



Annex 4: Work plan in preparation of the RCA Ministerial Conference

The RCA Ministerial Conference on the occasion of 50th Anniversary of the RCA, including Anniversary and Ministerial meeting, is a valuable opportunity to reaffirm a continued strong commitment and dedication of GPs to the RCA program and to promote its institutional renewal to meet the current and emerging challenges for the years to come. Accordingly, the Joint Ministerial Declaration as an important output of the RCA Ministerial Conference will be adopted.

1. Date and Venue

- Date: 26 September 2022
- Venue: IAEA's headquarter at VIC, Vienna, Austria

(Hybrid meeting to be considered in due course in view of Covid-19 restrictions)

2. Target participants

- Representatives from IAEA
- Representatives from GPs: Ministers/Deputy-Ministers, Permanent Mission of GPs, RCA NRs, senior officials & experts
- RCARO, RCA PAC, MTS Group
- Representatives from Agreements (AFRA, ARCAL, ARASIA) and other observers
- Journalist (TBD)

* Estimated number of participants: 90

3. Expected Outcomes of the RCA Ministerial Meeting

• *Expected Objective of the Meeting:*

- To review the performance and achievements of the RCA over 50 years;
- To address current and emerging challenges of the RCA region through peaceful uses of nuclear science & technology for sustainable development;
- To facilitate high-level dialogue on strengthening the ownership and leadership on enhancing RCA's socio-economic impacts in GPs;
- To create a new strong momentum to revitalize the RCA for the next 50 years.

• *Expected Output of the Meeting:*

- Joint Ministerial Declaration

4. Tentative agenda of the Ministerial Conference

TENTATIVE AGENDA
RCA MINISTERIAL CONFERENCE

26 September 2022

Time	Activity
13:30 - 14:00	Registration
14:00 - 14:20	Opening of the 50th RCA Anniversary Ceremony & RCA Ministerial Conference - Opening remarks by the RCA Chair - Welcome remarks by DG of the IAEA - Commemorative photo
14:20 - 14:40	Overview of the RCA (by the RCA FP) Successful delivery of the RCA programme over the 50 years <i>A short video "The RCA – 50 Years of Formation and Development"</i>
14:40- 15:45	Country keynote speech (3 mins for each GP) - Introduction - Key points of RCA cooperation/activities in the country (<i>Achievements, challenges and proposals</i>)
15:45 - 16:00	Joint Declaration - Agreement and adoption of the RCA Ministerial Joint Declaration
16:00 - 16:30	RCA awards ceremony - Congratulation speech - Remarks of representative of RCA awardees
16:30	Closing
19:00	Reception

- **Chair: NR of Viet Nam**

Annex 5: Assignment of Roles & Responsibilities

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	44 th NRM	- The agenda draft to be approved by the 5 th STF Meeting and 44 th NRM
1.2	List of tentative participants, speakers and observers	RCARO	IAEA, VIE	Within 3 weeks after the 44 th NRM	
1.3	Invitation letter(s) for Ministerial Conference	IAEA	RCARO, VIE	Within 3 weeks after the 44 th NRM	The IAEA will provide the invitation letter to the GPs.
1.4	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
1.5	Presentations	RCARO	IAEA, VIE	Mid August 2022	
1.6	Document publication and video montage production	IAEA	RCARO, JPN, GPs	44 th NRM	RCA video to be showcased on the 50 th RCA Anniversary Ceremony
1.7	RCA Awards	IAEA	RCARO, THA	44 th NRM	Guidelines of criteria categories of RCA awards to be approved at 44 th NRM

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		51 st GCM, Sep 2022	For GCM, RCA Anniversary, Ministerial Meeting (<i>Hybrid meeting to be considered in due course</i>)
2.2	Hardcopy books and printed materials for participants	IAEA	RCARO		For RCA Anniversary, Ministerial Meeting
2.3	Registration	IAEA, RCARO	VIE, AUL		For RCA Anniversary, Ministerial Meeting
2.4	Print, photo and distribution	IAEA	VIE, AUL		For RCA Anniversary, Ministerial Meeting
2.5	Reception	IAEA	VIE, RCARO		Supported by the IAEA
2.6	Press Conference (TBD)	IAEA	RCARO, GPs		- Preparation of draft Press Release
III	Organization and operation during event				
3.1	51 st GCM cum SOM of the Ministerial Conference				
	Chair	VIE			The Meeting of the Committee of RCA Chairs (NRs of THA, VIE, AUL, IAEA, RCARO) to prepare for the GCM & Ministerial Conference to be held on one day before the GCM

	Rapporteur	RCARO, VIE, AUL			
3.2	Ministerial Meeting				
	Chair	VIE			
	Rapporteur	RCARO, VIE, AUL			
IV	RCA Exhibition	RCARO			
V	Post-events				
5.1	Media	RCARO	IAEA, VIE	Within 3 days after the events	-For GCM, RCA Anniversary, Ministerial Conference -Information/news on 50 th RCA Anniversary will be uploaded on IAEA & RCARO's websites. Then 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 Conference	For GCM and Ministerial Conference

5. Cost Estimation for RCA Ministerial Conference

Activity	Budget Estimation (USD)	Fund Resource
1.1. RCA Anniversary		
Logistic arrangement (Room, equipment, Banner, Decoration & stationery, name tag, etc...)	3,000	IAEA/EBT
Document Publication and plaques production for RCA Award	xxx	EBT
<i>Cocktail Reception (for 90 persons)</i>	<i>27,000</i>	<i>IAEA/EBT</i>
<i>Or Dinner at VIC (for 90 persons)</i>	<i>90,000</i>	<i>EBT for RCA (ROK)</i>
1.2 Ministerial Conference		
Banner, Decoration & stationery	2,000	IAEA
Room & Equipment	xxx	IAEA
SUM	xxxx	

XXX: The IAEA is requested to provide the cost estimation for the activities

