



REGIONAL COOPERATIVE AGREEMENT

**26th REGULAR MEETING OF THE RCA NATIONAL
REPRESENTATIVES**

ISLAMABAD, PAKISTAN 12-15 APRIL 2004

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FOR THE STRATEGIC SESSION**

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Proposed Composition of the Working Groups (Plenary)

1. Formulation of Medium Term Strategy (Agenda Item S2(i))

Australia (Group Leader)
Bangladesh
Indonesia
Philippines
Vietnam

2 Procedure for formulation of new project proposals (Agenda Item (S2(ii))

Republic of Korea (Group Leader)
China
Japan
New Zealand

3. Appointment, Roles and Responsibilities of RCA Stakeholders (Agenda Item (S2(iii))

Malaysia (Group Leader)
India
Mongolia
Thailand
RCARO

4. RCA Annual Report (Agenda Item S2(iv))

Pakistan (Group Leader)
Myanmar
Singapore
Sri Lanka

Modality of Formulation of Medium Term Strategy (Plenary)

Background

The adoption of a Regional Programme Framework similar to the Country Programme Frameworks adopted by several Member States of the IAEA was proposed by Bangladesh at the 25th Meeting of the National Representatives and at the 32nd RCA General Conference Meeting. A suggestion was also made on preparing a regional profile for each sector since preparation of the Regional profile Framework was a complicated task. No formal decision was made in this regard. It was also decided to obtain the views of the thematic Lead Country Coordinators of the priority area for the RCA and circulate to National Representatives one month before the next meeting.

While adoption of a medium term strategy by identifying priority areas for the next several years would have a number of advantages, **Member States may consider whether it would be possible to devise such a strategy in a one day session using the information available at present.** Country Profile Frameworks are developed after extensive discussions with the key institutes of the Member States by the Agency officials and finalized after several rounds of consultations.

Therefore the following options are presented to the Member States for consideration and is recommended that the decision on these options is taken at the **initial plenary session.**

OPTIONS

Option 1

Devise criteria for RCA projects based on what they are expected to achieve and the characteristics they should have and ensure all future projects selected for

implementation satisfy the criteria. No decision to be taken on the priority areas for the future.

. The following are the factors proposed to be considered in developing the criteria..

1. What the RCA projects are expected to achieve (e.g. Contribute to solving development/environmental problems of the Member States, Contribute to TCDC, Contribute to human resources development)
2. The characteristics the RCA Projects should have (e.g. Be related to national needs/priorities of Member States, lead to socio-economic impact, conform to the requirements of the funding agencies, demonstrate the advantages of regional approach)
3. Issues related to implementation (e.g. Ability to be implemented with the infrastructural facilities in the participating Member States)
4. Sustainability

Option 2

Decide on the priority areas for the future based on the following information and on the criteria for selection of projects.

1. Priority areas identified by 11 RCA Member States in their Country Profile Frameworks (8 completed and 3 in draft form)
2. Recommendations of the Lead Country Coordinators (one recommendation has been received up to 28-02-2004)
3. Information on the RCA Projects implemented in the past
4. List of IAEA Thematic Plans

5. Millennium development goals

(CONTD)

Option 3

- a) Consider the information available and decide on what additional information would be needed to develop the strategic plan , and the time frame and modality of development of such a plan.**
- b) Decide on the criteria for selection of projects.**

In order to use the strategic plan for the next TC cycle it should be finalized at the next General Conference Meeting of the National Representatives. (If the proposed procedure for formulation of new project proposals is adopted)

RCA Medium Term Strategy

List of documents.

The following documents are enclosed to facilitate the development of a Medium Term Strategy if the Member States decide to adopt **Option 2** of the RCANRM(26)/SS2.

1. Table containing priority areas identified by 11 RCA Member States in their Country Profile Frameworks (8 completed and 3 in draft form) and the number of RCA projects implemented in the past in each area. - (MTS.1)
2. Recommendations of the Lead Country Coordinators - (MTS.2)
3. Information on the RCA Projects implemented in the past - (MTS.3)
4. Goals and Objectives of IAEA TC Strategy - (MTS.4)
5. List of IAEA Thematic Plans -(MTS.5)
6. Millennium development goals- (MTS.6)

PRIORITY AREAS IDENTIFIED AND PROJECTS IMPLEMENTED

	Sector	No. of countries that have indicated as priority areas++	No. of projects implemented in the past	Other Criteria				
1	Energy Planning/Nuclear Power	6	6					
2	Nuclear Instrumentation	5	1					
3	Research Reactor Utilization	2	5					
4	Research Reactor Safety	2	0					
5	Isotope production	3	0					
6	Plant Breeding	11	3					
7	Fertility and Crop Nutrition	2	1					
8	Food Irradiation	3	5					
9	Bio technology / Bio Fertilizers	8	0					
10	Reclamation of saline lands	2	0					
11	Irrigation	1	0					
12	Pest Management	6	0					
13	Pesticide/Chemical residue monitoring	3	0					
14	Animal Diseases	6	1.5					
15	Animal Production	8	0.5					
16	Radiotherapy	10	6					
17	Nuclear Medicine	10	8					
18	Neonatal screening	2	0					
19	Control of TB/Malaria/Hepatitis (molecular methods)	6	0					
20	Tissue Banking	1	2					
21	Sterilization of Medical Products	2	0					
22	Production of Radiopharmaceuticals	4	0					

23	Medical Physics	1	1					
24	Nutrition	6	0					
25	Industrial and Environmental Applications	-	11					
26	NDT*	6	1					
27	Nuclear Tracers*	8	3					
28	Radiation processing*	8	3					
29	Nuclear Gauges and NCS*	5	2					
30	Water Resources*	10	2					
31	Air-pollution Control*	4	2					
32	Marine pollution control	2	2					
33	Geothermal energy resources	2	1					
34	Radiation Protection	9	5					
35	Medical Exposure Control	2						
36	Emergency preparedness	1	1					
37	Nuclear Safety	6						
38	Nuclear Security	1						
39	Waste Management	11						
40	ENO		3					

++ From 8 finalized CPFs and 3 drafts

* Were components of the project on Industrial and Environmental Applications

RECOMMENDATIONS OF LEAD COUNTRY COORDINATORS**1. Priority Areas in the Environmental Sector - Dr. Andreas Markwitz, Lead country co-ordinator Environment**

This report is to outline the priority areas for the RCA in the near future as seen by the environmental lead-country co-ordinator.

Two different classes of projects have been identified:

1. General projects that reflect urgent matters of importance for the RCA. Key projects that are of high importance for all member states are focusing on health, agriculture and poverty are summarized in table 1. These general projects are long-term projects possibly running for at least 12 years that need re-focusing from time to time but should have a long lifetime in order to enable these very complicated and timely lengthy projects to have an impact on decision making.
2. Specialized projects that cater for special problems. An attempt was made to identify some of the projects that might be of importance for the RCA. However, it should be noted that there might be more specialized projects that are yet to be identified. This class of projects is expected to change over the years. Some of these possible short term projects possibly running for four years are identified and summarized in table 2.

Table 1: Projects of general importance – long term projects.

Priority	Title / Project	Sub-project	Objective(s)	Status
1	Water pollution	Groundwater	Development of methodologies on GW pollution with the aim to have an impact on management decisions.	Running
		Surface water and sediments	New programme to assess surface water and sediment contamination using nuclear techniques with an aim to assist local government agencies in decision making.	No programme
		Flood water	New programme to assess flood water using nuclear techniques, e.g. assessing dissolved and particulate heavy element matter with an aim to assist local government agencies in decision making.	No programme
		Coast marine	Improving regional capacity for assessing and managing risks associated with contaminated sediments in urban coastal environments.	Running
2	Air pollution	Outdoor air particulate matter	Air pollution is identified as one of the major environmental problems in Australasia. This programme tackles local and transboundary air pollution issues with the aim to assist government agencies with decision making.	Running
		Indoor air particulate matter	Additional to outdoor air pollution, in-door air pollution is identified as a major health risk. This new programme should work hand-in-hand with the outdoor air pollution programme. It's aim is to assess indoor air pollution using the successful techniques applied to outdoor air particulate matter air pollution.	No programme

3	Soil pollution	Contamination in soil used in agriculture and residential sites	Good soil quality is essential for growing food with the aim to tackle poverty. Nuclear techniques can be used ideally to assess the uptake of heavy elements in food (plants) from the soil.	No programme
		Soil near industrial / waste disposal sites	Assess the possibility of leaching (migration) of pollutants into soil surrounding industrial and waste disposal sites with the aim to manage contaminated sites.	No programme
4	Bio-monitors	Feasibility study of bio-monitors for water, soil and air	Water – shell fish contaminated with heavy elements Soil – Plants that take heavy elements up Air – Lichens that feed on air and die in polluted air	No programme

Table 2: Special projects of importance – short term projects.

Priority	Title / Project	Objective(s)	Status
Specialized problem	Environmental pollutant history	Identify historical environmental pollution events. Study of, for example, soil cores or tree rings to assess historic pollutants. Data can be used to assess current environmental situations at localised regions.	New programme
Specialized problem	Dam safety	Use of isotopes in dam safety and dam sustainability.	RAS – terminated
Specialized problem	Geothermal resources	Investigation of geothermal fields in Himalayan and adjoining mountain ranges in Southeast Asia	RAS – terminated
Specialized problem	Environment conservation	Environment conservation by using radiation processing.	RAS – New

RCA PROJECTS IMPLEMENTED IN THE PAST

Project No.	Title	Objective	Start	Completion
RAS0013	Energy and Nuclear Power Planning	To stimulate co-operation among WASP and ENPEP users and promote the exchange of information.	1988	1998
RAS0015	Development of TCDC in Asia and the Pacific	To foster technical co-operation among developing countries (TCDC) in the nuclear field.	1989	1998
RAS0019	Nuclear Information System	To produce a regional system of nuclear information centres that will permit the sharing of information resources	1993	1998
RAS0021	Nuclear Power Planning	To facilitate national implementation of nuclear power programmes through the pooling and analysis of information on effective strategies used in RCA Member States.	1995	1999
RAS0022	Public Acceptance and Trade in Irradiated Food	To promote wider acceptance by the public and free circulation of irradiated food within and among countries in the region.	1995	1998
RAS0023	Energy, Electricity and Nuclear Power Planning	To further promote regional co-operation among RCA countries in the field of energy, electricity and nuclear power planning; in particular, for improving the reliability and quality of forecasting, planning and analytical capabilities	1995	1999
RAS0028	Comparative Assessmt of Electricity Generation Options	To equip Member States with tools to carry out comprehensive comparative studies on the role of different energy resources for countries in the region, develop country specific databases, utilize Agency planning tools and assess the role of nuclear power	1999	2003
RAS0033	Role of Nuclear Power and Other Energy Options in Mitigating Greenhouse Gas Emissions	The overall objective is to help Regional Co-operative Agreement (RCA) Member States develop improved capacities for assessing the role of nuclear power and other energy options in addressing priority environmental issues in the region, e.g. cost of effec	2001	2003
RAS1007	TC on Use of Reactor Neutron Beam	To train staff working with research reactors on the use of reactor neutron beams in the study of materials; emphasis to various aspects of neutron diffraction and spectrometry, and to neutron experiments with subsequent data analysis	1986	1986
RAS4008	Nuclear Instrument Maintenance	To strengthen regional and national infrastructures in nuclear instrument maintenance and repair.	1988	1998
RAS4011	Research Reactor Utilization	To assist institutes in the RCA Member States operating research reactors to make optimum use of these facilities, including the provision of irradiation services and the production of radioisotopes, and to facilitate collaboration and co-operation between	1990	1998
RAS4016	Disposal of Radioactive Waste from Non-Power Sources	To assist Regional Co-operative Agreement (RCA) Member States to develop reference disposal concepts for low- and intermediate-level waste (LILW) from non-power sources; and to establish a regional forum to facilitate sharing of experience and technical c	1997	2003

RAS4019	Improving Research Reactor Operation and Utilization	Overall, to bring about qualitative and quantitative improvements in various aspects of research reactor operation and utilization; specifically, to improve information exchange between research reactor personnel of Member States in selected priority area	1999	2001
RAS4020	Improvement of Research Reactor Operation and Utilization	To bring about qualitative and quantitative improvements in various aspects of research reactor operation and utilization; specifically, to improve information exchange between research reactor personnel of Member States in selected priority areas such as	2001	2003
RAS5020	Food Irradiation Process Control and Acceptance	The project aims at transferring the technology of food irradiation to industries through proper process control and evaluation of acceptance. The introduction of this technology will reduce post harvest and storage loss and improve hygienic quality of food	1989	1996
RAS5021	Increasing the Capabilities of Common Grain Legumes	To increase the capability of the participating countries to raise the yield of grain legumes, in particular chick peas, soybean, groundnut, mungbean and cowpea, without the need for nitrogen fertilizers, thus making these legumes available to the poor at	1989	1998
RAS5034	Irradiation As Sanitary & Phytosanitary Food Treatment	To implement a harmonized protocol on irradiation as quarantine treatment of fresh horticultural commodities; to implement national regulations on the basis of the "Harmonized Regulations on Food Irradiation for Asia and the Pacific"; to establish irradiation	1999	2001
RAS6006	TC on Brachytherapy of the Uterus Cancer	To provide intensive training to radiotherapists and medical physicists not adequately familiar with modern techniques, including safety considerations, in radiation therapy of carcinoma of the cervix.	1984	1986
RAS6010	Train-the-Trainers on Data Process. in Radioimmunoassay	To train specialists in computerized processing of Radioimmunoassay Data in order to enable them to train their colleagues in their home countries, thereby improving the reliability of Radioimmunoassay in the region.	1987	1987
RAS6011	Radioimmunoassay of Thyroid Hormones	To train specialists in computerized processing of Radioimmunoassay Data in order to enable them to train their colleagues in their home countries, thereby improving the reliability of Radioimmunoassay in the region.	1986	1993
RAS6012	TC on Radioimmunoassay and Its Clinical Applications	To provide a basic understanding of radioimmunoassay and its clinical applications to those who wish to develop their own radio systems	1986	1986
RAS6016	Use of Computers in Technetium-99m Imaging	To enhance national competence within each RCA Member State for improving health care and particularly for increasing the diagnostic skills of nuclear medicine physicians.	1988	1998
RAS6018	Radioimmunoassay for Hepatitis B Diagnosis	To establish inexpensive, simple and reliable methods based on bulk reagent methodology and radioisotopic microanalytical techniques for the diagnosis of viral hepatitis.	1991	1998
RAS7003	Radiation Sterilization of Tissue Grafts	To build up the regional and national infrastructure, through harmonized and standardized procedures, for production of radiation sterilized tissue graft materials and to support the technology through appropriate technical and promotional initiatives.	1988	1998

RAS7008	Quality Assurance in Radiation Sterilization of Tissue Graft	To improve the quality assurance systems of participating tissue banks in the region; to train additional human resources through the use of a distance learning curriculum developed in a previous programme cycle; and to raise public awareness of tissue do	1997	2003
RAS8008	Industrial Appl. of Isotopes and Radiation Technology	Introduction of isotope and radiation technology through training and demonstration in industries of major economic importance including minerals, paper, rubber, steel, petrochemicals and fertilizers. Demonstrations to be used as models for plant operatio	1979	1987
RAS8011	Radioisotopes in Industry	Expansion and acceleration of the transfer of isotope and radiation technologies to regional industries.	1982	1995
RAS8059	Isotope Hydrology Workshop and Seminar Support	To support rca regional workshop "isotope hydrology for asia and the pacific" and executive management seminar "isotope techniques on water resources development and management" through the provision of domestic travel and facilities.	1987	1993
RAS8061	Industrial Appl. of Isotopes and Radiation Technology	To promote the introduction of isotope and radiation technology in major regional industries including minerals, paper, rubber, steel, coal, cable manufacture, surface coating and medical products sterilization; through training, demonstrations, workshops	1987	1993
RAS8062	Radioisotopes in Industry	To promote the introduction of isotope and radiation technology in major regional industries, including minerals, paper, rubber, steel, coal, cable manufacture, surface coating and medical product sterilization, through training, demonstrations, workshops	1987	1995
RAS8063	TC on Advanced Methodologies of Isotope Applications	To transfer the know-how and knowledge on advanced methodologies in the use of Isotopes for Hydrological purposes.	1987	1988
RAS8064	Radiation and Isotope Applications in Industry	To promote the introduction of isotope and radiation technology in major regional industries, including minerals, paper, rubber, steel, coal, cable manufacture, surface coating and medical product sterilization, through training, demonstrations, workshops	1988	1996
RAS8065	Marine Contaminant and Sediment Transport	To strengthen the capability of institutes in the region to address the problems of the transport of contaminants and redistribution of sediments on a local and regional scale, using measurements of marine radioactivity and related parameters.	1989	1996
RAS8068	Isotopes and Radiation in Industry and Environment	To promote the use of isotope and radiation technology for environmentally sustainable development.	1993	1998
RAS8069	Isotopes and Radiation in Industry and the Environment	To contribute to sustainable national development through the application of modern isotope and radiation technology to industry and the environment.	1993	1999
RAS8070	Isotopes and Radiation in Industry and the Environment	To promote the use of isotope and radiation technology for environmentally sustainable development.	1993	1998

RAS8071	Isotopes & Rad. for Tech. & Environ. Sustainable Devp.	To help RCA maximize an effective transfer of technology, in order to achieve self-sufficiency; to establish technology with appropriate industries, utilities and other end users; to transfer technology through advisory services, workshops, training and n	1993	1998
RAS8077	Thematic Programme on Advanced Techniques for Industry	(1) Non-destructive testing and evaluation (NDT/NDE): (a) to develop national core groups of qualified NDT Level III personnel, to harmonize NDT Level III certification schemes in the RCA region, and to promote the establishment of national NDT societies;	1997	2002
RAS8078	Nucleonic Control Systems and Tracers in Industry	To promote the routine application of tracer technology and nucleonic control systems in selected industrial sub-sectors such as petrochemical and mineral ore processing.	1997	2002
RAS8080	Better Mgt of Envir & Industry Thru Isotope & Rad Tech	To use isotopes and radiation technology to address problems associated with sustainable human development, by forging technology partnerships with end users, developing links between institutes and implanting relevant technology within national institute	1997	2002
RAS8083	Management of Marine Coastal Environmental Pollution	To promote the routine use of radiation and isotopic techniques to meet regional needs in environmental management and in industrial performance and competitiveness, with particular emphasis on reducing marine pollution; to apply integrated numerical mode	1999	2003
RAS8086	Radiotracers/Sealed Sources / Nucleonic Gauges in Industry	General: to upgrade the capability of radiotracing and radiogauging groups in RCA developing countries, consolidate and systematize existing know-how, and extend the use of new techniques and applications. Specific: to apply radiotracer and radiogauging t	1999	2003
RAS8087	Radiation Processing Application for Agrowaste	To demonstrate the technical feasibility of using radiation processing technology to convert agrowastes into useful products, modify properties of indigenous chitin/chitosan for developing useful health products, and reduce pollution levels by electron be	1999	2003
RAS8089	Optimization of Mineral Resources Recovery Using Low Radioactivity Portable Nucleonic Gauges	To demonstrate safe use of nucleonic control system (NCS) technology for solving optimization problems in mineral recovery and to share this safer technology among Regional Co-operative Agreement (RCA) Member States.	2001	2003
RAS9006	Strengthening of Radiation Protection Infrastructures	To strengthen the radiation protection infrastructure in support of industrial activities and health services in the region.	1987	1999
RAS0025	Technical Co-operation Among Developing Countries	To promote technical co-operation among developing countries (TCDC) in the nuclear field within the Regional Co-operative Agreement Member States and with other regions/regional agreements.	1997	
RAS0029	Radiation Protection and Networking	To strengthen a sustainable institutional network comprising national nuclear research institutes in the region and end users in the environmental and industrial sectors, with the use of modern information technology and the support of regional resource u	1999	

RAS0035	Management of Technical Co-operation among Developing Countries	To manage technical co-operation among developing countries (TCDC) in the nuclear field within RCA Member States and with other regions/regional agreements; to increase the capability of electronic networking among the Member States to include databases,	2003	
RAS0038	Role of Nuclear Power and Other Energy Options in Competitive Electricity Markets	The primary goal of the project is to: i) enhance the capabilities of RCA Member States to elaborate sustainable energy strategies, ii) conduct national studies to assess the role of nuclear power and other energy options in competitive electricity market	2003	
RAS4022	Improvement of Research Reactor Operation and Utilization, Phase II	To bring about qualitative and quantitative improvements in various aspects of research reactor operation and utilization; specifically, to improve information exchange between research reactor personnel of Member States in selected priority areas such as	2003	
RAS5035	Improving Animal Productivity and Reproductive Efficiency	To improve the productivity and reproductive efficiency of livestock in the East Asia and the Pacific region. The specific objectives are to consolidate and disseminate the use of strategic supplementary feeding using urea molasses multinutrient block (UM	1999	
RAS5037	Mutational Enhancement for Genetic Diversity in Rice	To sustain rice-breeding programmes through genetic enhancement, leading to increased productivity and resistance to biotic and abiotic stresses	1999	
RAS5039	Restoration of Soil Fertility and Sustenance of Agricultural Productivity	The overall objective is to develop improved soil, water, nutrient, and crop management practices while counteracting predominant soil degradation processes (like nutrient depletion, soil acidification, and soil erosion) in order to increase and sustain c	2001	
RAS5040	Enhancement of Genetic Diversity in Food, Pulses, and Oil Crops and Establishment of Mutant Germplasm Network	The specific objectives are (i) to use radiation-induced mutation breeding technology combined with biotechnology to develop improved germplasm of food crops, oil crops, and pulses; and (ii) to establish a Mutant Germplasm Network (MGN) of promising genot	2001	
RAS5041	Production of Foot and Mouth Disease Antigen and Antibody ELISA Reagent Kit	The overall objective is the control and eventual eradication of foot and mouth disease (FMD) in the East Asia and the Pacific region. The specific objectives are to produce enzyme-linked immunosorbent assay (ELISA) kits for antigen and antibody detection	2001	
RAS5042	Application of Food Irradiation for Food Security, Safety, and Trade	The overall objective is to improve food security, food safety, and inter-country trade of food products by irradiating the products. The specific objectives are to facilitate the expansion of the use of food irradiation in Regional Co-operative Agreement	2001	
RAS6027	Quality Assurance in Radiation Therapy	To promote quality assurance practices in brachytherapy accompanied by the introduction of new techniques, and quality control devices and equipment.	1997	
RAS6028	Nuclear Medicine Applications	To develop a thematic programme on nuclear medicine applications, specifically addressed to enhancing the capability for myocardial perfusion scintigraphy for cardiovascular diseases; scintimammography, tumour marker assay, and gamma probe application for	1997	

RAS6029	Distance-assisted Training for Nuclear Medicine Technicians	To improve the quality of nuclear medicine services in Regional Co-operative Agreement countries by raising the standard of basic training for technologists.	1997	
RAS6033	Distance Education in Radiation Oncology	To prepare and pilot test distance learning materials in radiation oncology.	1999	
RAS6035	LDR and HDR Brachytherapy in Treating Cervical Cancer	To contribute to the improvement of knowledge and skills in the treatment of cancer of the cervix. The specific objectives are to promote quality assurance practices in the use of low dose rate (LDR) and high dose rate (HDR) brachytherapy machines for the	2001	
RAS6036	Management of Liver Cancer Using Transarterial Radioconjugate Therapy	To reduce morbidity due to cancer and improve health through therapeutic nuclear medicine. To improve the treatment of hepatocellular carcinoma (HCC) by use of transarterial rhenium-188 lipiodol.	2003	
RAS6037	Quality Assurance for Treatment of Cervix Cancer by Radiotherapy	To promote quality assurance in the use of radiotherapy for the treatment of cancer of the cervix through training of medical staff in proper treatment techniques and the development/harmonization of treatment protocols, and to increase awareness among me	2003	
RAS6038	Strengthening Medical Physics through Education and Training	The objectives of this project are to improve medical physics capability and capacity in the region through the establishment of regional approaches on education and training of medical physicists; and to improve and upgrade safe operating practices and t	2003	
RAS6039	Use of Radiosynovectomy in the Management of Patients Suffering from Painful Joint Disorders	To improve the treatment of painful joint disorders, such as haemophilic arthritis and rheumatoid arthritis, using radiocolloids for radiosynovectomy.	2003	
RAS7011	Enhancing the Sustainability of the Marine Coastal Environment	In general, this project will enhance the quality of life in the coastal zone through the application of nuclear techniques in addressing problems associated with ameliorating effects of historical pollution and minimizing impact of effluent released in c	2003	
RAS7012	Diagnosing Osteoporosis Using Nuclear Techniques	To increase early detection and treatment for osteoporosis. In particular, to enhance early diagnosis of osteoporosis and introduce preventive nutritional approaches to mitigate loss of bone mineral density (BMD).	2003	
RAS7013	Improved Information about Urban Air Quality Management	To obtain a sufficiently large set of high-quality regional data characterizing airborne particulate matter (APM) in the fine and coarse breathable modes such that (i) a regional database can be developed that contains selected data characterizing the aer	2003	
RAS8076	Better Management of Environment and Industrial Growth - Joint UNDP/RCA	To promote routine use of radiation and isotopic techniques to meet regional needs in environmental management and enhance industrial performance and competitiveness, with particular emphasis on cleaner and more energy-efficient production processes and o	1997	

RAS8082	Isotopic and Related Techniques to Assess Air Pollution - Joint UNDP/RCA	To assess and compare air pollution levels in strategically chosen areas in the East Asia and the Pacific region through the use of nuclear and complementary analytical techniques; to identify and quantify critical air pollution sources; and to accumulate	1999	
RAS8084	Isotope Use in Managing and Protecting Drinking Water	To promote the routine use of isotopic techniques in addressing the problem of supply of fresh drinking water in Regional Co-operative Agreement (RCA) Member States; and to develop and verify groundwater flow and pollutant transport models for selected aq	1999	
RAS8085	Non-Destructive Testing and Evaluation	To increase the number of Level III non-destructive testing (NDT)-certified personnel; to consolidate the training and certification system of NDT personnel through fabricating NDT test pieces, and holding model examinations and proficiency tests; and to	1999	
RAS8090	Upgrading Natural Polymers and Environment Conservation Through Radiation Processing	To demonstrate the production of useful products from indigenous natural polymers; to produce value-added products; and to increase the use of indigenous natural polymers through the use of radiation processing	2001	
RAS8091	Process Diagnostics and Optimization in Petrochemical Industry	The overall objective is to upgrade the regional capability for online troubleshooting and process control in petroleum/chemical industries using isotope techniques, such as non-destructive testing (NDT), radiotracers, and sealed sources. The specific obj	2001	
RAS8092	Investigating Environment and Water Resources in Geothermal Areas	To strengthen the mechanism which has been established under RAS/8/075 for promoting technology transfer and to sustain collaborative efforts on the use of isotope and geochemical techniques in investigating the impact of geothermal development on the env	2001	
RAS8093	Use of Isotopes in Dam Safety and Dam Sustainability	To promote the use of environmentally safe isotope techniques in the operation and management of dams and reservoirs; and to draw up a strategy for adaptation and transfer of technology to the end-users	2001	
RAS8094	Optimization of Materials in Industry Using Online Bulk Analysis Techniques	To train key personnel and demonstrate the use of advanced nucleonic control system (NCS) gauges for in situ, online, and off-belt bulk analysis of minerals at the regional and national level; to inform and demonstrate to appropriate decision-makers and e	2003	
RAS8095	Improving Regional Capacity for Assessment, Planning, and Response to Aquatic Environmental Emergencies	To improve the regional capacity for the management of aquatic environmental risks and to develop capacity in the RCA countries to assess, plan, and respond to pollution in coastal aquatic environments.	2003	
RAS8096	Modification of Natural Polymers through Radiation Processing	To demonstrate the production of useful products from indigenous natural polymers; and to increase the use of indigenous natural polymers through the use of radiation processing.	2003	

RAS8097	Isotope Techniques for Groundwater Contamination Studies in Urbanized and Industrial Areas	To assess, manage, and prevent further degradation of groundwater quality in selected urbanized and industrial areas, and to promote the use of isotope hydrology techniques in addition to conventional techniques (hydrogeological, chemical, and biological)	2003	
RAS9018	Harmonization of Radiation Protection	The overall objective is to harmonize and further enhance the radiation protection infrastructure in support of industrial activities and health services in the Regional Co-operative Agreement (RCA) Member States complementing the activities under the two	1997	
RAS9024	Environmental Radiation Monitoring and Regional Database	To strengthen environmental radiation monitoring capability and to establish a regional environmental radiation monitoring database.	1999	
RAS9029	Harmonization of Radiation Protection, Phase IV	The overall objective is to achieve a strengthened radiation protection environment in RCA Member States. This is being realized through a balance of measures addressing a wide range of enhancements from improvements in legislation and regulatory control	2003	

GOALS AND OBJECTIVES OF IAEA TC STRATEGY

Strategic Goal of the Technical Cooperation programme

“To increasingly promote tangible socio-economic impact by contributing directly in a cost effective manner to the major sustainable development priorities of each country”

TC Objectives

1. To produce sustainable benefits within the framework of national development plans

Expected outcomes

- ?? A TC programme that is linked to national development plans and where relevant, to the efforts of other donors working in the same area.
- ?? Strong Government commitment for the TC programme in member States, and for the institutions managing it.
- ?? Increased capacity in Member states through continued provision of support needed to ensure the transfer of safe and secure applications of nuclear technologies, in keeping with priorities set by Member States.

2. To gain recognition as a partner in resolving development problems through the cost-effective transfer of nuclear technologies

Expected outcomes

- ?? Partnerships with development organizations in joint planning and priority setting in areas of common interest.
- ?? Broadened awareness in the media and among international organizations, decision makers and the public at large of the Agency’s role as a partner in the cost-effective transfer of nuclear technologies that serve development needs.

3. To increase the level of funding for technical cooperation activities particularly from non-traditional sources, and to increase the number of opportunities for direct and “parallel funding” to help resolve development problems.

Expected outcomes

?? TC projects addressing development problems that meet the interests of and the criteria for support by funding institutions

?? TC Projects attracting “parallel funding” by development organizations

4. To strengthen the capacity of institutions in Member States using nuclear technologies to become more technically and financially self-reliant.

Expected Outcomes

?? Member States institutions providing services nationally and regionally after having benefited from the Agency’s technical cooperation programme

?? Member states institutions having strategies and action plans for revenue generation

Additional Criteria for Regional Projects that could be considered for the next TC Cycle

1. Demonstration of the advantages of the regional approach to address the needs of the Member States (eg. Adoption of common standards, promotion of TCDC, addressing problems with transboundary effects)
2. Demonstration of the “Added value” of the regional agreement projects compared to other regional projects.(‘eg. better mechanism for identifying regional needs, higher level of Extra-budgetary and in-kind contributions from the Member States)

IAEA THEMATIC PLANS

Thematic Planning is a prescriptive planning tool that seeks the most effective and efficient technical solution to a generic development problem.

The objective is: To formulate and implement Thematic Plans for the Technical Co-operation Programme (TCP) in order to validate priority areas for technical co-operation based upon a clear understanding of the development problem context, the comparative advantage of specific technical packages, and the roles, responsibilities, and objectives of the principal stakeholders involved in the solution, thus strengthening the social-economic impact of these programmes in Member States.

The strategic value of Thematic Plans is that they provide programmatic guidance on the application of nuclear techniques in technical cooperation, drawing on IAEA's best practices and experiences i.e. Model Projects which have evolved into a benchmark standard for all TC projects or the TC Central Criterion. They provide a cost benefit analysis of the nuclear technology against conventional non-nuclear techniques, define a role and responsibilities of the Agency in relation to other stakeholders, identifying resource requirements and seek to outline a course of action. The process of implementing a thematic plan feeds into that of defining a Country Programme Framework by providing a problem-based analysis of nuclear techniques that helps ensure the relevance, sustainability and impact of technical co-operation.

Suggestions for topics of a thematic planning exercise can come from anywhere in the Agency. Many come from Technical Departments, TC Department or from a study of where Member States and major financial donors are planning major programmes that could benefit from partnership with the Agency. The exercise is managed by the Technical Departments while the TC Department plays a facilitating role.

The following are the thematic plans that could be relevant to the RCA Programme

1. Tissue Banking

2. Groundwater Applications
3. Dam Safety
4. Human Nutrition
5. Coastal Zone management
6. Food Irradiation
7. River Basin management
8. Communicable Diseases
9. Diagnostic Radiology

UN MILLENIUM DEVELOPMENT GOALS (MDG)

GOALS	IMPLEMENTATION
Eradicate extreme poverty and hunger	Reduce by half the proportion of people living on less than a dollar a day. Reduce by half the proportion of people who suffer from hunger
Achieve universal primary education	Ensure that all boys and girls complete a full course of primary schooling
Promote gender equality and empower women	Eliminate gender disparity in primary and secondary education preferably by 2005, and at all levels by 2015
Reduce child mortality	Reduce by two thirds the mortality rate among children under five
Improve maternal health	Reduce by three quarters the maternal mortality ratio
Combat HIV/AIDS, malaria and other diseases	Halt and begin to reverse the spread of HIV/AIDS Halt and begin to reverse the incidence of malaria and other major diseases
Ensure environmental sustainability	Integrate the principles of sustainable development into country policies and programmes; reverse loss of environmental resources Reduce by half the proportion of people without sustainable access to safe drinking water. Achieve significant improvement in lives of at least 100 million slum dwellers, by 2020

<p>Develop a global partnership for development</p>	<p>Develop further an open trading and financial system that is rule-based, predictable and non-discriminatory. Includes a commitment to good governance, development and poverty reduction—nationally and internationally</p> <p>Address the least developed countries’ special needs. This includes tariff- and quota-free access for their exports; enhanced debt relief for heavily indebted poor countries; cancellation of official bilateral debt; and more generous official development assistance for countries committed to poverty reduction</p> <p>Address the special needs of landlocked and small island developing States</p> <p>Deal comprehensively with developing countries’ debt problems through national and international measures to make debt sustainable in the long term</p> <p>In cooperation with the developing countries, develop decent and productive work for youth</p> <p>In cooperation with pharmaceutical companies, provide access to affordable essential drugs in developing countries</p> <p>In cooperation with the private sector, make available the benefits of new technologies - especially information and communications technologies</p>
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PROCEDURE FOR FORMULATION OF NEW PROJECT PROPOSALS

Issues to be considered

- ?? Necessity of proposals being in areas identified as regional priorities by the National Representatives
- ?? Necessity of meeting the requirements of the funding agencies
- ?? Time frame for development of the project proposals
- ?? Clear definition of the roles of the stake holders and channels of communication
- ?? The need to develop high quality project proposals with sufficient details to facilitate implementation
- ?? The necessity of meeting the inputs (training) needed by the participating countries for project implementation
- ?? The need to reduce the number of projects (a small number of large projects)
- ?? Role of research in RCA (participation in the Agency CRPs)

Proposed Procedure

1. Submission of summary project proposals (concept paper) to the RCA Office by the Member States through the National Representatives before 31st of December of Year N-3 ⁽¹⁾ . (See footnotes). These proposals should be in areas of priorities identified by the National Representatives after a medium-term strategy is formulated. The summary proposal should contain the title, nature and the objectives of the project, means of implementation, the means of verifying the achievement of project objectives, possible sources of funding and the Lead Country. The summary proposal should contain sufficient information for the National Representatives to decide on the relevance and viability of the project and should not be too detailed as to make the evaluation difficult especially if there is a large number of project proposals (concept papers). It should not be of more than two/three pages in length.

The National Representatives may consider adopting using a format based on the criteria for selection of RCA Projects decided in the Session on Medium Term Strategy or the

Preliminary Information Sheet previously developed at a regional meeting, given in Annex 1.⁽²⁾

2. The proposals received will be circulated to National Representatives and to the Sectoral Lead Country Coordinators⁽³⁾ by the RCA Office two months before the Regular Meeting of the National Representatives of the year N-2. Sectoral LCCs will submit their recommendations within one month to the RCA Office which will be circulated to National Representatives. The National Representatives will select the projects to be implemented and the priority order, based on their vision of the regional needs and priorities, and the recommendations of the Sectoral Lead Country Coordinators. The National Representatives will also decide on the source of funding for each project (IAEA TC, extra-budgetary contributions, other sources of funding) and the Lead Countries.
3. Each Member State will review the projects selected by the National Representatives to identify their relevance in relation to the national development objectives and to national programme of utilization of nuclear technology including its TC programme with the Agency.
4. The National Representative of each Member State will inform the RCA Office of the projects it wishes to participate in, together with the name of the designated National Project Coordinator, within one month after the Meeting.
5. If more than three⁽⁴⁾ Member States indicate their willingness to participate in a particular project, it will be immediately conveyed to all the National Representatives, and to the Sectoral and Project Lead Country Coordinators by the RCA Office.
- 6.. The Project Lead Country Coordinator will develop the detailed project proposal according to the format and other requirements of the proposed funding agency, in consultation with the National Project Coordinator's of the participating Member States and with the guidance of the Sectoral Lead Country Coordinator, the Technical Staff of the Agency and the RCA Office. This consultation will be by electronic means. The National Project Coordinators of participating Member States should inform the Project Lead Country Coordinator of the inputs needed to implement the project, how the country will benefit from the project and of the national resources that could be made available for the implementation of the project and any other details that may be required by the Project

LCC. The detailed project proposal should contain the action plan of the project according to a specified format⁽⁵⁾ and the budget.

7. The detailed project proposal should be submitted to the RCA Office before 31st of July of the year N-2, for circulation to the National Representatives and to the Sectoral Lead Country Coordinators one month before the RCA General Conference Meeting. The Meeting of the National Representatives will approve the project proposals including the action plans and the budget with amendments if necessary, based on the recommendations of the Sectoral LCCs and decide on the participating Member States. Participating Member States should have infrastructural facilities and human and financial resources needed for implementation of the project.
- 8.. The approved project proposals will be submitted to the identified funding agencies according to the modalities specified by them.

The proposed procedure has two main deviations from the current practice and would need special attention.

1. The current practice is to develop the Work Plan of the project at a Project Formulation Meeting held during the first year of implementation after the project. This results in the budget allocation being made for the project before the Work Plan is finalized, resulting in a mis-match between the allocated funds and funds needed for implementation of the planned tasks. This procedure also creates the impression that the project is re-formulated after its approval by the Board of Governors. The proposed procedure deviates from this practice.
2. The proposed procedure does not include a Lead Country Coordinators Meeting to be held in Vienna. The main purpose of the LCC Meeting held last year was to select the project proposals to be recommended to the National Representatives for implementation in 2005/2006. The main advantage of the LCC Meeting is the opportunity the LCCs are given to consult the Technical Staff of the Agency. The Member States are requested to consider the necessity of a Lead Country Coordinators Meeting and the purpose of the Meeting and to appropriately modify the proposed procedure if necessary.

Footnotes:

1. N = First year of implementation
2. The evaluation and prioritization will be difficult if the summary proposal are too long especially if there is a large number of project proposals.
3. Using a different name for the Sectoral Lead Country Coordinators to differentiate them from Project Lead Country Coordinators may be considered - suggestion: RCA Technical Advisory Committee.
4. Increasing this number may be considered since the number of Member States have increased after the adoption of the Agreement.
5. A draft format is attached. (Annex 3)

Preliminary Information Sheet (PIS)

1. **Proposed Title:**
2. **What is the development problem to be addressed?** Using inputs from Regional and National Planning and Development Plans, etc. List in no more than 5 lines.
3. **What is the specific problem?:** List in no more than 5 lines.
4. **Overall Objective:** What do you want as a long term goal? List in no more than 5 lines.
5. **Specific Objective(s):** List specific objectives of the project. What do want to achieve in the term of the project? List in no more than 5 lines.
6. **Alignment with Regional and National Priorities:** Short statement identifying linkages to Regional and National priorities, CPFs and regional cooperation information (if available). List in no more than 5 lines.
7. **Essential Nuclear Components:** List in no more than 5 lines the essential nuclear techniques that are being utilized in the project.
8. **List Anticipated End User(s) with evidence of agreed cooperation:** Are there MOU or other formal arrangements in place? Have the end users participated in cooperation work previously?
9. **Realistic estimation of the duration of the project:** The project does not have to be bound by the IAEA 2 year cycles. If it will take 7 years to complete the project, say so.
10. **List Participating Countries, National Counterparts and Implementing Agencies already indicating support together with evidence of agreed cooperation:** Are there MOU or other formal cooperation arrangements in place? Have the parties participated in cooperation work previously?
11. **List existing experience of the National Counterparts and the implementing Agencies in the technical area involved.**
12. **Previous National and Regional Projects on this topic:** Has there been any previous work in this area either at a national or regional level under (a) the IAEA TC programme; (b) any other cooperation arrangement? List dates, projects and donor agency(ies). This information is available from TC PRIDE.
13. **Outputs**

a) What will be delivered to the various End Users?: List what tangible outputs will be received by the end user(s).

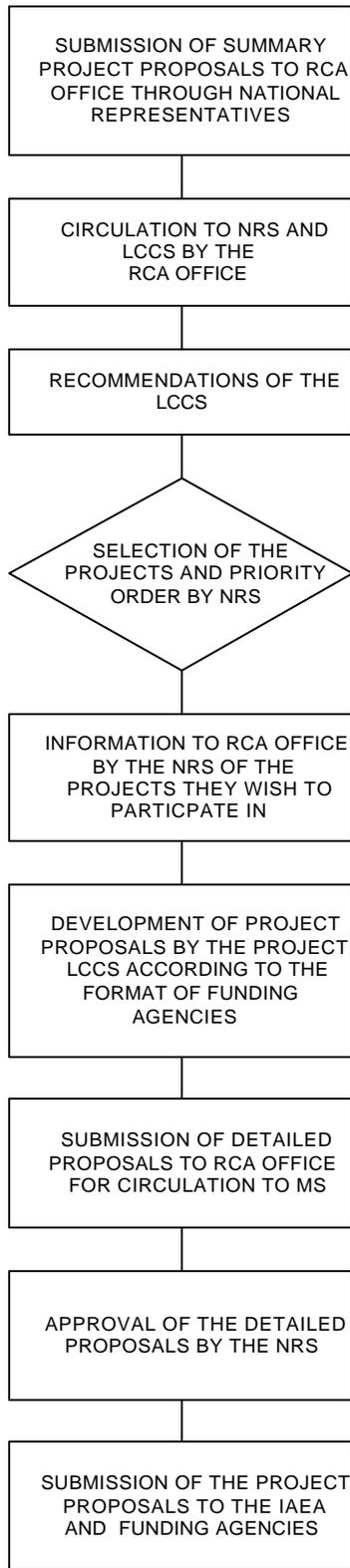
b) Project Deliverables to each of the participating National Counterparts and Implementing Agencies: List what tangible outputs will be received by each of them.

c) List any anticipated Performance Indicators: To assist in the evaluation of the progress of the project and to demonstrate that it is progressing well, it is an advantage to set out milestones or performance indicators against the proposed implementation schedule. Examples of PIs could be number of people trained and/or qualified, number of training events completed, extent of utilization of the transferred technology, etc.

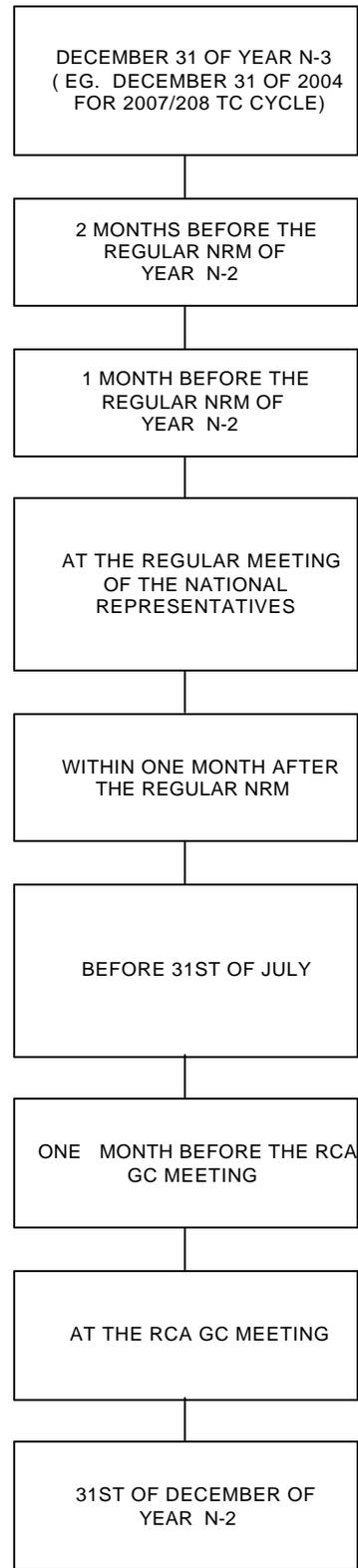
1. **List any anticipated outcomes to the wider community:**
2. **Evidence of participating Governments' Commitments:** What human and financial resources are being provided by the participating Governments? Are the Governments facilitating other interactions with stakeholders?
3. **Anticipated national support from other Agencies / Organizations / End users**
4. **Is similar work being undertaken by other arrangements? Explain.** There may be similar work being carried out by other groups under other regional, national or other financial arrangements. The existence of such work may reinforce your proposal.
5. **What steps will be taken to make the benefits of the project sustainable?** What is being set in place to enable the initiatives generated by this project to continue once the Agency's direct financial support has been completed?
6. **List any major equipment purchases required by participating Countries from the IAEA funding?**
7. **List major steps needed to achieve successful project outcome.**
8. **Why regional rather than national?** Are regional cooperation and/or transboundary issues involved? For air and water pollution the transboundary nature and the regional cooperation elements are clear. An example of regional cooperation is the use of a common syllabus or training materials (such as distance learning documents) to achieve a common standard of expertise or accomplishment in a given technology. If this were followed by regional agreement on the acceptability/accreditation of the common training, there would be a transboundary outcome. In the recent SARS outbreak the screening of travelers before departure, was an example of regional cooperation.

PROCEDURE FOR FORMULATION OF RCA PROJECTS

PROCESS



TIME FRAME



Annex 3

FORMAT FOR ACTION PLANS

Project Title:

1. Meetings/Workshops/Training Courses (given in the order of priority)

Type of event	Title	Possible host countries	Proposed dates

2. Main objectives of each event

3. Fellowships and Scientific Visits (given in the order of priority)

Requesting Member State	Name of the candidate	Specific area of the training	Tentative dates and duration	Proposed Host Country

4. Expert Missions

Requesting Member State	Specific area	Name(s) of proposed experts	Tentative dates and duration

5. Equipment

Requesting Member State	Item	Purpose	When to be delivered

6. Sub-Contracts

Contractor	Purpose	Time frame for implementation	Other relevant information

Name and signature of the Project Lead Country Coordinator

APPOINTMENT OF STAKEHOLDERS AND THEIR RESPONSIBILITIES

1. National RCA Representatives

Appointment

By Member States. Should have a good knowledge of national development priorities and of national development programmes.

Roles and responsibilities (Section 2.2 of Guidelines and Operating Rules)

- (a) Attend all meetings of RCA Representatives, convey the views of his/her government on all issues relating to RCA activities put forward for discussion and take part in the decision-making process;
- (b) Submit proposals for co-operative projects on behalf of his/her government;
- (c) Notify the Agency of his/her government's decision to participate in a co-operative project;
- (d) Ensure a timely submission to the Agency of his/her country's annual report and all information on activities carried out within the framework of the RCA programme. In this respect, he/she shall ensure also that the report contains reliable and verifiable data on these activities and that it includes an assessment of the impact of these activities on the country;
- (e) Ensure that all measures necessary for the successful implementation of RCA activities are taken in co-ordination with National Project Co-ordinators and other relevant government or national bodies;
- (f) Take appropriate steps to secure the necessary financial support for RCA activities, in consultation and close co-ordination with the other National RCA Representatives, his/her national authorities and the Agency;
- (g) Ensure the availability of the necessary resources, scientific and technical facilities and the personnel for the implementation of the co-operative projects;
- (h) Ensure that only suitably qualified National Project Co-ordinators are appointed and that they are provided in a timely manner with the necessary information for their activities;
- (i) Ensure participation of his/her country nominees in RCA activities and that adequate resources are made available to the project.

(j) *Nominate and appoint Project and Thematic Lead Country Coordinators and Assistant Lead Country Coordinators*

(k) *Monitor the progress of the projects implemented in the respective Member States and ensure timely submission of the progress reports by the National Project Coordinators*

(l) *Provide information needed by the RCARO to improve the viability and visibility of the RCA Programme*

(Additions to the roles and responsibilities in Section 2.2 of the Guidelines are marked in *italics*)

2. RCA Chairperson

Appointment

The designated nominee of the Member State hosting the Regular Meeting of the National RCA Representatives shall be the Chairperson of the RCA, from the first date of that Meeting up to the first date of the following Regular Meeting.

Roles and Responsibilities

- a) Provides leadership to the National Representatives during the period of his/her tenure.
- b) Chairs the Regular and General Conference Meetings of the National Representatives
- c) Decides on the procedure for conduct of the Regular Meeting, at a preparatory meeting with the past and next Chairpersons and the RCA Coordinator
- d) Functions as a Member of the RCARO Advisory Committee
- e) Represents the National RCA Representatives in discussions with funding Agencies
- f) Submits project proposals to the funding Agencies on behalf of the Member States
- g) Maintains close contact with RCA Coordinator and provides guidance on policy matters

3. Thematic Lead Country Coordinators and Assistance Lead Country Coordinators.

Appointment

A Thematic Lead Country Coordinator and two Assistant Lead Country Coordinators shall be appointed for each thematic sector at a Meeting of the National Representatives normally for a period of **three** years upon their nomination by a Member State.. A thematic LCC may be changed the before the expiry of three years by an NRM if the need arises. A thematic LCC should have a sound technical knowledge of the thematic area, and should have access to communication and other facilities needed to carry out the duties assigned to him. The thematic

LCCs shall communicate with the RCA Office through their respective National Representatives.

Role and Responsibility

- a) Function as an advisory body to the National Representatives on the technical aspects of the programme
- b) Review summary project proposals and make recommendations to the National Representatives
- c) Provide assistance to Project LCCs to prepare detailed project proposals.
- d) Monitor the implementation of projects in each thematic area through reports of Project Coordinators meetings, and reports of Project Lead Country Coordinators
- e) Submit annually a report on the progress of projects in each thematic area for the consideration of the National Representatives
- f) Participate in the annual Lead Country Coordinators meeting. (Assistant LCCs will participate only if the LCC is unable to participate or if there is a specific need.).

4. Project Lead Country Coordinators and Assistant Project Lead county Coordinators

Appointment

There shall be one Project LCC and two assistant LCCs for each RCA project. They will be nominated in the summary project proposals and will be appointed at a Meeting of National Representatives. Project LCCs should preferably have experience as an RCA National Project Coordinator and should have a knowledge of project design using the Logical Framework Matrix. Their appointment will normally be for the period of the project. The project LCCs shall communicate with the RCA Office through their respective thematic LCCs. Project LCCs should have access to communication and other facilities needed to carry out the duties assigned to him

Role and Responsibilities (an expansion of Section 2 of Annex 1 of the Guidelines)

- a) Provide leadership for implementation of the RCA projects.
- b) Design using the Logical Framework Matrix the projects in priority areas approved by the National Representatives, based on the evaluation of summary proposals and draft the detailed project proposal in consultation with the NPCs, thematic LCC and the IAEA technical officer assigned to the project.

- c) Provide updated and detailed Work Plans on regional activities to the RCA Office based on the decisions taken at the Project Coordinators Meetings
- d) Monitor the progress of the project in participating countries through regular consultation with the National Project Coordinators of the project
- e) Submit annually a progress report to the thematic LCC
- f) Submit an achievement report to the RCA Office through the Thematic LCC within three months after the completion of the project.
- g) Attend Project Coordinators Meetings and provide leadership for the successful conduct of the meeting
- h) Take the responsibility for drafting the meeting report and submitting the final draft to the RCA Office within stipulated time.

5. National Project Coordinators

Appointment

Shall be appointed by the Member States for each project it is participating in. The duration of the appointment shall normally be for the duration of the project.

Role and Responsibilities (based on Section 2.3 of the Guidelines)

- a) Provide leadership for implementation of the projects at national level
- b) Provide information on national status and needs, for project design and for drafting the detailed project proposal to the project LCCs, through the National Representative.
- c) Maintain links with relevant national institutes, potential end-users.
- d) Appoint project groups with the approval of the National Representative, and assign tasks to be undertaken by each member.
- e) Recommend persons to be nominated for RCA events and ensure their timely nomination. Persons nominated should be members of the national project groups.
- f) Prepare Work Plans for implementation of the project at national level, and monitor the progress of implementation through regular consultations with the project group.
- g) Submit a progress report every six-months to the RCA Office, TO and thematic LCC through project LCC.

h) Attend Project Committee Meetings and report on the progress of the projects, activities to be undertaken in the future, and inputs (e. training, expert missions) needed for project implementation.

6. National Project Groups

Appointment

Will be appointed by the National Project Coordinators with the approval of the National Representatives for each project a Member State is participating in. Appointment will be for the duration of the project.

Roles and Responsibilities

National Project Groups will be responsible for implementation of the project at national level according to the Work Plan, under the guidance of the National Project Coordinator

SUMMARY OF ROLES AND RESPONSIBILITIES OF THE RCA STAKEHOLDERS

ROLES AND RESPONSIBILITIES

STAKEHOLDERS	General	Project Formulation	Project Implementation	Project Monitoring	Progress Reporting	Meetings	Annual Report	Meeting Reports	Establishment of Partnerships	Improving the visibility
<u>Member States</u>										
National Representatives	Function as the principal point of contact with the RCA office (I) Decide on all policy matters pertaining to the programme (C)	Submit Summary project proposals (I) Decide on priority areas (C) Approve the detailed project proposals (C)	Nominate (I) and appoint (C) LCCs Appoint NPCs (I) Approve project groups appointed by the NPCs (I) Submit nominations for RCA events (I)	Monitor the progress of implementation of the projects at national level (I)	Ensure quality and timeliness of the progress reports submitted by NPCs (I) Make available information on project achievements to the RCA Office and RCARO for improving the visibility of the programme	Participate in the regular and GC Meetings of the National Representatives	Submit progress reports for the RCA Annual Report(I) Provide feedback to the RCA Office on the draft Annual Report		Provide assistance to the RCARO and RCA Office to establish partnerships (I and C)	Provide assistance to the RCARO and RCA Office to improve the visibility of the programme (I and C)
RCA Chairperson	Provides leadership to the National RCA Representatives and maintains close communication with RCA Coordinator and provides guidance on policy matters.	Submits project proposals to the funding agencies on behalf of the Member States				Chairs the Regular and General Conference meetings of the National Representatives				

STAKEHOLDERS	General	Project Formulation	Project Implementation	Project Monitoring	Progress Reporting	Meetings	Annual Report	Meeting Reports	Establishment of Partnerships	Improving the visibility
I = Individually C = Collectively										
Thematic Lead Country Coordinators and Assistant Lead Country Coordinators	Function as an advisory body to the National Representatives on the technical aspects of the programme	Review summary project proposals and make recommendations to the National Representatives Provide assistance to Project LCCs to prepare detailed project proposals		Monitor the implementation of projects in each thematic area through reports of Project Coordinators meetings, and reports of Project Lead Country Coordinators	Submit annually a report on the progress of projects in each thematic area for the consideration of the National Representatives	Participate in the annual Lead Country Coordinators meeting				
Project Lead Country Coordinators and assistant project LCCs	Provide leadership for implementation of the RCA projects	Draft the detailed project proposal in consultation with the NPCs, thematic LCC and the IAEA technical officer assigned to the project	Provide updated and detailed Work Plans on regional activities to the RCA Office based on the decisions taken at the Project Coordinators Meetings	Monitor the progress of the project in participating countries through regular consultation with the National Project Coordinators of the project	Submit annually a progress report to the thematic LCC. Submit an achievement report through the Thematic LCC within three months after the completion of the project.	Attend Project Coordinators Meetings and provide leadership for the successful conduct of the meeting		Take the responsibility for drafting the meeting report and submitting the final draft to the RCA Office within stipulated time		

STAKE HOLDERS	General	Project Formulation	Project Implementation	Project Monitoring	Progress Reporting	Meetings	Annual Report	Meeting Reports	Establish ment of Partnerships	Improv ing the visibility
National Project Coordinators	Provide leadership for implementation of the projects at national level	Provide information on national status and needs to the project LCCs	Maintain links with relevant national institutes and appoint project groups with the approval of the National Representative, and assign tasks to be undertaken by each member. Timely recommend persons to be nominated for RCA events	Monitor the progress of implementation of the project through regular consultations with the project group.	Submit a progress report every six-months to the RCA Office, TO, and Project LCC.	Attend Project Coordinator Meetings				
National Project Groups			Implement project activities under the guidance of the NPC	Provide information to NPC on progress made						

STAKEHOLDERS	General	Project Formulation	Project Implementation	Project Monitoring	Progress Reporting	Meetings	Annual Report	Meeting Reports	Establishment of Partnerships	Improving the visibility
RCARO		Submit summary project proposals for the consideration of the National Representatives					Provide inputs to the Annual Report		Identify potential partners and establish partnerships for mutual benefit.	Improve the visibility of the RCA Programme by publicizing its achievements through print and electronic media, utilizing information provided by national Representatives.
<u>IAEA</u>										
RCA Office	Coordination of all activities undertaken in the framework of the agreement	Provide assistance for preparation of project proposals. Provide coordination among relevant parties.	Manage the RCA budget. Prepare schedule of events and make arrangements for their implementation	Inform National Representatives of problems and difficulties in project implementation and initiate appropriate action	Distribute progress reports to relevant parties	Make arrangements for the meetings. Provide secretarial services for the two meetings of the National Representatives.	Prepare RCA the Annual Report	Prepare and finalize the reports of NRMs within stipulated time	Provide assistance to RCARO to establish partnerships	Provide assistance to RCARO to publicize RCA activities
Experts and Training Section			Make administrative arrangements for holding RCA events							

STAKE HOLDERS	General	Project Formulation	Project Implementation	Project Monitoring	Progress Reporting	Meetings	Annual Report	Meeting Reports	Establish ment of Partnerships	Improv ing the visibility
Technical Divisions	Provide technical support for RCA projects	Provide technical inputs needed for drafting of detailed project proposals	Participate in training events and Meetings Draft Prospectus and Information sheets Participate in selection of candidates for RCA events	Review the progress of the projects and inform the RCA office of any problems and difficulties		Participate in Project Coordinators Meetings and provide technical guidance	Assist the RCA Office in summarizing the achievements for Part I of the Annual Report.			

FORMAT FOR ANNUAL REPORT

ANNUAL REPORT

Background

The format currently used for the Annual Report is different from the format specified in the Guidelines and Operating Rules. The following is the format adopted at the 28th General Conference Meeting of the National Representatives. The National Representatives may consider the format for inclusion in the revised Guidelines and Operating Rules along with the suggested specific topics and annexes.

Format adopted at the 28th RCA GCM

“Part 1: A *Project Implementation Section* that includes a short summary of the financial ,administrative and management issues for the RCA over the year highlighting the broad scope successes and achievements in terms of broader outcomes such as; utilization of transferred technology by end users; examples of regional TCDC initiatives; national investment in applications of nuclear technology; and national implementation of regional activities.

Part 2: A *Technical Section* that includes a brief summary on the RCA technical programme and which is supplemented with technical information from member States’ reporting forms. This section should also present detailed information on the decisions made by member States with Annexes on explicit statements and conclusions, recommendations and decisions from Meetings of Representatives, Project Formulation meetings, and similar types of meetings to a standard format.

An Annex should be prepared for each active project and will contain such information as:

- ?? a project Description as approved by the Board and published in the list of project write-ups;
- ?? a statement of project aims, objectives, outputs, milestones and Work Plan
- ?? Project Status summaries which are routinely prepared by the Technical officers each year; a contact list of National Counterparts;
- ?? a list of all CRPs with their approved objectives, research outputs and action plans and a contact list of the Contract and Agreement holders;
- ?? a project budget and financial and implementation statistics for current year and for the years since it was approve.

Part 3: *Member States report* . This is based on the information supplied by the Member States in the six standard format reporting forms for each of the projects that they have participated in during the reporting period. Since the inclusion of the full amount of information in this raw form is neither desirable nor practical, Member States should provide a very brief summary in a standard tabular form covering each of the projects. A suggested format is attached.”

Suggested Topics and Annexes

EXECUTIVE SUMMARY

PART I - PROJECT IMPLEMENTATION SECTION

1. Administrative Issues

1.1 General

1.2 RCA Programme for 2003/2004

1.3 Programme for 2005/2006

1.4 Policy Meetings

1.5 Regional Office in Republic of Korea..

1.6 Extension of the RCA Agreement

2. Summary of Project Achievements

A brief description of the achievements of each project

3. Financial Issues.

Availability of funds, previous years, current year. Extra-budgetary funds without a specific allocation to a specific project.

Annexes

Annex 1 -new funds for RCA by Country

Annex 2 - 2003/2004 Budget approvals

Annex 3 - Projects to be closed

Annex 4 - Events in 2003

Annex 5 - Participation by Country in each event

Annex 6 - Number of Events Hosted

Annex 7 Experts Missions

Annex 8 - Project Proposals for 2005/2006

Annex 9 - Events Planned for 2004

Annex 10 - In-kind Contributions

Annex 11 - List of National Representatives

PART II - TECHNICAL SECTION

For each of the active projects,

1. Description as approved by the Board and published in the list of project write-ups;
2. Project impact (based on the annual reports of the Project and Thematic Lead Country Coordinators)
3. Budget and financial and implementation statistics

PART III - Reports of the Member States

Annex - List of Project Coordinators and Contact details

The Member states may also consider deciding on a format for a shorter vesion of the Annual Report for presentation to funding agencies.