Report of the RCA Programme Advisory Committee for 2021/22

The report of the RCA PAC for 2021/22 containing completed and planned activities is herewith submitted to the 51st RCA GCM in accordance with the TOR of the RCA PAC.

Proposed Action:

The GCM may

    i)   Take note of the completed and planned activities of RCA PAC in 2021/22 and planned activities in 2022/23

    ii)   Approve the format for LCC reports given in Annex 1

    iii)   Approve the revised version of Annex 16 of the GOR given in Annex 2 of this report. The current version of Annex 16 of the GOR is given in Annex 3 of this report.

    iv)   Take note of the suggestions of PAC to WG on development of the MTS for 2024/29 and approve representation of MTSC WG, RCARO and PAC in the Working Group

Report of the RCA Programme Advisory Committee to the 50th RCA GCM

on its Completed and Planned Activities in 2021-2022

The activities of the RCA Programme Advisory Committee since the 43rd RCA NRM held in April 2021, and the activities planned for 2021 and 2022 are hereby presented for the information of the 50th RCA GCM, in accordance with the TOR of PAC.

1. **Activities of PAC in 2021/2022**
   1.1 **Meetings of the RCA Programme Advisory Committee**

   Four virtual meetings of the RCA PAC were held in 2021/22 regarding the following issues
   - To brief the PAC members on the outcomes of the 44th RCA NRM
   - To agree on the procedure of monitoring of the implementation of the RCA Programme for 2022/23
   - To agree on actions to be taken related to Annex 16 of the GOR
   - To discuss the status of submission of six-monthly progress reports by the NPCs
   - To discuss the progress of project designs for the RCA Programme for 2024/25
   - To agree on PACs inputs to the MTSC-D WG
   - To agree on the format for LCC progress reports
   - To brief the PAC members of the outcomes of the meetings of the MTSC WG held on 2-4 March and 3-5 August 2022.
   - To agree on the contents of the PAC report to the 51st RCA GCM

   1.2 **Development of the RCA Programme for 2024/25**

   The 44th RCA NRM held in April 2022, approved the following Project Concepts for further development for implementation under the RCA Programme for 2024/25, given in priority order.

No	Title	Lead Country
1	Improving the Radiotherapy Capacity of Newcomer RCA Governmental Parties	JPN
2	Strengthening cancer care and research by training radiation oncology health professionals in RCA Member States in data collection through radiation oncology electronic management systems	AUL
3	Mutational Bio-fortification for Improving the Nutritional Quality of Food Crops in Asia and the Pacific Region	CPR
4	Strengthening and empowering the role of radiology medical physics services in clinical practice through regional cooperation	AUL

No	Title	Lead Country
5	Application of isotope techniques for evaluating the efficacy of artificial recharge to groundwater in water scarce RCA region	IND
6	Introducing Theranostics In Nuclear Medicine*	PAK

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Following actions were taken by PAC in this regard,

1. A PAC member was assigned for each project to assist the LCC in project development.
2. The LCCs appointed by the respective LCs were provided,
    - The templates of the Project Document, the LFM and the Work Plan
    - Summary guidelines on project design
    - The timeframe for development of the RCA Programme for 2024/25.
    - IAEA Guidelines on Planning and Design of the IAEA TC Programme for 2024/25
    - IAEA Quick Reference Guide on Project Design using the Logical Framework Matrix
3. RCA GPs were requested to appoint contact persons who could provide the information required by LCCs for designing the approved projects. 12 GPs responded. The details of the contact persons received from the GPs were provided to the LCCs.
4. Guidance was provided to LCCs on designing the projects and uploading the project designs on PCMF through regular communications.
5. The project designs are being uploaded on PCMF to meet the IAEA deadline of 31st of August.
6. A project design meeting will be held in January/February 2023 in Vienna, with the participation of LCCs, PAC members, regional experts and IAEA technical staff to further refine the initial designs.

1.3 Monitoring of the Implementation of the RCA Programme in 2022/23

The 43rd RCA NRM revised the TOR of PAC and extended its scope to monitoring the implementation of RCA TC projects and evaluating their outcomes, in addition to its responsibilities in project development.

The 50th RCA GCM accepted the proposal of PAC to assign the PAC member who assisted the LCCs in developing the RCA projects for 2022/23 cycle, to assist the LCC in monitoring the progress of implementation of the projects. The 50th RCA GCM also approved the proposal to request NPCs to submit six-monthly progress reports according to the format given in the GOR.

Following actions were taken by PAC in this regard.

1. A PAC member was assigned to each project to assist the LCCs in monitoring progress
2. The respective PAC members attended the First Project Coordination Meetings
3. LCCs were advised to request NPCs to submit Progress Reports for January-June 2022.
4. Progress Reports were received for only 2 out of the 7 new projects in 2022. **The assistance of the NRs is sought to ensure submission of progress reports by NPCs.**
5. Feedback will be provided to the NPCs to assist them in improving their National Work Plans.
6. A format has been prepared for the LCC reports to be submitted to the NRMs.

1.4 RCA Research Programme

PAC in its role as the RCA Research Review Committee participated in the development of the RCA Research Project on "Closing the Gap in Radiotherapy Access in RCA Government Parties (RP03)" and in the monitoring of the progress of implementation of the second phase of the Research Project on "Air Quality and Environmental Impact Assessment of Industrial Activities in Asian Region (RP02)".

1.5 Other activities

RCA Chair participated in the meetings of the WG on MTSC meetings held on 2-4 March 2022 and 3-5 August 2022, the 4th and 5th Meetings of the Special Task Force for the 50th Anniversary of the RCA, and the meetings of the RCA Awards Committee.

2. Activities planned for 2022/23

1. Finalization of the project designs for RCA Programme for 2024/25

Time Frame	Activity
31st August 2022	Uploading of the first draft of project designs on PCMF
1st September – 16th November	Review of the project designs by IAEA staff
5-9 December 2022	Project Design Meeting
December / January	Further consultations with LCCs to improve project designs
March / April 2023	Revision of project designs based on the IAEA quality enhancement exercise
17th May 2023	Final submission on PCMF

2. Monitoring of the implementation of the RCA Programme of 2022/23

Time Frame	Activity
November 2022	Invitation by LCCs of six-monthly progress reports from NPCs
December / January	Assist LCC in preparing the PPARs
March 2023	Assist LCCs in preparing presentations / reports to the NRMs

3. RCA Research Programme

PAC in its role as the RCA Research Review Committee will assist in the monitoring of the RCA Research projects on monitoring air-pollution and on radiotherapy.

3. Format for Reports of LCC to the RCA NRMs

According to the current practice the Lead Country of each of the ongoing projects makes a presentation on the progress of their implementation. (Written reports were submitted during the past three years

when the NRMs were held as virtual Meetings). The presentations (and written reports) were prepared by LCCs.

Since there is no standard format for the presentations (and written reports) a wide variation in the amount of detail and quality could be observed. PAC proposes a format for the contents of the presentations (and reports) to make them more uniform.

The proposed format is given in Annex 1. A template for presentations will be made based on the approved format.

4. Proposal for revision of Annex 16 of the RCA GOR

RCA PAC in consultation with the WG on MTSC has revised Annex 16 of the GOR on Achievement Reports. According to the GOR, LCCs of completed RCA Projects are expected to submit an Achievement Report within six-months after the completion of the projects. The objective of Annex 16 is to provide guidance to the LCCs.

The main revisions are improvement of the terminology to improve alignment with the IAEA terminology on TC projects, to provide examples of indicators for assessing project achievements, and a format for the Achievement Reports.

The revised version is given in Annex 2.

5. Suggestions for MTS of 2024/29

A summary of the suggestions of PAC to the MTS-D WG are given below. A detailed proposal will be submitted to the WG MTS-D WG.

1. Action should be taken to expedite the drafting of the MTS for 2024/29 to make it possible for its adoption by the latest at the NRM of 2024.
2. The MTS should contain strategies for achievement of the RCA Vision and Mission.
3. The Strategic Directions of the MTS should be linked to the RCA Vision and Mission; the performance indicators should be linked to strategic directions; and the implementation plan should be linked to both the strategic directions and the performance indicators.
4. The MTSC WG, the RCARO and PAC should be responsible for implementation of the sections of the implementation plan that are within their TOR.
5. A representative of MTSC WG, RCARO and PAC should be members of the MTS WG.

REGIONAL COOPERATIVE AGREEMENT (RCA)

ANNUAL LCC PROGRESS REPORT TO THE RCA NRM

FOR (*Year*)

1. **Administrative information**

1.1 Project number and title:

1.2 Name and contact details of the LCC:

1.3 Participating RCA GPs:

2. **Project Objective:**

3. **Outcome of the project:**

4. **Regional activities:**

    List the regional events implemented during the year

    Comment on the status of implementation of the Regional Work Plan (from PCMF)

5. **Status of achievement of Project Outputs against the indicators of the LFM***

Output	Indicator and Target	Status of Achievement
Output 1		
Output 2		
Output 3		

*The full achievement of the Outputs could be expected only at the end of the project. The purpose of the information requested on the achievement of the Outputs in annual reports is to assess the progress made towards achieving the Outputs and to take corrective action if necessary.

6. **National Activities (Target GPs)**

Participating GP	Submission of six- monthly progress reports	National Work Plans developed	Progress of implementation of national work plans	Comments
	Yes/No	Yes / No	Good/satisfactory/ not satisfactory. On target / behind target.	

7. Resources Provided (Resource GPs)

Participating GP	Expert services	Laboratory services	Hosting of RTCs	Comments

8. Regional activities planned for the next 12 months

9. Main constraints faced in project implementation that should be brought to the attention of the RCA NRs

10. Describe notable achievements of the project.

11. Any additional information that could be relevant

GUIDANCE ON UNDERSTANDING AND REPORTING OUTCOMES AND IMPACTS OF RCA PROJECTS (ANNEX 16 OF GOR)

Purpose: The purpose of this Annex is to provide LLCs and other relevant stakeholders guidance for reporting the outcomes and impacts of RCA Projects.

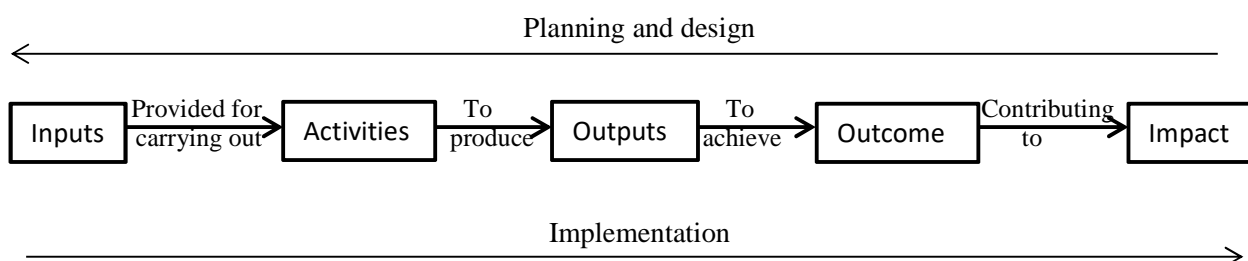<u>**Main Elements of a TC Project**</u>[1]

Impact: Positive or negative, primary or secondary long-term effects produced by a project, directly or indirectly, intended or unintended.

Outcome: An outcome represents changes or improvement in conditions, services, and situations, which occur after the achievement of outputs and as a consequence of their use, achieved through the collective effort of the project team, stakeholders and partners.

Outputs: The products, deliverables, and tangibles which result from the completion of activities within a project. Completion of all envisioned project outputs will normally result in the achievement of the outcome.

Activities: Actions needed to convert inputs into outputs.

Inputs: Resources provided for and used in a project to implement the activities. For TC projects, inputs are provided by both Member States (as national financial and human resources, local infrastructure, etc.) and IAEA (such as expert missions, training courses, meetings, staff time).

Planning and design

←──

| Inputs | Provided for carrying out → | Activities | To produce → | Outputs | To achieve → | Outcome | Contributing to → | Impact |

Implementation

──→

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1 Glossary of Terms used in the Planning and Design of the IAEA Technical Cooperation Programme

EXAMPLES

Project Element	Example 1	Example 2
Impact	The radiation processing facilities in RCA GPs manage to produce products with internationally acceptable quality and thereby find new international and national markets for their products.	Land degradation is minimized and crop productivity increased through improved soil and water quality management practices in agriculture.
Outcome	Quality Management practices conforming to international standards are established in radiation processing facilities of participating RCA GPs.	Capability of FRN and stable isotope analyses in soil and water to support land management established in participating GPs.
Outputs	1. Guidelines on conforming to the international standards relevant to the radiation processing facilities 2. Personnel trained in establishing Integrated/Quality Management Practices **3.** Laboratories capable of carrying out necessary calibrations and measurements **4.** Documentation required to obtain Certification of the Quality Management Systems from certification bodies	1. Personnel with technical skills for application of FRN and stable isotope techniques 2. Laboratory facilities for FRN and stable isotopes 3. Data on soil erosion , soil quality and water quality in each participating GP 4. Regional database on soil erosion, soil quality and water quality
Activities	(Activities for Output1) 1.1 Expert assignment for preparation of guidelines containing quality management procedures. 1.2 Applications of the guidelines by the participating GPs. 1.3 Audits to ensure proper application of the guidelines	(Activities for output 1) 1.1 Regional Training on sampling, measurement, and analysis using FRNs and stable isotopes 1.2 National training programmes on FRN and Stable Isotopes (Activities for output 3) 3.1 Collection of samples from identified sites 3.2 Sample analysis and data interpretation
	(Inputs for Activity 1.1) 1.1.1 Expert Mission 1.1.2 Procurement of Quality Management Standards	1.1.1 Regional Training Courses 1.1.2 Expert missions (to support national training programmes)

Project Evaluation

Evaluation is an objective, independent and systematic examination of the extent to which a programme or project has achieved its stated objective and, therefore, is meeting the needs and priorities of Member States. (IAEA-TC Glossary). (See Sections 1.1.5(k) and (l) of Part 4 of GOR). Evaluation is carried out after completion of project implementation (i.e. implementation of all the activities in the Work Plan of the project).

Evaluation of Outcome and Outputs

Evaluation of RCA Projects is reported by the LCCs to the RCA NRMs, typically six months after completion of project implementation. More time could be provided depending on the time required for achievement of the project outcome. (Section 1.1.5(o) of Part 4 of GOR). The report contains the status of achievement of project outputs and the outcome against the targets given in the indicators of Logical Framework Matrix of the project. The RCA Programme Advisory Committee assists the LCCs in preparing the reports.

Examples of Indicators

	Design Element	**Indicator and Baseline**	**Target**	**Means of Verification**
Outcome	Quality Management practices conforming to international standards are established in radiation processing facilities of participating RCA GPs	Indicator - The number of GPs that have established QM systems that conform to international standards in their irradiation facilities according to ISO 9001:2015). Baseline –'x'.	Target – all GPs participating in the project. Timeframe - within 'y' months after completion of the project.	Certificates of conformity awarded to radiation processing plants by national certification bodies.
Output	Personnel trained in establishing Integrated/Quality Management Practices in radiation processing facilities.	The number of trained personnel. Baseline: 'xx'	Target – 'yy' personnel trained in Regional Training Courses by Qa/20bb 'zz' personnel trained in national training courses by Qc/20dd	Reports of the Regional and National Training Courses.

Evaluation of the Project Impact

The LCCs are also expected to submit a subsequent report two years after completion of the project (Section 1.1.5(p) of Part 4 of GOR). This report focuses on the socio-economic impact of the project, which is a long-term goal resulting from the direct contribution of the outcome of the project to the achievement of a sustainable development priority of each GP. The RCA Programme Advisory Committee assists the LCCs in preparing the reports.

Regional Cooperative Agreement (RCA)

Format for Final Project Achievement Report

(To be prepared by the Lead Country Coordinator)

Administrative Information

Project Title and Number:

Implementation Period:

Objective of the Project:

Participating RCA GPs:

Name and Contact Details of the Lead Country Coordinator:

Regional Events:

Regional Training Courses

Title	Duration (weeks)	Participating GPs	Comments

Regional Meetings

Title	Participating GPs	Comments

Quantitative Assessment (based on the Logical Framework Matrix) :

	Design Element	Indicator and Baseline	Target	Achievement
Outcome				
Output 1				

Output 2				
Output 3				

Qualitative Assessment:

For each participating GP (based on information provided by NPCs).

1. Progress made in achievement of the Project Outcome
2. Progress made in achieving the project Outputs
3. Other significant achievements
4. Significant inputs to project implementation
5. Constraints faced in project implementation

Achievement of Project Objective:

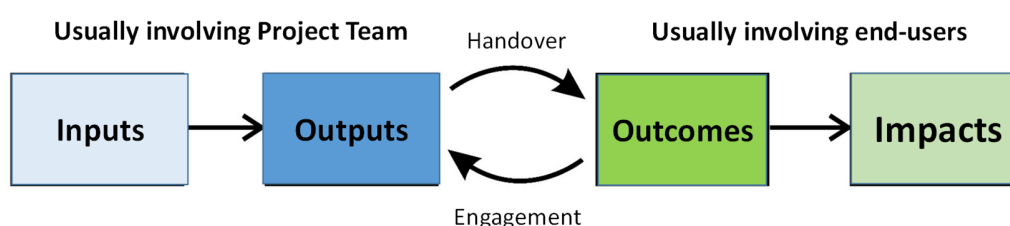**Further actions to be taken by participating GPs for achievement of the objective of the project**

Recommendations:

Specific gaps / further needs, if any, to be addressed through a follow-up project

Current Version of Annex 16 of the GOR

GUIDANCE ON UNDERSTANDING AND REPORTING OUTPUTS AND OUTCOMES FROM RCA PROJECTS

It is important to understand the difference between project outputs and outcomes, and ensure that they are accurately reported in relation to RCA projects and activities, for example during project coordination meetings.

Project Outputs

Outputs are products and deliverables that are usually created by the Project Team, typically using some Inputs such as funding, expertise, etc.

End-users and/or beneficiaries are sometimes involved in the production of outputs, and this should be encouraged because it helps them understand and adopt the outputs quickly for their own use.

Examples of Project Outputs include: training courses delivered (and number of people trained), best new or improved methods developed, other processes/procedures developed, databases and measurements created, workshops run, reports and articles published, facilities established or enhanced, etc.

Project Outcomes

An Outcome is a beneficial change in the behaviour, capacity or performance of an organisation, community or individual.

Outcomes almost always relate to end-users or beneficiaries, who are not directly involved in the production of the project outputs. Thus, there is a need for engagement and handover of project outputs from the project team to the end-users.

Examples of Project Outcomes include: modifications to policies, adoption of new or modified organisational procedures, improved condition of an environmental asset, commercialisation of a new product or service, improved sustainability or efficiency of an organisation, etc.

Note that Outcomes are different from Impacts, which are longer-term social, economic, cultural or environmental benefits that result from one or more Outcomes.

For example: an Output might be air pollution database, which could lead to a near-term Outcome that a new policy is created to reduce air pollution from certain sources, which could lead to the longer-term Impact of fewer deaths from air pollution.

Guidance for reporting outcomes

Reporting project outcomes is challenging. The diagram above shows a simplified linear relationship in which one set of outputs leads to one set of outcomes, which in turn lead to one set of impacts. In reality, one outcome may depend on many different outputs derived from many different projects, and likewise one outcome may lead to many different impacts. There may also be a long time between the completion of the outputs and the resulting outcome or impacts. This can make it difficult to understand the contribution of any one output to a particular outcome.

The following guidance is useful for reporting outcomes from RCA projects:

- Outputs and outcomes from a project should be reported even if they relied partially on activities undertaken in a previous RCA project or any other aligned regional, national or local project.

- When reporting an outcome, it is sufficient to use just 1 sentence to summarise the observable change in the behaviour, capacity, performance, relationships, activities or actions that resulted from the RCA project. For example:

    o In 2001, the Ministry for the Environment adopted a new national policy for assessing air pollution based on the source apportionment method developed in project RASXXXX.

    or

    o Between 1998 and 2003, the national Environmental Protection Agency has contributed funding for six new monitoring stations, based on the value of the data that this project has been able to demonstrate.

    or, in a general format

    o [Time period], [Organisation or community] has/have [Action or change], in part due to [Contribution of project]

- If possible, it is helpful to include 1-2 extra sentences to explain each outcome's general significance in terms of socio-economic benefits.

- Ideally, also provide 1-3 sentences to explain the specific contribution of the project to the outcome you're describing, and which specific project activities and/or outputs led to the outcome.

- Always try to provide a means of verification when you report an outcome. Means of verification may include: references to publications, web pages, letters of support and/or other evidence that allows the Project Outcome to be independently verified. Means of verification may be provided in any language.