 76 440 €
- **Total PM:** ~11.4

- **Tasks:**

- Task 5.1 KM-platform
- Task 5.2 Data Management
- Task 5.3 Innovative and alternative methods

TASK 5 – OVERVIEW FOR YEAR 1 AND 2

- **Activities Task 5.1 KM-platform**
 - Collecting feedback about the existing platform
 - Assessment of options for a sustainable platform
- **Activities Task 5.2 Data Management**
 - Development a draft global DMP
 - Development specific and individual guidance for implementation in WPs
- **Activities Task 5.3 Innovative and alternative methods**
 - Developing guidance on proposing ideas and evaluation process for wave 2 in order to better access and use knowledge

TASK 6

- **Overall aim:** This task is dedicated to finance the mandatory subtasks 2.1 and 2.2 of RD&D and Strategic Studies WPs, linked to Knowledge capture and Knowledge transfer. It should cover the activities of producing KM documents such as SotA, White and Green papers and preparation of training activities
- **Task Lead:** ANDRA
- **Budget:** 745 920 €
- **Total PM:** ~63

TASK 6 = TASK 2 IN EACH TECHNICAL WP

- Each WP (Strategic Studies and R&D) has a Task 2 on Knowledge Management and the corresponding Task 2 Leader (TL2)
- Each Task 2 contains 2 subtasks:
 - Task 2.1 Knowledge Capture:
 - SotA
 - Green/white papers
 - Task 2.2 Knowledge Transfer:
 - Organising Training & Preparing training materials
 - Providing lectures to Lunch and Learn Sessions
 - Providing content in guidance documentation & workshops
 - Contributing on Domain Insights and SoK production

Some WPs have an additional task (Task 2.3)

- This task is not funded by KM budget
- KM WP can collaborate after discussions with TL2

WP2 TASK 6 = TASK 2 OF TECHNICAL WP

ROLE OF TASK 2 LEADER (TL2)

- TL2 is considered by KM WP as a KM 'ambassador' and will be the contact point between technical WP and KM WP board
- TL2 attends meetings with KM WP board
- TL2 provides assessment on relevant topics & potential authors for different KM activities defined with KM board
- TL2 coordinates the communication on KM activities within its technical WP
- TL2 ensures quality check of the KM activities delivered by partners within its technical WP
- TL2 ensures WP data management in line with EURAD-2 DMP

- **Meetings between KM WP board and TL2**
 - First meeting will be hold: **20th November 2024 10-11.30h CET**
 - At least one meeting every 3 months during the first two years
 - Kick Off Meeting of KM **6th November 2024 14-18h CET**
- **Feedback & Surveys**
 - Feedback from TL2 will be requested to define priorities, potential authors/reviewers, KM activities technical WP would like to deliver... (detailed instructions will follow)

WP2 TASK 6 = TASK 2 IN EACH TECHNICAL WP

Activities

- Content and list of KM activities to be developed in collaboration between KM WP and Task 2 leader (TL2) at the beginning of EURAD-2
- Meetings will be organised between KM Board and TL2 to define the activities & agree on budget distribution
- WP data management in line with EURAD-2 DMP

Budget

- The budget secured under Task 6 is to be redistributed for the organizations actively participating in one of the two subtasks:
 - 10% of the budget will be allocated to TL2
 - It is suggested not to spend more than 30% R&D and 50% St.St. of the total budget for SotA & Green/White papers production

REPORTING

Deliverables

- D2.1 Report on the KM platform specifications (IRSN) – M 18
- D2.2 Report on implementation of innovative and alternative methods (IRSN) – M 18
- D2.3 Report on recommendations for the long-term maintenance of critical infrastructure for RWM at European level (DEKOM) – M 24

REPORTING

Milestones

- MS5 Publicity of mobility programme M3
- MS6 Methodology memo on method for proposing additional KM documentation need (Task 2.1 guideline) M3
- MS20 Priorization of KM documents to be produced by Month 24/56 M6
- MS21 List of guidance to be produced by Month 24/56 M6
- MS22 Memo on KM platform specifications update, including feedback from EURAD (-1) M6
- MS23 Updated list of infrastructures M6
- MS24 Detailed list of activities to be performed by R&D and StSt Task 2 M6
- MS25 Methodology memo on proposing innovative methods (Task 5.3 guideline) M6
- MS26 Methodology memo on mentoring pair application protocol and implementation guideline M6
- MS69 Memo on needs for additional KM actions where gaps are significant (in line with SRA priorities) M18

SUMMARY

ACTIVITIES in the first two years

- Approx. 16 Domain Insights will be produced, initial drafting budgeted at approximately 96 000 €.
- Approx. 2 Guidance Documents will be produced (scope derived via prioritization workshop), budgeted at approximately 96 000 €.
- Approx. 7 training activities will be conducted, budgeted at approximately 100 000 €.
- Approx. 150 000 € available for mobility grants (targeting 50 in numbers)
- Infrastructures updated list
- Data Management Plan

** Part of the budget comes from T2-T4 and part of it comes from T6*

**THANK YOU FOR
YOUR ATTENTION**

Contact us for any question, suggestion, proposal....

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