

REVISION OF THE TERMS OF REFERENCE OF THE RCA PROGRAMME ADVISORY COMMITTEE (PAC)

The proposal made to the 42nd RCANRM on the revision of the Terms of Reference of the RCA PAC to remove overlaps with RCA MTSC and to improve the focus of PAC on the RCA Programme was approved in principle with the understanding the details of the proposed revisions will be submitted to the 49th RCA GCM.

The revised TOR of the RCA PAC is herewith submitted for the approval of the RCA GCM. The current TOR is given in Annex 1.

The main revisions are as follows.

- a) Qualifications prerequisites of PAC members have been revised to make them verifiable.
- b) The procedure for appointment has been revised to align it with the current practice
- c) Functions of the PAC have been redrafted to improve clarity and to make the functions of the PAC focussed on its advisory role related to the RCA Programme, which comprises development, implementation, monitoring and evaluation of RCA projects.
- d) The development of a RCA Regional Programme Framework which is an important requirement for the development of the RCA Programme had been made a function of the RCA PAC as stated in the Background Paper submitted to the 42nd RCA NRM

Proposed Action

.

Approval of the 49th RCA GCM for the revised TOR of RCA PAC with any necessary revisions

THE TERMS OF REFERENCE OF THE RCA PROGRAMME ADVISORY COMMITTEE (PAC)

1. Functions of the PAC

- 1.1 Advising the National RCA Representatives on the following matters.
 - (a) The procedures for development of RCA Technical Cooperation Projects
 - (b) The procedures for implementation and monitoring of RCA Technical Cooperation projects
 - (c) The procedures for evaluating and recording achievements of completed projects, taking the RCA Medium Term Strategy into consideration.
- 1.2 Carrying out the responsibilities delegated to PAC in implementing the above mentioned procedures
- 1.3 Participation in management and coordination of implementation of each RCA project, together with the PMO, TO and the LCC (this will be done by a designated member of PAC)
- 1.4 Coordination of the development of the RCA Regional Programme Framework in consultation with the RCA Chair and RCA Focal Person
- 1.5 Advising the National RCA Representatives on revising the RCA Guidelines and Operating Rules pertaining to development, implementation, monitoring and evaluating RCA Cooperative Projects
- 1.6 Providing inputs to the development of the RCA Medium Term Strategy
- 1.7 Function as the Research Review Committee (RRC) of the RCA Research Contract Programme
- 1.8 Any other relevant matters delegated to the PAC by a meeting of the NRs.

2. Composition and appointment of new members

The membership of the RCA PAC shall be between 6 to 8 members. The members should have a minimum of 6 years of experience in RCA matters at policy level or at technical level and should have successfully followed the IAEA e-learning course on “Designing High Quality IAEA Technical Cooperation Projects” on IAEA NUCLEUS (<https://elearning.iaea.org>).

Nomination of new members to fill vacancies in PAC shall be sent by the respective NRs to the RCA Focal Person. The appointments shall be made at a Meeting of the NRs, upon the recommendation of the existing members of the PAC.

One of the members of the PAC shall be appointed as the PAC Chair at a Meeting of the NRs. In the event that the Chair is unavailable for an activity of the Committee, one of the Members will be appointed as the temporary Chair for that particular activity.

The members of the PAC should be able to devote sufficient time to attend to the work associated with PAC and to attend the meetings of PAC. The cost of their participation at the meetings will be borne from RCA extra-budgetary funds. They should be nominated by their respective NRs as meeting participants.

Members serve on the RCA PAC in their personal capacity and not as representatives of their countries.

3. Operational Procedure

PAC shall develop its own procedures and guidelines to carry out the tasks assigned to it.

PAC shall endeavour to carry out its duties and responsibilities by communication among its members to the maximum possible extent. Matters that cannot be resolved through communication will be resolved at meetings of PAC members.

All communication with other RCA stakeholders by members of PAC on matters related to PAC shall be through the PAC Chair. Except when urgent consultation is required, communication by the PAC Chair with RCA NRs shall be through RCA Chair and RCA Focal Person.

The PAC shall submit a report on its past activities and the timeframe of planned activities to each meeting of the RCA NRs.

A quorum for RCA PAC meetings will be defined as attendance by more than half of the designated Members. The outputs from the RCA PAC will be based on consensus view where possible, and if this cannot be achieved the simple majority view will be presented.

RCA PAC Members cannot designate alternates.

Conflicts of Interest:

RCA PAC Members are expected to declare when they have potential conflicts of interest concerning matters under discussion. If deemed necessary by the other PAC Members, they shall refrain from participating in consultations related to such matters.

RCA PAC TERMS OF REFERENCE AND OPERATING PROCEDURES

Qualifications of RCA PAC Members

The Committee shall be composed of individuals from RCA GPs who are highly qualified and experienced in fields related to nuclear science and technology and its application to RCA Strategic Priorities. Members serve on the RCA PAC in their personal capacity and not as representatives of their countries, to ensure impartiality in the review and development process. They must have demonstrated expertise and competencies in:

- The Logical Framework Approach to project design;
- The distinctive features of IAEA-TC requirements;
- RCA strategy and operation;
- Project management, project review and assessment; and,
- Technical expertise and experience in the nuclear area.

Comment: These qualifications cannot be verified.

Members must also be able to make themselves available for a significant time commitment that can be associated with the work of the Committee.

Membership of the RCA PAC

The number of Members in the RCA PAC will be determined by the NRs in accordance with the tasks assigned by them. This may vary between TC cycles, but will normally be between five and seven Members. The Committee Members are not permitted to be represented by alternates.

Comment: Had been revised to 6-8 members to reflect current status.

Applications from individuals for membership on the Committee will be made based on an agreed application form and will be circulated to all GPs and considered at a NRs Meeting.

Comment: Revised to reflect the current procedure

To ensure continuity of the Committee's procedures, members will serve for at least two TC cycles, and no more than half of the Members will be changed in any one TC cycle. The term can be renewable. The IAEA shall provide technical support to the Committee.

Comment: Deleted since it is not possible to ensure the members will serve for two TC cycles and it is unlikely the need to change more than half the members during one TC cycle will arise.

Functions of the RCA PAC

The agreed functions of the RCA PAC shall cover the following issues:

- (a) Contribute to identification and recommendation of project ideas, concepts and design phases for the RCA projects being developed for support under the RCA Programme, including extrabudgetary funding, and provide advice on:
- Mechanisms for identifying and screening RCA project concepts/ideas;
 - Mechanisms for improvement of the RCA Programme development at both the concept and design stages;
 - Mechanisms for identifying and screening RCA Project budgeting;
 - Specific functions, roles and responsibilities of each stakeholder;
 - Indicative timelines for proper planning and development of the RCA Programme;
 - The effect of the TC Guidelines on the RCA Project development process.

In addition, the RCA PAC will:

- (a) Facilitate RCA GPs' ability to draft Project Concepts/Project Designs effectively through:
- Engaging with the IAEA Secretariat at crucial stages in the planning cycle for the TC Programme to review the compatibility of their guidelines for the preparation of the TC Programme and identify any aspects that might give rise to difficulties with implementation of the RCA recommendations; and,
 - Reviewing technical aspects of current and future project submissions using other technical experts if required.
- (b) Provide inputs and advice to the NRs on RCA strategic matters such as:
- Development of the RCA Medium Term Strategy;
 - RCA submissions to the TC Best Practice Initiative; and,
 - Mechanisms to identify funding opportunities through donors outside the IAEA.
- (c) Provide input into any other issues that the NRs may from time to time request from the RCA PAC.

***Comment:** Functions had been revised to improve clarity and to focus on the advisory role of the PAC on the RCA Programme .*

Meetings and reports

The Committee shall develop detailed operating procedures on respective roles and authorities of Committee Members, channels of communication, expenses, confidentiality, and management of conflict of interests. These operating procedures shall be considered and approved by the NRs.

The RCA PAC shall normally meet physically twice per year, and electronically as often as required, to consider the above issues and prepare a report for presentation at the NRM and GCM. It shall also participate in RCA project design and strategy meetings and other meetings as appropriate.

***Comment:** This is combined with the Operational Procedures*

RCA PAC Operational Procedures

***Comment:** Operational procedures had been revised*

The following are the approved procedures to complement the ToR and detail operational aspects of the RCA PAC:

(a) RCA PAC Chair:

The NRM/GCM will nominate the RCA PAC Chair. In the event that the Chair is unavailable for an activity of the Committee, the designated RCA PAC Members will agree to a temporary Chair for that particular activity.

Comment: Appointment of RCA Chair had been moved to Composition and Appointment of Members

(b) Quorum and consensus:

A quorum for RCA PAC meetings will be defined as attendance by more than half of the designated Members. The outputs from the RCA PAC will be based on consensus view where possible, and if this cannot be achieved the simple majority view will be presented.

Comment: Retained

(c) Alternates:

RCA PAC Members cannot designate alternates.

Comment: Retained

(d) Access to RCA PAC Meetings:

RCA PAC meetings shall be able to hold particular sessions of a meeting *in camera* if dealing with confidential or sensitive issues.

(e) Conflicts of Interest:

RCA PAC Members are expected to declare when they have potential conflicts of interest concerning matters under discussion. If deemed necessary by the other PAC Members, they shall retire from the meeting during the sessions on that subject.

Comment: Retained

(f) Reporting of RCA PAC Meetings:

The RCA PAC will not produce minutes of their deliberations and will strictly implement the reporting and distribution procedures stipulated in the ToR. Normally, communications to and from the RCA PAC will be through its Chair and the RCA Chair and will also be copied to the RCA FP.

Comment: Revised

(g) Availability of RCA PAC Members:

RCA PAC will make themselves available to carry out designated tasks at the designated times. However, the RCA PAC may be unable to carry out task that do not adhere to such timing and agreed deadlines.