

**REGIONAL COOPERATIVE  
AGREEMENT**



**INTERNATIONAL ATOMIC ENERGY  
AGENCY**

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# **GUIDELINES AND OPERATING RULES FOR THE RCA PROGRAMME**

**Last updated on 23 April 2020**

## INTRODUCTION

The RCA “Guidelines and Operating Rules” (GOR) have been designed as a reference manual for the use by the National RCA Representatives and the other RCA stakeholders. It provides references to all operational RCA procedures and practices and sets out the roles and responsibilities of RCA operational management leadership and stakeholders, describes the conduct of RCA business and defines the procedures and processes for initiation, approval, implementation and evaluation of the RCA Programme. It has been adopted pursuant to Article II (2) (g) of the 2017 RCA.

The GOR are based on the Articles of the Agreement, supplemented by the decisions made by the National RCA Representatives at either of their annual Meetings. It is a “living document” and is constantly updated to include their latest management-related and operational decisions.

It comprises four Parts:

- (a) Part 1 - The RCA, Vision, Mission and Structure;
- (b) Part 2 - Roles and Responsibilities of RCA Government Parties and Policy-related RCA Stakeholders; Meetings of the National RCA Representatives; Role of the Agency in the RCA;
- (c) Part 3 - Basic information on the RCA Programme, structure and administration; and,
- (d) Part 4 - Procedures for Development, Approval, Implementation, Review and Reporting of RCA Cooperative Projects, Roles and Responsibilities and other information relevant to the RCA Programme.

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## ACRONYMS

AFRA	African Regional Cooperative Agreement for Research, Development and Training related to Nuclear Science and Technology
ARASIA	Cooperative Agreement for Arab States in Asia for Research, Development and Training related to Nuclear Science and Technology
ARCAL	Co-operation Agreement for the Promotion of Nuclear Science and Technology in Latin America and the Caribbean
CRP	Coordinated Research Project
CSI	Chief Scientific Investigator
DGP	Developing Government Party
DIR RCARO	Director of the RCA Regional Office
GCM	General Conference Meeting of the National RCA Representatives
GOR	Guidelines and Operating Rules
GP	Government Party
IAEA	International Atomic Energy Agency
LCC	Lead Country Coordinator
MS(s)	Member State(s)
MTS	Medium Term Strategy
NPC(s)	National Project Coordinator(s)
NPT(s)	National Project Team(s)
NR(s)	National RCA Representative(s)
NRM	Regional Meeting of the National RCA Representatives
NTSC(s)	National Thematic Sector Coordinator(s)
OCA	Other Cooperative Activities
PCMF	Programme Cycle Management Framework
PPAR	Project Progress Assessment Report
PPM	Project Planning Meeting
PRM	Project Review Meeting
RCA	Regional Cooperative Agreement for Research, Development and Training Related to Nuclear Science and Technology for Asia and the Pacific
RCA FP	RCA Focal Person
RCA PAC	RCA Programme Advisory Committee
RCARO	RCA Regional Office
RCARO SAC	RCARO Standing Advisory Committee
RPT	Research Project Team
RRU	Regional Resource Unit
TC	Technical Cooperation
TCDC	Technical Cooperation among Developing Countries
WG MTSC	Working Group on the Medium-Term Strategy Coordination

## PART 1 - THE RCA, VISION, MISSION AND STRUCTURE

### 1. OVERVIEW OF THE RCA

#### 1.1. NATURE OF THE AGREEMENT

The Regional Cooperative Agreement for Research, Development and Training (RCA) is an intergovernmental agreement established under the auspices of the International Atomic Energy Agency (the Agency). It is open to the participation of Member States (MSs) of the Agency in the area of South Asia, East Asia, South East Asia and the Pacific. Any MS that was a Party to the 1987 RCA or to the first, second, third, fourth or fifth extension Agreement may become a Party to the 2017 RCA by notifying its acceptance to the Director General of the Agency. Any other MS in the above areas may become a Party to this Agreement by depositing an instrument of acceptance after their acceptance has been approved by a Meeting of National Representatives.

There are provisions in the Agreement for amendment and denunciation\*.

The text and Articles of the RCA provide the fundamental framework and guidance for regional cooperation. It is the source document for any guidelines, operating rules and procedures needed to govern regional cooperation. It is the source document from which the guidelines, operating rules and procedures for the regional cooperation have been developed.

#### 1.2. RCA VISION

**THE RCA SHALL BE RECOGNIZED AS AN EFFECTIVE PARTNER IN PROVIDING NUCLEAR TECHNOLOGIES THAT ENHANCE SOCIO-ECONOMIC WELLBEING AND CONTRIBUTE TO SUSTAINABLE DEVELOPMENT IN THE REGION.**

#### 1.3. RCA MISSION

The Missions of the RCA are to:

- (a) Identify and implement nuclear technologies that address regional priority needs;
- (b) Encourage sustainability of nuclear technology capacities in the RCA Government Parties (GPs) and to ensure effective transfer of those technologies and associated technical know-how to end-users;
- (c) Coordinate cooperative research in applications of nuclear science and technology in support of agreed regional priority needs;
- (d) Promote the benefits of nuclear technologies to appropriate end-users and decision makers, and identify potential partners and funding mechanisms to support an expanded RCA programme; and,
- (e) Develop regional networks for information and experience sharing, mutual assistance and resource mobilization.

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\* RCA Articles XIV and XV

## 1.4. BASIC PRINCIPLES

The RCA specifies mechanisms for implementation. The following are among the basic principles to be applied in the RCA Programme:

- (a) RCA GPs may participate in projects as described in the RCA;
- (b) The responsibility of formulating the RCA Programme lies with the RCA GPs and is carried out through a process of discussion and consensus, and the assistance of the Agency may be sought if required, without prejudice to the financial support that the Agency may provide to the RCA Programme;
- (c) RCA GPs have full responsibility and autonomy to agree on their priorities and the projects to be included in the programme;
- (d) MSs that are party to the RCA have equal rights in the decision-making process of the RCA Programme;
- (e) Each RCA GP shall use the assistance provided to it under the RCA solely for peaceful purposes, in accordance with the Statute of the Agency;
- (f) In accordance with its applicable laws and regulations, each RCA GP shall ensure that the Agency's safety standards and measures relevant to a cooperative project are applied to its implementation;
- (g) Activities undertaken in the framework of the RCA shall promote Technical Cooperation among Developing Countries\* (TCDC) in the RCA region;
- (h) The formulation, design and implementation of the RCA Programme and its projects shall maximise the use of available regional expertise and existing infrastructural facilities;
- (i) The RCA GPs shall each appoint a National RCA Representative (NR) who will have the responsibility for all RCA matters related to that GP and the collective responsibility for all policy matters related to the RCA Programme; and,
- (j) In accordance with RCA Article X, the Agency and any RCA GPs may, where appropriate and in consultation with each other, make cooperative arrangements with appropriate regional and international organizations for the promotion and development of Cooperative Projects in the areas covered by the RCA.

## 1.5. RCA CORE VALUES

The RCA GPs are committed to high standards of professionalism, safety/security and ethical behaviour in the peaceful uses of nuclear science and technology. These core values are fundamental in all RCA activities and underpin the way in which the strategic directions of the RCA Programme will be delivered:

- (a) Safety, Security and Sustainability: ensuring safe, secure and environmentally-aware utilisation of nuclear science and technology and contributing to sustainable development within the region, in accordance with the relevant international arrangements, national laws and regulations applicable to the RCA GPs;
- (b) Honesty, Openness and Integrity: building trust and respect within the RCA GPs and with all other stakeholders through effective communication;

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\* The principles defining TCDC and TCDC related activities are discussed in Annex 1.

- (c) Collaboration and Responsiveness: understanding stakeholders' needs, fostering cooperation and teamwork, embracing new ideas and recognising new trends; and,
- (d) Competence and Professionalism: striving to improve standards of expertise and delivery to our stakeholders.

## **1.6. RCA PROGRAMME**

The objective of the programme in the framework of the RCA is the promotion and coordination of cooperative research, development and training projects in the peaceful applications of nuclear science and technology, covering subjects in the fields of isotope and radiation applications in food and agriculture, human health, industry, environment (air pollution, coastal and marine resources, water resources), radiation and nuclear safety and energy planning.

The RCA Programme contains the following categories of projects and activities:

### **1.6.1. Cooperative Projects**

#### **(a) Technical Cooperation Projects (TCPs)**

TCPs are designed by the GPs to meet their development needs and priorities and their design should have socio-economic impact. The TCPs provide the means for transfer of technology that enables RCA GPs to develop the capability to utilize well-established nuclear science and technology to address socio-economic development problems, in a sustainable manner.

#### **(b) Coordinated Research Projects (CRPs)**

RCA CRPs are based on research themes that involve networks of GP national research institutions and address a well-defined regional research theme or problem that is relevant to, or can be resolved through, nuclear science and technology.

### **1.6.2 Other Cooperative Activities (OCAs)**

OCAs offer a flexible means of addressing unplanned events such as complementing the implementation of the Cooperative Projects or allowing a timely response to be made to opportunities, which might arise outside the TC cycle.

## **1.7. RCA PROGRAMME FUNDING ARRANGEMENTS**

- (a) RCA GPs are expected to contribute in-cash or in-kind resources to the RCA Programme to the maximum extent feasible and, wherever possible, make contributions to TCDC;
- (b) RCA GPs have endorsed a goal of raising Euro 400,000 annually for the RCA Programme with every GP making a voluntary contribution of an amount of their choice. The GPs can specify to which project their contribution is to be used;
- (b)(bis) Efforts should be made when designing projects to identify activities to be funded by extrabudgetary contributions if they were to become available. These activities should be designed to be complementary to the project but not compromise the project outcomes if funding does not become available and the activities are not able to be completed. These extrabudgetary activities should account for approximately 25% of total project budget. This

is a guide only and shall not be used as a determinate in deciding whether to approve a project proposal.

- (c) TCDC contributions by GPs may be in a variety of forms as set out in Annex 1;
- (d) Subject to the availability of funds, the Agency may cover the costs of participation by representatives from the Least Developed Countries (LDCs) in Meetings of the NRs. The NR of the LDC would need to make a request to the IAEA justifying the need for financial support at least eight weeks before the meeting of the NRs. Funds would be drawn from the existing RCA Management Project subject to approval of the GPs that contribute extrabudgetary funds to that project. The host country of the NRM is encouraged to bear the costs of accommodation of the NRs, particularly those of LDCs;
- (e) The costs of participation by the NPCs at meetings shall normally be covered by project funds. Funds allocated to RCA projects from the Agency's Technical Cooperation Fund shall, however, not be used to cover the costs of attendance of NPCs from countries not actively participating in the project. Costs covered by a RCA GP for the participation of its own representative at NPC Meetings shall be shown as in-kind contributions of the GP to the project budget in the RCA Annual Report;
- (f) The Agency shall endeavour to support RCA projects by means of technical assistance, research contracts and other programmes, and only those projects that meet its standards for quality and relevance to its programme objectives will be considered for funding. The guiding principles and general operating rules that are applicable to the Agency's technical assistance and research contracts shall apply to RCA projects funded or executed by the Agency;
- (g) Efforts shall be made by both the Agency and RCA GPs to seek extrabudgetary resources from other countries and other funding organisations. The Agency will report to the NRs the contributions made by RCA GPs, by the Agency and by other donors;
- (h) RCA GPs shall consider ways and means for seeking support and resources. They may, for example, invite representatives of agreed donor organisations to their meetings, involve representatives of donor organisations in pre-project and programming missions, and provide donor organisations with detailed information about the RCA Programme;
- (i) It is essential to make, at the initial stage of a project proposal, a realistic assessment of the resources likely to be made available for project implementation. It should be borne in mind that a small number of solution-oriented projects in priority areas have a much greater chance of being fully funded and achieving ultimate success;
- (j) It is also of critical importance to the success of the RCA Programme to monitor continuously the funding priorities and adapt to new orientations adopted by the donor community and international organisations (including the Agency) to attract funding for RCA projects. With the emphasis placed on Sustainable Human Development by the donor community seen as central to the sustainability of development initiatives on the whole, the following gives an overview of issues which are relevant both to the donor community and to the RCA Programme:
  - Greater emphasis is being put on the central role of GPs participating in the planning and design of technical cooperation and the elaboration of their own long-term solutions to development problems;
  - Increased emphasis on the improved planning in the context of coordinated support for thematic sector approaches and policies and, in particular, use of a programme rather than an ad hoc project-by-project approach;
  - Encourage "ownership" and effective utilisation of the end-users through their active participation at both the design and implementation stage of a project;

- More emphasis on the key importance for sustainable development with due attention to areas of policy analysis and development management; project objectives should be in line with regional as well as national development priorities; and,
- More recognition is given to private sector needs and priorities.

## 1.8. RCA MEDIUM TERM STRATEGY

- (a) The purpose of the RCA Medium Term Strategy (MTS) is to guide the RCA Programme to ensure that it remains up to date and responsive to the needs of the region and the GPs. The MTS is therefore a key document in the operation of the RCA Programme and all RCA projects and activities are expected to be consistent with it.
- (b) The GPs, through their NRs, are responsible for the development or updating, implementation and evaluation of the MTS, though some or all of these tasks may be undertaken by Working Groups and/or independent experts as may be agreed by the NRs.
- (c) The MTS is normally updated every six years and contains the following:
  - i) A **Mission Statement** and a **Vision Statement**, stipulating the purpose and overarching goals for the RCA Programme;
  - ii) A list of well-justified **Strategic Priorities**, these being thematic areas and subtopics recommended for RCA projects or activities within the time period of the MTS (e.g. specific isotope or radiation applications in food and agriculture, human health, industry, environment, nuclear safety, energy planning, etc.);
  - iii) A list of well-selected **Strategic Directions**, these being specific operational and management enhancements sought within the timeframe of the MTS (e.g. approaches to build human capability, improve Programme governance, etc.);
  - iv) A list of **Core Values** that explain the RCA's expected standards of professionalism, safety/security and ethical behaviour in the peaceful uses of nuclear science and technology, and which therefore underpin the ways the strategic priorities and directions of the RCA Programme will be delivered;
  - v) A list of **Performance Indicators**, these being measurable quantities or criteria that will be used to evaluate the performance and impact of the RCA Programme and the contribution of the MTS to its improvement; and
  - vi) An **Implementation Plan**, this being a description tasks required for successful execution and evaluation of the MTS, along with specification of their methodologies, timelines and groups responsible for their completion.
- (d) A systematic evaluation should be undertaken at least once within the timeframe of each MTS, based on the Performance Indicators and Implementation Plan therein. The results of the evaluation should be used to inform the next update of the MTS.

## **PART 2 - ROLES AND RESPONSIBILITIES OF RCA GOVERNMENT PARTIES AND POLICY RELATED RCA STAKEHOLDERS**

### **1. OBLIGATIONS OF RCA GOVERNMENT PARTIES**

RCA GPs have the following obligations under Article V of the Agreement:

- (a) Make available to the RCA Programme, and in particular to each Cooperative Project in which it participates, such physical infrastructure and personnel as it may have initially proposed and as is necessary to achieve the stated objectives;
- (b) Take the necessary measures to ensure that personnel from other RCA GPs are able to participate effectively in the activities carried out on its territory, and also to ensure that its own nationals are able to take part in activities that are to be carried out in the territory of RCA GPs;
- (c) Contribute financially or otherwise to the effective implementation of the RCA Programme, in particular those in which it participates;
- (d) Ensure timely submission of the GP's annual report on all aspects of activities carried out in the framework of the RCA Programme, particularly the technical, financial and in-kind contributions\* to the Agency by 15 January;
- (e) Decide upon the internal organisation that will best enable it to execute its part of the Cooperative Projects and, to this end, a GP shall designate:
  - A NR, who shall act on behalf of his/her Government on all issues relating to RCA and its Programme;
  - National RCA support staff, such as National Thematic Sector Coordinators (NTSCs), who shall assist the NR through the provision of advice on past RCA projects, and future needs and priorities, and in the implementation of the RCA Programme; and,
  - Take the measures it deems necessary to ensure the participation of representatives of interested national institutions and other relevant sectors in the RCA Cooperative Projects.

#### **1.1. APPOINTMENT, ROLES AND RESPONSIBILITIES OF NATIONAL RCA REPRESENTATIVES**

The NR is appointed by the RCA GP and is empowered to make commitments on behalf of his/her Government and to take decisions in connection with the implementation of the RCA. The NR is the principal point of contact for RCA activities in his/ her GP. The NRs act on behalf of their Governments and are responsible to them for the operation of the RCA within the terms of the Agreement.

##### **Qualifications**

NRs should preferably have a good knowledge of national development priorities, national development programmes and relevant policies, and a familiarity with nuclear applications.

##### **Roles and Responsibilities**

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\* To be completed using the downloadable template from the RCARO website.

- (a) Participate in all Meetings of NRs, convey the views of his/her Government on all issues relating to the RCA activities put forward for discussion and take part in the decision-making process;
- (b) Submit proposals for Cooperative Projects on behalf of his/her Government, ensuring that other on-going and planned projects are taken into consideration in proposing new RCA Technical Cooperation projects or Coordinated Research projects;
- (c) Act as 'gatekeepers' in the project development process and screen all pre-concepts, and subsequent concepts, before submitting to the RCA PAC for evaluation.
- (d) Notify the Agency of his/her Government's decision to participate in a Cooperative Project;
- (e) Conduct briefing sessions for preparing project concepts and designs utilising the resource documents available on the common area on RCARO website;
- (f) As appropriate, on behalf of his/her GP, volunteer to undertake the role of Lead Country (LC) or Assistant Lead Country (Assistant LC\*) role, taking account of the decision of the NRs that no GP should act as LC for any sequence of related projects for more than two TC Cycles, provided another suitably qualified and willing LC can be identified;
- (g) Appoint suitably qualified persons as Lead Country Coordinators (LCCs) and Alternate Lead Country Coordinators (Alternate LCCs), and Assistant Lead Country Coordinators (Assistant LCCs<sup>†</sup>) and Alternate Assistant LCCs, if required, and, as much as possible, ensure provision of communication and other facilities needed by the LCCs/Alternate LCCs to function effectively as well ensure that they are provided with the necessary information for their activities;
- (h) Appoint NTSCs for all the Sectors relevant to his/her country to provide advice and support to him/her on national participation, priorities and sustainability;
- (i) Arrange for relevant NPCs and NPT members to provide the NRs and NTSCs with on-going information concerning the national status of projects past and present so that the NRs can have an overview and analysis of the national status and requirements across the various sectors and thus contribute to the cooperative ongoing development of strategic guidance for the RCA Programme by the NRs at the NRMs;
- (j) Report on the progress of the projects of which his or her country is the Lead Country at the NRMs and also report on any substantive issues brought to their attention by their LCCs;
- (k) Ensure timely submission to the RCA FP of his/her country's annual report, the completed in-kind contribution template (downloadable from the RCARO website), and all information on activities carried out within the framework of the RCA Programme, ensuring that the report contains all information including reliable and verifiable data on these activities and that it includes assessments of the effects of these activities on the designated beneficiaries and stakeholders in the country;
- (l) Ensure that all measures necessary for the successful implementation of RCA Programme are taken in coordination with NPCs and other relevant Government or national bodies;
- (m) Take appropriate steps to secure the necessary financial support for RCA Programme activities, in consultation and close coordination with the other NRs, his/her national authorities and the Agency;

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\* The Assistant LC GP must be different to the current LC GP. The position will enable the Assistant LC to gain experience from the current LC.

<sup>†</sup> The Assistant LCC is nominated by the Assistant LC and will work with the current LCC to mutually agreed terms.

- (n) Ensure the availability of the necessary resources, scientific and technical facilities and the personnel for the implementation of their portion of the RCA Programme;
- (o) Appoint a Chief Scientific Investigator (CSI) and the Secondary CSI for each Coordinated Research Project in which it participates;
- (p) Appoint suitably qualified persons as NPCs and Alternate NPCs and ensure that they are provided with the necessary information for their activities in a timely manner;
- (q) Ensure timely submission of progress reports by the NPCs to their respective LCCs;
- (r) Consult NPCs prior to the NRMs and the General Conference Meetings (GCMs) on matters relevant to the implementation of the RCA Programme in his/her country and inform the NPCs of the main decisions taken at these Meetings;
- (s) Nominate suitably qualified persons for participation in RCA events and activities, in consultation with the respective NPCs, and ensure that they are employed in appropriately related work areas and are designated members of the NPTs;
- (t) Provide information needed by the RCA Regional Office (RCARO) to assist in the task of improving the viability and visibility of the RCA Programme;
- (u) Ensure that the decisions made at the Meetings of the NRs are implemented and decisions relevant to the operational procedures of the RCA are included in an on-going revision of the GOR, with revisions recorded at the time of the NRM/GCM under the direction of the Committee of the RCA Chairs, with the assistance of the rapporteurs.

The agreed decisions from the NRM/GCM will be transferred to the holding Annex A in the GOR. The Committee of the RCA Chairs, with the assistance of the rapporteurs, will then review these decisions and draft any appropriate changes to the text of the GOR for review of the NRs at the following NRM/GCM;

- (v) Establish Working Groups as needed by the RCA Programme, and discuss any recommendations made by those Working Groups.

## **1.2. APPOINTMENT, ROLES AND RESPONSIBILITIES OF THE RCA CHAIR**

### **Appointment**

At each GCM, the RCA GP scheduled to host the regional NRM two years after that GCM will designate its nominee for the 3-year term on the Committee of the RCA Chairs, in which the following roles will be undertaken, commencing with participation in the scheduled meetings of the Committee of the RCA Chairs and the RCARO Standing Advisory Committee (RCARO SAC) that are held before the regional NRM the following year:

- Year 1 as the Future Chair;
- Year 2 as the Current Chair; and,
- Year 3 as the Past Chair.

The Year 1 of the 3-year term will commence from the date of the first day of the meeting of the Committee of the RCA Chairs or the RCARO SAC (whichever is the earlier) up to the day before the meeting of the Committee of the RCA Chairs or the RCARO SAC as shown in the table below:

**Table 1. Term of the RCA Chair**

Year	TITLE	DUTIES
Year 1	Future Chair	Chairs Meeting for the NRM
		SAC Meeting for the NRM
		NRM
		<b>Committee of Chairs duties</b>
		Chairs Meeting for the GCM
		SAC Meeting for the GCM
		GCM
		<b>Committee of Chairs duties</b>
Year 2	Current Chair	Chairs Meeting for the NRM
		SAC Meeting for the NRM
		NRM
		<b>Chair duties</b>
		Chairs Meeting for the GCM
		SAC Meeting for the GCM
		GCM
		<b>Chair duties</b>
Year 3	Past Chair	Chairs Meeting for the NRM
		SAC Meeting for the NRM
		NRM
		<b>Committee of Chairs duties</b>
		Chairs Meeting for the GCM
		SAC Meeting for the GCM
		GCM
		<b>Committee of Chairs duties</b>
Year 4	<b>End of the Term</b>	Before Chairs Meeting for the NRM / SAC Meeting for the NRM

Should the Chair not be able to continue with the assigned duties at any time during the designated period, it will be the responsibility of their NR to assign a suitably qualified alternate to take on the duties for the remaining period and inform the RCA NRs and RCARO for uploading on the website.

### Qualifications

The RCA Chair should preferably be a senior official, fluent in English and experienced in chairing multi-national meetings. It is highly desirable that the RCA Chair is knowledgeable about regional cooperation, the applications of nuclear science and technology and the RCA and its Programme.

### Roles and Responsibilities

(a) Over the 3 years of appointment:

- Participates in the various assigned roles in the Committee of the RCA Chairs; and,
- Participates in the various assigned roles as a Member of the Standing Advisory Committee (SAC) of the RCARO.

(b) In Year 2 of appointment:

- Chairs the NRM and the GCM of that year\* ;
- On behalf of the RCA GPs, submits project proposals approved by the NRs to the funding Agencies for their consideration;
- Maintains close contact with RCA FP, Director RCARO and the Past and the Future Chairs on matters that require guidance from the Chair;
- Seeks guidance from the NRs on matters that arise in between NRMs and GCMs, as well as from the Past and Future Chairs, as needed, in order to encourage decisions being made in a timely manner at coming Meetings;
- Provides a letter of appointment to each Member of RCA PAC;
- Annually formally requests each RCA PAC Members' Employers Organisations to recognise and support for their participation in RCA PAC. This request should also contain an endorsement by the NRs and IAEA Secretariat of the importance of the role of RCA PAC Members; and,
- Undertakes designated duties in representing the RCA GPs.

### **1.3. APPOINTMENT, ROLES AND RESPONSIBILITIES OF THE COMMITTEE OF THE RCA CHAIRS**

#### **Appointment**

The Current RCA Chair, the Past RCA Chair and the Future RCA Chair shall form the Committee of RCA Chairs.

#### **Roles and Responsibilities of the Committee of RCA Chairs**

- (a) On behalf of the NRs, the Future and Past RCA Chairs provide advice and assistance to the Current RCA Chair on matters relating to the day-to-day administration of the RCA Programme; and,
- (b) The Future and Past RCA Chairs provide assistance and guidance to the Current RCA Chair in performing additional tasks such as mediation, facilitating actions and meeting deadlines;
- (c) Participates in a meeting on the day prior to the NRM and GCM to assist and guide the Current RCA Chair on modalities of conducting the Meetings; and,
- (d) Maintains the GOR as a 'living document' by ensuring that all relevant decisions of each NRM and GCM are incorporated in an updating of the GOR immediately following the conclusion of each Meeting.

## **2. MEETINGS OF NATIONAL RCA REPRESENTATIVES**

Meetings of the NRs shall have the authorities as specified in RCA Article II. As set out in the Agreement the NRs shall hold a meeting at least once a year. In practice, two meetings are held every year as follows:

- (a) The NRM is usually held in March/April, at venues in the region, as agreed upon by the NRs; and

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\* The host country GP may designate an alternative to Chair the NRM/GCM.

- (b) The GCM is usually held during the week of the Agency General Conference, or during the week prior to the General Conference, usually in September at the Agency Headquarters in Vienna.

Information and Communication Technology shall be utilised to the maximum possible extent to facilitate the conduct of the Meetings. Decisions that are made at any Meeting are binding, notwithstanding any particular NR or GP not participating in that Meeting.

## **2.1. REGIONAL MEETING OF THE NATIONAL RCA REPRESENTATIVES\***

The NRM shall:

- (a) Approve the RCA Annual Report, which shall include a report on the activities of the RCARO, with necessary amendments;
- (b) Consider policy issues, overall management and planning of the RCA Programme, including development and coordination of funding strategies;
- (c) Consider the reports of the NRs of Lead Countries on the progress in each project, and make recommendations for improving the effectiveness and efficiency of the RCA Programme;
- (d) Decide on the future priorities of the RCA Programme;
- (e) Consider reports of the financial and in-kind contributions; and,
- (f) Address any other matters relevant to the implementation of the RCA Programme.

The RCA Secretariat shall circulate and place on the Members' Only RCARO website, the following documents at least one month prior to the NRM:

- (a) The proposed Agenda of the NRM;
- (b) The RCA Annual Report of the preceding year;
- (c) The report on the progress and activities of the RCA Regional Office submitted to the RCA FP by RCARO;
- (d) A report on the financial status of the programme, and a summary of the activities for the previous year;
- (e) Documents related to policy matters to be discussed at the NRM; and,
- (f) Any other relevant documents.

## **2.2. GENERAL CONFERENCE MEETING OF THE NATIONAL RCA REPRESENTATIVES**

At the GCM the NRs shall:

- (a) Take decisions on the issues outstanding from the NRM or referred to it by the NRM; and
- (b) Consider any other matter related to the implementation of the RCA Programme.

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\* These Meetings also constitute the Project Committee as set out in RCA Article VI.

The RCA Secretariat shall circulate/place on the Member's Only RCARO website the following documents at least one month prior to the GCM:

- (a) The proposed Agenda of the GCM; and,
- (b) Background documents related to the Agenda items

A digital audio recording of the GCM may be provided to the NRs on request to the RCA FP.

### **2.3. PROCEDURES REGARDING THE RECORDING OF THE CONCLUSIONS/DECISIONS MADE BY THE MEETINGS OF THE NATIONAL RCA REPRESENTATIVES**

Each agenda item in the adopted Meeting agenda shall constitute a separate session in these Meetings and a separate section in the Meeting report.

In the concluding part of the discussions undertaken in each of these sessions, the Meeting will consider whether there is a need to formulate formal conclusions and/or decisions. If this is the case, the exact wording for these conclusions and/or decisions will be agreed at the Meeting.

Before the closing of the Meeting, all GPs will signify their agreement to the agreed wording of all conclusions and decisions. These will be set out in the Meeting report as the adopted text and no subsequent revision of these agreed conclusions and decisions will be permitted or recognised.

In situations where there is an urgent need to have the agreed Meeting conclusions and decisions available immediately after the Meeting, because of their direct impact on implementation of the RCA Programme, the Current RCA Chair will provide the agreed text to the parties designated to implement the approved actions.

To assist GPs in having a resource to reference the proceedings of these Meetings, digital audio recordings will be made of all sessions by the host or RCA FP, as appropriate, and made available to NRs on request until completion of the NRM/GCM.

### **2.4. PREPARATION, FORMAT AND ADOPTION OF THE NR MEETING REPORTS**

The draft NR Meeting reports will be prepared by the rapporteurs designated at the commencement of each Meeting.

The RCA Meeting reports are the prime RCA reference documents, containing the agreed NR conclusions and decisions related to the RCA and its Programme and are the information source for the maintenance of the GOR as a "living document". They shall be prepared according to the following format:

- (a) Introduction – describing sequence number of the Meeting, its location and timing, GP Meeting participants and other Meeting participants and their affiliations;
- (b) Opening Ceremony – the name and affiliation of each presenter are recorded and their presentations are included as an annex in the report;

- (c) Designation of the Current RCA Chair and Rapporteurs - the name and affiliation of the Current RCA Chair and Rapporteurs are recorded as outputs of the Meeting; and,
- (d) Agenda items - each subsequent section of the report is named in accordance with the title for each item in the agreed agenda and all presentations related to that section are recorded as annexes in the report. Any conclusions/decisions agreed during a particular session will be recorded at the end of each session and highlighted in the main text of the Meeting report.

The Current RCA Chair shall have the report circulated to the NRs immediately after the Meeting.

Under the direction of the Committee of the RCA Chairs, the Meeting rapporteurs will take action to ensure that the GOR can be updated to record the decisions of the Meetings and maintain its status as a “living document” and prime reference on the RCA procedures and practices. In the first instance, those decisions warranting an update to the GOR would be included as a designated Annex to the GOR, facilitated by the Meeting rapporteur/s to the Meeting, then within six months of the Meeting (NRM or GCM), those decisions would be incorporated into the body of the GOR with oversight by the Committee of the Chairs. The Committee of the RCA Chairs will circulate the draft of the proposed updated GOR one month prior to each NRM or GCM for consideration of the NRs.

### **3. ROLE OF THE AGENCY IN THE RCA**

The Agency is not a party to the RCA. However, the Director General of the Agency is the depository of the Instruments of acceptance of the RCA by IAEA MSs.

#### **3.1. ROLES AND RESPONSIBILITIES OF THE AGENCY**

The Agency has the following roles and responsibilities (RCA Articles VII and VIII):

- (a) The Agency shall, with the assistance of RCARO, perform secretariat duties under this Agreement and Practical Arrangements between the two parties;
- (b) Endeavours to support, subject to available resources, RCA Cooperative Projects by means of technical assistance and its other programmes, where any such assistance shall be provided, mutatis mutandis, in accordance with the principles, rules and procedures governing the provision of technical assistance by the Agency;
- (c) Takes initiatives, with the prior approval of RCA GPs, to invite any MS of the Agency other than the Participating Governments, appropriate international organisations or any other relevant bodies to contribute financially or otherwise to, or participate in, a cooperative project; the Agency shall inform the RCA GPs of any such contributions or participation;
- (d) Administers the contributions made to the RCA Programme which were invited by the Agency from any Member States of the Agency, appropriate international organisations, or any other relevant bodies;
- (e) in accordance with its financial regulations and other appropriate rules, where applicable, keeps separate records and accounts for each such contribution;
- (f) With respect to RCA Cooperative Projects:
  - Participates in the establishment of annual schedule of work and modalities for the implementation of the Cooperative Projects;

- Allocates funds for the implementation of the Cooperative Projects;
  - Assists RCA GPs in the exchange of information and in compiling, publishing and distributing reports on the Cooperative Projects as appropriate;
  - Considers the annual reports submitted by RCA GPs on the implementation of Cooperative Projects;
  - Provides technical and administrative support for the meetings of the Cooperative Project committees;
  - Provides for each Cooperative Project, a Programme Management Officer and a Technical Officer;
- (g) Prepares annually an overall report on the activities carried out under the RCA, on the basis of the annual reports submitted by the RCA GPs and by the Project Technical Officers and, in consultation with them, with particular reference to the implementation of the established Cooperative Projects, submits it to the NRM; and,
- (h) Appoints, in accordance with its staff rules and regulations, a staff member to be the RCA Focal Person.

## **PART 3 - BASIC INFORMATION ON THE RCA PROGRAMME, STRUCTURE AND ADMINISTRATION**

This part outlines the basic aims and objectives of the RCA Programme and describes the basic infrastructure established to administer, support and oversee it.

### **1. RCA PROGRAMME**

The objective of the programme in the framework of the RCA is the promotion and coordination of cooperative research, development and training projects in the peaceful applications of nuclear science and technology, covering subjects in the fields of isotope and radiation applications in food and agriculture, human health, industry, environment (air pollution, coastal and marine resources, water resources), radiation and nuclear safety and energy planning.

The following criteria will be taken into consideration in deciding on the programme priorities:

- (a) The relevance to RCA Vision and Missions;
- (b) Compliance with the RCA Medium Term Strategy;
- (c) Development needs of individual RCA Government Parties (identified through consultations with relevant stakeholders) and the expected impact;
- (d) Commitment at national level to maximize sustainability;
- (e) Potential benefits from the use of nuclear techniques over alternative techniques;
- (f) Potential to benefit from regional cooperation;
- (g) Potential for improving the utilization of established regional networks and resources and value addition to previous inputs to the project area;
- (h) Potential to incorporate, encourage and stimulate activities through TCDC; and,
- (i) The alignment with the UN Sustainable Development Goals for Asia and the Pacific Region.

The RCA Programme contains the following categories of projects and activities:

#### **1.1. COOPERATIVE PROJECTS**

##### **(a) Technical Cooperation Projects (TCPs)**

TCPs are identified by the GPs to meet their development needs and priorities and their design should have socio-economic impact. The TCPs enable RCA GPs to develop the capability to utilize well-established nuclear science and technology to address socio-economic development problems, in a sustainable manner. Although the TCPs may contain a research component, they are not primarily research projects.

It is essential that the TCPs are in areas of development priorities of the GPs, which should have the physical infrastructure and human and financial resources to implement the project activities and to sustain the activities after the project is closed following completion of the delivery of the technical inputs.

The technical inputs shall be in the form of:

- Regional and national training courses;

- Meetings for reviewing the progress of the projects and planning future activities;
- Meetings to exchange technical information related to the projects;
- Services of experts and consultants; and,
- Award of contracts for specific tasks.

(b) Coordinated Research Projects (CRPs)

The research themes for CRPs address the GPs' agreed future needs and priorities and involve networks of GP national research institutions. They conduct the research within a defined operational research framework on a well-defined regional research theme or problem that is relevant to, or can be resolved through, nuclear science and technology.

CRPs are implemented through Research Contracts and Research Agreements, which are awarded to GP institutes for periods, normally between 3 and 5 years.

## **1.2. OTHER COOPERATIVE ACTIVITIES (OCAs)**

The RCA also foresees the possibility of OCAs between the GPs, which might include activities for the purpose of complementing the implementation of the cooperative projects, such as the evaluation of project effectiveness, or to allow a timely response to opportunities which might arise outside the TC cycle. These activities can be funded by RCA GPs, external donors, appropriate international organizations or any other relevant bodies with the approval of a Meeting of National Representatives.

## **2. GP OVERSIGHT AND ADMINISTRATION OF THE RCA PROGRAMME**

The GPs exercise oversight and administration of the RCA Programme through the Project Committee Meetings mechanism specified in the RCA Article VI. The Project Committee Meetings are an integral part of the NRMs and are where the LC for each active project in the RCA Programme presents a review of the status of that project. The Project Committee Meetings have the following prescribed functions:

- (a) To determine details for the implementation of each cooperative project in accordance with its objectives;
- (b) To establish and amend, as necessary, the portion of the cooperative project to be assigned to each GP, subject to the consent of that GP;
- (c) To supervise the implementation of the cooperative project; and,
- (d) To make recommendations to the participating GPs and to the Agency with respect to the cooperative project, and to keep under review the implementation of such recommendations.

## **3. NATIONAL REPRESENTATIVES' SUPPORT STRUCTURE FOR OVERVIEW AND ANALYSIS OF THE RCA PROGRAMME**

As set out in RCA, GPs, through their National Representatives, have responsibility for the portion of the RCA Programme in which they participate, with the NR as the principal point of contact.

In order to have an overview and analysis of the national status and requirements across the various technical sectors over the full extent of the RCA Programme, each NR appoints a National Thematic

Sector Coordinator (NTSC) for each Thematic Sector to provide him/ her with advice and support on national participation, priorities and sustainability of the Cooperative Projects. The precise arrangements for establishing and conducting the work of NTSCs would be determined at a national level to suit the specific circumstances of individual RCA GPs.

In addition, NPCs and NPT members also provide the NRs (and NTSCs) with on-going information concerning the national status of projects, past and present.

#### **4. THE RCA FOCAL PERSON**

The Agency provides support to the RCA Programme through the RCA Focal Person (RCA FP), who has the following duties and responsibilities:

- (a) Provides support to the RCA Chair for coordination of activities undertaken in the framework of the RCA;
- (b) Ensures the provision of assistance, upon request from RCA GPs, in the preparation of proposals for Cooperative Projects and the details for their implementation and review;
- (c) In accordance with RCA Article III, notifies RCA GPs through the RCA Chair of any written proposal for a RCA Cooperative Project that has been submitted to the Agency;
- (d) Prepares an RCA Annual Report on the activities carried out, with particular reference to the implementation of the established Cooperative Projects, and submit the report to the NRs at least one month before the NRM (the report shall have the format specified in Annex 2);
- (e) Provides support to RCARO as may be required within the framework of the RCA;
- (f) Jointly with the Project Committee, ensures that Agency inputs are provided in an efficient and effective manner and that the programme is implemented in accordance with the RCA Articles and in accordance with the Agency's quality criteria for project management, financial regulations and other appropriate rules, where applicable, and reports to RCA GPs on all contributions received, financial and in-kind;
- (g) Jointly with the Project Committee, monitors the performance of all projects and promptly informs RCA GPs of any observed problems and difficulties and initiates appropriate actions to deal with such problems and difficulties;
- (h) Assists the RCA GPs in the exchange of information and in compiling, publishing and distributing reports on the Cooperative Projects;
- (i) If warranted by the MTS, assists the RCA Chair on any matters relating to the programmatic coordination between the RCA Programme and other programmes, in particular the Agency's technical cooperation programme in the Asia Pacific region, and the Cooperative Agreement programmes for Africa, West Asia and Latin America (AFRA, ARASIA and ARCAL); and,
- (j) In close cooperation with RCARO, provides secretariat support to the NRMs and the GCMs.

#### **5. THE RCA REGIONAL OFFICE (RCARO)**

The RCA GPs established the RCA Regional Office (RCARO) in Daejeon, Republic of Korea, in 2002 to increase ownership of the RCA Programme and contribute to increasing visibility and international engagement for the RCA.

The RCARO and the IAEA have signed the Practical Arrangements in the performance of secretariat duties under the 2017 RCA\*.

## **5.1. DIRECTOR RCA REGIONAL OFFICE**

The RCA Regional Office provides support to the RCA Programme through the Director of the Regional Office (DIR RCARO).

### **Appointment**

The position of the DIR RCARO will be advertised together with the specific selection criteria. With advice from a selection committee to the RCARO SAC, an appointment will be made following due consideration of applicants by the RCA GPs at a NRM or GCM.

### **Roles and Responsibilities**

- (a) Pro-actively seeks out opportunities for the RCA to participate in projects being funded by major regional and international donors, including international agencies;
- (b) Negotiates and secures funding for RCA projects;
- (c) Promotes the peaceful uses of nuclear technology to assist in addressing regional and national needs;
- (d) Provides enhanced visibility for the RCA at regional and national forums;
- (e) Provides assistance to the Agency in performing secretariat support, including meetings of the NRs;
- (f) Provides support to the RCA Chair for coordination of activities undertaken in the framework of the RCA;
- (g) Implements the directives of the RCA GPs, as agreed upon at the NRMs and GCMs;
- (h) Provides RCA GPs with reference to the RCA archived records on the projects, meeting proceedings, guidelines and procedures for undertaking RCA activities, as a repository of knowledge on the RCA Programme via the RCARO website ([www.rcaro.org](http://www.rcaro.org)), which is operated by the RCARO;
- (i) Implements projects and activities to complement the RCA Programme according to the procedure outlined in Annex 3; and,
- (j) Submits a report on the activities of the RCARO for the consideration of the NRMs and GCMs.

## **5.2. ROLES AND RESPONSIBILITIES OF THE STANDING ADVISORY COMMITTEE (SAC) OF THE RCA REGIONAL OFFICE**

### **Composition**

The RCARO SAC shall comprise the Past RCA Chair, the Current RCA Chair, the Future RCA Chair, the NR of the Republic of Korea (host country of the RCARO), and the RCA FP. The RCA

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\* 14 September 2017, IAEA headquarters.

FP shall not have voting rights. The current RCA Chair shall function as the Chair of the RCARO SAC.

RCARO shall serve as the secretariat of the Committee.

### **Meetings**

The RCARO SAC shall meet before each NRM and GCM, and the Chair of the RCARO SAC shall report on the outcomes of this meeting to the NRMs and GCMs. The presence of four members including the representative of the host country, Republic of Korea will constitute a quorum for a meeting of the RCARO SAC. The Director of the RCARO, and nominated representatives of any GP and the Agency, may attend the Meeting as observers.

### **Functions**

(a) Gives advice on:

- Day-to-day operational matters of the RCARO, including additional legal provisions;
- The activities of the RCARO in fulfilling its mandate given by the RCA GPs including the RCARO initiated projects;
- The RCARO related documents such as guidelines and protocols;
- The RCARO Work Plan; and,
- The RCARO Performance Report.

(b) Implements the procedures for formation of the Selection Committee and the appointment of the DIR RCARO;

(c) Makes recommendations:

- Regarding the appointment of the most suitable candidate for the DIR RCARO to the NRM or GCM; and,
- To the host Government and to the Agency with regard to the operation of the RCARO.

(d) On behalf of the NRs, evaluates the performance of the DIR RCARO annually according to the procedure outlined in Annex 4, and reports the result of the evaluation to the NRM for its consideration.

## **6. RCA PROGRAMME ADVISORY COMMITTEE (RCA PAC)**

RCA PAC has been established to provide advice to the NRs on matters related to the planning, management and direction of the RCA Programme. The mechanism for appointment of members of the RCA PAC, the qualifications required of the RCA PAC members, and the functions, meetings and reporting mechanisms for the RCA PAC are set in the RCA PAC Terms of Reference and Operating Procedures (Annex 5).

Ad hoc requests made of the RCA PAC by RCA stakeholders are assessed on a case-by-case basis to determine as to whether the tasks could be accommodated by the RCA PAC, or should be recommended for implementation through other means.

## **7. Working Group on the Medium-Term Strategy Coordination (WG MTSC)**

The Medium-Term Strategy (MTS) 2018-2023 is a key strategic plan for improving the efficiency and effectiveness of the RCA programme. At the 42<sup>nd</sup> RCA GCM in 2013 a Working Group was established to develop the MTS 2018-23 document that articulated how the RCA could effectively discharge its Mission and apply the instruments and processes at its disposal to maximise its contribution to the development goals of its GPs. The WG MTSC was established at the 45<sup>th</sup> GCM in 2016 to review the effective implementation of the MTS 2018-2023.

The mechanism for appointment of members of the WG MTSC, the qualifications required, and the functions, meetings and reporting mechanisms, etc. are set out in the WG MTSC Terms of Reference (Annex 6).

## **PART 4 - PROCEDURES FOR DEVELOPMENT, APPROVAL, PARTICIPATION, IMPLEMENTATION, REVIEW AND REPORTING OF RCA COOPERATIVE PROJECTS.**

### **1. TECHNICAL COOPERATION PROJECTS**

#### **1.1. PROCESSES AND PROCEDURES RELATED TO TECHNICAL COOPERATION PROJECTS**

##### **1.1.1. Setting of Priorities**

All Technical Cooperation Projects (TCPs) shall be in areas identified by the NRs as priority areas for the region at the corresponding Regional Meeting of the NRs (NRM), taking into consideration the RCA Strategic Priorities (Annex 7). They should also conform to Technical Cooperation (TC) criteria, if supported through the IAEA Technical Cooperation programme, or to the requirements of any donor agency that provides financial support.

Individual NRs may seek advice from their respective NTSCs, and the NRs may collectively seek advice from the RCA PAC and the WG MTSC in identifying the priority areas.

The number of projects will be decided by the NRM using the RCA Medium Term Strategy (MTS) as a guide, taking into consideration the projects that will continue from previous TC cycles and the predicted available funding.

The RCA TCPs are identified by the GPs to meet their development priorities, and their design should have socio-economic impact. It is essential that the RCA GPs have the physical infrastructure and human and financial resources to take advantage of the project activities and to sustain the activities after the project is closed following completion of the delivery of the technical inputs. Although these projects may contain a research component, they are not primarily research projects. They enable RCA GPs to develop the capability to utilize well-established nuclear science and technology to address socio-economic development problems, in a sustainable manner.

The RCARO website, operated and maintained by RCARO, includes the functionality to share project ideas amongst RCA GPs as pre-project concepts to facilitate the identification of possible areas for integration of these pre-project concepts before the NRs decide which pre-project concepts should be developed as first round concept proposals. As part of the pre-concept process, RCARO informs the GPs of newly updated pre-concepts every month.

##### **1.1.2. STEPS FOR PROJECT DEVELOPMENT**

The procedure for project development shall depend on the requirements of the sponsoring agency. The procedures for development of the projects to be supported by the Agency's TC Programme are given in Annex 8. The procedure for initiation and implementation of projects by any other agency has to be approved by a NR Meeting prior to implementation (Annex 9).

Although the above-mentioned Annexes describe the procedures in details, the following are the main steps in the development of Technical Cooperation Projects:

- (a) Awareness of the priority areas for RCA projects as outlined in the applicable MTS covering the designated three IAEA TC programming cycles;

- (b) Development of Project Concept Proposals by the NRs in consultation with other relevant stakeholders, including counterparts from the other RCA GPs;
- (c) Agreement by the NRs on suitable candidate Project Concepts for implementation under the TC Programme of the IAEA or by donor agencies;
- (d) Submission of the Project Concepts to the IAEA or to a donor Agency;
- (e) Selection by the NRs of Project Concepts to be further developed as Project Designs and the appointment of LCs and LCCs to be responsible for this;
- (f) Within one month of selection, all NRs shall arrange for the LCCs to be informed of the details of contact persons from their countries able to provide information required for the preparation of the Project Designs, with respect to the projects they intend to participate in;
- (g) Project Design prepared by the LCC, in consultation with the other relevant stakeholders, including the counterparts and contact persons from the other GPs;
- (h) Agreement by the NRs on the Project Designs to be recommended for funding support by the IAEA or to a donor Agency;
- (i) Submission of the Project Design to the IAEA or to a donor Agency; and,
- (j) Project approval by the IAEA or the donor agency.

### **1.1.3. CRITERIA TO ENSURE A POTENTIALLY HIGH LEVEL OF IMPACT FOR RCA TECHNICAL COOPERATION PROJECTS**

The Project Document should have a clear description of the socio-economic benefit. A RCA project should:

- (a) Address a significant multi-country issue;
- (b) Address an issue identified as a regional priority;
- (c) Be accepted as a part of national programmes with strong Government support;
- (d) Have strong support and continuous involvement from end users;
- (e) Have an appropriate and significant number of identified potential beneficiaries and partnerships;
- (f) Be of sufficient size and duration to enable the identified significant outcomes to be achieved;
- (g) Be implemented by a team that has high expertise and commitment; and
- (h) Be well-managed.

Project designs should also conform to the Human Resource Development Strategy, where relevant, as set out in the Annex 10.

### **1.1.4. PARTICIPATION IN TECHNICAL COOPERATION PROJECTS**

#### **(a) Full participation**

A RCA GP should have the following requirements for full participation in a Technical Cooperation Project:

- Infrastructure and human and financial resources required to implement the project;

- Applicable laws and regulations relevant to the project in place and in accord with the Agency's safety standards; and,
- A strong Government commitment to the project.

In addition, the RCA GP should satisfy the other requirements for participation in TCDC projects, in order to receive support under the Agency's Technical Cooperation Programme.

**(b) Limited participation**

This is meant for GPs that do not have the required infrastructure and other resources required for full participation in an RCA Technical Cooperation Project but have the potential to benefit from the technology that will be transferred through the project. They could participate in a project in order to gain awareness needed to assess the relevance of the technology to their national development priorities, and will be invited to participate only in some of the project activities.

**(c) Participation of non-RCA Member States (MSs) in RCA Technical Cooperation Projects**

Non-RCA MSs should preferably be supported through their appropriate agreement or a relevant TC project. Participation of a non-RCA MS in an RCA project would require the consensus of all GPs.

**(d) Participation of non-RCA MSs in RCA Technical Cooperation Activities**

Where support through a national or a regional project is not possible or optimal, participation of a non-RCA MS in a specific event (such as workshop or training course) could be considered, provided that this non-RCA MS has the necessary infrastructure, Government commitment, expertise and the capacity to absorb the technology.

Any such participation should not be at cost to the RCA, and also should not exclude any RCA GP from participating. Participants require the agreement of the host country.

**1.1.5. STEPS FOR PROJECT IMPLEMENTATION AND MONITORING (RCA TECHNICAL COOPERATION PROJECTS SUPPORTED BY THE AGENCY'S TECHNICAL COOPERATION PROGRAMME)**

- (a) The RCA Secretariat shall inform the NRs of the projects approved for implementation under the Agency Technical Cooperation Programme, together with the descriptions of the projects, as soon as the Technical Programme for the following programming cycle is finalized;
- (b) The NRs will appoint National Project Coordinators (NPCs) and Alternate NPCs for the projects they intend to participate in, taking into consideration the criteria for full and partial participation given in Section 1.1.4 above;
- (c) The NPCs, in consultation with NRs, shall appoint a National Project Team (NPT) comprising personnel with required expertise, develop a Work Plan for the implementation of the project, and assign tasks for the members of the NPT;
- (d) Persons nominated to participate in regional events of the project shall be members of the NPTs. The end-user organisations should be represented in the NPTs;

- (e) The NRs shall complete a Project Participation Form (Annex 11) for each project they plan to participate in and submit it to the Agency by the end of December of the year prior to the project being implemented. Participation in projects would be dependent on the lodgement of this Form;
- (f) The NPCs will outline their GP's national situation with regards to knowledge gaps, resources and facilities at the outset of the project, at the First Coordination Meeting (using the template in Annex 12) and on the progress and achievements of the project at the Mid-term Review Meeting and Final Review Meeting through completion of the templates in Annex 13 and Annex 14 respectively;
- (g) The RCA Secretariat, in consultation with the relevant Technical Officers of the Agency, will arrange for the technical inputs of the project, in the form of regional training courses, project planning and review meetings, and expert missions, to be delivered to the RCA GPs;
- (h) The NRs shall take measures to ensure the availability of national resources for project implementation;
- (i) In addition, the NPC shall submit a progress report to the Lead Country Coordinator (LCC) annually using the template in Annex 15. Non-submission of an annual report by NPCs would remove financial support from their further participation in project meetings;
- (j) The LCCs shall compile the reports from the NPCs and submit a Project Progress Assessment Report (PPAR) to the Agency by 15 January of each year via TC Report platform (<https://tcreports.iaea.org>) with a copy to the respective NR. The LCCs shall also annually prepare a summary report highlighting the project achievements and constraints, based on the reports submitted by the NPCs, which will be submitted to the NRMs by the respective NRs;
- (k) In-kind contributions of GPs should be reported by the NRs to the RCA FP by 15 January of each year (to allow inclusion in the relevant Annual Report), using the template downloadable from the RCARO website;
- (l) NRs will assist LCCs to develop a concrete annual plan for regional events, to be confirmed with and communicated to the RCA FP by early October of each year for all events to take place in the following year;
- (m) Following the completion of the funding of the project, the NPC shall prepare and submit a detailed national project achievement report to the LCC, who shall compile and review the NPCs' reports and submit a consolidated Project Achievement Report to the RCA FP and RCARO, within six months of the completion of the project (the format for this is to be annexed to this document);
- (n) After a two-year period following the completion of the project funding, NRs should coordinate with the LCC to prepare and submit a detailed project achievement report to the RCA FP and RCARO and the NRs as given in 1.1.6 below (in the same format as the report referred to above); and,
- (o) Outcomes of successful projects will be published by the RCARO in the form of Success Stories in consultation with the LCCs, TOs and RCA FP.

Individual NRs may seek advice from their respective NTSCs, and the NRs may collectively seek advice from RCA PAC, in carrying out these tasks.

#### **1.1.6. PROJECT CLOSURE**

The RCA Technical Cooperation Projects implemented under the TC Programme of the Agency are closed by the Agency following the delivery of the planned project inputs. While recognising that project duration shall depend on the nature and scope of the project, and, therefore, that the timelines of the projects should be flexible, there is generally a need for projects to be active for some additional time to facilitate fully achieving the desired outcomes and objectives set out in the project design. In such cases, RCA Projects may be considered to be active for a further two-year period in order that the full impact of the projects can be assessed.

The progress of these projects would continue to be monitored during this period, through NPC and LCC reports to the NRM.

## **1.2. TECHNICAL COOPERATION PROJECT PERSONNEL: APPOINTMENT ROLES AND RESPONSIBILITIES**

### **1.2.1. LEAD COUNTRY COORDINATORS (LCCS) AND ALTERNATE LEAD COUNTRY COORDINATORS (ALTERNATE LCCS)**

#### **Appointment**

The LC for an RCA Technical Cooperation Project (and Assistant LC, if deemed required) will be designated by the Meeting of the NRs at which the relevant project concept is identified as a priority area and approved for development as a project design, taking into account the NRs decision that no GP should act as LC for any sequence of related projects for more than two TC Cycles, provided another suitably qualified and willing LC can be identified.

The NR of the LC will appoint a suitably qualified person as the LCC and Alternate LCC, as required. The tenure of LCCs and Alternate LCCs shall be the duration of the project for which they are appointed.

If an Assistant LC is appointed, the respective NR will appoint an Assistant LCC (and an Assistant Alternate LCC, if deemed required). The tenure of Assistant LCCs and Alternate Assistant LCCs shall be the duration of the project for which they are appointed.

#### **Qualifications**

The NR of the LC shall select and appoint the LCC and Alternate LCC on the basis of their sound technical knowledge of the project and the ability to provide leadership on the project implementation. Abilities in project design, management, monitoring and evaluation and a willingness to develop such skills would be an advantage. Successful completion of the IAEA e-learning course on LFA is mandatory qualification for a LCC or Alternate LCC.

LCCs and Alternate LCCs (and Assistant LCCs and Alternate Assistant LCCs) also need to have access to suitable communication and other facilities needed to carry out the assigned duties.

#### **Roles and Responsibilities**

- (a) Provide leadership for the efficient and effective planning, designing, preparation and implementation of the project to achieve its stated aims and objectives;
- (b) Develop detailed design of the project using the Logical Framework Approach, based on the Concept Papers approved for further development by the NRs, in consultation with

- the other relevant RCA stakeholders, the relevant technical staff of the Agency and the RCA Secretariat;
- (c) Monitor the implementation of the project and progress of RCA GPs through reports of and correspondence with the NPCs;
  - (d) Submit PPAR annually to his/her NR and to the RCA Secretariat by 15 January summarizing the status of implementation of the project in all the RCA GPs;
  - (e) Provide relevant project documents, including training course materials, to RCARO for uploading on the RCARO website, so far as is consistent with intellectual property rights;
  - (f) Participate in project meetings as required and provide leadership for the successful conduct of the meeting;
  - (g) Submit a final project achievement report to the RCA Secretariat, through his/her NR, within six months after the completion of the project; and,
  - (h) Assist the RCARO and RCA FP in preparation of a RCA project Success Story.

## **1.2.2. NATIONAL PROJECT COORDINATORS**

### **Appointment**

For each project in which they are participating, RCA GPs shall appoint NPCs and, in addition, appoint a project team member to be an Alternate NPC, who will have the same role and responsibilities as the NPC at times when the NPC is unable to fulfil his/ her duties. The duration of the appointment of NPCs and Alternate NPCs shall be for the duration of the project.

### **Qualifications**

RCA GPs shall select the NPCs and Alternate NPCs on the basis of their sound technical knowledge of the project and the ability to provide leadership on the project implementation. Abilities in project design, management, monitoring and evaluation and a willingness to develop such skills would be an advantage. NPCs and Alternate NPCs also need to have access to suitable communication and other facilities needed to carry out the assigned duties.

### **Roles and Responsibilities**

- (a) Provide leadership for implementation of the projects at the national level;
- (b) Provide information on the progress of the projects to the NR of his/her country on a regular basis;
- (c) Provide NRs with on-going information concerning the national status of projects, past and present, so that they can have an overview and analysis of their national status and requirements across the various sectors;
- (d) Provide information through his/her NR to the LCCs on national status and needs of the on-going projects, and information needed for project design when requested by the LCCs;
- (e) Establish and maintain links with relevant national institutes, partners and potential end-users;
- (f) Establish a NPT with the approval of the NR and assign responsibilities for each member;
- (g) Recommend to his/her NR the members of the NPTs who could be nominated for RCA events and activities and ensure their timely nomination;

- (h) Prepare Work Plans for implementation of the project at national level (National Work Plans), and monitor the progress of implementation through regular consultations with the NPT;
- (i) Submit a progress report of project activities using the designated form (Annex 15) to the LCC, the Project Technical Officer and the RCA FP through his/her NR once a year (by 31 December). NPCs who do not submit progress reports will not be funded to attend future project meetings;
- (j) Report on the progress of the projects and future project requirements at the project managements meetings using the appropriate designated National Reporting Template (Annexes 12, 13 and 14); and,
- (k) Provide guidance to the participants in regional events in the preparation of country presentations.

### **1.2.3. NATIONAL PROJECT TEAMS**

#### **Appointment**

NPTs will be appointed by the NPCs, with the approval of the respective NR, for each Technical Cooperation Project in which the GP is participating. Appointment will be for the duration of the project. The full details for each member of the NPT will be included in the Project Participation form provided by the NR to the RCA FP at the commencement of the project.

#### **Qualifications**

The NPT should include representatives from all major participant groups in the project activities at the national level.

#### **Roles and Responsibilities**

Under the guidance of the NPC, NPTs will be responsible for implementation of the agreed Work Plan at the national level and the provision of feedback and advice to the NPC on matters relevant to project implementation and achievement of project objectives at both the national and regional levels.

## **2. COORDINATED RESEARCH PROJECTS**

### **2.1. PROCESSES AND PROCEDURES RELATED TO COORDINATED RESEARCH PROJECTS**

#### **2.1.1. CRITERIA FOR COORDINATED RESEARCH PROJECTS**

Coordinated Research Project (CRP) proposals submitted for the approval by the NRM should meet the following criteria:

- (a) Be relevant to the RCA Vision, Mission and Strategic Priorities;
- (b) Have research directions and imperatives that support: the medium to long term needs of the RCA Programme; those of the individual RCA GPs (identified through consultations with relevant stakeholders); and, the expected contribution of such research to national and regional outcomes;

- (c) Have national level commitment to maximise the extent and depth of the research collaboration;
- (d) Demonstrate the benefits and advantages of the application of nuclear techniques;
- (e) Have the potential for development into a RCA technical cooperation project; and,
- (f) Have the potential for improving the utilization of established national research organizations/institutes, increasing regional research networks and resources and adding value to future inputs to that particular area of research.

### **2.1.2. MAIN STEPS IN THE DEVELOPMENT OF A CRP**

- (a) Formulation of a Research Project Theme, which should be focussed on a well-defined regional theme, problem or need that is relevant to, or can be resolved through, nuclear science and technology, with consideration given to the RCA Strategic Priorities, as well as complying with other relevant criteria;
- (b) Agreement of proposed Research Project theme by NRs;
- (c) Appointment by GPs of Chief Scientific Investigators (CSI) and Secondary CSIs and the preparation of CRP proposals;
- (d) Submission of CRP proposals to the Research Review Committee for review, assessment and advice on which CRP proposals are approved for submission to the CRP funding body;
- (e) CRP funding body approves support of the CRP proposals for Research Contracts or Research Agreements; and,
- (f) Procedures of Research Projects initiated by the RCARO are given in Annex 3.

### **2.1.3. PARTICIPATION IN COORDINATED RESEARCH PROJECTS**

Participation in a CRP will be subject to technical review and contingent on an assessment of:

- (a) The technical merits of the proposals;
- (b) The compatibility of the research project proposals with the RCA's agreed criteria;
- (c) The availability of appropriate facilities and personnel in the nominated institutions; and,
- (d) Any previous research work that had been carried out related to the projects.

### **2.1.4. PROJECT IMPLEMENTATION AND MONITORING OF COORDINATED RESEARCH PROJECTS**

- (a) Each Contractor must submit an Annual Report for technical review, which contains the proposed programme of work of the following year and a positive evaluation of the reports constitutes the basis for the continuation of the project and payment of the next instalment of the project award;
- (b) Each Agreement Holder must submit an Annual Report for technical using the designated template; and,

- (c) A Research Coordination Meeting will be held every 12 – 18 months to review progress of the Contracts and Agreements and a progress report submitted to the NRs.

#### **2.1.5. PROJECT CLOSURE OF COORDINATED RESEARCH PROJECTS**

- (a) A final report from each Agreement and Contract holder will be submitted to the funding body for technical review at the end of the contract; and,
- (b) A final Research Coordination Meeting will be held to review the outcomes from the Contracts and Agreements and the findings reported to the NRs.

### **2.2. COORDINATED RESEARCH PROJECT PERSONNEL: APPOINTMENT ROLES AND RESPONSIBILITIES**

#### **2.2.1. CHIEF SCIENTIFIC INVESTIGATORS**

##### **Appointment**

GPs for each CRP in which they are participating shall appoint Chief Scientific Investigators (CSIs) and, in addition, appoint Secondary CSIs, who have the same role and responsibilities as the CSI at times when the CSI is unable to fulfil his/her duties. The duration of the appointment of CSIs and Secondary CSIs shall be for the duration of the project.

##### **Qualifications**

RCA GPs shall select the CSIs and Secondary CSIs on the basis of their sound technical knowledge in the research area of the project and the ability to provide leadership on the project implementation. Abilities in project design, management, monitoring and evaluation and a willingness to develop such skills would be an advantage. CSIs and Secondary CSIs also need to have access to suitable communication and other facilities needed to carry out the assigned duties.

##### **Roles and Responsibilities**

- (a) Provide leadership for implementation of the CRP at national level;
- (b) Provide information on the progress of the CRP to the NR of his/her country on a regular basis;
- (c) Provide NRs with on-going information concerning the national status of the project past and present so that they can have an overview and analysis of their national status and requirements across the various sectors;
- (d) Provide information through his/her NR to the funding body on national status and needs of the on-going research, and information needed for project implementation when requested by the funding body;
- (e) Establish and maintain links with relevant national research institutes and potential end-users;
- (f) Establish a Research Project Team (RPT) with the approval of the NR and assign responsibilities for each member;
- (g) Prepare Work Plans for implementation of the CRP at national level (National Work Plans), and monitor the progress of research through regular consultations with the RPT;

- (h) Submit an Annual Progress report of research activities to the relevant experts for technical review of the Project and to the funding body through his/her NR;
- (i) Report on the progress of the projects and future project requirements at the Research Coordination Meetings;
- (j) Submit a final report to the funding body, through his/her NR at the end of the project.

## **2.2.2. RESEARCH PROJECT TEAM**

### **Appointment**

RPTs will be appointed by the CSIs, with the approval of the respective NR, for each CRP in which the GP is participating. Appointment will be for the duration of the project.

### **Qualifications**

The RPT should include active researchers in the area covered by the project.

### **Roles and Responsibilities**

Under the guidance of the CSI, RPTs will be responsible for implementation of the agreed Work Plan, and the provision of feedback and advice to the CSI on matters relevant to project implementation and achievement of project objectives.

## **3. OTHER COOPERATIVE ACTIVITIES**

### **3.1. CRITERIA FOR OTHER COOPERATIVE ACTIVITIES**

Proposals for OCA are submitted for the approval of the Meetings of Representatives should meet the following criteria that:

- (a) Address a specific immediate or short-term need or priority identified by GPs that is not able to be met through the activities of the then current RCA Programme and is not suitable or practical to be addressed through development as a project;
- (b) Are relevant to the RCA Vision, Mission and Strategic Priorities; and,
- (c) Are focussed on the needs of specific interest groups in the GPs.

### **3.2. IMPLEMENTATION AND MONITORING OF OTHER COOPERATIVE ACTIVITIES**

- (a) OCA are considered and approved at the NRMs;
- (b) The participating NRs shall take measures to ensure the availability of national resources for implementation of the OCA; and,
- (c) The implementation, including financial reporting, and outcomes of the OCA should be reported to NRMs by the NRs of the participating GPs.

### **3.3. CLOSURE OF OTHER COOPERATIVE ACTIVITIES**

- (a) The duration of OCA shall depend on the nature and scope of the activity and will be set by the NRs, but would be expected to be short-term.

#### **4. PROCEDURES RELATED TO PROJECTS INITIATED BY THE RCARO**

Projects being developed by the DIR RCARO are processed by the DIR RCARO through the mechanisms and procedures in Annex 3 which also includes provision for a fast-track mechanism.

The DIR RCARO also coordinates requests from GPs for support by the RCARO of the following classes of project:

- (a) Supplementary Projects (SPs);
- (b) Research Projects (RPs); and,
- (c) Training Projects (TPs).

As a member of the RCARO SAC, IAEA involvement in the above projects shall be effected by the RCA FP, who may seek out strategic technical advice, as appropriate, related to matters such as: design, development, evaluation, implementation and monitoring of all of the above listed types of projects.

#### **5. PROCEDURES RELATED TO PROJECTS INITIATED BY ANY OTHER AGENCY**

The procedure for initiation and implementation of projects by any other agency has to be approved by a Meeting of NRs prior to implementation (Annex 9).

#### **6. RCA ANNUAL REPORT**

The RCA Annual Report contains information required for implementation of the Programme and the key policy decisions made at the NRMs and GCMs. It is intended to be a reference document for NRs, their support staff, LCCs and NPCs and is also intended to be a document that could be used to provide information on the RCA Programme to potential partners.

The Annual Report will make reference to other publicly available information on RCA project activities, including that found on the RCARO website ([www.rcaro.org](http://www.rcaro.org)).

The Annual Report of the RCA shall be prepared according to the format set out in Annex 2.

## TECHNICAL COOPERATION AMONG DEVELOPING COUNTRIES (TCDC)

### 1. Basic Criteria Related to the Definition of TCDC\*

To qualify as a TCDC activity, the essential requirement is that:

- (a) **The activity involves the sharing of a Developing Country's own expertise, technology, resources, facilities, and other capacities with another or other Developing Countries.**

It is **not TCDC** if the activity is primarily dependent on technical inputs or expertise provided by an **Industrialised Country (IC) or directly fully funded by the TC Project.**

Thus, to qualify as TCDC, the project input(s) have to be directly from a **Developing Country (DC)** and may be implemented through defined contributions such as inputs of **technical expertise or other technical inputs, or cost sharing or cost minimisation**: for example, TCDC contributions might be in the form of:

- (a) Providing cost-free experts for the RCA Programme;
- Providing services to a Cooperative Project through the establishment by a DC of a Regional Resource Unit (RRU);
  - Making equipment/ facilities available;
  - Bearing the costs, or part costs, of subsistence of participants in events hosted by the GP; or,
- (b) Any other form of contribution.

The TCDC activity may represent only one component in a project design, but may be more, and should be managed and implemented by the participating DC(s) (or their institutions) within the scope of the overall project management by the executing agency, such as the Agency.

Some TCDC activities might benefit from, or require additional support, such as advice and technical support from external sources, Industrialised Countries (ICs), institutions or private sector enterprises, but to maintain classification as TCDC such support should constitute only a catalytic or complementary input and **not a major one.**

#### 1.1 Triangular Funding to support TCDC Activities

TCDC may also be supported through extrabudgetary funding under a "triangular funding" arrangement. Triangular cooperation of this type has been well-documented under UN and other international cooperation arrangements.

Potential mechanisms for establishing triangular funding include:

- (a) Specific allocation of donor funds at the project design stage;
- (b) Extrabudgetary funds deposited by RCA GPs, which have not been allocated to any specific activities; or,

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\* Based on the definition of TCDC activities according to the 1991 United Nations High Level Committee on the Review of TCDC.

- (c) Residual extrabudgetary funds from completed RCA projects.

## **2. The Importance of Incorporating TCDC Activities into the RCA Projects**

As set out in the Guidelines and Operating Rules under the “Basic RCA principles”, 1.4 (g), “*Activities undertaken in the framework of the RCA shall promote Technical Cooperation among Developing Countries (TCDC) in the RCA region*”, the basis for the adoption of this approach in the RCA Programme is based on the important role of TCDC as an effective mechanism to:

- (a) Boost the collective self-sufficiency and institutional capacity of the DCs to meet their needs in nuclear science and technology;
- (b) Mobilise available resources and partnerships;
- (c) Strengthen relations between the DCs, or forge new ones;
- (d) Increase the exchange, generation, dissemination, and use of scientific and technical knowledge;
- (e) Increase the effectiveness and sustainability of the RCA Cooperative Projects;
- (f) Achieve the full benefits of the designed project outputs and outcomes at both the national and regional levels; and,
- (g) Increase the effective utilisation of the funding of the project and its activities.

## **3. Regional Resource Units**

The concept of Regional Resource Units (RRUs) was introduced into the RCA Programme by the GPs as a mechanism for:

- (a) Increasing Technical Cooperation among Developing Countries (TCDC);
- (b) Increasing self-reliance: and,
- (c) Enhancing their ownership of the Programme.

It was also seen as a mechanism for recognising the successful outcomes from national and international investments that have been made to establish and improve nuclear science and technology, and which have resulted in some GPs achieving a high level of knowledge, training, expertise and capabilities in the application of nuclear science and technology.

By their nature, RRUs will be located generally within a national organisation, normally a National Nuclear Research Institute (NNRI), and will be supported by well-established expert groups, having high quality capabilities and able to exercise a leadership role in RCA projects, or part projects. Any GP, through their national organisations, may volunteer to donate appropriately qualified units and personnel to be RRUs as part of a RCA Cooperative Project.

The RRUs operate at the project level and provide additional value to the project through extending the implementation of project activities at little or no extra cost to the project budget.

In offering to undertake the role of a RRU, an indication is made by the GP that they could provide the project with specified resources for use by other GPs participating in that project, through a range of modalities such as:

- (a) Provision of analytical services for those GPs that do not have the necessary facilities;
- (b) Provision of standards and reagents, reference materials, and proficiency testing to other participating GPs;

- (c) Development of technical manuals / hand books;
- (d) Subsidised hosting of fellowships and training activities\* ; and,
- (e) Provision of expert services.

Importantly, the role of the RRU is defined as part of the project design and is only to provide support in the agreed project area. The RRU ceases its operation once the project has been concluded and thus ensures that the support is defined, as part of the project, and is not open-ended.

#### **4. Recommendations for Enhancing TCDC in the RCA Programme**

##### **Recommendation 1:**

The management and implementation of a TCDC activity should be conceptualised by the DCs even though it might be executed through the Agency's TC mechanism or otherwise funded.

##### **Recommendation 2a – New Technical Cooperation Projects:**

At the outset of the project and before the Project Planning Meeting (PPM) of a new project, the LCCs should request each NPC to provide information on the basic resources situation in their country, and their requirements with respect to the project, to facilitate consultation at the PPM. From this, the LCC can compile a database of the capabilities of each GP to assess possible TCDC contributions during project implementation.

At the PPM NPCs from Developing GPs should be encouraged to review the LCC database of GP capabilities and identify where they can further assist with the implementation of project activities through enhanced TCDC activities. Developing GP NPCs should also identify where there is a requirement for TCDC in their national implementation plans.

Based on the outcomes of the PPM, NPCs should identify:

- (a) Individuals who have the qualifications and experience to undertake expert missions and lecturing duties, as set out in the project plan. These individuals should access the following IAEA webpage - <https://iaea.taleo.net/careersection/ex/jobsearch.ftl> - and scroll to the title "Expert/Lecturer Technical Cooperation Programme" and input the required information. They should also inform the RCA FP through their NR that they have made the application;
- (b) Regional activities that could be hosted by their country, and make recommendations to their NR; and,
- (c) Services, skills and expertise of direct assistance to the project and make recommendations to their NRs that this be the basis for volunteering to be a RRU for that project.

##### **Recommendation 2b – On-going Technical Cooperation Projects:**

Before a Project Review Meeting (PRM), the LCCs should request each NPC to provide information on the basic resources situation in their country, and their requirements with respect to the project, to facilitate consultations at the PRM. From this information the LCC should compile a database of the capabilities of each GP to assess possible TCDC contributions during project implementation.

At the PRM, NPCs from Developing GPs should be encouraged to review the LCC database of GP capabilities and identify where they can further assist with the implementation of project activities through enhanced TCDC activities. Developing GP NPCs should also identify where there is a requirement for TCDC in their national implementation plans.

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\* For example: cost-free local lecturers; absorption of local operating costs by the hosting organisation; etc.

Based on the outcomes of the PRM, NPCs should identify:

- (a) Individuals who have the qualifications and experience to undertake expert missions and lecturing duties, as set out in the project plan. These individuals should access the following IAEA webpage - <https://iaea.taleo.net/careersection/ex/jobsearch.ftl> - and scroll to the title “Expert/Lecturer Technical Cooperation Programme” and input the required information. They should also inform the RCA FP through their NR that they have made the application;
- (b) Regional activities that could be hosted by their country and make recommendations to their NR.
- (c) Services, skills and expertise of direct assistance to the project and make recommendations to their NRs that this be the basis for volunteering to be a RRU for that project.

### **Recommendation 3:**

The RCA FP, TO and LCC should use the following hierarchy in the selection of experts and lecturers for the RCA TCPs, where significant TCDC components have been identified:

- (a) Suitably qualified and experienced persons available from Developing GPs;
- (b) Suitably qualified and experienced persons available from other GPs;
- (c) Suitably qualified and experienced persons available from other MSs of the Agency.

### **Recommendation 4:**

Since RRUs need to meet the specific requirements regarding human resources and physical infrastructure performance identified during the project management meetings and in any project design, NRs should review and regularly update their information on the current RRUs that their GP is supporting and provide the RCA FP with a current description by the end of each calendar year.

### **Recommendation 5:**

As an on-going task, NRs should identify individuals who have the qualifications and experience to undertake expert missions and lecturing duties. They should encourage individuals to complete the relevant Agency Institutional History Forms (IHF) and send them to the RCA FP with the NR’s endorsement.

### **Recommendation 6:**

The RCA FP should arrange for information on the TCDC activities being provided by each Developing GP (DGP) for each active RCA Cooperative Project or Cooperative Activity and include it in the RCA Annual Report. This should be based on indicators that may include the following:

- (a) Percentage of experts from DGPs (numbers and person-month)
- (b) Percentage of lecturers from DGPs (numbers and person-month)
- (c) Services provided by DGPs to DGPs (numbers)
- (d) Hosting of training courses by DGPs (percentage)
- (e) Hosting of meetings by DGPs (percentage)
- (f) Additional funds from DGPs and others for TCDC activities (Euros)

Data on the use of TCDC during 2018 should be compiled and used as a reference for future comparison.

**Recommendation 7:**

Each NPC from a DGP participating in a RCA TCP should report on the exit strategy they plan to adopt for each project, including TCDC activities that might contribute to sustainability of the projects at both national and regional levels. This plan should be prepared as an annex to the annual project report submitted to the RCA FP through the NR.

**Recommendation 8:**

GPs should explore other possible sources of funding for implementing TCDC activities needed to ensure sustainability of the projects. Possible sources of funding include national resources of developing GPs, extrabudgetary funding from developed and developing GPs as well as IAEA MSs, multilateral agreements, and international and regional organizations such as SAARC<sup>\*</sup>, BIMSTEC<sup>†</sup>, OIC<sup>‡</sup>, ASEAN<sup>§</sup>, UNDP<sup>\*\*</sup>, ADB<sup>††</sup> and UNESCAP<sup>‡‡</sup>. The UNDP-TCDC FPs in GPs should be consulted regarding the funding on TCDC activities.

RCA GPs are also encouraged to consider triangular funding options.

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\* South Asian Association for Regional Cooperation

† Bay of Bengal Initiative for Multi-Sectoral Technical and Economic Cooperation

‡ Organisation of Islamic Cooperation

§ Association of South East Asian Nations

\*\* United Nations Development Programme

†† Asian Development Bank

‡‡ United Nations Economic and Social Commission for Asia and the Pacific

## FORMAT OF RCA ANNUAL REPORT

The Annual Report of the RCA shall be prepared according to the following format:

### (a) MAIN BODY OF THE REPORT

#### Section 1 – OVERVIEW OF THE RCA PROGRAMME (RELEVANT YEAR)

1. Programme Summary (Relevant year)
2. Management and Implementation of the RCA Programme (Relevant year)
  - 2.1 Summary of Financial and In-Kind Contributions
  - 2.2 Regional Events.
  - 2.3 Progress Monitoring
  - 2.4 Challenges in Implementation
3. Policy Meetings (Relevant year)
4. Summary of the RCARO Activities related to Promotional and other Non-technical Activities (Relevant year)

#### Section 2 – DETAILS OF THE TECHNICAL PROGRAMME (RELEVANT YEAR)

Information on each active project (including projects implemented by RCARO)

### (b) ANNEXES

ANNEX 1: LIST OF THE RCA PROJECTS (RELEVANT YEAR)

ANNEX 2: RCA EVENTS IMPLEMENTED (RELEVANT YEAR)

Annex 2a: Participation by Government Party in RCA Regional Training Courses Implemented in (relevant year)

Annex 2b: Participation by Government Party in RCA Regional Meetings in (relevant year)

Annex 2c: Expert Mission Implemented in (relevant year)

Annex 2d: Home-based Expert Assignments in (relevant year)

ANNEX 3: EXTRABUDGETARY CONTRIBUTIONS (RELEVANT YEAR)

ANNEX 4: REPORT OF IN-KIND CONTRIBUTIONS (RELEVANT YEAR)

ANNEX 5: PLANNED REGIONAL EVENTS UNDER RCA PROJECTS (RELEVANT YEAR)

ANNEX 6: LIST OF NATIONAL REPRESENTATIVES

ANNEX 7: MAIN DECISIONS AND OUTCOMES OF THE POLICY LEVEL MEETINGS (RELEVANT YEAR)

ANNEX 8: RCARO ACTIONS RELATED TO PROMOTIONAL AND OTHER NON-TECHNICAL ACTIVITIES (RELEVANT YEAR)

ANNEX 9: REPORT ON TCDC ACTIVITIES (RELEVANT YEAR)

## **PROCEDURES FOR DEVELOPMENT OF PROJECTS BY RCARO**

Projects being developed and processed by the RCARO through the standard approval mechanism will follow the procedure set out in Annex 8.

Those requiring fast-track processing will follow the procedure given below;

- (a) The DIR RCARO will prepare a Concept Paper and submit it to the SAC together with a justification for the use of the fast track mechanism.
- (b) The Chair SAC will consult with the other SAC members on the suitability of the submission for fast-tracking and notify the DIR RCARO as quickly as possible and within 1 week of the SAC's acceptance or rejection of the use of the fast-track mechanism.
- (c) On acceptance of the use of the fast track option, the DIR RCARO and the SAC will jointly prepare a project proposal with explanatory text complemented by any necessary additional materials, and promptly distribute them to NRs for consideration and comment by a due date.
- (d) The NRs will communicate to mutually agree on a position and inform the DIR RCARO through the SAC by the designated due date.
- (e) Should any NRs not respond to the SAC by this designated time, they will be deemed to agree with the position adopted by the NRs who have responded
- (f) The fast-track decisions will not require formal endorsement at the next NRM following the due date. However, the decisions should be appended to the NRM report to ensure full transparency.

In addition to the RCARO projects for the RCA described above, the DIR RCARO also coordinates requests from RCA Government Parties (GPs) for support by the RCARO of the following classes of project:

1. Supplementary Projects (SPs);
2. Research Projects (RPs); and,
3. Training Projects (TPs).

IAEA involvement in the above projects shall be effected by the RCA Focal Person, as a member of the RCARO SAC, who shall provide technical strategic advice on design, development, evaluation, implementation and monitoring of all of the above listed types of projects.

### **1. Supplementary Projects**

#### **1.1. Introduction**

Supplementary Projects (SPs) may be in one of two categories:

- (a) Category 1 should have a demonstrable link to an RCA project that has been approved for the previous, current or next TC cycle;
- (b) Category 2 should demonstrate that there is a new and urgent need that cannot be adequately met within the normal TC programming cycle for a project utilizing technical capabilities that already exist within the region.

## **1.2. Category 1 Projects**

### **1.2.1. Formulation of a Category 1 Proposal**

- (a) A SP proposal may be developed at any time by a NR or group of NRs but should be submitted via the LC for the RCA project to which it has been linked; and,
- (b) It should be formatted using the appropriate TC Project Document Template.

### **1.2.2. Criteria for a Category 1 Proposal**

- (a) It must comply with the basic criteria outlined in 1.1.
- (b) Proposals may be submitted at any time up to a maximum of four years following completion of the project to which it is linked.
- (c) Priority will be given to SPs that:
  - Will ensure the fullest uptake by end users of technologies developed through RCA projects; or,
  - Can successfully demonstrate it would satisfy the needs of a small group of RCA GPs', including the special needs of new GPs, Least Developed Countries (LDCs) and Small Island Developing States (SIDS)s; and,
  - Can rapidly develop a capacity in technologies that are already available in some RCA GPs.
- (d) Except in exceptional circumstances, the expected project duration should be no more than 1 year.
- (e) Proposals may be tabled at either a NRM or GCM and, if recommended for evaluation, forwarded to the DIR RCARO.

### **1.2.3. Project Proposal Evaluation**

- (a) The DIR RCARO will forward proposals to the RCA PAC for evaluation;
- (b) The RCA PAC shall conduct the evaluation whenever possible using electronic communication and co-opt such specific expertise as may be required. The evaluation must be completed within 3 months of submission of the proposal to the RCA PAC and the results provided to the DIR RCARO;
- (c) The RCA PAC evaluation, supplemented with advice from the DIR RCARO on the availability of funds, will be considered by the SAC. SPs receiving positive assessments from SAC or conditional positive assessments requiring specified modifications to be made to the proposals, should be finalised by the submitting GP in time for consideration by the next available NRM or GCM (whichever is the earlier); and,
- (d) The finalised proposal that is submitted to the NRM or GCM should include confirmation of the details of the LC and LCC for the project; these need not be the LC and LCC for the project to which the SP is linked.

#### **1.2.4. Project Implementation and Monitoring**

- (a) Subject to available funding, an approved project should commence as soon as practical and no more than 3 months after approval by the NRM or GCM;
- (b) Responsibility for implementing the project will be taken by the DIR RCARO;
- (c) All the usual TC modalities can be used in a SP (meetings, training courses, expert or scientific visits) but in view of the short duration of SPs and probable funding shortages, projects that have a few, highly focused activities, are most likely to achieve their target outcomes successfully;
- (d) SP Progress Reports should be submitted by the LC to the DIR RCARO, the RCA Focal Person and the RCA Chair 6 weeks prior to each NRM and a final report submitted within 3 months of project completion; and,
- (e) Reports on SP activities will be included in the RCA Annual Report and shall be provided to the NRM through the DIR RCARO.

### **1.3. Category 2 Projects**

#### **1.3.1. Formulation of a Category 2 Project**

- (a) It must comply with the basic criteria outlined in 1.1;
- (b) It may be developed at any time by a NR or group of NRs;
- (c) It should be formatted using the appropriate TC Project Document Template;
- (d) The proposal must show that time-dependent factors are sufficiently constrained that the normal TC cycle cannot be used;
- (e) The proposal must be targeted to a major need affecting the economic or social well-being of a significant part of the RCA region and convincingly demonstrate that technologies already existing in the region can deliver an effective solution;
- (f) Category 2 projects are not a means of long-term support and proposals formulated to require more than 1 year of support should address the need for longer term funding support from external agencies and projects must include a provision for review after 1-year implementation with a view to how they may be transferred to another organization for longer term support; and,
- (g) Proposals for Category 2 projects should be submitted to the DIR RCARO for Fast-Track Processing.

#### **1.3.2 Project Proposal Evaluation – Fast-track Processing**

- (a) Project proposals should be directed to the DIR RCARO for submission to the SAC for a decision within 1 week as to the suitability for the proposal for Fast-track processing;
- (b) On acceptance by the SAC for Fast-track processing, the DIR RCARO will forward proposals to the RCA PAC for evaluation;

- (c) The RCA PAC shall conduct the evaluation whenever possible using electronic communication and co-opt such specific expertise as may be required. The evaluation must be completed within 1 month of submission of the proposal;
- (d) The RCA PAC evaluation, supplemented by advice from the DIR RCARO on the availability of funding, will be considered by the SAC. Proposals that receive an assessment from the SAC that is positive or conditionally positive, provided certain modifications are made, should be finalized as soon as practical by the submitting NRs and then promptly distributed by the DIR RCARO to all NRs for consideration and comment by a specified due date; and,
- (e) The NRs will communicate to mutually agree on a position and inform the DIR RCARO by the designated due date. NRs, who have not responded by that due date, will be deemed to be in agreement with the position adopted by the NRs who have responded.

### **1.3.3. Project Implementation and Monitoring**

- (a) Proposals that are adopted by the consensus of NRs will not require formal endorsement at the next NRM following the due date;
- (b) Implementation should start as soon as practical and be managed by the DIR RCARO;
- (c) Progress Reports should be submitted by the LC to the DIR RCARO, the RCA Focal Person and the RCA Chair<sup>6</sup> weeks prior to each NRM and a final report submitted within 3 months of project completion; and,
- (d) Reports on SP activities will be included in the RCA Annual Report and shall be provided to the NRM through the DIR RCARO.

## **2. Research Projects**

### **2.1 Introduction**

The promotion and coordination of cooperative research in nuclear science and technology is one of the specific objectives in the framework of the RCA programme and covers subjects in the fields of isotope and radiation applications in agriculture, human health, industry, hydrology, and terrestrial and marine environments. In particular RCA Research Projects (RPs) should comply with the following criteria:

- (a) Be relevant to the RCA Vision, Mission and Strategic Priorities;
- (b) Have research directions and imperatives that support the medium to long term needs of the RCA Programme, those of the individual RCA GPs (identified through consultations with relevant stakeholders) and the expected contribution of such research to national and regional outcomes;
- (c) Have national level commitment so as to maximise the extent and depth of the research collaboration;
- (d) Demonstrate the benefits and advantages of the application of nuclear techniques;
- (e) Have the potential for development into an RCA technical cooperation project; and,
- (f) Have the potential for improving the utilisation of established national research organisations/institutes, increasing regional research networks and resources and adding value to future inputs to that particular area of research.

## **2.2 Formulation of a Research Project Theme**

Proposed RPs should be focussed on a well-defined regional theme, problem or need that is relevant to, or can be resolved through, nuclear science and technology, with consideration given to the RCA Strategic Priorities as well as complying with the priorities and criteria listed in 2.1.

All proposals for the establishment of a RCA Research Project Themes (RPT) should be prepared using the RPT Proposal Template (Attachment 1) available on the RCARO website by a NR or a group of NRs. All RPT Proposals should be submitted to the RCARO through the NRs who would take the responsibility to ensure that the proposals meet the required standards before submission to the RCARO. RCARO would provide necessary resource background documents to the NRs with specific requirements and procedures for the development and processing of the Research Project Themes (RPT) proposals.

## **2.3 Research Project Theme Proposal Evaluation**

The RCA PAC would take on the role as the Research Review Committee (RRC) for the evaluation of the proposed RPT and would refer the technical aspects of the RPT proposals to experts in the research fields relevant to a RPT, or already a part of an active RPT. The experts for technical review would be promptly approached to seek their agreement to participate as potential technical reviewers to facilitate the process and be sourced from outside of the Asia Pacific Region, where possible, to avoid potential conflicts of interest. Background information on the RCA and its Programme will be provided to the experts by the RCARO.

The submitted RPT proposals would be forwarded to the RRC for review and evaluation of adequacy of the RPTs in terms of the responses to the questions set out in the RPT template, as well as compliance with the sectors of RCA MTS 2018/2023 and other RCA requirements. According to the RRC's review, only RPT proposals that meet the key requirements of compliance with the key RCA criteria that are set out in the proposal template are referred to experts for technical assessment. The results of the evaluation of the proposals, supplemented with advice of the technical experts, will be forwarded by the RRC to the proposing GP for any advised refinement. The amended proposal will be forwarded by the RRC to the DIR RCARO, who after the consideration of the availability of the funding, will forward it to the SAC for review and recommendation.

The RPT Proposal and recommendation of the SAC would be tabled at a RCA National Representatives Meeting for NRs' consideration.

## **2.4 Research Project Implementation**

Once the RCA National Representatives Meeting has decided to proceed with the implementation of the RPT as a component of the RCA RPs, the NRs are to seek advice from their respective National Thematic Sector Coordinators and Technical Advisors concerning participation as set in 2.4.1.

The duration of a RP would normally be expected to be between 3 and 5 years.

For the Research Project implementation, a Technical Officer (TO) would be designated as a member of the RRC to oversee the research project.

The major tasks for the RRC would be to advise the DIR RCARO on:

- (a) The suitability of research proposals as Research Contracts or Research Agreements as part of an approved RPT;
- (b) The annual reports of the CSIs;
- (c) Reports of the Research Coordination Meetings (RCMs) ; and
- (d) Tasks in support of the Research Project as required by the DIR RCARO.

#### **2.4.1 Research Project Participation**

NRs should seek advice from their respective National Thematic Sector Coordinators and Technical Advisors concerning:

- (a) The identified regional theme, problem or need expressed in the proposed RPT;
- (b) The national research benefits from such participation;
- (c) The specific area of research that could be proposed as the national contribution to the RPT;
- (d) Any overlap or duplication with existing national research projects in that selected area; and,
- (e) Identification of suitable national research organisations/institutes able to accommodate such research cooperation within their existing human and physical resources.

Appropriately qualified and supported institutes in GPs wishing to participate in a RP should prepare a proposal outlining their proposed research contribution to the RPT using one of the agreed RP templates. NRs are requested to submit research project proposals to the DIR RCARO for review by the Research Review Committee (RRC). The Technical Officer (TO) would advise on the technical aspects for awarding either a Research Contract or a Research Agreement, as appropriate. After careful consideration of the technical merits of the proposals, the compatibility of the research project proposals with the RCA's agreed criteria, the availability of appropriate facilities and personnel in the nominated institutions and any previous research work that had been carried out related to the projects, the RRC would select which specific proposals for research could be supported. The DIR RCARO would advise the NRs of the Committee's findings and confirm the proposed RP start date.

No more than one national research proposal from a GP would be accepted as a participant of each RP. Because of the budgetary constraints, the total number of GPs participating in a RP would normally be expected to be between 8 and 12. There would be two modes of participation; as a **Contract Holder** or as an **Agreement Holder**. GPs would be encouraged to consider participating as Agreement Holders to maximise the financial support that could be provided to RPs. Research Contracts and Research Agreements would be generally for the entire duration of the RP.

## **2.4.2 Contract Holder**

If a request for the RCARO's financial support of a proposed research contribution were successful, such support would be normally in the form of a lump-sum cost-sharing contract\* between the nominated research institute and the RCARO. The institute would be expected to bear the major part of the cost of the project and including operating costs, overheads and other expenses. Owing to limited financial resources, it would be expected that the financial support that could be offered, would probably not exceed 7,000 Euro per annum per contract. Continuation of the payment would be based on the RRC's advice concerning satisfactory completion of yearly reporting and progress with the research component. In addition, the Chief Scientific Investigator (CSI) nominated in the contract would be invited to attend the periodic Research Coordination Meetings (RCMs†) at the RCARO's expense.

## **2.4.3 Agreement Holder**

If no request were made for financial support from the RCARO and this proposal were accepted, participation would be as an Agreement Holder. Under such Agreements, no financial award would be made to the Agreement Holder, other than the Chief Scientific Investigator (CSI) nominated in the Agreement, who would be invited to attend the periodic RCMs at the RCARO's expense‡.

## **2.4.4 Reporting and Monitoring**

Each Contractor must submit an Annual Report using the designated template, which contains the proposed programme of work of the following year, and a final report at the end of the contract to the DIR RCARO for review by the Research Review Committee. The positive evaluation of the progress reports by the RRC constitutes the basis for the continuation of the project and payment of the next instalment of the project award.

Each Agreement Holder must submit an Annual report using the designated template to the DIR RCARO at the end of each project year and final year for review by the Research Review Committee. These reports will be presented to the SAC and NRs through the DIR RCARO's report to the NRM and will be reflected in the RCA Annual Report.

## **3. Training Projects**

### **3.1 Introduction**

Under the current RCA Programme, training events are integral components of an approved RCA project design that meet the achievement of specific aims, outputs and objectives for that particular project.

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\*Subject to the financial rules and regulations governing the use of the RP funds being administered by the RCARO.

†RCMs would generally be held at 12-18 month intervals subject to satisfactory progress of the Contractor's portion of the RP and the availability of funding. TO will be invited to the RCM at the RCARO's expense.

‡Subject to the availability of funding and satisfactory progress of that portion of the RP.

However, at times wider needs or priorities might be identified that would greatly benefit if support could be provided via ad hoc training in identified technologically-related areas, which were outside of the specific design of any of the RCA projects then being implemented. Such technologically-related ad hoc training could have significant impacts in enhancing knowledge at the national and regional levels and also could contribute to providing substantial and specialised training inputs that are not designed to be provided under other operational RCA projects.

The following criteria should be taken into consideration in deciding on the selection of an ad hoc training proposal (TP):

- (a) Relevance to the RCA Vision and Mission;
- (b) Relevance to the RCA Strategic Priorities;
- (c) Potential of the requested TP in the specific technology to address the identified needs or priorities;
- (d) Potential to benefit the participating GPs through the adoption and application of the specific technology;
- (e) Potential to improve understanding, knowledge and skills related to the application of the specific technology and its sustainability;
- (f) No duplication of approved training activities under operational RCA projects; and,
- (g) Potential to bridge gap between the existing and new RCA GPs

### **3.2 Formulation**

- (a) Proposals for a TP may be developed at any time developed by a NR or group of NRs and must comply with the priorities and criteria listed in 3.1.
- (b) If proposals are developed by a group of NRs, one NR will take responsibility for progressing the proposal on behalf of the group.
- (c) The NR will submit proposals for a TP to the DIR RCARO using the application form available on the RCARO website.
- (d) The duration of a TP would normally be expected to be no more than 4 weeks.

### **3.3 Proposal Evaluation**

- (a) The DIR RCARO will submit the TP request proposals to the RCA PAC to review and evaluate the proposals against the agreed criteria and respond by a specific date;
- (b) The RCA PAC shall conduct the evaluation whenever possible using electronic communication and may seek expert input as required on the technical assessment of the proposals.
- (c) The RCA PAC must complete the evaluation by the specified time and submit a consolidated report with comments and recommendations on the proposals to the DIR RCARO for review by the RCARO SAC.
- (d) The proposals together with the SAC's review and related documents will be presented to the NRs at a NRM or GCM for their approval.

### **3.4 Project Implementation and Monitoring**

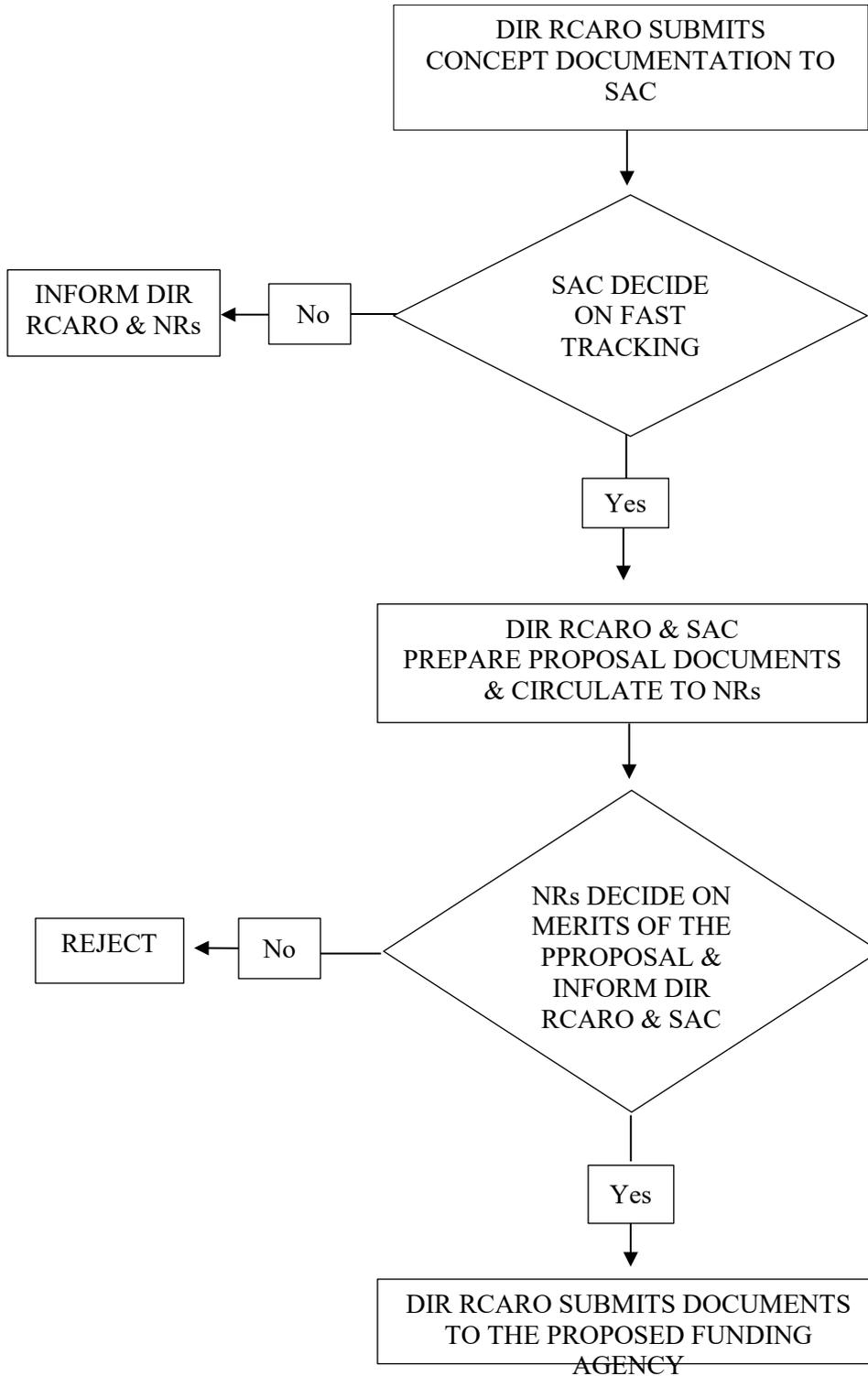
- (a) Subject to approval by the NRM or GCM and available funding, an approved TP should commence in accordance with the timetable set out in the proposal.
- (b) Responsibility for implementing the project will be taken by the DIR RCARO.
- (c) A LCC will be nominated by the NR of the GP, which proposed the event. The LCC will be responsible for leading the event, preparing the prospectus, programme and other related documents including the training materials and any resource documents.
- (d) Reports should be submitted by the LC to the DIR RCARO, the RCA Focal Person and the RCA Chair within 1month of the completion of the TP.
- (e) Reports on TP activities will be included in the RCA Annual Report and shall be provided to the NRM through the DIR RCARO.

**RCARO MANAGED PROJECT RCA RESEARCH PROJECT  
THEME PROPOSAL TEMPLATE**

<b>Title</b>	
<b>Proposed by</b>	
<b>Proposed Duration</b>	<i>Indicate a realistic starting date and the number of years required to complete the project. (In the case of projects expected to exceed THREE years, an assessment will be conducted before the end of the third year to decide on the validity of an additional year.)</i>
<b>Overall objective</b>	<i>State the overall objective to which the project will contribute. Describe the overall objective linkage to which medium to long term needs and imperatives of the RCA Programme, will be supported by this proposed research proposal and how will it be utilised to provide national and regional outcomes</i>
<b>Project Description/Abstract (max 300 words)</b>	
<b>Participating Government Parties</b>	<i>List the Government Parties that have been identified through consultations as supporting this proposal and their expected contribution to the research</i>
<b>Problem to be addressed</b> (Area(s) of Compliance with RCA MTS & SP 2018-2023)	<i>Describe the major problems, their causes and effects; and how these are linked to the RCA MTS&amp;SP 2018-2023 or equivalent. Include references, data or statistics that describe the current situation. Provide a reference to past efforts made in addressing the problem including RCA support provided, if any, and how the current project proposal is built upon them.</i>
<b>Why should it be a regional project?</b>	<i>Indicate why it is better to address the problem/need through a regional project and not a national one.</i>
<b>Stakeholders</b>	<i>Describe the relevant stakeholders, end users, beneficiaries, partners and their roles and responsibilities in the project. This should reflect the result of the stakeholder analysis.</i>
<b>Role of Nuclear technique(s) to be used</b>	<i>Indicate the nuclear technique(s) that would be used and outline why it is appropriate to address the problem. Why are these techniques the best choice and what comparative advantages do they have over non-nuclear techniques?</i>
<b>Physical Infrastructure and Human Resources</b>	<i>What physical infrastructure and human resources are available to support the project? Include examples, e.g. existing laboratories, suitable buildings, staff that will be directly involved in this project and logistics (i.e. transport for implementation of field studies/trials). List any national/regional resource centres that would play a major role in the implementation of the project.</i>
<b>Potential for development into an RCA technical cooperation project</b>	

<b>Potential for improving the utilisation of established national research organisations / institutes, increasing regional research networks and resources and adding value to future inputs to that particular area of research</b>	
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**FLOW CHART FOR THE FAST-TRACKING OF NEW COOPERATIVE  
PROJECT PROPOSALS FROM THE RCARO**



**PROCEDURE FOR EVALUATION OF THE PERFORMANCE OF DIR RCARO**

This procedure is prepared for the use as a guideline for evaluation of the Performance of DIR RCARO, and will be subject to modification taking into account experience gained from implementation practice.

- (a) The DIR RCARO should prepare a draft annual work plan based on the RCA Guidelines and Operating Rules, addressing all aspects of his/her roles and responsibilities with targets, milestones and measurable Performance Indicators (PIs) for each aspect of activities, and submit it to the RCARO SAC by 1 January each year.
- (b) The draft work plan should be negotiated and agreed between the members of SAC and the DIR RCARO.
- (c) An annual work plan should be agreed upon by 1 February with finalized PIs and targets/milestones for each aspect of activities therein.
- (d) The annual work plan is subject to a mid-term review by the SAC. The DIR RCARO should inform the SAC if there are major items with the potential to affect the implementation of the agreed annual work plan. The SAC should provide its views and agree on any adjustment to the annual work plan. The mid-term review is undertaken before the GCM or otherwise scheduled as agreed between the DIR RCARO and the SAC.
- (e) The DIR RCARO should prepare the report on his/her performance in fulfilling the agreed work plan, and submit it to the SAC by 1 January of the following year for evaluation.
- (f) The SAC will assess the annual report through electronic interactions with the DIR RCARO, and submit its report to the NRM for consideration.

## **RCA PAC TERMS OF REFERENCE AND OPERATING PROCEDURES**

### **Qualifications of RCA PAC Members**

The Committee shall be composed of individuals from RCA GPs who are highly qualified and experienced in fields related to nuclear science and technology and its application to RCA Strategic Priorities. Members serve on the RCA PAC in their personal capacity and not as representatives of their countries, to ensure impartiality in the review and development process. They must have demonstrated expertise and competencies in:

- The Logical Framework Approach to project design;
- The distinctive features of IAEA-TC requirements;
- RCA strategy and operation;
- Project management, project review and assessment; and,
- Technical expertise and experience in the nuclear area.

Members must also be able to make themselves available for a significant time commitment that can be associated with the work of the Committee.

### **Membership of the RCA PAC**

The number of Members in the RCA PAC will be determined by the NRs in accordance with the tasks assigned by them. This may vary between TC cycles, but will normally be between five and seven Members. The Committee Members are not permitted to be represented by alternates.

Applications from individuals for membership on the Committee will be made based on an agreed application form and will be circulated to all GPs and considered at a NRs Meeting.

To ensure continuity of the Committee's procedures, members will serve for at least two TC cycles, and no more than half of the Members will be changed in any one TC cycle. The term can be renewable. The IAEA shall provide technical support to the Committee.

### **Functions of the RCA PAC**

The agreed functions of the RCA PAC shall cover the following issues:

- (a) Contribute to identification and recommendation of project ideas, concepts and design phases for the RCA projects being developed for support under the RCA Programme, including extrabudgetary funding, and provide advice on:
  - Mechanisms for identifying and screening RCA project concepts/ideas;
  - Mechanisms for improvement of the RCA Programme development at both the concept and design stages;
  - Mechanisms for identifying and screening RCA Project budgeting;
  - Specific functions, roles and responsibilities of each stakeholder;
  - Indicative timelines for proper planning and development of the RCA Programme;
  - The effect of the TC Guidelines on the RCA Project development process.

In addition, the RCA PAC will:

- (a) Facilitate RCA GPs' ability to draft Project Concepts/Project Designs effectively through:
  - Engaging with the IAEA Secretariat at crucial stages in the planning cycle for the TC Programme to review the compatibility of their guidelines for the preparation of the TC Programme and identify any aspects that might give rise to difficulties with implementation of the RCA recommendations; and,
  - Reviewing technical aspects of current and future project submissions using other technical experts if required.
- (b) Provide inputs and advice to the NRs on RCA strategic matters such as:
  - Development of the RCA Medium Term Strategy;
  - RCA submissions to the TC Best Practice Initiative; and,
  - Mechanisms to identify funding opportunities through donors outside the IAEA.
- (c) Provide input into any other issues that the NRs may from time to time request from the RCA PAC.

### **Meetings and reports**

The Committee shall develop detailed operating procedures on respective roles and authorities of Committee Members, channels of communication, expenses, confidentiality, and management of conflict of interests. These operating procedures shall be considered and approved by the NRs.

The RCA PAC shall normally meet physically twice per year, and electronically as often as required, to consider the above issues and prepare a report for presentation at the NRM and GCM. It shall also participate in RCA project design and strategy meetings and other meetings as appropriate.

### **RCA PAC Operational Procedures**

The following are the approved procedures to complement the ToR and detail operational aspects of the RCA PAC:

(a) RCA PAC Chair:

The NRM/GCM will nominate the RCA PAC Chair. In the event that the Chair is unavailable for an activity of the Committee, the designated RCA PAC Members will agree to a temporary Chair for that particular activity.

(b) Quorum and consensus:

A quorum for RCA PAC meetings will be defined as attendance by more than half of the designated Members. The outputs from the RCA PAC will be based on consensus view where possible, and if this cannot be achieved the simple majority view will be presented.

(c) Alternates:

RCA PAC Members cannot designate alternates.

(d) Access to RCA PAC Meetings:

RCA PAC meetings shall be able to hold particular sessions of a meeting *in camera* if dealing with confidential or sensitive issues.

(e) Conflicts of Interest:

RCA PAC Members are expected to declare when they have potential conflicts of interest concerning matters under discussion. If deemed necessary by the other PAC Members, they shall retire from the meeting during the sessions on that subject.

(f) Reporting of RCA PAC Meetings:

The RCA PAC will not produce minutes of their deliberations and will strictly implement the reporting and distribution procedures stipulated in the ToR. Normally, communications to and from the RCA PAC will be through its Chair and the RCA Chair and will also be copied to the RCA FP.

(g) Availability of RCA PAC Members:

RCA PAC will make themselves available to carry out designated tasks at the designated times. However, the RCA PAC may be unable to carry out task that do not adhere to such timing and agreed deadlines.

**WORKING GROUP ON RCA MTS COORDINATION – TERMS OF REFERENCE**  
**(Updated September 2019)**

The Working Group on RCA MTS Coordination (WG MTSC) is a group of experts from the RCA Region to coordinate activities to achieve effective implementation of the RCA Medium Term Strategy 2018-2023 (MTS).

**I. BACKGROUND**

The WG MTSC was formed by the 45<sup>th</sup> RCA General Conference Meeting (GCM), and was endorsed by NRs to operate until the completion of the Mid-term Review in 2020. At the 48<sup>th</sup> GCM, the NRs further endorsed the continuation of the WG MTSC until the completion of the Final Review in 2023.

The 45<sup>th</sup> GCM also formed two other working groups to assist with implementation of the MTS. The Working Group on Human Resource Development (WG HRD) was convened to review the human resource development strategies and in alignment with the MTS. The Working Group on Financial Gap Analysis and Resource Mobilization (WG FGA&RM) was convened to analyse the past/current financial situation of the RCA Programme and recommend what steps should be taken to ensure the financial stability of the RCA Programme in the period of 2018-2023.

According to their original Terms of Reference, the WG HRD and the WG FGA&RM were scheduled to complete their work by the 46<sup>th</sup> GCM and be disbanded thereafter.

However, in recognition of the need for on-going work, the 46<sup>th</sup> GCM decided that the WG HRD and WG FGA&RM should continue their efforts but be merged into the WG MTSC for efficiency.

This Terms of Reference pertains to the updated WG MTSC and includes functions of the former WG HRD and WG FGA&RM.

The role of the WG MTSC will be reviewed by the NRs following the outcome of the Mid-term Review.

**II. FUNCTIONS**

The WG MTSC will focus its work activities to achieve effective implementation of the MTS for the Mid-term and Final Review. This Working Group does not exercise oversight but provides recommendations to the NRs to assist with the implementation of the RCA MTS.

The functions of the Working Group are:

- (a) to provide recommendations on milestones of the MTS to the NRs based on the Performance Indicators of the MTS, in consultation and coordination with the RCA Programme Advisory Committee (RCA PAC);
- (b) to identify and develop approaches for expanding partnerships;
- (c) to explore and identify strategic directions for increasing and managing extrabudgetary contributions in support for the RCA Programme;
- (d) to explore ways to mobilize national/regional resources such as high quality of technical and logistical support of the Government Parties in implementing RCA projects;
- (e) to advise and recommend on sustainable human capacity building in the RCA Region, including

nuclear knowledge management in forms of education and training, and accord particular attention to the special needs of:

- the new RCA GPs;
  - the Least Developed Countries (LDCs); and
  - the Small Island Developing States (SIDSs)
- (f) to assist the NRs in implementing the MTS by preparing Annual Work Plans to be presented to the NRMs and/or GCMs as required including recommendations for the formation of additional Working Groups when needed;
- (g) to develop Annual Progress Reports based on the activities undertaken in previous years to be presented to the NRMs and/or GCMs as required;
- (h) when requested by the NRs, to provide additional assistance in other matters with regard to the implementation of MTS;
- (i) to make recommendations to the NRs on the update of the RCA Guidelines and Operating Rules (GOR), when necessary;
- (j) to coordinate with other RCA-related stakeholders to ensure the effectiveness of the Annual Work Plans and advice provided to the NRs with respect to the implementation of MTS;
- (k) to assist the RCA PAC with its function of undertaking the MTS Mid-term Review and Final Review; and
- (l) to make recommendations and provide advice to the NRs on the formulation of the Medium Term Strategy 2024-2029.

### **III. MEMBERSHIP**

The Government Parties were invited by the RCA Chair to express their interest of involvement in the WG MTSC at the 45<sup>th</sup> RCA GCM. The Government Parties to be represented in the original WG MTSC was decided by NRs at the 45<sup>th</sup> RCA GCM. Pursuant to the decision of the 46<sup>th</sup> GCM, selected members of the former WGs on HRD and FGA&RM joined the WG MTSC.

Working Group members shall be nominated by the RCA Government Parties, and limited to one Working Group member per Government Party, unless additional members are invited to address specific issues or skill requirements and endorsed by the NRs.

Working Group members may be represented by alternates from the same Government Party but it is preferable for each member of the Working Group to be available for its duration.

The total membership of the Working Group should be 6 to 8 members (not including ex-officio or observers) and having regard to the necessary skills and experience needed to effectively implements its Terms of Reference.

Collectively, the expertise and experience within the WG MTSC shall include:

- (a) demonstrable experience in the planning, managing and coordinating of projects, preferably related to nuclear science and technology;
- (b) full knowledge and understanding of the strategy and operation of the RCA Programme including the MTS and RCA GOR;
- (c) familiarity with the RCA project management;
- (d) sound understanding of national/regional frameworks and programmes related to nuclear science and technology;
- (e) knowledge of HRD in the region including the Regional Program Framework (RPF) for Asia and

- the Pacific 2018-2028 and Country Program Framework;
- (f) demonstrable capability in human resource development; and
  - (g) demonstrable experience in the financial management area, preferably in fundraising, resource mobilization or partnership building.

#### **IV. MEETINGS AND REPORTS**

The Working Group may have meetings as necessary to prepare Annual Work Plans and Annual Progress Reports for submission to RCA NRMs and/or GCMs in 2018-2023 as required.

## **RCA STRATEGIC PRIORITIES**

### **FOCUS AREAS IN THE RCA STRATEGIC PRIORITIES 2018-2023**

The following are the main areas of focus recommended for RCA activities in 2018-2023.

In developing the strategic priorities for the period 2018-2023, particular attention has been given to the following matters:

- i) The trends, lessons and good practices drawn from the analysis of the achievements attained under the previous MTS 2012-2017;
- ii) The importance and priority assigned by RCA GPs to these development areas, taking into consideration the role that the new and/or emerging nuclear techniques could play in the foreseeable future; and
- iii) The strategic importance of aligning the RCA future strategic priorities with the relevant SDG targets of the region to gain more relevance and visibility and to play a significant role in the contribution to the region's development goals.

### **PRIORITIES IN FOOD AND AGRICULTURE**

- i) Increase agricultural production, productivity and quality of plant and animal commodities through sustainable use of available resources;
- ii) Contribute towards better adaptation to human activities and climate change by strengthening resilience to external and climate shocks such as natural disasters, coastal erosion and drought;
- iii) Facilitate global trade in food through the applications of Nuclear Science and Technology that may contribute to regionally harmonized regulatory systems and enhance food safety and security;
- iv) Educate extension services and farmers to be more responsive to the introduction of new nuclear and related technologies.

### **PRIORITIES IN HUMAN HEALTH**

- i) Strengthen cancer management programmes in GPs, including training of radiation oncologists, medical physicists and technologists;
- ii) Simplify and harmonize protocols on diagnostic imaging and for treatment/palliation planning and radiotherapy treatment;
- iii) Assist in the development and utilization of radio-labelled pharmaceuticals for imaging and treatment;
- iv) Strengthen nuclear medicine to effectively diagnose and assess the extent of cardiovascular diseases, diabetes, mosquito-based diseases, and to monitor cancer treatment effects;
- v) Promote nutritional studies to develop and monitor nutrition programmes to address malnutrition in all its forms;
- vi) Promote system-based approach to address communicable diseases; namely TB, HIV/AIDS, malaria and other emerging diseases.

## **PRIORITIES IN INDUSTRY**

- i) Increase sustainable use of natural resources to produce viable products through radiation technologies;
- ii) Improve safety and efficiency, reduce pollution and energy consumption of industrial processes through radiotracer techniques, NDT/NDE, and advanced CT;
- iii) Expand the use of nuclear techniques in emerging industries (nanotechnology, biotechnology, robotics, nucleonics and semiconductor).

## **PRIORITIES IN ENVIRONMENT**

### **Air Pollution**

- i) Continue to improve and strengthen knowledge on application of nuclear analytical techniques for characterization and identification of sources of air pollution, especially for the new GPs;
- ii) Facilitate the use of regional database on coarse and fine air particulates by the end-users for decision making purposes;
- iii) Assess the health impact of air pollution;
- iv) Expand air pollution studies through application of other nuclear and related techniques and methodologies.

### **Coastal and Marine Resources**

- i) Enhance the capability to assess the impact of human activities and climate change on marine and coastal ecosystems;
- ii) Facilitate the use of regional database on marine radioactivity and pollutants by the end-users for decision making purposes;
- iii) Assist the relevant regulatory authorities to adopt nuclear based analytical techniques to improve decision making related to marine pollution, including Harmful Algal Blooms (HAB).

### **Water Resources**

- i) Strengthen the capacity and capability of water administrations to effectively manage water resources;
- ii) Assess the effect of human activities and climate change on the water cycle;
- iii) Promote the application of nuclear techniques in environmental forensics to identify sources of pollutants, to understand anthropogenic and geogenic mechanisms and to support remedial actions.

## **RADIATION SAFETY**

- i) Encourage self-assessment and peer review of regulatory infrastructure by the Nuclear Regulatory Authorities in RCA GPs, and harmonize related methodologies and approaches at the regional level;
- ii) Mentor new RCA GPs as well as those GPs without adequate radiation safety infrastructure to achieve the safety levels required by IAEA Thematic Safety Areas (TSA) 1,2 &3, and to plan for the next TSAs in accordance with their specific requirements and resources.

## **ENERGY PLANNING**

- i) Enhance the regional capacity and capability in energy forecasting and planning in support of informed decision and policy making; and,
- ii) Assist developing GPs in conducting country-specific studies on sustainable energy development using TCDC and other appropriate modalities.

**PROCEDURE FOR DEVELOPMENT OF THE RCA PROJECTS SUPPORTED BY THE  
TECHNICAL COOPERATION PROGRAMME OF THE AGENCY**

**The project will be developed in three stages as follows.**

**Pre-Concept Stage (for consolidation of project concepts in similar areas)**

- (a) Between May and August in the year N-3 (N is the first year of the relevant TC cycle), in the lead-up to the GCM of that year, NRs, in consultation with national topic experts, will prepare and upload pre-concept project proposals onto the RCARO website for sharing with all GPs.

NRs are specifically requested to ensure pre-concept proposals have a regional focus featuring the application of nuclear technique/s, that they meet the other basic RCA criteria. There is no limit on the number of pre-concepts submitted by each GP. However, any two pre-concepts from a GP should not address an essentially similar focus in any technological area.

As pre-concepts are uploaded, NRs will examine the possibility of merging projects using the same or similar technological applications.

- (b) Prior to the GCM held in the year N-3, and after all pre-concepts have been submitted, the RCA PAC will review the pre-concepts to ensure they meet the basic, essential criteria of an RCA project. Chair RCA PAC will report the Committee's findings to the GCM, with a view to reaching consensus of the NRs as to which proposals go forward to be developed into Project Concept Papers.

The RCA FP will provide a background information sheet on anticipated budget and implementation options for a RCA project to the GPs at the start of Project Concept process.

**Concept Stage (for identifying projects that can be carried forward)**

- (c) The GCM held in year N-3 requests the NRs to make the necessary consultation in their respective countries towards the development of Project Concept Papers, based on the consensus reached in (b) above. They should be submitted to the RCA Chair by the respective NR according to the schedule decided by the GCM. No more than two Concept Proposals shall be submitted by any GP. Fully EB funded projects will not be counted in this limit. All Concept Proposals will go through the same evaluation process.
- (d) The RCA Chair will provide the Project Concept Papers to the RCA PAC, which will review them on the basis of criteria and provide a feedback. The NRs may consider revising the Concept Papers based on the feedback of the RCA PAC.
- (e) The NRM in year N-2 will decide the list of Projects to proceed to the design stage and their prioritisation, referring to the prior evaluation from the RCA PAC. The NRM will also decide on the LC for each Project.

**Design Stage (for designing selected projects)**

- (f) The LC NR will appoint a LCC who will prepare the project design documents.
- (g) With respect to the facilitation of the preparation of Project Design Documents for projects approved by the NRM, NRs shall arrange for the provision of the details of suitably qualified and experienced contact persons, who could provide or assist in the provision of the requested information. This will be undertaken within one month after the NRM.
- (h) The RCA Chair shall request LCCs, through the NRs, to subsequently design the projects in consultation with the relevant counterparts in other participating RCA GPs and submit to the Agency via the TC Report platform (<https://tcreports.iaea.org>). The Regional Project Documents

are drafted according to the specified format, before the specified deadline. The Agency shall assist the LCCs in this task, which may include arranging a meeting of the LCCs at the Agency's Headquarters for consultations with the Agency, its relevant Technical Officers and Project Management Officers, and RCA PAC.

- (i) The Agency shall provide all the relevant details of the RCA projects to be implemented in year N to the NRs after the Technical Cooperation Programme is finalized by the Department of Technical Cooperation and approved by the Agency's Board of Governors.

**Table**  
**DEVELOPMENT OF RCA COOPERATIVE PROJECTS SUPPORTED BY THE**  
**TECHNICAL COOPERATION PROGRAMME OF THE AGENCY**

ACTIVITY	TIME FRAME
NRs prepare Pre-Concepts.	Q2 & Q3 Year N-3
NRs submit Pre-Concepts for review by RCA PAC.	Q3 Year N-3
RCA PAC provides feedback to NRs and to the GCM. NRs select Pre-Concepts for further development as 1 <sup>st</sup> Draft Project Concepts	Q3 Year N-3
Selected NRs prepare 1 <sup>st</sup> Draft Project Concepts and submit to RCA PAC for review.	Q3 Year N-3
RCA PAC provides feedback to NRs on review of 1 <sup>st</sup> Draft Project Concepts and these are further developed by these NRs as 2 <sup>nd</sup> Draft Project Concepts.	Q4 Year N-3
NRs submit 2 <sup>nd</sup> Draft Project Concepts to RCA PAC for review.	Q1 Year N-2
RCA PAC provides feedback to NRs on review of 2 <sup>nd</sup> Draft Project Concepts and at the NRM.	Q1 Year N-2
NRM selects 2 <sup>nd</sup> Draft Project Concepts to be developed into 1 <sup>st</sup> Draft Project Designs and assigns the Lead Countries.	Q1 Year N-2
RCA Chair uploads to PCMF a Regional Programme Note outlining the Draft Project proposals for support under the Agency Technical Cooperation Programme.	Q3 Year N-2
LCCs complete 1 <sup>st</sup> Draft Project Designs and submit to RCA PAC for review.	Q2 Year N-2
RCA PAC provides feedback to LCs and LCCs on review of 1 <sup>st</sup> Draft Project Designs and also provides this feedback to NRs at GCM.	Q3 Year N-2
RCA Chair uploads Draft Project Designs to PCMF for Agency review.	Q3 Year N-2
Project Design Meeting (PDM) undertaken with 1 <sup>st</sup> Draft Project Designs upgraded by LCCs, TOs and regional experts.	Q3 Year N-2
Following PDM, 1 <sup>st</sup> Draft Project Designs further upgraded by LCCs to 2 <sup>nd</sup> Draft Project Designs and submitted to RCA PAC for review.	Q4 Year N-2
RCA PAC provides feedback to LCs and LCCs on review of 2 <sup>nd</sup> Draft Project Designs.	Q1 Year N-1
RCA PAC provides feedback to NRs on the review of the 2 <sup>nd</sup> Draft Project Designs made at the PDM and the subsequent following design upgrades by the LCCs.	Q1 Year N-1
NRM finalises selection of 2 <sup>nd</sup> Draft Project Designs to be proposed for TC funding support.	Q1 Year N-1
RCA Chair uploads finalised Project Designs to PCMF for Agency review and consideration.	Q2 Year N-1
Agency review of project designs, preparation of budgets, decision on the projects / project activities that could be supported by TCF.	Q2-3 Year N-1
Submission of the projects selected for implementation to the Board of Governors for approval by the TC Department.	Q4 Year N-1
Information on projects approved by the Board of Governors conveyed to the RCA Government Parties.	Q4 Year N-1
NRs inform the RCA Secretariat of the project they wish to participate in, along with the resources available for project implementation and the contact details of the appointed NPCs.	End of Q4 Year N-1

**PROCEDURE FOR DEVELOPMENT OF PROJECTS BY OTHER AGENCIES**

RCA GPs have decided that in addition to the projects implemented through the Technical Cooperation programme of the Agency and the RCARO, the RCA Programme could have projects initiated and implemented by other Agencies.

The Project Concepts of such projects, along with the details of the implementation agency and the method of implementation, should be submitted to a Meeting of the NRs and be approved by such a Meeting, prior to commencement of implementation. The relevant documents should be submitted by the implementing agency to the NRs through the RCA Secretariat one month prior to the date of the relevant meeting.

## SUMMARY OF RECOMMENDED HRD STRATEGY

The following initiatives are recommended to design and implement the RCA projects:

### **Improved focus on the Design, Planning and Implementation of Regional Training Courses:**

- In appropriate circumstances, priority may be given to the design and use of 'accelerated development RTCs', which combine a one-week basic training course with a second-week at an intermediate level. (This second week may also be attended by participants requiring training at an intermediate level.)
- Encourage Group Fellowship Training for identified special needs. This will provide: enhanced accelerated learning for newly joining GPs, stimulate long-term networking and regional cooperation, as well as being a basis for stimulating ongoing TCDC [GOR Amendment is need]
- Encourage the utilization of Regional Training Centres;
- Maximize economic efficiency in implementing regional training events: where possible consideration should be given to arranging training events in less expensive GPs that have similar training competencies to high cost GPs.
- To ensure allocation of training resources to those GPs that require specific levels of training (i.e basic, intermediate, and advanced levels);
- To request project management courses, train the trainers and similar HRD related events under RCARO's for the support of the management program for newly joining GPs

### **Improved Capability and Capacity for Sustainability of the spin-off National Training Programmes:**

- Choosing the right person for the right training is essential.
- It is very important to have National Team Members as RTC candidates.
- Select participants for RTCs on a basis of qualification and experience plus an ability to train the trainer at the follow-on national training program.
- Training materials to be made available to all GPs through hosting on RCA RO website
- GPs are encouraged to translate training materials to the national language where English is not a second language
- Each LCC should contribute to build up knowledge map (i.e. contact details of resource persons and contact persons) for each project. RCA RO should host an archive of these knowledge maps.

### **Improved Oversight of the Effectiveness of RTCs:**

- Initiate a comprehensive program to evaluate participants in RTCs before and after training so as to be able to monitor the effectiveness of RTCs and provide specific data on individual GPs needs in HRD.

## PROJECT PARTICIPATION FORM

Project Title:	
Approved Project Number: (RAS/XX/XXX):	

Participation in this project requires the completion of all parts of this Form.

- The Government Party's National Representative must complete Parts 1 and 2.
- The Government Party's National Project Coordinator (or Lead Country Coordinator) must complete Part 3.

Completed forms must be provided to the RCA Focal Person, for appropriate distribution within the Agency, with copies to the nominated LCC and RCARO, before recruitment action can be undertaken related to participation in ANY of the project activities.

**PART 1 National Representative’s Endorsement for Project Participation**

Part 1 must be completed by the GP’s National Representative.

Government Party:	
National Representative – Name:	
Organisation & Address	
Telephone Number: Email address:	

Is your country the Lead Country in this project?	<input type="checkbox"/> YES <input type="checkbox"/> NO														
Does your GP wish to confirm its participation in this project?	<input type="checkbox"/> YES <input type="checkbox"/> NO														
Alignment of this project to your GP’s Country Program Framework and/or national priorities:	<table style="width: 100%; text-align: center;"> <tr> <td>Very low</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Very high</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td></td> </tr> </table>	Very low						Very high	1	2	3	4	5	6	
Very low						Very high									
1	2	3	4	5	6										

Nomination for Lead Country Coordinator or National Project Coordinator:	
Name:	
Organisation & Address:	
Telephone Number: Email address:	
Skills and experience relevant to this project:	

Nomination for Alternate Lead Country Coordinator or Alternate National Project Coordinator:	
Name:	
Organisation & Address:	
Telephone Number: Email address:	
Skills and experience relevant to this project:	

## PART 2 Availability of your GP to Provide Support to other Government Parties

Part 2 must be completed by the GP's National Representative.

A Regional Resource Unit (RRU) is an organisation in one GP that provides services or support to other GPs to assist their implementation of a specific RCA project. The RRU concept was introduced to increase Technical Cooperation among Developing Countries (TCDC) and to enhance the ownership of GPs in the RCA Programme.

By their nature RRUs will be located generally within a national organization, normally a National Nuclear Research Institute (NNRI), and will contain well-established expert groups, and are able to provide technical support to a RCA project. Government Parties are encouraged to volunteer such appropriately qualified units to be RRUs.

In the following sections, please indicate whether your country has the potential capabilities to contribute to the implementation of this project as a RRU. If you respond positively, provide the name and contact details of a relevant contact person so that the LCC, the IAEA TO and RCA FP can then develop further how this offer of support may be integrated into the project implementation plan.

Note: Indication of RRU capabilities in this section is for planning purposes only and does not oblige the GP to provide any assistance or undertake any specific work at this point. Potential assistance would be negotiated with the LCC in due course.

Name of RRU organization:	
Description of organization's capabilities:	
Organisation contact person:	Name: Email:
Can this organisation provide support for Regional Training?	<input type="checkbox"/> Yes, at basic level. <input type="checkbox"/> Yes, at intermediate level. <input type="checkbox"/> Yes, at advanced level. <input type="checkbox"/> No, not at all.
Can this organisation provide support for production of manuals / handbooks?	<input type="checkbox"/> Yes, at basic level. <input type="checkbox"/> Yes, at intermediate level. <input type="checkbox"/> Yes, at advanced level. <input type="checkbox"/> No, not at all.
Can this organisation provide personnel for Expert Missions?	<input type="checkbox"/> Yes, at basic level. <input type="checkbox"/> Yes, at intermediate level. <input type="checkbox"/> Yes, at advanced level. <input type="checkbox"/> No, not at all.
Can this organisation provide analytical services for GPs that lack facilities?	<input type="checkbox"/> Yes, at basic level. <input type="checkbox"/> Yes, at intermediate level. <input type="checkbox"/> Yes, at advanced level. <input type="checkbox"/> No, not at all.
Can this organisation provide standards and reagents, reference materials and proficiency testing to other GPs?	<input type="checkbox"/> Yes, at basic level. <input type="checkbox"/> Yes, at intermediate level. <input type="checkbox"/> Yes, at advanced level. <input type="checkbox"/> No, not at all..

Repeat this table as needed.

**PART 3 Essential Basic Participating GP Information to Support Project Implementation**

Part 3 must be completed by the National Project Coordinator (NPC) or the Lead Country Coordinator (LCC) nominated in Part 1. NPT members listed here are in addition to the LCC / NPC and their Alternates noted in Part 1.

**Part 3A Nominated National Project Team (NPT) Members**

Name:	
Organisation & Address:	
Telephone Number: Email address:	
Skills and experience relevant to this project:	
Name:	
Organisation & Address:	
Telephone Number: Email address:	
Skills and experience relevant to this project:	
Name:	
Organisation & Address:	
Telephone Number: Email address:	
Skills and experience relevant to this project:	

Add extra rows as required.

**Part 3B Next-User and/or End-User Organisations that are Committed to the Project**

Next-users are organisations that are likely to use or adopt the outputs from the Project. End-users are the ultimate beneficiaries of the Project. List only those organizations that are committed to the project.

Name:	
Organisation & Address:	
Telephone Number: Email address:	
Organization's relevance to the project:	
Name:	
Organisation & Address:	
Telephone Number: Email address:	
Organization's relevance to the project:	
Name:	
Organisation & Address:	
Telephone Number: Email address:	
Organization's relevance to the project:	

Add extra rows as required.

**Part 3C Human Resource Development Requirements**

What is the level of human resource development requirements needed to be addressed through participation in this project?

- Assistance required to increase **basic** knowledge of science and technology in the project area
- Assistance required to increase **intermediate** knowledge of science and technology in the project area
- Assistance required to increase **advanced** knowledge of science and technology in the project area
- Assistance **not required**

### Part 3D Requirements for Laboratory Infrastructure / Field Equipment Support

The detailed minimum laboratory requirements for participation are set out in the approved project document. Please indicate whether your Government Party has access to this required equipment either directly or through an RRU, or whether assistance is required in this regard.

<p>Are the required laboratory facilities and/or field equipment available within your GP and committed to this project?</p>	<p>YES →</p>	Organization providing these facilities:	
		Description or type of these facilities:	
		Technological level of these facilities:	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
		Lab Contact person Name: Email:	
<p>NO ↓</p>			
<p>Does your GP have an established relationship with a RRU* that will provide the required laboratory facilities and/or field equipment?</p>	<p>YES →</p>	Organization providing these RRU facilities:	
		Description or type of these RRU facilities:	
		Technological level of these RRU facilities:	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
		RRU contact person Name: Email:	
<p>NO ↓</p>			
<p>What laboratory facilities and/or equipment does your GP require but not presently have available either directly or through an RRU?</p>	<p>→</p>	Description or type of facilities needed:	
		Technological level of these facilities:	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced

\* See Part 2 for information about Regional Resource Units (RRUs)

**NATIONAL REPORT TEMPLATE**

**IAEA/RCA Project  
First Coordination Meeting**

**(1) Administrative information**

(i) Project Title

(ii) Project Number/ Code

(iii) Government Party (GP)

(iv) National Project Coordinator

(v) National Project Team members (names and affiliations)

**(2) National situation analysis**

(i) Outline major gaps/ problems/ specific needs of your GP that will be addressed by the expected outputs and outcomes\* of the project.

(ii) What are the major additional capabilities/skills in this area of applied nuclear science and technology that will be provided to your GP through participation in this project?

(iii) What has been done through previous participation in TC projects to set the present level of capabilities in your GP?

(iv) What is being done to improve the level of capabilities through this project?

(v) What needs to be done to improve the level of capabilities through this project?

(vi) What are the specific outcomes sought nationally with respect to the project?

**(3) What is the major problem to address?**

(i) Existing problem and knowledge gaps

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\* See Annex 16 of RCA Guidelines and Operating Rules for guidance on understanding and reporting project outputs and outcomes.

(ii) Capacity of the country to address the problems, including laboratory infrastructure, field facilities and human capacity

(iii) Existing capacity/infrastructure gaps

**(4) Potential National and/or Regional Partners**

(i) Institutions/organisations/agencies with potential for engagement in the project and/or delivery of outcomes from the project

(ii) Approach for extrabudgetary funding or other donations to support national projects

(iii) Extrabudgetary funding or other donations already secured or pending

(iv) In-kind contributions, or other non-monetary donations, committed or anticipated (including RRUs)

**(5) Proposed work plan to address the problem over the duration of the project**

(i) Overview of work plan for the first two years, with general milestones, including activities that focus on transfer of project outputs to end-users with the aim of delivering national outcomes.

Activity No.	Activity	YYYY				YYYY				Milestone/Status
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	

**(6) Tools to address the problems**

(i) Non-nuclear, non-isotopic tools

(ii) Nuclear and isotopic tools

(iii) Capacity of the country to contribute to a regional database if in project design

**(7) Problems/challenges envisaged in addressing the national problem and contributing to the regional project**

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**(8) Any additional information that could be relevant**

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## NATIONAL REPORT TEMPLATE

### IAEA/RCA Project Mid-term Review Meeting

#### (1) Administrative information

(i) Project Title

(ii) Project Number/ Code

(iii) Government Party (GP)

(iv) National Project Coordinator

(v) National Project Team members (names and affiliations)

#### (2) National situation analysis

(i) Situation in the country with respect to the overall objectives of the project

(ii) What is currently being done nationally to meet the designed national outputs and outcomes\* since the outset of the project?

(iii) What still needs to be done nationally to meet the designed national outputs and outcomes of the project?

#### (3) National and or Regional Partners

(i) Institutions/organisations/agencies engaged since the start of the project

(ii) Impact of engagement with institutions/organisations/agencies since the start of the project

(iii) Extrabudgetary funding received to support national activities secured since the start of the project

(iv) Extrabudgetary funding pending



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\* See Annex 16 of RCA Guidelines and Operating Rules for guidance on understanding and reporting project outputs and outcomes.

(v) In-kind contributions, or other non-monetary donations, provided and/ or pending since the start of the project

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**(4) Proposed work plan to meet the outputs and outcome over the remainder of the project.**

(i) Overview of work plan for the remaining period of the project, with general milestones, including activities that focus on transfer of project outputs to end-users with the aim of delivering national outcomes.

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Activity No.	Activity	YYYY				YYYY				Delivered on Time?	Output
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		

**(5) Outputs delivered during the project**

Outputs are products and deliverables created by the Project Team, often with some input from end-users and/or partners (refer to Annex 16 of RCA Guidelines and Operating Rules).

<i>Description of Project Output and its contribution to the project</i>	<i>Organisation(s) involved in Production of Output</i>	<i>Means of Verification</i>
Add rows as needed		

**(6) Issues/challenges experienced by the GP in addressing the national problem/s and contributing to this regional project**

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**(7) Any additional information that could be relevant**

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## NATIONAL REPORT TEMPLATE

### IAEA/RCA Project Final Review Meeting

#### (1) Administrative information

(i) Project Title

(ii) Project Number/ Code

(iii) Government Party (GP)

(iv) National Project Coordinator

(v) National Project Team members (names, affiliations and period of participation)

#### (2) National situation analysis

(i) National situation compared to the outset of the project

(ii) What has been done nationally to meet the national outputs and outcomes\* of the project?

(iii) What, if anything, still needs to be done to achieve outputs and outcomes of the project at the national level?

#### (3) Active National and/or Regional Partners

(i) Institutions/organisations/agencies engaged over the duration of the project

(ii) Impact of engagement with institutions/organisations/agencies over the duration of the project

(iii) Extrabudgetary funding received to support national activities over the duration of the project

(iv) In-kind contributions, or other non-monetary donations, provided over the duration of the project (including RRUs)

#### (4) Work performed over the entire project

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\* See Annex 16 of RCA Guidelines and Operating Rules for guidance on understanding and reporting project outputs and outcomes.

Overview of work carried out over the entirety of the project that helped achievements in the project

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Activity No.	Activity	YYYY				YYYY				Delivered on Time?	Output
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		

**(5) Outputs delivered during the project**

Outputs are products and deliverables created by the Project Team, often with some input from end-users and/or partners (refer to Annex 16 of RCA Guidelines and Operating Rules).

<i>Description of Project Output and its contribution to the project</i>	<i>Organisation(s) involved in Production of Output</i>	<i>Means of Verification</i>
Add rows as needed		

**(6) Outcomes achieved during the project**

An Outcome is a beneficial change in the behaviour of an organisation, community, individual as a result of adoption or use of project outputs (see Annex 16 of RCA Guidelines and Operating Rules).

Please list Outcomes even if they relied partially on activities undertaken in a previous RCA project or any other aligned regional, national or local project.

<i>Description of Outcome and its significance</i>	<i>Project's contribution to achieving Outcome</i>	<i>Means of Verification</i>
Add rows as needed		

**(7) Issues/challenges experienced that prevented the GP meeting the project outputs or outcomes**

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**(8) Any additional information that could be relevant**

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**REGIONAL COOPERATIVE AGREEMENT (RCA) PROJECT PROGRESS REPORT**  
*(Reporting period)*

**1. Administrative information****1.1 Member State****1.2 Project Title and Number****1.3 National Project Coordinator****2. Regional Activities****Participation in Regional Events**

<b>Title of the Event</b>	<b>Participant/s</b>	<b>Member of the Project Team</b>
		<b>Yes/No</b>
		<b>Yes/No</b>
		<b>Yes/No</b>

(a) Are there any constraints faced in nominating members of the National Project Team for participation in regional events?

(b) Have the participants of the Regional Training Courses shared the knowledge gained with other member of the project team?

(c) Is the training received relevant to the project activities?

(d) Any other comments on regional events.

### 3. Status of Implementing the National Work Plan

Please attach a copy of the National Work Plan for implementing this project, and indicate the status of implementation of the Work plan. A simple format for the Work Plan is given below.

Activity No	Activity	YYYY				YYYY				Status
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	

### 4. Main achievements

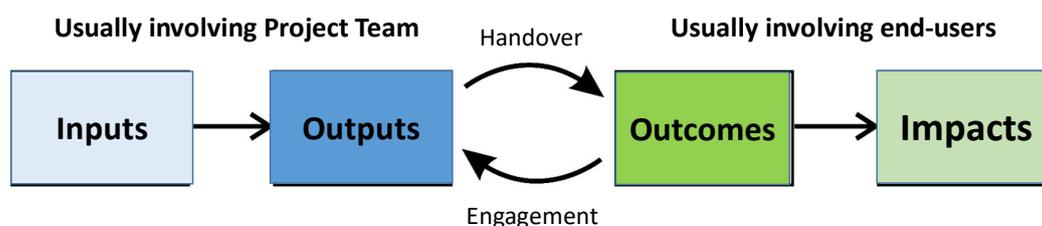
Please list the main achievements of the project during the period (*Reporting Period*). If you are reporting on the past achievements for continuity, please indicate when they were achieved.

### 5. Constraints for successful implementation of the project

### 6. Any additional information that could be relevant

## 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:
  - 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*
  - 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*
  - [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.

**Annex A:**

**DECISIONS FROM NRM/GCM FOR CONSIDERATION FOR INCLUSION IN GOR**