

**Meeting Record of
The First Advisory Committee Meeting of
The RCA Regional Office**

**31 July-2 August 2002
At IAEA Headquarters, Vienna**

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1. The First Advisory Committee meeting of the RCA Regional Office was held during 31 July-2 August 2002 at the IAEA Headquarters in Vienna.
 2. The main purpose of Advisory Committee was to prepare a final version of the Working Paper for the establishment and operation of the RCA Regional Office in Korea as entrusted at the 24th RCA Meeting of National Representatives in Korea in March 2002. The Advisory Committee was also requested to prepare 'Guidelines on the Operation of the Advisory Committee', 'Guidelines on the Selection and Appointment of a Director for RCA Regional Office' and 'Guidelines on the Operation of the Selection Committee' and relevant documents such as 'Vacancy Notice for the Position of the Director of the RCA Regional Office'. To this effect, the meeting was convened by the initial request of the RCA Regional Office in connection with the Lead Country meeting in Vienna that was held in July/August 2002.
 3. Among the 6 Advisory Committee members, 5 members were presented. They were Mr John Easey (Australia), Mr N Choudhury (Bangladesh), Mr K Raghuraman (India), Mr J K Chung (Korea) and Mr C R Aleta (RCA Coordinator). The quorum for the meeting was so constituted as set forth in the 'Guidelines on the Operation of the Advisory Committee'. It is noted that the Advisory Committee was composed at the 24th RCA Meeting of National Representatives in Korea in March 2002
 4. Mr Zhang Jing (China), a member of the Advisory Committee, could not participate in the meeting this time. However, he conveyed his wish to the meeting that he would express his views and make comments on the RCA Regional Office matters from a Member State point of view at the next Advisory Committee meeting as well as at the 31st RCA GC that will be held in Vienna in September 2002. Mr Deng Ge from Chinese mission to IAEA in Vienna participated in the meeting as an observer to follow up the meeting.
 5. Mr Jin-Kyoung Kim, Director of RCA Regional Office (interim) and Mr M N Razley of IAEA also participated as observers.

6. Mr N Choudhury was elected as the Chair of the Advisory Committee. The Chair requested Mr K P Kim, a Cost Free Expert from Korea to the RCA Coordinator's Office of the Agency, to work as rapporteur. The Chair said in his remarks that this Advisory Committee meeting is important to assist the Regional Office to equip with necessary legal back-up measures since the Office was already inaugurated.
7. Before reviewing the Working Paper, the meeting first reviewed the 'Guidelines for Operation of the Advisory Committee' and adopted with slight change of wordings. With this adoption, the Committee was enabled to go into designated function. The Guidelines are attached as Annex-2.
8. The meeting reviewed the Working Paper as a final version and adopted after several modifications of expressions. The meeting decided that the Working Paper shall be circulated to the Member States for perusal at least one month before the 31st RCA GC in September 2002 in Vienna. Any additional comments about the Working Paper from the Member States in due time may be considered for reflection when the Working Paper is finally endorsed at RCA GC. The Working Paper explains background, necessity, main functions, role of the Director, staffing of the Office, necessary legal provisions and other basic concept to be addressed. It is noted that the Working Paper has already been in principle agreed at the 30th RCA GC in September 2001 in Vienna. The final version of the Working Paper as adopted by the Advisory Committee is attached as Annex-1.
9. The meeting then reviewed the 'Guidelines on the Selection and Appointment of a Director of the RCA Regional Office' and 'Guidelines on the Operation of Selection Committee' and these were adopted with some modifications. Based on these Guidelines, the Advisory Committee shall form a 5-member 'Selection Committee'. These two Guidelines as agreed by the Advisory Committee are attached as Annex-3 and Annex-4, respectively.
10. The meeting agreed to request the 'Selection Committee' to develop a vacancy notice together with job description when formed. The Selection Committee shall be assigned to select most suitable candidate(s) for recommendation to the RCA Meeting of National Representatives for final appointment.
11. The meeting agreed to have a separate meeting at an agreed place and time, preferably in connection with the 31st RCA GC in Vienna, in order to confirm Advisory Committee's report to the 31st RCA GC. The Chair of the Committee shall communicate with the members to this effect.

Done on 2 August 2002

At IAEA Headquarters, Vienna

Prof. Naiyyum Choudhury

(National RCA Representative of Bangladesh)

Chair, Advisory Committee of the RCA Regional Office

On behalf of the Advisory Committee