

THE TERMS OF REFERENCE OF THE RCA PROGRAMME ADVISORY COMMITTEE (PAC)

1. Functions of the PAC

- 1.1 Advising the National RCA Representatives on the following matters.
 - (a) The procedures for development of RCA Technical Cooperation Projects
 - (b) The procedures for implementation and monitoring of RCA Technical Cooperation projects
 - (c) The procedures for evaluating and recording achievements of completed projects, taking the RCA Medium Term Strategy into consideration.
- 1.2 Carrying out the responsibilities delegated to PAC in implementing the above mentioned procedures
- 1.3 Participation in management and coordination of implementation of each RCA project, together with the PMO, TO and the LCC (this will be done by a designated member of PAC)
- 1.4 Coordination of the development of the RCA Regional Programme Framework in consultation with the RCA Chair and RCA Focal Person
- 1.5 Advising the National RCA Representatives on revising the RCA Guidelines and Operating Rules pertaining to development, implementation, monitoring and evaluating RCA Cooperative Projects
- 1.6 Providing inputs to the development of the RCA Medium Term Strategy
- 1.7 Function as the Research Review Committee (RRC) of the RCA Research Contract Programme
- 1.8 Any other relevant matters delegated to the PAC by a meeting of the NRs.

2. Composition and appointment of new members

The membership of the RCA PAC shall be between 6 to 8 members. The members should have a minimum of 6 years of experience in RCA matters at policy level or at technical level and should have successfully followed the IAEA e-learning course on “Designing High Quality IAEA Technical Cooperation Projects” on IAEA NUCLEUS (<https://elearning.iaea.org>).

Nomination of new members to fill vacancies in PAC shall be sent by the respective NRs to the RCA Focal Person. The appointments shall be made at a Meeting of the NRs, upon the recommendation of the existing members of the PAC.

One of the members of the PAC shall be appointed as the PAC Chair at a Meeting of the NRs. In the event that the Chair is unavailable for an activity of the Committee, one of the Members will be appointed as the temporary Chair for that particular activity.

The members of the PAC should be able to devote sufficient time to attend to the work associated with PAC and to attend the meetings of PAC. The cost of their participation at the meetings will be borne from RCA extra-budgetary funds. They should be nominated by their respective NRs as meeting participants.

Members serve on the RCA PAC in their personal capacity and not as representatives of their countries.

3. Operational Procedure

PAC shall develop its own procedures and guidelines to carry out the tasks assigned to it.

PAC shall endeavour to carry out its duties and responsibilities by communication among its members to the maximum possible extent. Matters that cannot be resolved through communication will be resolved at meetings of PAC members.

All communication with other RCA stakeholders by members of PAC on matters related to PAC shall be through the PAC Chair. Except when urgent consultation is required, communication by the PAC Chair with RCA NRs shall be through RCA Chair and RCA Focal Person.

The PAC shall submit a report on its past activities and the timeframe of planned activities to each meeting of the RCA NRs.

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.

RCA PAC Members cannot designate alternates.

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 refrain from participating in consultations related to such matters.