

*DRAFT
as of Sept, 2023*

HANDBOOK on

RCA &

RCA GOR



RCA Regional Office

Overview of the RCA and
How to wisely use the reference materials in the RCA



HANDBOOK on

**RCA &
RCA GOR**

RCA Regional Office



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I. RCA OVERVIEW

1. RCA Vision and Mission

The Regional Cooperative Agreement For Research, Development and Training Related to Nuclear Science and Technology For Asia and the Pacific (RCA) is an intergovernmental agreement established under the auspices of the International Atomic Energy Agency, with its Vision and Mission as below;



Vision

The RCA shall be recognized as an **effective partner** in providing nuclear technologies that address **socio-economic needs** and contribute to **sustainable development** in the region.

Mission



To identify and implement nuclear technologies that address regional needs



To encourage sustainability of nuclear technology capacities in RCA Government Parties



To coordinate cooperative research in applications of nuclear science and technology



To promote the benefits of nuclear technologies and identify partners and funding mechanisms



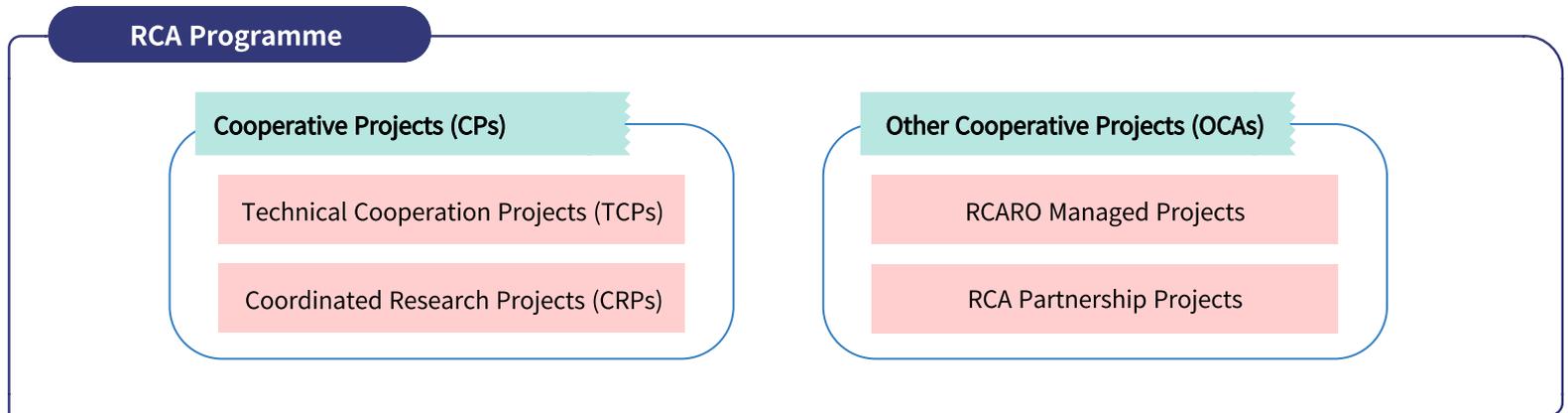
To develop regional networks for information and experience sharing, assistance and resource mobilization

2. Guiding Documents

Document	Purpose
RCA Agreement	Inter-governmental agreement that establishes the RCA
RCA Guidelines and Operating Rules (GOR)	A reference manual that provides operational RCA procedures and practices
RCA Medium Term Strategy (MTS)	A strategic document that sets out strategic directions/priorities for the RCA over a six-year period
RCA Regional Programme Framework (RPF)	A document to establish criteria for evaluating RCA proposals and assist RCA stakeholders in drafting RCA projects over a six-year period

3. RCA Programme

The objective of the RCA Programme is the promotion and coordination of regional projects in the peaceful applications of nuclear science and technology, covering subjects in the fields of isotope and radiation applications in food and agriculture, human health, industry, environment, radiation safety and energy planning. Within the RCA framework exist the below project categories. Details are explained in "IV. RCA Programme" in this handbook.

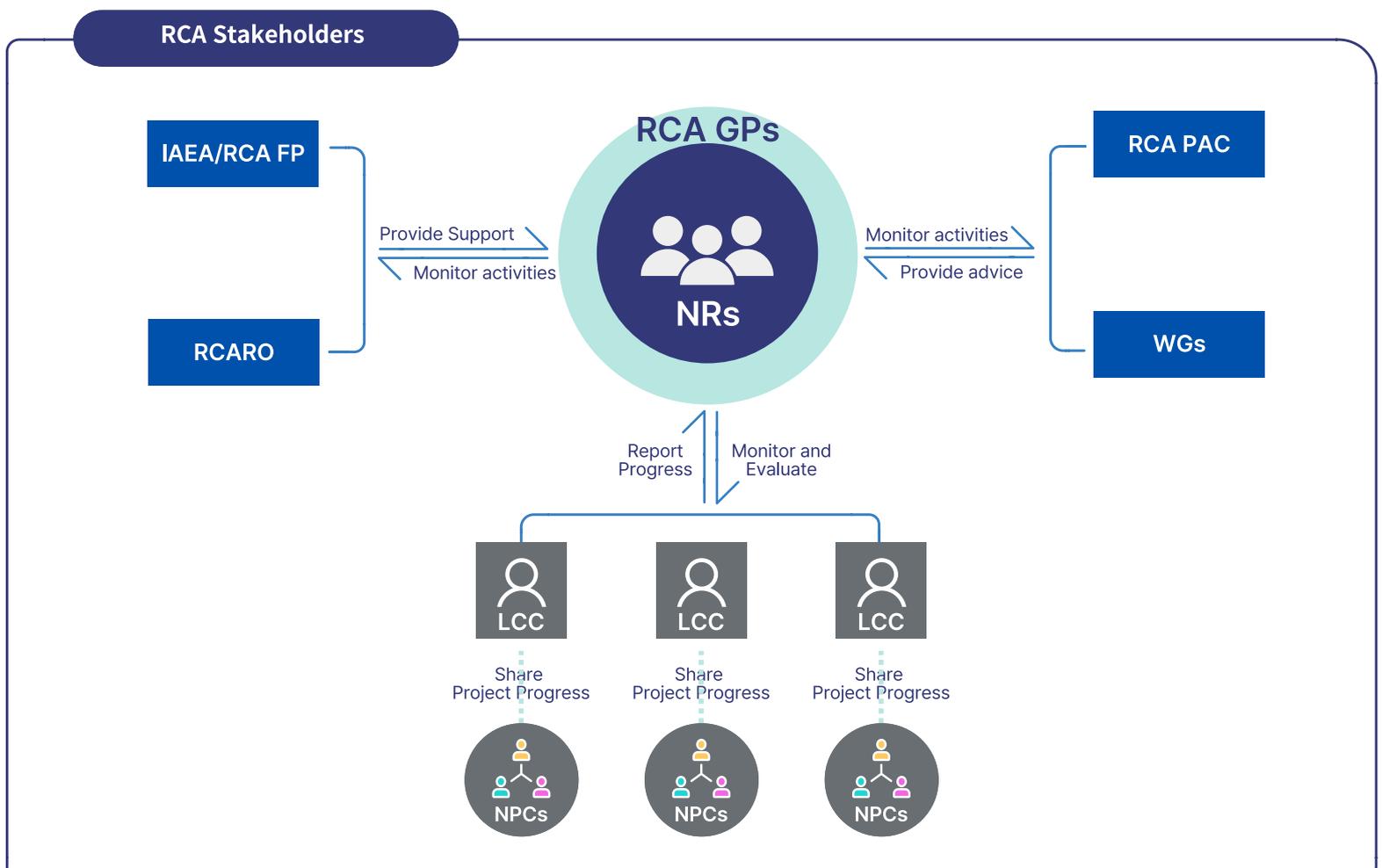


4. Key Stakeholders

Under the RCA, various stakeholders have their own roles and responsibilities to support the RCA.

- The IAEA, with the assistance of the RCARO, performs secretariat duties under the RCA Agreement. It also provides financial and managerial/administrative support to the Technical Cooperation Projects under the RCA Programme.
- The RCA Regional Office (RCARO), as the regional office to the RCA, performs secretariat functions, provides the RCA information service, and supports various ad-hoc projects and activities to complement and expand the RCA Programme.
- The RCA Programme Advisory Committee (RCA PAC) and Working Groups (WGs) advise the RCA on various policy matters in order to support the RCA Government Parties to effectively monitor the Programme and make timely decisions.
- In terms of RCA projects, Lead Country Coordinators (LCCs), with assistance of the National Project Coordinators (NPCs), report the achievements and work plans to the RCA.

Appointment and R&R of each party/stakeholder is elaborated under the session "II. ROLES AND RESPONSIBILITIES" in this handbook.

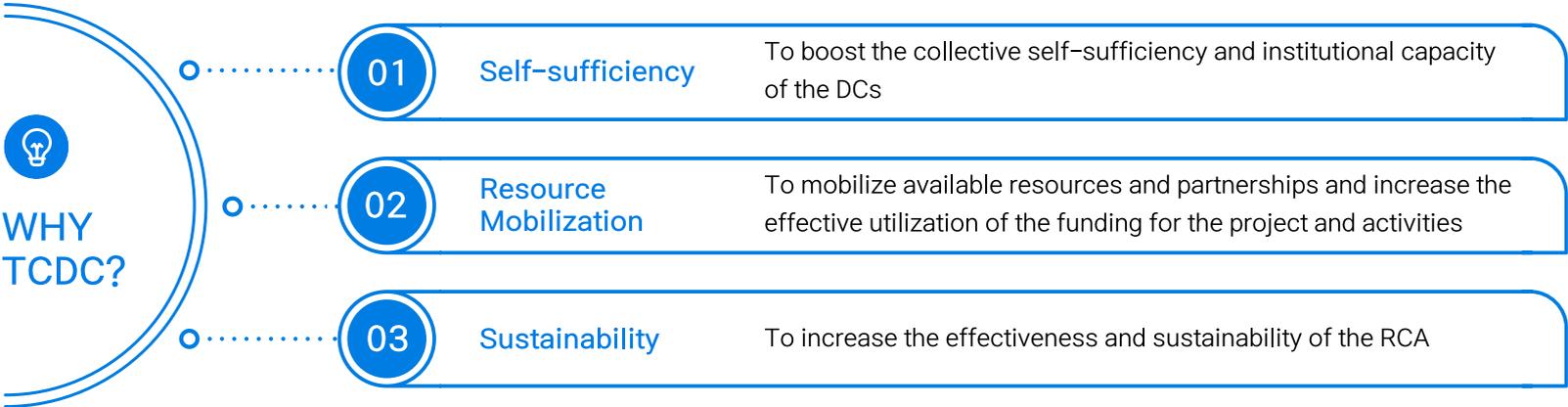


TCDC is a framework of collaboration among developing countries for sharing knowledge, technical know-hows and resources with the aim to meet their common or respective development goals. It is an underlying principle of the RCA. Triangular cooperation for facilitating TCDC involves diverse forms of support from the third developed countries or multilateral organizations, such as provision of funding, training and management systems.



Technical Cooperation among Developing Countries (TCDC)

TCDC activities involve a Developing Country (DC) sharing its expertise, technology, resources, facilities, and capacities with another Developing Country or countries.



- TCDC contributions might be in the form of;
- Providing experts without costs for the RCA Programme;
 - Establishing a Regional Resource Unit (RRU);
 - Making equipment or facilities available;
 - Covering or subsidizing event participation costs; and/or
 - Any other forms of contribution.

6. Regional Resource Unit (RRU)

An RRU is an organisation or a part of an organization in one GP that provides services or support to other GPs to assist their implementation of a specific RCA project.

- RRUs were integrated into the RCA Programme for:
- Assisting GPs that do not have the necessary facilities in achieving RCA project goals;
 - Increasing Technical Cooperation among Developing Countries (TCDC);
 - Fostering self-reliance and enhancing ownership of the Programme;
 - Recognizing achievements from investments in nuclear science and technology, highlighting GPs with advanced knowledge and capabilities.

II. ROLES AND RESPONSIBILITIES

1. RCA Decision-makers

1.1 RCA Government Parties (GPs)

GOR Part 2. / 1.

Obligations

- ✔ GPs should make physical infrastructure and personnel be available to the projects they participate in.
- ✔ GPs should take necessary measures to ensure personnel from other GPs effectively participate in the activities hosted in their country and ensure their experts take part in activities held outside their country.
- ✔ GPs should contribute to the RCA Programme financially or otherwise.
- ✔ GPs should submit annual reports such as in-kind contributions in a timely manner.
- ✔ GPs shall designate: a national representative and necessary supporting staff.

1.2. National RCA Representatives (NRs)

GOR Part 2. / 1.1.

WHO?

NRs are representatives of RCA Government Parties and the principal point of contact for the RCA activities.

- NRs are appointed by each GP.
- NRs are empowered to make commitments on behalf of his/her Government and to take decisions in connectoin with the implementation of the RCA.

Roles and Responsibilities

- ✔ NRs should participate in all Meetings of NRs and ensure the decisions made at the Meetings are implemented and reflected on the GOR. When needed, they should establish Working Groups.
- ✔ NRs should submit proposals for Cooperative Projects and act as 'gate keepers' in project development process. They should volunteer to act as Lead Country (LC).
- ✔ At implementation level, NRs should notify the IAEA of their interest in participating in a project.
- ✔ NRs should designate Lead Country Coordinators and National Project Coordinators and closely communicate with them to ensure effective implementation of projects. Suitable candidates for RCA events should be nominated according to qualifications.
- ✔ NRs should ensure timely submission of country's annual reports to the IAEA and provide requested information to the RCARO for improving the viability and visibility of the RCA.
- ✔ NRs should ensure availability of necessary resources to participate in projects and secure necessary financial support for the RCA activities.

WHO?

The RCA Chair is designated from the Chair country of the year to chair the NR Meetings and coordinate various RCA policy issues.

- The RCA GP scheduled to host the NRM will designate its nominee for the 3-year term on the Committee of RCA Chairs. (Alphabetical order)



Roles and Responsibilities

- ✓ Over the 3 years of appointment;
 - Participates in the various assigned roles in the Committee of the RCA Chairs; and
 - Participates in the various assigned roles as a Member of the Standing Advisory Committee (SAC) of the RCARO.
- ✓ In Year 2 of appointment;
 - Chairs the NRM and the GCM of that year;
 - Closely communicates with the RCA FP, RCARO and the Past and the Future RCA Chairs on various RCA matters;
 - Encourages NRs to participate in decision making processes on matters that arise in between NRMs and GCMs; and
 - Undertakes designated duties as a representative of the RCA GPs.

WHO?

The Past, the Future, and the Current RCA Chairs form the Committee of the RCA Chairs.

- The Committee closely works with the RCA FP, RCARO and other RCA NRs to provide guidance on the RCA policy matters.



Roles and Responsibilities

- ✓ The Committee should participate in meetings on the day prior to the NRMs and GCMs, and other meetings held ad-hoc in between those meetings.
- ✓ The Future and the Past RCA Chairs should provide assistance and guidance to the Current RCA Chair in performing chairmanship.
- ✓ The Committee should make sure that GOR as a 'living document' incorporates decisions made at the meetings of NRs

2.1. IAEA

WHO?

The IAEA is not a party to the RCA. However, the Director General of the Agency is the depository of the Instruments of acceptance of the RCA by IAEA Member States.

Roles and Responsibilities

- ✓ The Agency shall perform secretariat duties with the assistance of the RCARO.
- ✓ The Agency shall provide support to the RCA Programme in following areas;
 - establishment of annual schedule of work and modalities for the implementation of the projects
 - allocation of funds
 - provision of a Programme Management Officer (PMO) and a Technical Officer (TO) for each project
- ✓ The Agency should take initiatives to invite non-RCA GPs or other relevant bodies to contribute to the RCA Programme and administer the contributions, keeping separate records and accounts for each such contribution.
- ✓ The Agency should appoint a staff member to be the RCA Focal Person.

2.2. RCA Focal Person (RCA FP)

WHO?

The IAEA provides support to the RCA Programme through the RCA Focal Person.

- The RCA FP takes an important role of ensuring and coordinating IAEA's support and assistance to the RCA.
- The RCA FP is the center to all communications between the IAEA and RCA stakeholders.

Roles and Responsibilities

- ✓ RCA FP provides secretariat support to the NRMs and the GCMs in close cooperation with the RCARO.
- ✓ RCA FP provides support to the RCA Chair for coordination of activities undertaken in the framework of the RCA and assists the Chair to cooperate with other regional agreements under the IAEA.
- ✓ RCA FP should ensure that the IAEA's inputs are provided to the RCA Programme in an efficient and effective manner.
- ✓ RCA FP should assist the RCA in preparation of proposals for the projects and notify the RCA Chair of any written proposals submitted to the IAEA. In addition, RCA FP should monitor the performance of all projects and submit RCA Annual Reports on the RCA activities.
- ✓ RCA FP should assist the RCA GPs in exchange of information and in compiling, publishing and distributing reports on the projects.

WHO?

RCA GPs established the RCARO in 2002, in Daejeon, Korea.
RCARO provides support to the RCA on various issues in the RCA framework.

- The Director of the RCARO is appointed by the RCA GPs through a selection process.
- The RCARO signed Practical Arrangements with the IAEA on performance of secretariat duties under the RCA Agreement.

Roles and Responsibilities

- ✔ RCARO seeks opportunities for the RCA to participate in projects funded by outside donors.
- ✔ RCARO provides assistance to the IAEA in performing secretariat functions.
- ✔ RCARO supports the RCA Chair for coordination of activities for the RCA.
- ✔ RCARO undertakes promotional activities for increasing the visibility of the RCA. It also operates the RCA website and provides information service to the RCA.
- ✔ RCARO implements projects and activities to complement the RCA Programme including capacity building activities and reports its performance and work plans to the NR meetings.

WHO?

RCARO SAC monitors the performance of the RCARO and gives advice and recommendations.

- The members of RCARO SAC are the Past RCA Chair, the Current RCA Chair, the Future RCA Chair, the NR of the Republic of Korea (host country), and the RCA FP.
- RCARO SAC meetings are held prior to each NRM and GCM and the results are reported to the NR Meetings.

Functions

- ✔ RCARO SAC gives advice on RCARO activities and evaluates the performance of RCARO annually.
- ✔ RCARO SAC implements the procedures for formation of the Selection Committee and the appointment of the RCARO Director.

WHO?

RCA PAC provides advice to the NRs on matters related to the planning, management, and direction of the RCA Programme.

- Membership is 6-8 members, nominated and endorsed by NRs.
- RCA PAC Chair reports to the NR meetings on PAC's activities.

Functions

- ✔ PAC advises the NRs on the procedures for 1) development 2) implementation and monitoring 3) evaluating and recording achievements of RCA Cooperative Projects.
- ✔ PAC advises RCA NRs on revising the RCA GOR pertaining to development, implementation, monitoring and evaluation for RCA Cooperative Projects.
- ✔ PAC develops RCA Regional Programme Framework (RPF).
- ✔ PAC functions as the RCA Research Review Committee (RRC) for Research Projects managed by RCARO.

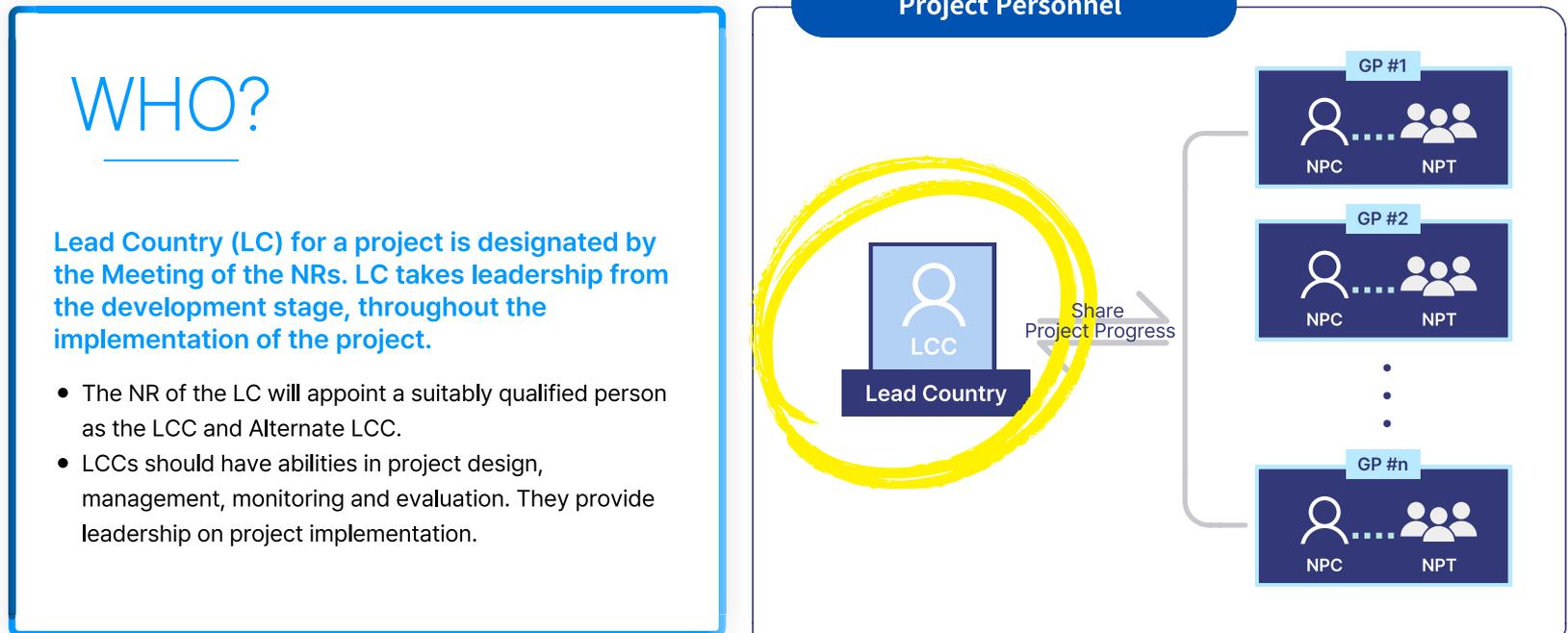
WHO?

WGs are established by the RCA NRs to carry out a specific task. For a certain duration, WGs perform specified functions given by the NRs.

- Currently WG on Drafting RCA MTS 2024-2027 is working on a strategic paper, RCA Medicum Term Strategy (MTS) for 2024-2027.

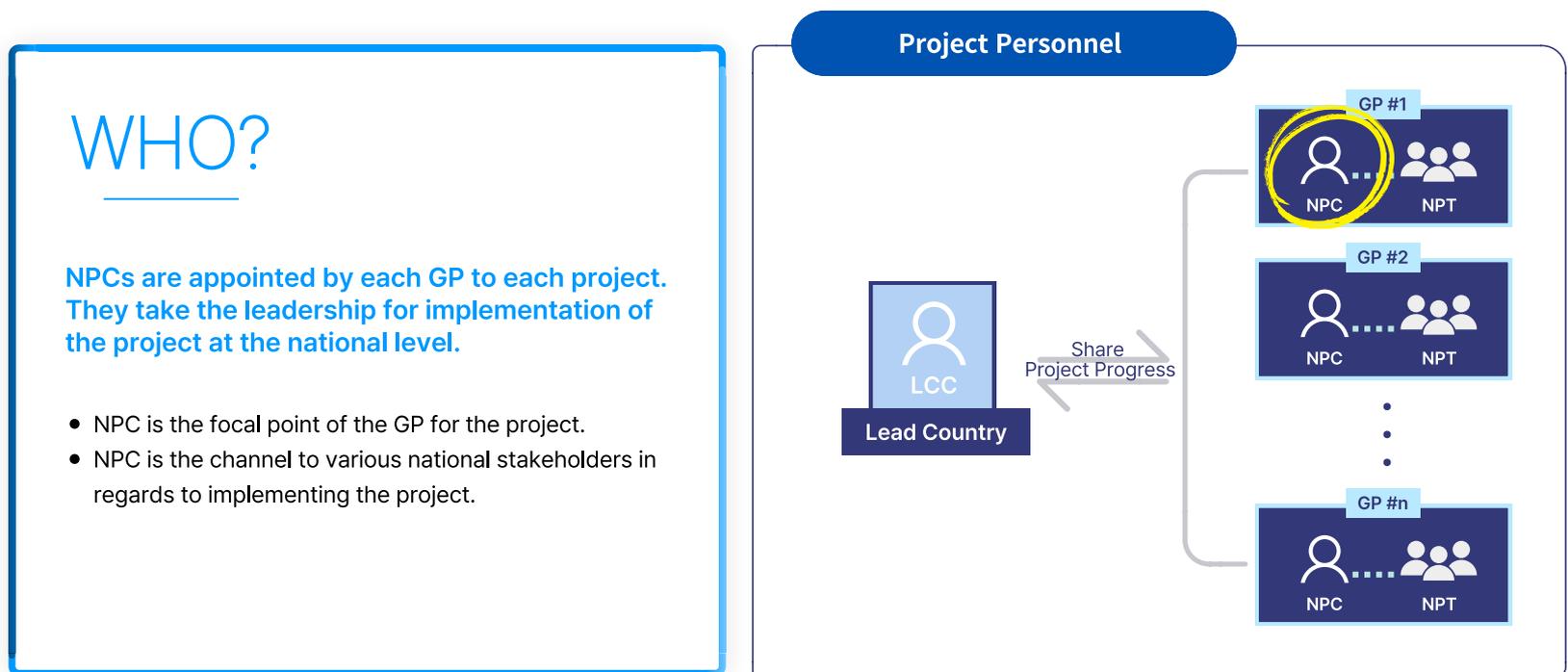
3. RCA Project Personnel

3.1. Lead Country Coordinator (LCC)



Roles and Responsibilities of the LCCs are to;

- ✓ Provide leadership for the efficient and effective planning, designing, preparation and implementation of the project to achieve its stated aims and objectives;
- ✓ Develop detailed design of the project using the Logical Framework Approach;
- ✓ Monitor the implementation of the project and progress of RCA GPs through reports of and correspondence with the NPCs;
- ✓ Submit Project Progress Assessment Report (PPAR) annually to his/her NR and to the RCA Secretariat;
- ✓ Provide relevant project documents, including training course materials, to RCARO for uploading on the RCARO website;
- ✓ Participate in project meetings as required and provide leadership for the successful conduct of the meeting;
- ✓ Submit a final project achievement report to the RCA Secretariat, through his/her NR, within six months after the completion of the project; and,
- ✓ Assist the RCARO and RCA FP in preparation of a RCA project Success Story.



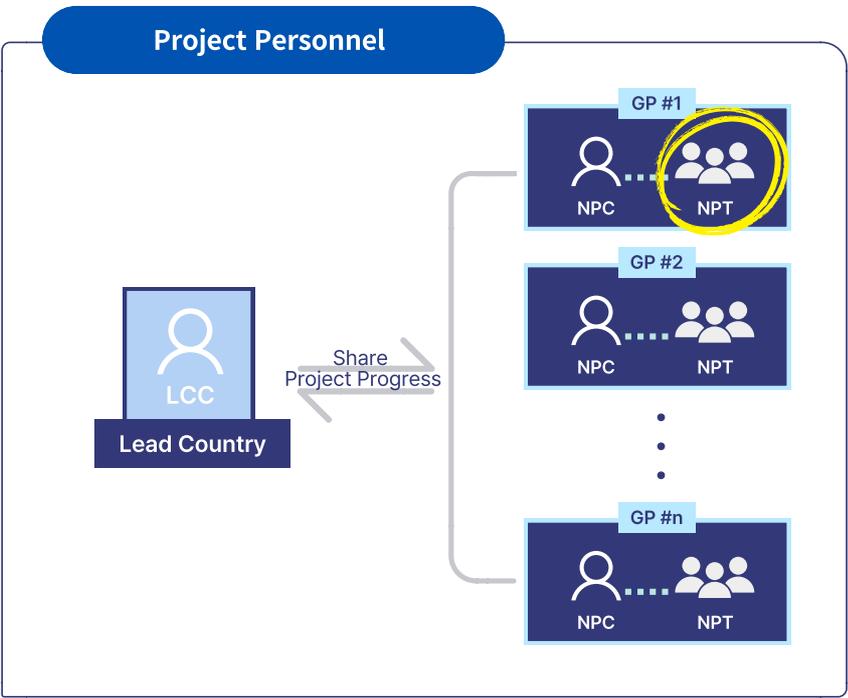
Roles and Responsibilities of the NPCs are to;

- ✔ Provide leadership for implementation of the projects at the national level;
- ✔ Provide NRs with on-going information concerning the national status of projects;
- ✔ At the project design stage, provide information to the LCCs on national status and needs, when requested;
- ✔ Submit a progress report of project activities using the designated form (GOR Annex 15) to the LCC, the Project Technical Officer and the RCA FP through his/her NR once a year;
- ✔ Report on the progress of the projects and future project requirements at the project management meetings using the appropriate designated National Reporting Template (GOR Annexes 12, 13 and 14);
- ✔ Establish a NPT with the approval of the NR and assign responsibilities for each member;
- ✔ Recommend to his/her NR the members of the NPTs who could be nominated for RCA events and activities and ensure their timely nomination; and
- ✔ Establish and maintain links with relevant national institutes, partners and potential end-users.

WHO?

NPTs are appointed by NPCs with the approval of the respective NR.

- NPT should include representatives from all major participant groups in the project activities at national level.



Roles and Responsibilities of the NPTs are to;

- ✔ Under the guidance of the NPC, be responsible for implementation of the agreed work plan at the national level;
- ✔ Provide feedback and advice to the NPC on matters relevant to the project implementation and achievements of project objectives at both the national and regional levels.

III. RCA Meetings

1. RCA Policy Meetings

Meetings of the NRs have the authorities as specified in the RCA Agreement. A Meeting of the RCA NRs is held at least once a year. In practice two meetings are held every year as follows:

National Representatives Meeting (NRM)



NRM is usually held in March/April, at venues in the region.

General Conference Meeting (GCM)



GCM is usually held during the week prior to the IAEA General Conference, usually in September at the IAEA HQ.

The NRM shall:

- ✓ Review and approve the RCA Annual Report;
- ✓ Consider policy issues, overall management and planning of the RCA Programme;
- ✓ Consider the progress reports of on-going RCA projects and make recommendations for improving the effectiveness and efficiency of the RCA Programme;
- ✓ Decide on the future priorities of the RCA Programme; and
- ✓ Address any other matters relevant to the implementation of the RCA Programme.

The GCM shall:

- ✓ Take decisions on the issues outstanding from the NRM or referred to it by the NRM; and
- ✓ Consider any other matters related to the implementation of the RCA Programme.

2. Conclusions/Decisions Made by the Meeting of the National RCA Representatives

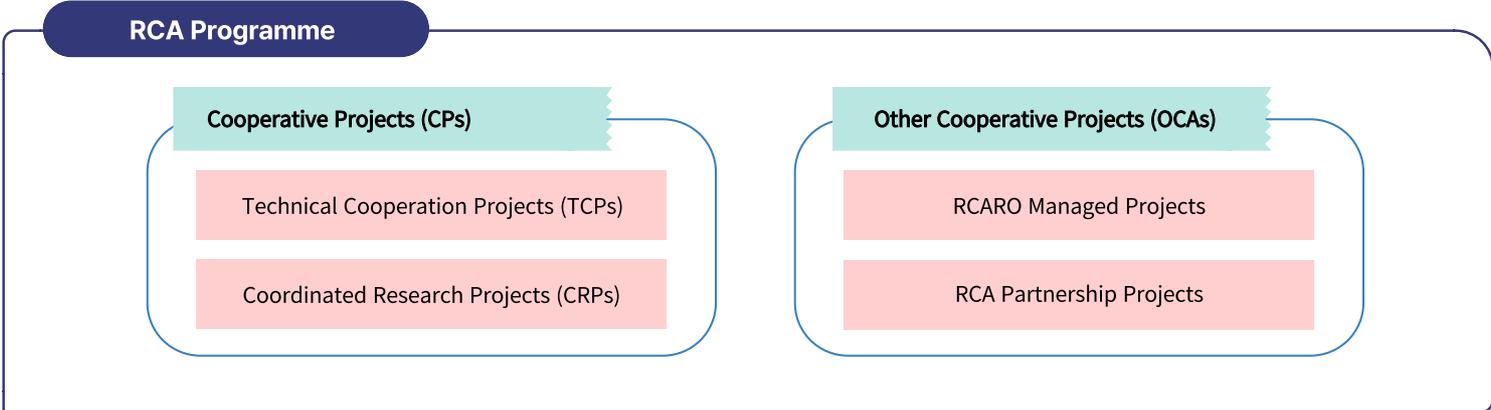
The RCA Meeting reports are the prime RCA reference documents, containing the agreed NR conclusions and decisions related to the RCA and its Programme and are the information source for the maintenance of the GOR as a “living document”.

Before the closing of the Meeting, all GPs will signify their agreement to the agreed wording of all conclusions and decisions. These will be set out in the Meeting report as the adopted text and no subsequent revision of these agreed conclusions and decisions will be permitted or recognised.

The Current RCA Chair shall have the report circulated to the NRs immediately after the Meeting.

RCA programme aims to promote and coordinate projects focused on the peaceful uses of nuclear science and technology.

- Areas of application include isotope and radiation in food, agriculture, health, industry, environment (such as air pollution, coastal/marine resources, water resources), nuclear safety, and energy planning.



1.1. Cooperative Projects (CPs)

1.1.1. Technical Cooperation Projects (TCPs)

TCPs (Technical Cooperation Projects) are created by GPs to align with their development objectives, with an emphasis on socio-economic impact. Their primary function is to assist the RCA GPs in harnessing nuclear science and technology to tackle socio-economic challenges sustainably.

Purpose

TCPs are tailored to the GPs' development needs and should produce socio-economic benefits. They empower RCA GPs to leverage nuclear science and technology for socio-economic development, focusing on sustainability, through capacity building.

Infrastructure and Resources

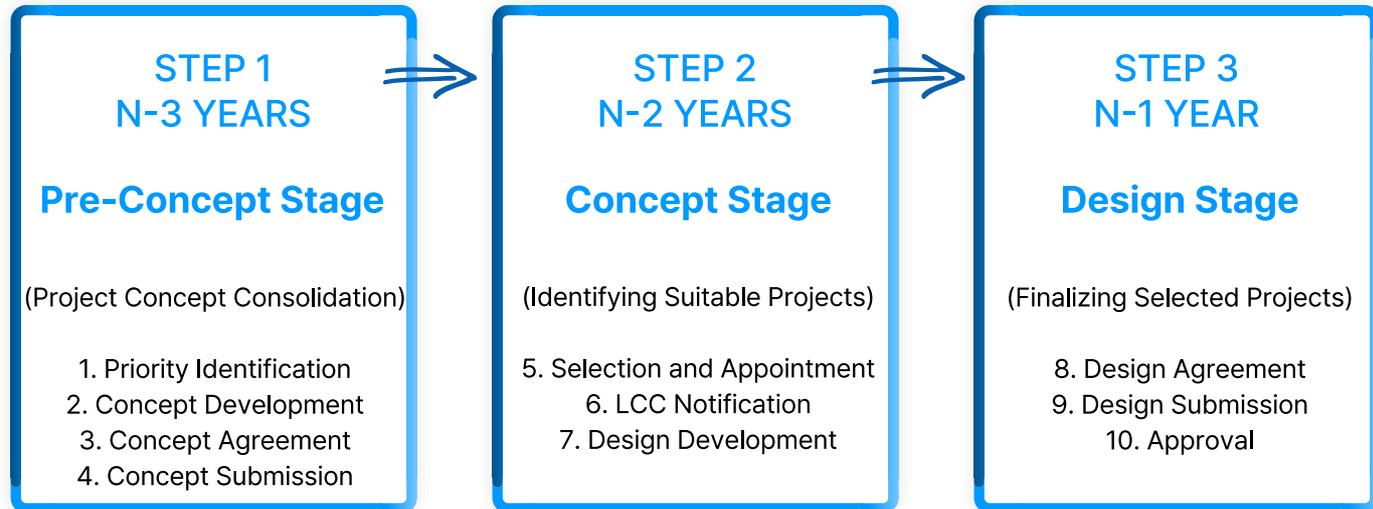
It's vital that the TCPs align with the GPs' development priorities. GPs should have the necessary infrastructure, human, and financial resources to both carry out and maintain the initiatives after completion.

Technical Inputs Include:

- Regional and national training courses
- Progress review and future planning meetings
- Technical information exchange meetings
- Expert and consultant services
- Task-specific contracts

1.1.2. Project Processes and Procedures





Detailed procedures:

1. **Priority Identification:** Recognize priority areas for RCA projects as per the relevant MTS for the three IAEA TC programming cycles.
2. **Concept Development:** NRs, in collaboration with other stakeholders, draft Project Concept Proposals.
3. **Concept Agreement:** NRs agree on potential Project Concepts for implementation, either under the IAEA's TC Programme or by donor agencies.
4. **Concept Submission:** Send the Project Concepts to the IAEA or a donor agency for review.
5. **Selection and Appointment:** NRs choose which Project Concepts should advance to Project Designs and designate LCs and LCCs for this development.
6. **LCC Notification:** Within a month, NRs must inform LCCs of contact details from their countries who can provide required information for Project Designs.
7. **Design Development:** LCCs, collaborating with stakeholders, prepare the Project Design.
8. **Design Agreement:** NRs agree on which Project Designs should be recommended for funding either by the IAEA or a donor agency.
9. **Design Submission:** Project Designs are submitted to the IAEA or donor agency for consideration.
10. **Approval:** The IAEA or the donor agency gives the final approval for the project.



Detailed procedures:

1. Initiation:

- RCA Secretariat informs NRs about approved projects.
- RCA PAC Chair appoints a PAC member for each project to assist and monitor.
- NRs appoint National Project Coordinators (NPCs) and alternate NPCs at the start of the cycle.
- NRs share project details with NPCs and instruct them on their roles, responsibilities, and necessary e-learning courses.

2. Team Formation & Planning:

- NPCs, with NRs' input, create a National Project Team (NPT) and draft an implementation work plan.
- Members for regional events are selected from the NPTs, ensuring representation from end-user organizations.

3. Participation & Communication:

- NRs fill out and submit a Project Participation Form for each project they intend to join by December of the preceding year.
- NPCs provide insights on their country's context, progress, and achievements during Coordination and Review Meetings.

4. Project Implementation & Inputs:

- RCA Secretariat, with Agency's Technical Officers, facilitates technical aspects of the project.
- NRs ensure national resources are available for the project.
- NPCs provide six-monthly progress reports to the Lead Country Coordinator (LCC). Failure to submit leads to financial consequences.
- LCCs compile NPC reports, provide a yearly Project Progress Assessment Report, and an annual summary of achievements and challenges.

C. Monitoring

GOR Part 4. / 1.1.5.



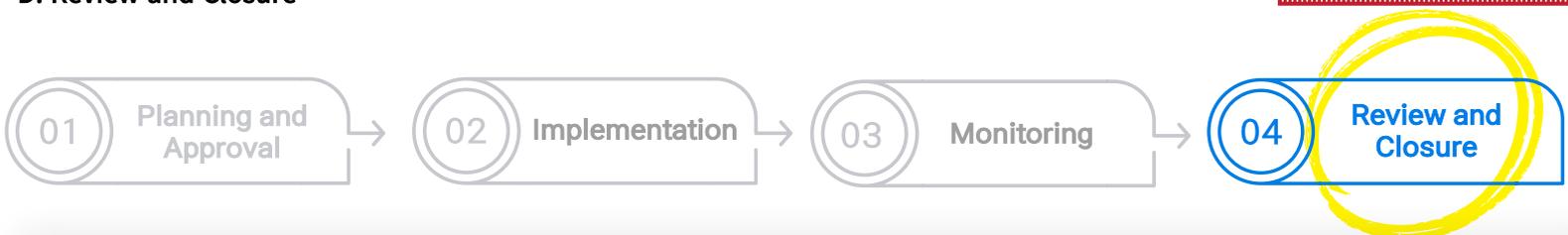
Detailed procedures:

1. Reporting & Feedback:

- GPs' in-kind contributions reported by NRs annually.
- NRs collaborate with LCCs to draft an annual plan for regional events for the upcoming year.
- Post-project, NPCs send a detailed national project report to the LCC, who reviews and sends a consolidated report.
- Two years after the completion of the project, NRs, with LCCs, send a detailed project achievement report.

D. Review and Closure

GOR Part 4. / 1.1.6.



Detailed procedures:

1. Publication & Consultation:

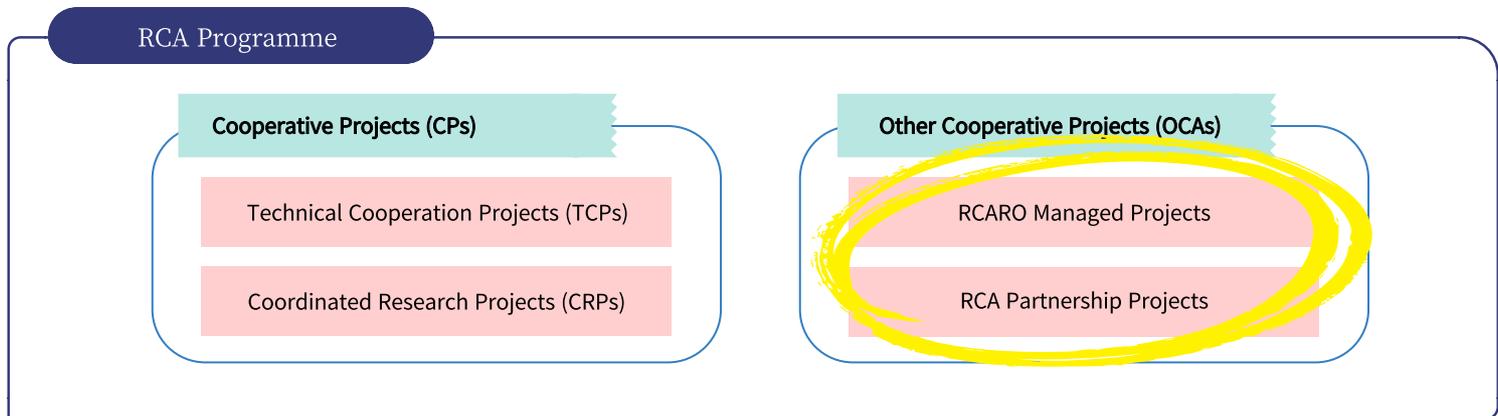
- Successful project outcomes are published as Success Stories by the RCARO, in consultation with key stakeholders.
- NRs can seek advice from NTSCs and the RCA PAC throughout these processes.

2. Project Closure:

- RCA Projects under the TC Programme are closed by the Agency after delivering planned inputs.
- While project durations vary, there's often a need for an additional two-year active period to fully realize and assess the project's desired outcomes.
- During this two-year extension, project progress is monitored via reports from NPC and LCC to the NRM.

2. Other Cooperative Activities (OCA)

OCA's (Other Cooperative Activities) provide a flexible approach to address unplanned events, complementing the execution of Cooperative Projects or responding quickly to opportunities outside the TC (Technical Cooperation) cycle. These can enhance Cooperative Projects, evaluate their effectiveness, or seize opportunities outside the regular TC cycle. Funding for these activities can come from RCA GPs, external donors, international organizations, or other approved entities, subject to approval from a Meeting of National Representatives. There are currently projects funded and supported by the RCARO.

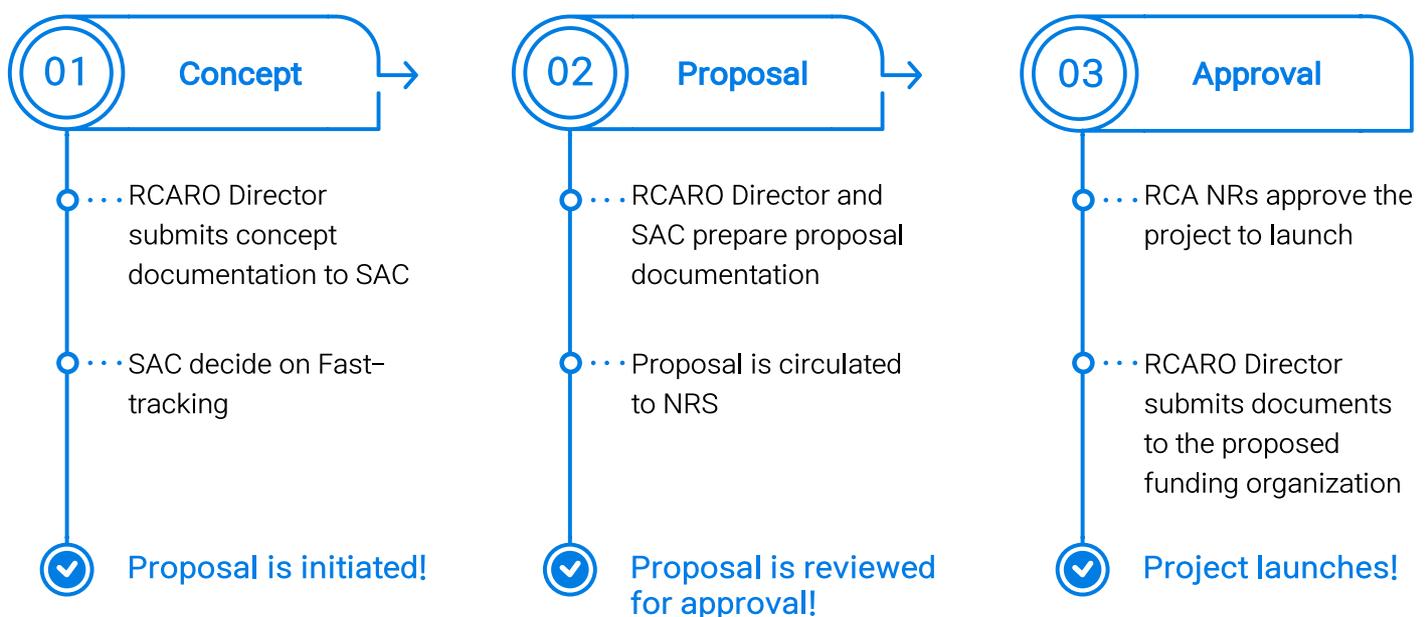


OCA should...

- Address immediate/short-term needs identified by GPs that the current RCA Programme doesn't cover.
- Align with the RCA's Vision, Mission, and Strategic Priorities.
- Focus on the needs of specific interest groups in the GPs.

2.1. RCA Partnership Projects

RCARO, to fulfill its Mission to seek opportunities to participate in projects funded from outside donors, initiates and operates partnership projects. These projects follow fast-track processing as below;



2.2. RCARO Managed Projects

RCARO coordinates requests from RCA GPs for RCARO's support for the following classes of projects under the framework of the "RCARO Managed Projects".

01

Supplementary Projects (SP)

Category 1 is linked to an RCA project from the previous, current, or next TC cycle
 Category 2 addresses urgent needs not met within the regular TC cycle using existing regional technical capabilities

02

Research Projects (RP)

RPs facilitate cooperative research activities among the RCA projects and contribute to expanding the research component of the Agreement. Duration is about 3–5 years.

03

Training Projects (TP)

TPs aim to fulfill the need for ad hoc training in specific technological areas not covered by current RCA projects. TPs are short-term and should not exceed four-week duration.

Each SP/RP/TP follows below procedures for development, evaluation and implementation & monitoring.

Type Process	SP Category 1	SP Category 2	RP	TP
Development	<ul style="list-style-type: none"> Can be developed by an NR or group of NRs using the TC Project Document Template 		<ul style="list-style-type: none"> Can be developed by an NR or group of NRs using the Proposal Template on the RCARO website 	
Evaluation	<ul style="list-style-type: none"> Evaluated by RCA PAC within 3 months 	<ul style="list-style-type: none"> (Fast-track Evaluation) Evaluated by RCA PAC for suitability within 1 week. 	<ul style="list-style-type: none"> Research Review Committee (RRC) together with external experts assesses technical aspects of RPT proposals 	<ul style="list-style-type: none"> Evaluated by RCA PAC
Implementation & Monitoring	<ul style="list-style-type: none"> Starts within 3 months of approval Progress reports due 6 weeks before each NRM; final report within 3 months of completion Results will be reflected in the RCA Annual Report 	<ul style="list-style-type: none"> Begins immediately after approval Progress reports due 6 weeks before each NRM; final report within 3 months of completion Results will be reflected in the RCA Annual Report 	<ul style="list-style-type: none"> Participating GPs should submit annual reports for review by the RRC Reports will be presented to the SAC and NRs. Results will be reflected in the RCA Annual Report 	<ul style="list-style-type: none"> An NR from the proposing GP designates a Local Coordinating Committee (LCC) to lead the event, arrange logistics, and prepare relevant documents Post-training, the LCC provides a comprehensive report to the DIR RCARO, RCA Focal Person, and RCA Chair within a month Results will be reflected in the RCA Annual Report

V. RCA Archive

The RCA Website takes the role of an online repository for all RCA stakeholders. For effective information sharing, RCA key stakeholders have their responsibilities to contribute to the information archiving and sharing.



A

RCARO

Provides RCA GPs with reference to the RCA archived records on the projects, meeting proceedings, guidelines and procedures for undertaking RCA activities, as a repository of knowledge on the RCA Programme via the RCA Website (www.rcaro.org).

GOR Part 3./5.1

B

RCA GPs

Provide information needed by the RCARO to assist in the task of improving the viability and visibility of the RCA Programme.

GOR Part 2./1.1

C

RCA FP

Provides support to RCARO as may be required within the framework of the RCA.

GOR Part 3./5.1

D

LCCs

Provide relevant project documents, including training course materials, to RCARO for uploading on the RCARO website, so far as is consistent with intellectual property rights.

Part 4./1.2/1.2.1.



THE REGIONAL COOPERATIVE AGREEMENT
For Research, Development and Training Related to Nuclear Science and
Technology For Asia and the Pacific

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