

## **Implementation issues**

### **1. Local operating costs.**

1.1 MSs should recall that under the RCA Guidelines and Operating Rules, the host is expected to shoulder all the local operating costs to the extent possible.

1.2 The agency issued a letter to the RCA MSs dated (22 January 2002) regarding this. (Copy attached)

### **2. Communication Issues**

2.1 The RCA Office directly communicates to the National RCA Representatives except in some cases when the RCA Office has been advised to contact them( the National RCA Representatives) through their Missions, with copy to the Representatives.

2.2 The Agency host agreement letter is **always** signed by the office of the DDG-TC addressed to the Missions.

2.3 Agency invitation letter to RCA events is **always** signed by the Office of the RCA Coordinator directly to the National RCA Representatives, copied to selected Missions

2.4 Nomination forms are received at the agency via several channels:

2.4.1. through Records and Communication System(RCS), which records receipt and distributes to the concerned personnel(e.g. TO, PRO, Implementation Officer(IO), etc)

2.4.2 by fax to RCS or the RCA office or to TO. If RCS receives this the action as above is taken by it; if RCA receives this, this is forwarded to RCS for recording and distribution; if TO (rare cases) receives this, a copy is forwarded to RCA office.

2.4.3 by email to IAEA Mail system or to PO, TO, and IO. If this is received through the Agency Mail system, the message is forwarded to the PO, TO, and IO; if directly sent either to the PO or TO, it is forwarded to one another (if PO receives this, a copy is forwarded to the TO and the IO)

2.4.4 Sent from the Mission or hand carried by the Mission representative to the RCA office. If sent by the Mission through the regular channel, RCS gets this and processes as in 2.4.1 above. If this is hand carried to RCA office, it is forwarded to RCS for normal recording and distribution, (and when there is time constraint, a copy is sent to the Implementation Officer and TO in parallel)

2.5 For training events a nomination form is required to be submitted and filled up and duly endorsed by the authorizing body. For a meeting/workshop a meeting/workshop application form is required.

2.6 Email has been accepted as a formal communication within the agency for routine and operational matters. RCA Office should be advised by the National Representatives regarding their policy on this.

### **3. Templates**

3.1. RCA Office has already distributed to all MSs the following templates to facilitate work of MSS :

- 3.1.1. application form for training courses
- 3.1.2 application form for workshop/meetings
- 3.1.3 project format
- 3.1.4 logical framework matrix
- 3.1.5 questionnaire for RRUs
- 3.1.6 evaluation questionnaire on training courses

These are also made available in the RCA homepage, Members only.

#### **4. National Consultants**

4.1 National Consultants are personnel involved in a project and are recruited for activities related to said project, for example when attending a project committee meeting or workshops. They may also be asked to go on a mission in their capacity as national consultant. In these two cases no fee is usually given to them when they are recruited for a mission related to the project, only travel and DSA.

4.2 If the above personnel are recruited for missions outside the project, then a fee is usually considered.

#### **5. Fellowship/Scientific Visit Applications**

5.1 Fellowship/SVs in which the counterpart has requested for postponement for 2 times will be subjected to cancellation on a 3<sup>rd</sup> request for postponement.

#### **6. Reporting requirements**

**6.1** To help the Agency/RCA office and/or Lead Country monitor the results of the activities that have been implemented, we request the report(s) to be submitted in accordance with the enclosed table and within the time period indicated.

**Table 1 Reports to be submitted**

Activity	Report needed	By	Within to submit
Regional Events: a. Training courses b. Workshops c. Meetings	a. Course evaluation report b. Workshop report c. Meeting report	a. Course director b. Workshop organizer c. Meeting organizer	a. 2 weeks after end of course; submitted with financial report b and c . Within 1 week after end of workshop/meeting
Fellowship training	Fellow's progress report; terminal report	Fellow	Within 1 month after the end of fellowship
Scientific visit	Report on SV	Scientific visitor	Within 2 weeks after end of SV
Expert missions	Short report	Project counterpart	Within 1 week after mission
Equipment supply	Report on receipt of equipment, spare	Project counterpart/National	As soon as possible after receipt

	parts, items, etc.	RCA Coordinator/TC liaison office/recipients	

## 7. Lead Times

7.1 The agency lead times for preparations of events are indicated below:

Experts: at least 8 weeks before start of the expert missions the approved job description must be received

Meetings/workshops: at least 3 months for sending nominations to meetings/workshops

Training courses: 6 months for regional training events(includes)

Sending of host agreement letter—at least 6 months before

Sending of invitation letter—at least 4 months before or soon after the HA is sent out.

Receipt of nominations—at least 3 months before the event for receipt of nominations

Selection of participants

**\*all names of selected candidates must be in at least 8 weeks before the start of the course.**



**INTERNATIONAL ATOMIC ENERGY AGENCY**  
WAGRAMER STRASSE 5, P.O. BOX 100, A-1400 VIENNA, AUSTRIA  
TELEPHONE: (+43 1) 2600, FACSIMILE: (+43 1) 26007, TELEX: 112645 ATOM A,  
E-MAIL: Official.Mail@iaea.org, INTERNET: <http://www.iaea.org>

**Message No:**

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**In case of incomplete transmission, please call +43 1 2600 ext 22313**  
Division for Africa and the East Asia and the Pacific

**Addressee(s):**

RCA National Representatives  
Please see attached list

**External Information Copies:**

**File Reference (Please quote in return correspondence):**

2002-01-22

**Subject: Implementation of RCA Regional Events support to local operating costs**

Dear RCA National Representatives,

In 2000 there were sixty-five (65) regional events implemented under the different project of the RCA programme. In 2001 this number is sixty-one (61) and for 2002 it is projected that there will be about seventy-seven (77) regional events.

The attention of the RCA National Representatives is called to the following:

a. Local operating Costs:\*

Under the RCA Operating Rules and Guidelines the host country is expected to shoulder all of the local operating cost to the extent possible. In the past few years, this has not really been generally observed, and MSs continually request the Agency to support the event locally.

This support may take the following form:

- i. Direct financial support such as to pay for rental of venue and special equipment, transportation costs for technical visits, and communication costs;
- ii. Support for local participant such as travel (if coming as far as 50 km from the venue) accommodations and part stipend;
- iii. Financial support to organizers via a Memo of Understanding with the host, under which they organize/implement the event.

b. Advisory

We would like to advise the MSs that for 2002, the following will be observed by the RCA in connection with local operating costs:

1. MSs will shoulder the cost of photocopy, faxes, and communications related to the organizations of the course, and transportation costs between hotel and venue,

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\* Comprise all or part of the following: transportation cost of participants; communication cost (faxes, telephone and photocopy) rental of venue owned by the host, use of facilities owned by the host. The local operating costs do not include elements/supplies needed for the conduct of the course – these can be provided by the Agency.

2. Transportation cost for technical visits as part of the event will be supported by the Agency.
3. MSs will ensure they have the basic infrastructure to coordinate the event, e.g. operating computers, if required.
4. For local participants, MSs are expected to shoulder their stipend and accommodation costs, special consideration may be given to LDCs.

For meeting/workshops:

The Agency will not support the participation of non-TC recipient countries, specially for travel and DSA.

Please consider the above when confirming your intent to host regional events.

Best regards,

C.R. Aleta  
RCA Co-ordinator  
East Asia and the Pacific Section