



## **Work plan on preparation for the RCA Ministerial Level Meeting**

The RCA Ministerial Level Meeting on the occasion of 50<sup>th</sup> Anniversary of the RCA is a valuable opportunity to reaffirm a continued strong commitment and dedication of GPs to the RCA program to meet the current and emerging challenges for the years to come. Accordingly, the Joint Ministerial Declaration as an important output will be adopted.

### **1. Date and Venue**

- Date: 26 September 2022, (13.00 – 17.00 hrs)
- Venue: CR4, IAEA's headquarter at VIC, Vienna, Austria
- Mode of the Meeting: Hybrid Meeting

### **2. Target participants**

- Representatives from IAEA
- Representatives from GPs: Ministers/Deputy-Ministers, Permanent Mission of GPs, RCA NRs, senior officials & experts
- RCARO, RCA PAC, MTS Group
- Representatives from Agreements (AFRA, ARCAL, ARASIA) and other observers

\* Estimated number of participants: 200

### **3. Tentative agenda of the RCA Ministerial Level Meeting**



**REGIONAL COOPERATIVE AGREEMENT**  
**INTERNATIONAL ATOMIC ENERGY AGENCY**



**RCA MINISTERIAL LEVEL MEETING**

*Monday, 26 September 2022*  
*Room CR4, IAEA Headquarters, Vienna, Austria*

**PROVISIONAL AGENDA**

12:30 - 13:00	<b>Opening of the RCA Exhibition</b> (Hallway of A Building and in Front of M Building) MC by Jeon Hyun Kyoung, RCARO <ul style="list-style-type: none"><li>- Welcome remarks by HE Dr Huynh Thanh Dat, Minister, the Ministry of Science and Technology of Viet Nam (to be confirmed)</li><li>- Opening remarks by HE Dr Rafael Mariano Grossi, DG of the IAEA (to be confirmed)</li><li>- Introduction of the RCA Exhibition by Director of the RCARO</li></ul>
14.00 - 14.30	<b>Registration</b>
14.30 - 14.50	<b>Opening of the 50<sup>th</sup> RCA Anniversary Ceremony and RCA Ministerial Level Meeting</b> <ul style="list-style-type: none"><li>- Welcome remarks by the RCA Chair</li><li>- Opening remarks by HE Dr Huynh Thanh Dat, Minister, the Ministry of Science and Technology of Viet Nam (to be confirmed)</li><li>- Remarks by HE Dr Rafael Mariano Grossi, DG of the IAEA (to be confirmed)</li><li>- Commemorative photo</li></ul>
14.50 - 15.10	<b>Overview of the RCA</b> (Chaired by Viet Nam, presented by Director of TCAP and the RCA FP) <ul style="list-style-type: none"><li>- Successful delivery of the RCA programme over the last 50 years</li><li>- A short video “the RCA – 50 Years of Formation and Development”</li></ul>
15.10 - 16.30	<b>Country Keynote Speech</b> (chaired by Viet Nam, Australia and Thailand) GPs’ speech in alphabetical order
16.30 - 16.45	<b>RCA Ministerial Joint Declaration</b> (chaired by Viet Nam, Australia, and Thailand) Discussion and adoption of the RCA Ministerial Joint Declaration
16.45 - 17.30	<b>RCA Awards Ceremony</b> (chaired by Viet Nam, Australia and Thailand) <ul style="list-style-type: none"><li>- Award announcement and congratulation</li><li>- Commemorative photo</li><li>- Remarks of the representative of RCA awardees</li></ul>
17.30	<b>Closing</b>
19.00-21.00	<b>Reception:</b> Arcotel Kaiserwasser, Wagramer Straße 8, 1220 Wien, Österreich. Attire: National/Business (Chaired by Viet Nam, Australia and Thailand, supported by TCAP/IAEA)

## Assignment of Roles & Responsibilities

No.	Activities	Main responsible Parties	Contributors	Timeframe	Notes
<b>I</b>	<b>Preparation in advance the RCA Ministerial Level Meeting</b>				
1.1	Agenda of events	VIE	IAEA, GPs, RCARO	44 <sup>th</sup> NRM	Done
1.2	List of tentative participants, speakers and observers	IAEA	RCARO, VIE	20 Aug 2022	
1.3	Invitation letter(s) for Ministerial Conference	IAEA	RCARO, VIE	2 months before the 51 <sup>st</sup> GCM	Done
1.4	Invitation letter(s) by the Chair Country	VIE	IAEA	10 Sep 2022	To be in progress
1.5	Drafting and circulating Ministerial Joint Declaration	VIE	IAEA, GPs, RCARO	44 <sup>th</sup> NRM	Done
1.6	Collecting Country keynote speeches	RCARO	IAEA, VIE	15 Sep 2022	To be collected by RCARO as background documents
1.7	Document publication and video montage	IAEA	RCARO, VIE, JPN, GPs	44 <sup>th</sup> NRM	- RCA video to be showcased on the 50 <sup>th</sup> RCA Anniversary Ceremony (Done) - Document publication (to be updated by the RCA FP)
1.8	RCA Awards & RCA Awards Ceremony	RCA Award Committee	IAEA, GPs	30 Aug 2022	- Selection Results to be approved by NRs by 18 Aug 2022

					- Production of RCA Awards Plaque by 10 Sep 2022 - <i>Script for the RCA Awards Ceremony by 10 Sep 2022</i>
1.9	Propaganda activities	RCARO	IAEA, VIE, GPs	2 months before the 51 <sup>st</sup> GCM	Information on 50 <sup>th</sup> RCA Anniversary, Exhibition and Ministerial Level Meeting will be uploaded on IAEA, RCARO's website and introduced at GPs
1.10	Souvenir production	IAEA	VIE	15 Sep 2022	To be informed by the IAEA
<b>II</b>	<b>Logistic arrangements during the events</b>				
2.1	Meeting room (including room, equipment, banner, stationery, name tag.)	IAEA		51 <sup>st</sup> GCM, 23 Sep 2022	Done
2.2	Hardcopy books and printed materials for participants	IAEA	RCARO		
2.3	Registration	IAEA, RCARO	VIE, AUL		6 staffs
2.4	Commemorative photo	IAEA	VIE		
2.5	Print, photo copy and distribution	IAEA	VIE, AUL		2 staffs
2.6	Reception	IAEA	VIE		
<b>2.7</b>	<b>Arrangement for journalists/reporters</b>	<b>IAEA</b>	<b>RCARO, VIE</b>	15 Sep 2022	<b>- Draft Press Release prepared by the RCARO</b>
<b>III</b>	<b>Organization and operation during event</b>				

3.1	51 <sup>st</sup> GCM cum SOM of the Ministerial Level Meeting				
	Chair	VIE			
	Rapporteur	RCARO, VIE, AUL			
3.2	Ministerial Level Meeting				
	Chair	VIE	THA, AUL		
	Rapporteur	RCARO, VIE, AUL			
<b>IV</b>	<b>RCA Exhibition</b>	RCARO			
<b>V</b>	<b>Post-events</b>				
5.1	Media	RCARO	IAEA, VIE	Within 5 days after the events	-For GCM, 50 <sup>th</sup> RCA Anniversary, Ministerial Conference -Information/news on 50 <sup>th</sup> RCA Anniversary will be uploaded on IAEA & RCARO's websites. The news link is requested to disseminate in GPs.
5.2	Completion of reports and circulation	VIE	RCARO, IAEA, AUL, STF	Within 3 weeks after the event	For GCM and Ministerial Conference

### Cost Estimation for RCA Ministerial Level Meeting

Activity	Budget Estimation (Euro)	Fund Resource
Logistic arrangement (Room, equipment, Banner, Decoration & stationery, name tag, etc....)	4,000	IAEA/EBT
Document Publication and plaques production for RCA Award	xxx	EBT
Reception (at Arcotel Kaiserwasser for 200 pax)	xxxx	IAEA/EBT
Decoration for the Reception (Banner & Flower)	xxxx	IAEA/EBT

*XXX: The IAEA is requested to provide the cost estimation for the activities*

## **Tentative Programme**

### **Reception for RCA Ministerial Level Meeting**

Number of persons: 200 pax (*To be confirmed*)

Time: 19:00 – 21:00, 26 September 2022

Venue: Arcotel Kaiserwasser, Wagramer Straße 8, 1220 Wien, Österreich

Attire: National/Business

<b>Time</b>	<b>Activities</b>
19:00 – 19:15	Check-in
19:15 – 19:20	Introduction and Welcome remarks by RCA Chair
19:20 – 19:30	Opening remarks by Representative of the International Atomic Energy Agency
19:30 – 19:40	Opening remarks by Representative of Viet Nam
19:40 – 21:20	Dinner
21:20 – 21:30	Closing