**Guideline on Designation of RCA Web Administrator (RWA)**

1. **Background**

This document provides guidelines for the RCA National Representatives (NRs) to designate suitable and capable RCA Web Administrator (RWA) in each Government Party (GP) to co-manage RCA information, documents and communication via RCA Website Service, together with the RCARO Website Service Administrator, in order to utilize the benefits of online communication.

1. **List of acronyms**

For the purpose of this documentation, the following abbreviations and acronyms are used:

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| **IAEA** | – | International Atomic Energy Agency |
| **RCA** | – | Regional Cooperative Agreement for Research, Development and Training Related to Nuclear Science and Technology for Asia and the Pacific |
| **GP** | – | Government Party |
| **NR** | – | RCA National Representative |
| **RCA-FP** | – | RCA Focal Person |
| **RCA RO** | – | RCA Regional Office |
| **RWA** | – |  RCA Web Administrator |

1. **Purpose and Scope**

The purpose of this guideline document is to provide information on roles and responsibilities, qualification and required relevant experience and competencies of RWA to be considered by the NRs in the designation of RWA in each GP. The guideline is to be applied in the context of RCA Website Service.

1. **Roles and Responsibilities of RWA**
	1. RWA shall act as the Liaison Officer between its GP’s respective NR and RCA RO Website Service Administrator in relation to management of RCA Website Service including basic technical operation of RCARO Website Service system.
	2. RWA shall provide assistance and technical support in managing accessibility to the RCA Website Service, by
		1. Providing id and password management at each respective GP.
		2. Managing user accounts and access rights within each respective GP.
	3. RWA shall provide assistance and technical support in managing RCA content/information/document including
		1. Assisting respective NR and counterparts for downloading of RCA content if and when requested.
		2. Uploading and updating of RCA content of relevance to their respective GP.
		3. Classifying RCA content in consultation with respective NR.
		4. Ensuring the quality of RCA content provided to RCA Website Service in consultation with respective NR.
2. **Qualification of RWA**

The designated RWA of each GP shall fulfil the following pre-requisites:

* 1. Knowledge and understanding of RCA Programme including RCA Website Service.
	2. Good command of the English language in writing, speaking and communication.
	3. Preferably possess appropriate knowledge in Computer Science, Information Technology (IT), Information Management or related fields.
1. **Roles of RCARO in Relation to the Functioning of the RWA**

In order to enable RWA in each GP to function effectively in co-managing the RCA RO Website Services, RCA RO shall provide the following facilities and assistance to the RWA:

* 1. Provide appropriate accessibility and guidance to RWA for co-managing the RCA Website Service.
	2. Provide regular update for the RWA of each GPs to keep abreast of any changes in the RCA Website.
	3. Ensure that the final content is appropriate to the context of RCA under the guidance of RCA FP and NR.
	4. Consult with RCA FP and respective NR to verify any dispute in the content and/or its classification.
1. **Roles of NR in Ensuring the Implementation of the RWA Mechanism in Each GP**

In order to assist RWA in each GP, ensure an effective management and maintain a high level of quality for the content of RCA Website Services, it is highly recommended that NR in each GP takes the following actions:

* 1. Designate a person from respective GP to act as the RWA in compliance with this guideline.
	2. Establish appropriate mechanism for providing quality and up to date content to RWA for subsequent provision to the RCA Website Service.
	3. Provide guidance to RWA for classifications of RCA information or documents.
	4. Assist RWA in settling any disputes that may arise in the content and/or classifications of content in the RCA Website Services, in consultation with RCA RO and RCA FP.