

**Appendix**

**Guidelines to nominate and appoint  
A Regional Representative of the RCA Regional Office  
(Draft)**

1. These Guidelines define details regarding the development of qualifications for the position, the selection, and appointment of the Regional Representative of the RCA Regional Office.
2. These Guidelines shall be agreed by consensus of the 30<sup>th</sup> RCA GCM.
3. These Guidelines were prepared by the Task Force Member States in relation with the preparation of the Working Paper.
4. These Guidelines as an Appendix of the Working Paper have been circulated to all RCA MSs prior to the 30<sup>th</sup> RCA GCM in Vienna for consideration and review by the RCA National Representatives.

(Job Description/Qualifications)

- An ad-hoc committee on behalf of the all RCA Member States shall determine the exact qualification and experience of the candidate(s) for the Regional Representative position. Formation of the ad-hoc committee shall be agreed at the 30<sup>th</sup> RCA GC by the consensus of the RCA MSs.
- The ad-hoc committee in cooperation with the RCA Office shall develop a properly designed Job Description Form.

(Invitation)

- The present Chair with support from the RCA Office shall circulate the Job Description Form together with post vacancy announcement to all RCA National Representatives inviting application of candidate(s).

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- The RCA Office shall advertise the invitation via the Internet, using the IAEA/RCA Home Pages and other related regional and international information channels.
- The RCA Office shall inform the resident representatives of the RCA MSs to IAEA to encourage the application(s).
- The RCA Office shall receive the application(s) in due time. The deadline for the application shall be determined at the 30<sup>th</sup> RCA GCM. If there are no applications until the deadline, it can be extended to another time and an interim measure can be considered to meet the targeted opening of the Regional Office.
- The application(s) shall be made either through the National Representatives of RCA Member States or the RCA Office and also shall open to other than RCA countries including regional or international organizations from where sound candidates may be sourced. In any case, the country of origin of the candidate(s) shall guarantee the provision of necessary costs, including the salary, for the Regional Representative.

### (Selection)

- The Regional Representative shall be selected at an RCA National Representatives Meeting.
- For the selection of the Regional Representative, it is recommended to form an ad-hoc committee. The committee shall be formed and entrusted at the 30<sup>th</sup> RCA GCM. The committee shall consist of 5 members. The 5 members shall be the immediate past, present and immediate future Chairs and Korea as the host country and Australia as the lead of the Task Force Group for preparing the Working Paper. If Korea or Australia happens to be one of the Chairs, new committee member(s) shall be selected to serve in their stead at the RCA GCM or other due procedure.
- The recommendation for selection shall be made by consensus among the ad-hoc committee members. If no consensus is reached among the ad-hoc committee members, it shall be abided by the

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decision of the majority.

- If necessary, the ad-hoc committee shall convene well before an RCA National Representatives Meeting at an agreed place. The host country shall arrange the meeting.

### (Appointment)

- The recommendation for selection made by the ad-hoc committee shall be presented to the next RCA National Representatives Meeting for endorsement and/or confirmation.

### (Duty Start)

- The appointed Regional Representative shall start his/her duty at the Regional Office at the earliest possible time.
- Administrative details about the post settlement and work-start shall be discussed between the host country (The Korean Government Ministry responsible for RCA matters) and the individual who will be appointed at an RCA National Representatives Meeting.