

5. Assignment of Roles & Responsibilities

Table 1_Assignment of Roles & Responsibilities for RCA Ministerial Conference

No.	Activities	Main responsible Parties	Contributors	Timeframe	Notes
I	Preparation in advance the RCA Ministerial Conference				
1.1	Agenda of events	VIE	IAEA, GPs, RCARO	-Within two weeks before the 4 th STF Meeting (November 2021)	<ul style="list-style-type: none"> - The agenda draft approved by the 4th STF Meeting to be sent to GPs for comments via email. - The revised one is expected to be sent to all GPs in early January 2022 - IAEA supports to contact and informally invite speakers during elaborating the Agendas
1.2	List of tentative participants, speakers and observers	RCARO	IAEA, VIE	5 th STF Meeting, March 2022	<ul style="list-style-type: none"> - December 2021 - 5th STF Meeting, March, 2022 - 44th NRM Meeting, April 2022
1.3	Presentations of speakers	WG	IAEA, VIE, MTS WG, PAC, RCARO	From March – July 2022	<ul style="list-style-type: none"> - a WG should be established/ Experts to be invited to support the STF Group - Topics for discussion (Panel) must be decided at the 44th NRM
1.4	Invitation letter(s) for Ministerial Conference	IAEA	RCARO, VIE	Within 2 weeks after the 44 th NRM	The IAEA will provide the invitation letter to the GPs.

1.5	Drafting and circulating Ministerial Joint Declaration	VIE	IAEA, GPs, RCARO	44 th NRM	The final draft will be decided and circulated within 3 weeks after the 44 th NRM
1.6	Document publication and video montage production	IAEA	RCARO, GPs	44 th NRM	RCA video to be showcased on the 50 th RCA Anniversary Ceremony
1.7	RCA Awards	IAEA	RCARO, JPN	44 th NRM	-Criteria and categories of RCA awards -Selection rounds for the award (JPN is requested to share experiences on FNCA awards)
1.8	Propaganda activities	RCARO	IAEA, VIE, GPs	Within one month after 44 th NRM	Information on 50 th RCA Anniversary, Exhibition and Ministerial Meeting will be uploaded on IAEA, RCARO's website and introduced at GPs
II	Logistic arrangements during the events				
2.1	Meeting room (including room, equipment, banner, stationery, name tag.)	IAEA			For GCM, RCA Anniversary, Ministerial Meeting (virtual conference should be considered as additional connection for the GPs which are limited to physically participate due to pandemic conditions)
2.2	Hardcopy books and printed materials for participants	IAEA	RCARO		For RCA Anniversary, Ministerial Meeting
2.3	Registration	IAEA, RCARO	VIE		For RCA Anniversary, Ministerial Meeting
2.4	Photo section	IAEA			For RCA Anniversary, Ministerial Meeting

2.5	Printing and distribution	IAEA	VIE		For RCA Anniversary, Ministerial Meeting
2.6	Cocktail Reception	IAEA	VIE, RCARO		Supported by the IAEA
2.7	Press Conference (TBD)	IAEA	RCARO, JPN		-IAEA and GPs give comments on holding the press conference - Preparation of Press Release
III	Organization and operation during event				
3.1	51 st GCM cum SOM				
	Chair	VIE			The Meeting of the Committee of RCA Chairs (NRs of THA, VIE, AUL, IAEA. RCARO) to prepare for the GCM & Ministerial Meeting to be held on one day before the GCM
	Rapporteur	RCARO, VIE, AUL			
3.2	Ministerial Meeting				
	Chair	VIE			
	Rapporteur	RCARO, VIE, AUL			
	Moderator for Sessions	GPs			Moderators to be recommended in consultation with the IAEA
IV	RCA Exhibition	RCARO			
V	Post-events				

5.1	Media	RCARO	IAEA, VIE	Within 3 days after the events	-For GCM, RCA Anniversary, Ministerial Meeting -News on 50 th RCA Anniversary will be uploaded on IAEA & RCARO's websites. This news link is requested to disseminate in GPs.
5.2	Completion of reports and circulation	VIE	RCARO, IAEA, AUL, STF	Within 3 weeks after the Meeting	For GCM Ministerial Meeting

6. Cost Estimation for RCA Ministerial Conference

Activity	Budget Estimation (USD)	Fund Resource
1.1 GCM (cum SOM)	xxx	IAEA/EBT
1.2. <i>RCA Anniversary</i>		
Logistic arrangement (Room, equipment, Banner, Decoration & stationery, name tag, etc...)	3,000	IAEA/EBT
Document Publication and video production	xxx	EBT
Cocktail Reception (<i>for 100 persons</i>)	10,000	IAEA/EBT
1.3 <i>Ministerial Meeting</i>		
Banner, Decoration & stationery	2,000	IAEA
Room & Equipment	xxx	IAEA
Key-note speakers	xxx	EBT
SUM	xxx	

XXX: The IAEA will support to provide the cost estimation for the activity

6. Contents to be discussed and decided at 4th STF Meeting

1) The Agenda of Ministerial Meeting

- + Contents and Topics for the Meeting. (Accordingly, suitable speakers will be invited by the IAEA);
- + Assignment of Chair and Moderator for each session

2) Mode of the SOM: to be organized separately or cum GCM

If the 51st GCM is held cum the senior official Meeting like SOM of the FNCA to review the agenda and the Joint declaration of Ministerial Meeting, there might be more participants as senior officials from GPs

3) Confirmation of Assignment of Roles & Responsibilities

4) MLM Joint Declaration

- + The RCA FP is requested to invite experts to support the STF group to prepare for the MLM Joint Declaration draft;
- + Consideration of the renovation for the RCA regarding the reform on approaches, management, fund allocation and mobilization