

# **Recommendations arisen from the Workshop for RCA Working Staff of Member States**

14-17 June 2004, Daejeon, Korea

## **1. Improved Communication and Information Flow among RCA Stakeholders**

Most participants viewed that there was a communication gap among the RCA stakeholders, in particular, between the NRs and the RCA Working Staff in-charge responsible for RCA. There is a need to improve communications and enhanced information flow among the National RCA Representatives (NRs), Lead Country Coordinators (LCCs) and Project Coordinators (PCs), RCA Coordinator, the RCA Regional Office (RCARO), working staff in-charge of RCA in Member States (MSs) as prerequisite to the success of RCA programme. When necessary, communication between the IAEA Technical Officers (TOs) and RCA stakeholders should also be made. Lack of proper communication among the RCA stakeholders will impact on the RCA programme planning, formulation, implementation, monitoring and evaluation.

Regarding the RCA information flow, maximum use of the RCARO homepage and the RCA Regional homepage based in Malaysia is greatly encouraged. However, a regular updating of these homepages is also requested.

Project Coordinators of the participating MSs are requested to communicate with NRs on project formulation and implementation. LCCs are required to communicate with NRs for prioritization, estimated budget and project plan, and so on.

It is suggested that RCA Coordinator/RCARO prepare a communication flow chart for a better awareness.

NRs are requested to communicate with the working staff in-charge of RCA in Member States. The important role of national working staff in-charge of RCA is reiterated because they are responsible for supporting the NRs.

## **2. Designate a Deputy NR (or an Alternate NR)**

In order to fostering RCA communication, introduction of a Deputy NR (or Alternate NR) system is recommended. Currently, all RCA related official communications are

addressed to the NRs only and they have the authority to respond on behalf of their respective countries. However, when NRs are away from their office for a certain period of time, no proper official communications would be made. In addition, a good number of NRs are, in general, heavily occupied with their regular work. This eventually brings about the slow down of the RCA activities. If a Deputy or an Alternate for a NR is officially nominated, he/she can follow up the RCA affairs on behalf of the NRs.

- The RCA Coordinator mentioned that the nomination of a Deputy or an Alternate National Representative is the decision of each MS. The IAEA RCA office will gladly facilitate this new system and make available all official communications to the appointed Deputies in addition to the NRs once it received the notices.

The title of this alternate person or introduction of a deputy NR (alternate NR) should be decided and agreed by the NRM. However, nominating a Deputy or an Alternated NR is a decision of each MS.

### **3. Support E-communication Infrastructure and Capability Building**

As yet, some MSs have limited communication infrastructures such as computer availability for an exclusive use for RCA matters. It is recommended that the RCARO should continue the computer support programme to support the NRs and working staff in-charge of RCA to facilitate their RCA works. It is noted that in early 2004, the RCARO supported 2 sets of modern high-tech computers to 4 MSs, i.e., BGD, MYA, PHI and SRL. The basic intention behind the RCARO's computer support programme is that one computer would exclusively be used for the RCA communication activities while the other one is earmarked for the RCA Electronic Networking and Outreach project.

The establishment of a routine networking among the RCA working staff of Member States is recommended. Through the networking, necessary information regarding the implementation of RCA events or any cooperative matters among each MS would be exchanged. The RCARO in close collaboration with Malaysia, the Lead Country for Electronic Networking and Outreach project was requested to initiate this endeavor.

### **4. Workshop/Training Course for RCA Support Staffs**

Participants to the RCARO supported Workshop for Working Staff responsible for RCA

enthusiastically rated that the event provided a remarkable opportunity for all the RCA Working Staff of the Member States with an opportunity to learn more about RCA management, RCA project on Electronic Networking and Outreach and RCARO activities. Participants recommended this type of training and roundtable discussions should be continued at least once every two years so that the working staff in-charge of RCA could associate with the RCA programme more actively.

In particular, participants expressed their wish to have an orientation workshop in connection with next year's RCA NRM to be held in Malaysia. The 27<sup>th</sup> RCA NRM will be a computer-based meeting. There is a need for the working staff in-charge of RCA to support the NRs in familiarizing them with the computer-based meeting. Therefore, if available, the participants hoped that an orientation workshop to this effect could be held prior to the 27<sup>th</sup> RCA NRM. Malaysia responded by conveying that they will explore the possibility of organizing the proposed orientation workshop with the full support of IAEA.

It was also suggested that the workshop for working staff in-charge of RCA in MSs could be held during the new project proposal stage for the next cycle programme.

## **5. RCA Ministerial Meeting**

In order to enhance RCA profile in the region and before the international cooperative community, a ministerial-level meeting of the RCA Member States is recommended. This has been demonstrated by the FNCA experience. It is suggested that the RCA Ministerial Meeting would be held every 5 years, particularly in connection with the extension of the RCA Agreement. Therefore, it is hoped that the first Meeting is hoped to be held in 2007.

The RCA Ministerial Meeting is expected to make a statement on how the RCA can contribute to solving currently impending regional issues. To hold such a meeting, it is suggested that IAEA, RCA MSs' diplomatic missions stationed in Vienna, RCARO, and the national RCA coordinating agencies of the MSs should make an orchestrated effort. Possible constraints would be the funding. Also, a strong justification for holding the meeting should be well advocated. RCA should carefully consider what regional issues/problems could be solved having the ministerial intervention.

## **6. Make Available RCA DB with Searching Engines**

In order to plan, formulate, implement and monitor the RCA thematic projects more effectively and efficiently, a necessary and appropriate database should be constructed and operable. The database is expected to provide information not only on the RCA project participating institutes but also on many other related national, regional and international organizations. It is suggested that each individual project should have its own database with accumulated information on the project participants, available facilities and equipment, project related local and international organizations, etc. Participants recognized the progress of the RRU database currently under construction within the ENO project and are looking forward to it being operable soon.

Participants also recommended that advisory bodies for the major RCA thematic sectors would be required. The advisory bodies will give advice on the regional requirements and the project selection, international environment, establishing potential partnerships, and so on.

## **7. Establish Comprehensive Evaluation and Monitoring Mechanisms**

Participants recommended that the NRs together with the IAEA would set up a comprehensive evaluation and monitoring mechanism for the RCA projects, in particular, for the project participants and trainees. Participants noted that there have been several evaluation activities in the past, especially with regards to RCA event participation. There have also been training course and evaluation exercises (April 2001 in Vienna, July 2001 in Bangkok, and March 2002 in Vienna).

The evaluation results were reported to the 24<sup>th</sup> RCA NRM in Korea in March 2002. However, participants felt that a more systematic feedback and follow-up of the evaluation would be needed. It is also noted that in some MSs, a continued evaluation has not been properly carried out. In this regard, participants recommended that an enhanced evaluation mechanism would be developed so that the RCA events could be appropriately recognized. Generally, the evaluation work is the responsibility of the RCA working staff of the MSs. Therefore, it is suggested that for future RCA working staff in eh NR office, a module on evaluation be included.

Sharing information on evaluation, e.g. on questionnaires among the working staff

would also be recommended. The evaluation questionnaire made in 2001 should be revisited. Development of evaluation skills among the Working Staff of MSs responsible for RCA should be supported by IAEA. A training course towards this end should be re-established.

## **8. Mission-oriented Operation of RCA related Homepages**

A coordination meeting among RCA related homepages is suggested. In-charge persons of IAEA TC-RCA homepage, Malaysia-based RCA Regional homepage and RCARO homepage are suggested to meet and discuss for enhanced use of these homepages. Information exchange on structures, contents (in particular the success stories), languages (terminologies), and operational issues is suggested as useful.

As to the National RCA Homepages, similar concerns have been raised. One of the concerned issues related to the language. For example, some of the Member States operate their National RCA Homepages only with their national languages; it is difficult for other Member States visit the homepages. *It was suggested that MSs could prepare their national RCA homepages in two languages, one in English and other in their respective national language. It was suggested that this step would provide a further boost to the national RCA homepages also as the international community would find it more easy to visit to the respective sites.*

In an effort to enhance the RCARO homepage, and at the same time in order to increase awareness of the RCA, the RCARO requested that the RCA Working Staff of MSs support the RCARO by providing the following information.

1) To provide email addresses for inclusion in the RCARO's Emailing Service Membership

- Local RCA project participants
- Employees of nuclear-related institutes including regulatory organizations
- Academic circles (university/college professors and science teachers of high schools)
- Nuclear related industries (electricity utility companies, manufacturing factories using nuclear techniques, radiation processing industry, etc)
- Medical professionals (nuclear medicine, radiological physicians and

technicians, etc)

- The media (reporters/journalists in science and technology, environment, energy, food, health, etc)
- Leading NGOs related to nuclear energy including consumer protection groups
- Religious leaders interested in nuclear energy
- Related diplomatic representatives of the RCA MSs
- Representatives of resident representatives of the UN related organizations
- Others

2) To provide website addresses of the major nuclear related industries for a link with the RCARO homepage

- RI supply and/or using companies (e.g. food irradiation companies, EB using companies)
- Regulatory organization
- Nuclear research and development institutes besides the RCA national coordinating organizations
- Nuclear power generation companies
- Radioactive waste management organizations

3) Most importantly, provide news stories for posting to the 'What's New' corner of RCARO homepage

- Success stories or significant achievements of RCA projects
- RCA events hosted in Member States
- Changes of any main positions in nuclear related government ministries, research institutes
- International/regional conference, seminars, symposiums, etc.

4) Linkage of the RCARO website to the website of the RCA Coordinating Agencies of Member States (Banner is available from RCARO homepage)

## **9. Efforts to Develop RCA Success Stories and Effective Use of RCA Achievements**

Participants believed that the RCA success stories should not only be developed on the

basis of thematic sectors but also by each project. Most attractive success stories would be those stories contributing to the WEHAB categories. An end-users' story that benefited from the RCA projects would be desirable. Participants commonly felt that the success stories would be the basis for the viability of the RCA.

## **10. Promoting RCA Partnerships**

The mandate of RCARO is to increase RCA visibility and to promote RCA viability. However, it is not totally RCARO's responsibility to undertake such a mandate. Participants equally felt that it is all the RCA stakeholders' common responsibility. An orchestrated effort is recommended by all RCA family members to achieve this mandate.

Reflected comments by IND, MAL, PHI, ROK in July 2004