



**TERMS OF REFERENCE FOR
THE COMMITTEE ON COMPREHENSIVE NUCLEAR HUMAN
RESOURCE DEVELOPMENT**

The Committee on Comprehensive Nuclear Human Resource Development (CNHRD) is a group of nuclear experts from the RCA Member States to formulate strategies and recommend action plans in the area of capacity building, which includes human resource development, education and training, knowledge management, knowledge networks. The Committee shall act to develop common understandings of RCA Member States about qualifications, skills, and professional recognition and to reduce barriers to the cross-border exchange of education, training and knowledge sharing.

I. Background

The Regional Cooperative Agreement for Research, Development and Training Related to Nuclear Science and Technology (RCA) is an intergovernmental agreement established under the auspices of the International Atomic Energy Agency (IAEA). The RCA serves as a framework for its Government Parties (GP) to collaborate through programme and projects focused on the specific shared needs of its members and to promote and coordinate cooperative R&D, training, education, knowledge management and knowledge network in the area of nuclear science and technology. The Medium-Term Strategy (MTS) sets out the Vision, Mission and a set of strategic directions, priorities and values for the RCA. Strategic Direction 5 in the RCA MTS 2018-2023 states that the RCA will continue building human capacity, including education and training and nuclear knowledge management. In its 10th Meeting held on 02-04 March 2022 (virtual meeting), the Working Group on RCA Medium-Term Strategy Coordination (WG MTSC) recommended that the NRs endorse the establishment of a Committee on Comprehensive Nuclear Human Resource Development, hereinafter referred to as the CNHRD Committee, to plan short-, medium-, and long-term strategies and actions for sustainable nuclear HRD in the RCA. The 44th NRM endorsed the recommendation.

II. FUNCTIONS

A number of challenges are encountered for HR development in the RCA region: i) the need of specialized human resources to address convergence of multiple areas of nuclear sciences; ii) gainful involvement of post graduate students/researchers including women; iii) specialized technical and skill requirements due to increased automation and sophistication in instrumentation for research. For addressing these challenges, a number of functions for the Committee are identified.

The CNHRD Committee shall:

- i. Prepare plans for short-, medium- and long-term strategies and actions for sustainable nuclear Human Resource Development with respect to nuclear education and training, knowledge management and knowledge networks in line with the vision, mission, and values of RCA;
- ii. Periodically review the current state of nuclear human resource development and address issues such as availability and opportunities for sharing of relevant infrastructure for HR development;
- iii. Conduct needs assessments and gap analysis to identify areas where human resource development is lacking or requires improvement.
- iv. Advise and recommend strategies on sustainable human capacity building which includes human resource development, education and training, knowledge management, knowledge networks in the RCA Region, 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)
- v. Identify and evaluate best practices for human resource development in nuclear science and technology, and disseminate these practices to RCA Member States.
- vi. Recommend to the NR for approval, any significant changes to the capacity building strategy and the update of the RCA Guidelines and Operating Rules (GOR) when necessary to align with the RCA strategies.

III. MEMBERSHIP

i. Members

The total membership of the CNHRD Committee shall be within 5 to 7 members. The Committee shall be composed of:

- 4-6 individuals from RCA Government Parties, having experiences and skills in nuclear HR activities and;
- The RCA Chair as ex officio member.

The GPs shall via NRs nominate the members to the Committee. Each GP shall be allowed to nominate one member in this Committee. Upon the request of the Committee, additional members could be invited to address specific issues or skill requirements, which needs to be endorsed by the NRs.

The Committee may request the assistance of the RCA Focal Person and relevant experts in the performance of its activities.

ii. Qualifications of Members

Members from Government Parties shall collectively have expertise in the following areas:

- Demonstrable experience in the area of capacity building, which includes nuclear human resource development and management, education and training, knowledge management, knowledge networks;
- Technical expertise and experience in the nuclear area;
- Knowledge and understanding on the strategy and operation of RCA Programme including the RCA MTS, RPF and RCA GOR;
- Familiarity with RCA project management.

iii. Selection and Appointment of Members from RCA GPs

- The RCA Chair shall form a Screening Panel of 3 to 5 NRs who collectively have experience and expertise in capacity building activities, including nuclear human resource development and management, education and training, knowledge management, knowledge networks;
- RCA GPs shall be invited by the RCA Chair to submit the nomination of candidates to serve on the Committee within a specific timeframe;
- The Screening Panel will screen the candidate based on Curriculum Vitae received, and recommend a list of well qualified candidates;
- The list should be submitted through the RCA Chair to the NRs Meeting for consideration and approval;
* RCARO, in its capacity to support the RCA Chair in performing her/his duties, will support the process as the secretariat

iv. Membership Terms

- Each member of the Committee shall serve for a term of three years, with the possibility of renewal for one additional term.
 - To ensure continuity and institutional memory, the terms of Committee members shall be on a staggered basis so that the committee consists of half of old members (1/2) at all times

v. Committee Chair and Vice Chair

- Members of Committee shall designate the Chair and the Vice Chair to be endorsed by NRs. In the absence of the Committee Chair, the Vice Chair shall preside over the meeting.

vi. Advisors

- The Committee may request the participation of advisors from time to time, including but not limited to experts in RCA MSs, external consultants to provide advice or information to the Committee.

IV. MEETINGS

i. Frequency

- The Committee shall meet physically at least once a year, and electronically as often as required, to consider issues pertaining to the functions of the Committee and prepare a report for presentation at a NR meeting either NRM or GCM.
- Extraordinary meetings/workshops may be called when required.

ii. Quorum

A majority of WG members entitled to vote shall constitute a quorum.

iii. Meeting Procedures

- The Chair shall preside over meetings of the Committee.
- Decisions of the Committee shall be made by consensus. If consensus cannot be reached, decisions may be made by a two-thirds majority of members present and voting.
- The agenda and relevant documents for each meeting shall be circulated at least two weeks prior to the meeting date.
- Minutes of each meeting shall be recorded and circulated to all members of the Committee within two weeks after the meeting.

V. REPORTS

The Committee shall prepare the meeting reports including Annual Work Plan for the approval of NRs in the NRM and GCM.

VI. CONFLICT OF INTEREST

- Members of the Committee shall declare any potential conflict of interest related to the activities of the Committee, and shall recuse themselves from any discussion or decision-making related to such conflict.
- The Committee shall establish a process for addressing conflicts of interest and ensuring that the work of the Committee is conducted in an impartial and

transparent manner.

VII. AMENDMENT

This TOR may be amended, varied or modified after discussion and consensus are reached among the stakeholders (GPs, IAEA, RCARO, etc) and approved by the NRs in the NRM or GCM.