



**REGIONAL COOPERATIVE
AGREEMENT**

**INTERNATIONAL ATOMIC ENERGY
AGENCY**



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

March 2007

INTRODUCTION

These Guidelines and Operating Rules contain basic information on the RCA Programme (Section 1), Procedures for Development, Approval, Implementation, Review, and Reporting of RCA Cooperative Projects (Section 2) Roles and Responsibilities of the various RCA stakeholders (Section 3), Policy Level Meetings of the National RCA Representatives (Section 4), The Role of the IAEA in the RCA Agreement (Section 5) RCA Annual Report (Section 6) and other information relevant to RCA Programme. These Guidelines and Operating Rules prepared by the RCA Secretariat are based on the decisions made by the National RCA Representatives at Policy Level Meetings and contain information relevant to all the aspects of the RCA programme. They are intended for the use of the National RCA Representatives as a reference manual. Separate Guidelines containing only the operational procedures is available for the use of the Project Coordinators and National Project Teams. The current version of the RCA GOR contains the elements of the Medium Term Strategy for 2006-2011, adopted by the National RCA Representatives in March 2006.

This document and the RCA Medium Term Strategy for 2006-2011 can be downloaded from the RCA Members Only web-site www.rca.iaea.org/members

TABLE OF CONTENTS

ACRONYMS	IV
1. THE RCA AGREEMENT	1
1.1 Nature of the Agreement	1
1.2 RCA Vision	1
1.3 RCA Mission	1
1.4 Basic Principles	1
1.5 RCA Core Values	2
1.6 RCA Programme	2
2. COOPERATIVE PROJECTS	3
2.1 National Thematic Sector Coordinators (NTSC)	3
2.2 Project Development	3
2.3 Project Implementation and Monitoring (RCA Projects supported by the Technical Cooperation Programme of the IAEA)	3
3. ROLES AND RESPONSIBILITIES OF RCA MEMBER STATES AND RCA STAKEHOLDERS	4
3.1 Obligations of RCA Member States	4
3.2 Appointment, Roles and Responsibilities of National RCA Representatives	5
3.3 Appointment, Roles and Responsibilities of the RCA Chair	6
3.4 Appointment, Roles and Responsibilities of the Committee of the RCA Chairs	7
3.6 Roles and Responsibilities of the Standing Advisory Committee of the RCA Regional Office (RCARO SAC)	8
3.7 Roles and Responsibilities of Thematic Sector Lead Country Coordinators	8
3.8 Appointment, Roles and Responsibilities of Project Lead Country Coordinators	9
3.9 Appointment, Roles and Responsibilities of National Project Coordinators	9
3.10 Appointment, Roles and Responsibilities of National Project Teams	10

4.	MEETINGS OF NATIONAL RCA REPRESENTATIVES	11
4.1	Regional Meeting of the National RCA Representatives	11
4.2	General Conference Meeting of the National RCA Representatives	11
4.3	Adoption of Meeting Reports	12
5.	ROLE OF THE IAEA IN THE RCA AGREEMENT	12
5.1	Roles and Responsibilities of the IAEA	12
5.2.	The Agency’s RCA Focal Person	13
6.	RCA ANNUAL REPORT	14
7.	FUNDING ARRANGEMENTS	15
	ANNEX 1 Procedure for Development of RCA Projects Supported by IAEA	17
	ANNEX 2 Procedure for Development of Projects by Director RCARO	20
	ANNEX 3 Procedure of Evaluation of Performance of Director RCARO	22
	ANNEX 4 Project Implementation Summary	23

ACRONYMS

GCM	RCA General Conference Meeting
GOR	RCA Guidelines and Operating Rules
IAEA	International Atomic Energy Agency
MS(s)	RCA Member State(s)
MTS	RCA Medium Term Strategy
NR(s)	National RCA Representative(s)
NRM	Regional Meeting of the National RCA Representatives
PLCC	Project Lead Country Coordinator
RCA	Regional Cooperative Agreement for Research, Development and Training Related to Nuclear Science and Technology
RCARO	RCA Regional Office
RCARO SAC	RCARO Standing Advisory Committee
RFP	RCA Focal Person
RRU	Regional Resource Unit
UNDP	United Nations Development Programme

1. THE RCA AGREEMENT

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 IAEA. It is open to the participation of any Member State of the Agency in the area of South Asia, South East Asia and the Pacific or the Far East. A Member State from one of these regions may become a party to this Agreement by notifying its acceptance thereof to the Director General of the Agency. The text of the Agreement provides 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.

1.2 RCA Vision

THE RCA SHALL BE RECOGNIZED AS AN EFFECTIVE PARTNER IN PROVIDING NUCLEAR TECHNOLOGIES THAT ADDRESS SOCIO-ECONOMIC NEEDS AND CONTRIBUTE TO SUSTAINABLE DEVELOPMENT IN THE REGION

1.3 RCA Mission

The Mission of the RCA is,

- To identify and implement nuclear technologies for regional needs
- To encourage sustainability of nuclear technology capacities in the RCA Member States
- To coordinate cooperative research in nuclear science and technology
- To promote the benefits of nuclear technologies and identify funding mechanisms
- To develop regional networks for exchange of technologies, training and equipment

1.4 Basic Principles

The implementation of the RCA Agreement shall be governed by the following principles:

- (a) The responsibility of formulating the RCA programme lies with the Member States and is carried out through a process of discussion and consensus. The assistance of the Agency may be sought if required, without prejudice to the financial support of that the Agency may provide to the programme;
- (b) Member States have full responsibility and autonomy to agree on their priorities and the projects to be included in the programme;
- (c) Member States parties to this Agreement have equal rights in the decision-making process of the RCA programme;

- (d) Each Member State shall use the assistance provided to it under the RCA Agreement solely for peaceful purposes, in accordance with the Statute of the Agency;
- (e) In accordance with its applicable laws and regulations, each Member State shall ensure that the Agency's safety standards and measures relevant to a cooperative project are applied to its implementation;
- (f) Activities undertaken in the framework of the RCA Agreement shall promote Technical Cooperation among Developing Countries (TCDC) in the RCA region;
- (g) The formulation, design and implementation of the RCA programme and projects shall maximise the use of available regional expertise and existing infrastructural facilities.
- (h) The Governments of each participating Member State shall appoint a National RCA Representative (NR) who will have the responsibility for all RCA matters related to the Member State and the collective responsibility for all policy matters related to the RCA Programme.

1.5 RCA Core Values

RCA members are committed to high standards of professionalism, safety and ethical behaviour in the use of nuclear technologies. These core values are fundamental in all RCA activities and underpin the way in which 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*
- (b) *Honesty, Openness and Integrity: building trust and respect within the Member States and with all other stakeholders through effective communication*
- (c) *Collaboration and Responsiveness: understanding stakeholders' needs, fostering cooperation and teamwork, embracing new ideas and recognising new trends*
- (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 Agreement is the promotion and coordination of cooperative research, development and training projects in nuclear science and technology and cover subjects in the fields of isotope and radiation applications in agriculture, human health, industry, hydrology, terrestrial and marine environments, radiation safety, and waste management.

The programme contains the following two categories of projects

Cooperative Projects

Cooperative projects are designed to meet the needs for development and practical applications of nuclear science and technology for peaceful purposes. Although the Cooperative projects may contain a research component, they are not primarily research projects. Cooperative projects enable the RCA Member States to acquire well-established nuclear technologies to address socio-economic development problems. The projects should provide socio-economic benefits to the participating Member States. (Impact). It is essential that these projects are in areas of development priorities of the participating Member States, who 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;
- services of experts, and consultants
- fellowships, scientific visits, study tours;
- award of contracts for specific tasks
- equipment and supplies.

Coordinated Research Projects

Coordinated Research Projects are essentially networks of national research institutions which work within an operational framework for research with a similar and well defined regional theme or problem focus that is relevant to, or can be resolved through, nuclear science and technology.

2. COOPERATIVE PROJECTS

This section describes the basic administrative infrastructure that has to be established in the Member States for implementation of the Cooperative Projects, and the procedures for project development, implementation, monitoring and reporting.

2.1 National Thematic Sector Coordinators (NTSC)

Each National RCA Representative (NR) shall appoint a National Thematic Sector Coordinator for each Thematic Sector to provide advice and support to the NR on national participation, priorities and sustainability of the cooperative projects. The precise arrangements for establishing and conducting the work of NTSC would be determined at a national level to suit the specific circumstances of individual MSs.

2.2 Project Development

- All RCA Cooperative Projects shall be in areas identified by the NRs as the priority areas for the region, at a Regional Meeting, with the advice and support of the NTSCs, taking into consideration the maximum number of projects stipulated in the RCA Medium Term Strategy (15 for 2009/2010 and 10 from 2011 onwards), and the projects that will continue from the previous cycle. The following criteria will be taken into consideration in deciding on the priorities,
 - a) the relevance to RCA Vision and Mission
 - b) development needs of individual Member States (identified through consultations with relevant stakeholders) and the expected impact
 - c) commitment at national level to maximize sustainability
 - d) potential to benefit from the advantages of using nuclear techniques
 - e) potential for regional cooperation
 - f) potential for improving the utilization of established regional networks and resources and value addition to previous inputs to the project area
 - g) Millennium Development Goals

The procedure for Project Development shall depend on the requirements of the sponsoring agency. The procedures for development of projects to be supported by the Technical Cooperation Programme of the IAEA and the projects initiated by the RCA Regional Office are given in Annexes 1 and 2 respectively.

2.3 Project Implementation and Monitoring (RCA Projects supported by the Technical Cooperation Programme of the IAEA)

- The RCA Secretariat shall inform the NRs of the projects approved for implementation under the Technical Cooperation Programme, together with the descriptions of the projects, as soon as the Technical Programme for the following programming cycle is finalized.
- The NRs following a process of internal consultations, shall decide on the projects each Member State would participate in and inform the RCA Secretariat, together with the contact details of the NPCs. Due consideration should be given to the relevance of the project for the national development priorities, availability of the physical infrastructure and human and financial resources for implementation of the projects in deciding on the projects each Member State decided to participate in.
- The NPCs, in consultation with NRs shall appoint a National Project Team comprising of personnel with required expertise, develop a Work Plan for the implementation of the project, and assign tasks for the members of the project team. The persons nominated to attend regional events of the project shall be members of the project teams. The end-user organizations should be represented in the project teams.
- The RCA Secretariat, in consultation with the relevant Technical Officers of the IAEA, will arrange for the technical inputs of the project, in the form of regional training courses, project planning and review meetings, expert missions, Fellowships /Scientific Visits and equipment to be delivered to the Member States.
- The NRs shall take measures to ensure the availability of national resources for project implementation.
- The National Project Coordinator shall report on the progress of the implementation of the project at the progress review meetings of the project and submit progress report to the RCA Secretariat and to the Project Lead Country Coordinator every six months.
- Following the completion of the project, the NPC shall prepare and submit a detailed project achievement report to the RCA Secretariat and to the Project Lead Country Coordinator.

The NRs should be supported by the NTSCs in carrying out these tasks.

3. ROLES AND RESPONSIBILITIES OF RCA MEMBER STATES AND RCA STAKEHOLDERS

3.1 Obligations of RCA Member States

Member States have the following obligations under the RCA Agreement:

- (a) Make available to the RCA programme, and in particular to each joint 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 participating Member States 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 other Member States;
- (c) Contribute financially or otherwise to the effective implementation of the RCA programme and the various cooperative projects, in particular those in which it participates and notify the Agency annually of any such contribution;
- (d) Submit to the Agency, in accordance with an agreed format, an annual report on all aspects of the activities it has carried out in the framework of the RCA programme, particularly the technical and financial contributions;

- (e) Decide upon the internal organisation that will best enable it to execute its part of the cooperative projects and, to this end, it shall designate:
 - A National RCA Representative, who shall act on behalf of his/her Government on all issues relating to RCA activities;
 - National RCA Support Staff who shall assist the National RCA Representative in the implementation of the RCA programme
 - A National RCA Project Coordinator for each cooperative project in which it participates and who will act as the Member State representative in the corresponding project committee;
- (f) Take the measures it deems necessary to ensure the participation in the RCA cooperative projects of representatives of interested national institutions and other relevant sectors.

3.2 Appointment, Roles and Responsibilities of National RCA Representatives

The National RCA Representative - appointed by the government participating in the RCA Agreement and empowered to make commitments on behalf of his/her Government and to take decisions in connection with the implementation of the Agreement - is the principal point of contact for RCA activities in his/her Member State. The National RCA Representatives act on behalf of their Governments and are responsible to them for the operation of the RCA within the terms of the agreement.

Appointment

By the Governments of the RCA Member States.

Qualifications

National RCA Representatives 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

- (a) Attend all meetings of National RCA Representatives, convey the views of his/her government on all issues relating to RCA activities put forward for discussion and take part in the decision making process;
- (b) Provide strategic guidance to the RCA Programme;
- (c) Submit proposals for cooperative projects on behalf of his/her government; ensuring that other ongoing and planned projects are taken into consideration in proposing new RCA projects;
- (d) Notify the Agency of his/her government's decision to participate in a cooperative project;
- (e) As appropriate, volunteer to undertake the role of Project Lead Country or Assistant Lead country role and ensure provision of communication and other facilities needed by the Lead Country Coordinators to function effectively;
- (f) Arrange for relevant National Project Coordinators and National Team Members to provide them with on-going information concerning the national status of projects past and present so that the NRs can have an overview and analysis of their national status and requirements across the various sectors
- (g) Appoint National Thematic Sector Coordinators (NTSC), for all the Sectors relevant to his /her country to provide advice and support to him/her on national participation, priorities and sustainability.

- (h) Report on the progress of the projects of which his or her country is the Project Lead Country and report on substantive issues brought to their attention by the Project Lead Country Coordinator(s) at the Regional Meeting of the National RCA Representatives
- (i) Ensure timely submission to the Agency of his/her country's annual report and all information on activities carried out within the framework of the RCA programme. In this respect, he/she shall ensure also that the report contains reliable and verifiable data on these activities and that it includes an assessment of the impact of these activities on the country;
- (j) Ensure that all measures necessary for the successful implementation of RCA activities are taken in coordination with National Project Coordinators and other relevant government or national bodies;
- (k) Take appropriate steps to secure the necessary financial support for RCA activities, in consultation and close coordination with the other National RCA Representatives, his/her national authorities and the Agency;
- (l) Ensure the availability of the necessary resources, scientific and technical facilities and the personnel for the implementation of the cooperative projects;
- (m) Appoint suitably qualified persons as National Project Coordinators and ensure that they are provided in a timely manner with the necessary information for their activities;
- (n) Ensure timely submission of progress reports by the National Project Coordinators;
- (o) Consult National Project Coordinators prior to the Regional and General Conference Meetings of the National RCA Representatives on matters relevant to the implementation of the RCA Programme in his /her country and inform the National Project Coordinators of the main decisions taken at these Meetings.
- (p) Nominate suitably qualified persons for participation in RCA events and activities in consultation with the respective National Project Coordinators and ensure that they are employed in appropriately related work areas, and are members of the Project Teams;
- (q) Provide information needed by the RCARO to assist in the task of improving the viability and visibility of the RCA Programme;
- (r) Ensure that the decisions made at the Meetings of the National RCA Representatives are implemented and decisions relevant to the operational procedures of the RCA are included in an ongoing revision of the Guidelines and Operating Rules.

3.3 Appointment, Roles and Responsibilities of the RCA Chair

Appointment

The designated nominee of the Member State hosting the Regional Meeting of the National RCA Representatives shall be the Chair of the RCA, from the first day of that Regional Meeting up to the first day of the following Regional Meeting.

Qualifications

Should preferably be a senior official, fluent in English and experienced in chairing multi-national meetings.

Roles and Responsibilities

- (a) Chair the Regional and General Conference Meetings of the National RCA Representatives;

- (b) Function as a Member of the RCARO Advisory Committee;
- (c) On behalf of the Member States, submit project proposals approved by the National RCA Representatives to the funding Agencies for their consideration;
- (d) Maintain close contact with RCA Focal Person, Director of the RCA Regional Office and seek guidance from National RCA Representatives on policy matters.
- (e) Seek guidance from the National RCA Representatives on policy matters that arise in between Regional and General Conference Meetings of the National RCA Representatives in order to take decisions in a timely manner and seek guidance of the past and future Chairs when the consensus is not clear.
- (f) Undertake designated duties in representing the RCA Member States

3.4 Appointment, Roles and Responsibilities of the Committee of the RCA Chairs

Appointment

The current RCA Chair, the immediate past RCA Chair and the immediate next RCA Chair shall form the Committee of RCA Chairs

Roles and Responsibilities

- (a) On behalf of the National RCA Representatives, provide advice and assistance to RCA Chair on matters relating to the day-to-day administration of the RCA Programme
- (b) Provide assistance and guidance to RCA Chair in performing additional tasks such as mediation, facilitating actions and meeting deadlines
- (c) Meet on the day prior to the Regional and General Conference Meetings to assist and guide the RCA Chair on modalities of conducting the Meetings.

3.5 Appointment, Roles and Responsibilities of the Director of the RCA Regional Office (DIR-RCARO)

Appointment

The position of the DIR-RCARO will be advertised together with the specific selection criteria. An appointment will be made following due consideration of applicants by the Member States at a Meeting of the National RCA Representatives.

Roles and Responsibilities

- (a) Pro-actively seek out opportunities for the RCA to participate in projects being funded by major regional and international donors, including international agencies;
- (b) Negotiate and secure funding for RCA projects;
- (c) Promote the peaceful uses of nuclear technology to assist in addressing regional and national needs;
- (d) Provide enhanced visibility for the RCA at regional and national fora, and

- (e) Implement the directives of the RCA Member States as agreed upon at the Meetings of National RCA Representatives.

The Director RCARO shall submit a report on the activities of the RCARO for the consideration of the Regional and General Conference Meetings of the National RCA Representatives.

3.6 Roles and Responsibilities of the Standing Advisory Committee of the RCA Regional Office (RCARO SAC)

Composition

The Standing Advisory Committee (SAC) of the RCARO shall comprise of the immediate past RCA Chair, the current RCA Chair and the immediate next RCA Chair, the National RCA Representative of the Republic of Korea (host Country of the RCARO) and the RCA Focal Person. The RCA Focal Person shall not have voting rights. The current RCA Chair shall function as the Chair of the RCARO SAC. For this purpose, the Chair of the current RCA Meeting shall be considered to be the current Chair of RCA, even if he / she is not yet formally appointed.

RCARO shall serve as the SAC secretariat.

Meetings

The RCARO SAC shall meet before each meeting of the National RCA Representatives and the Chair of the RCARO SAC shall report on the outcomes of this meeting to the Meeting of the National RCA Representatives. Presence of four members including the representative of the host country, Republic of Korea (amendment suggested by China) will constitute a quorum for a meeting of the RCARO SAC. The Director of the RCARO, and the representatives of any Member State and the IAEA may attend the Meeting as observers..

Functions

- (a) Give 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 Member States including the RCARO initiated projects
 - the RCARO related documents such as guidelines and protocols
 - the RCARO Work Plan
 - the RCARO Annual Report
- (b) Constitute and operate the Selection Committee for the Director of the RCARO
- (c) Make recommendations
 - regarding the appointment the most suitable candidate for the Director of the RCARO to the NRM
 - to the host Government and to the IAEA with regard to the operation of the RCARO
- (d) Evaluate the performance of the Director of the RCARO annually according to the procedure outlined in Annex 3 and report the result of the evaluation to the NRM for its consideration

3.7 Roles and Responsibilities of Thematic Sector Lead Country Coordinators

Thematic Sector Lead Country Coordinators of the Thematic Sectors of Agriculture, Energy, Environment, Human Health, Industry, Radiation Protection and Research Reactor Utilization will have the following roles and responsibilities.

Note: The RCA Member States have decided that the current Thematic Sector lead Country Coordinators will continue to function until December 2008. The function of TSLCCs will cease from 2009 onwards.

Roles and Responsibilities

The Thematic Sector LCCs have the responsibility to

- (a) Provide leadership in their respective thematic areas;
- (b) Monitor the implementation of projects in each thematic area through reports of Project Coordinators Meetings, and reports of Project Lead Country Coordinators;
- (c) Advise the NRs on the management aspects of the thematic sector programme;
- (d) Participate in the annual Thematic Sector Lead Country Coordinators Meeting

3.8 Appointment, Roles and Responsibilities of Project Lead Country Coordinators

Appointment

Project Lead Country Coordinator (PLCC) and any Assistant Lead Country Coordinators (APLCC) if deemed necessary, shall be appointed at a Regional Meeting of the NRs. The tenure of PLCCs and APLCCs shall be the duration of the project for which they are appointed.

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 Matrix, based on the Concept Papers approved for implementation, 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 projects and progress in participating Member States through reports of and correspondence with the National Project Coordinators;
- (d) Submit six monthly Progress Reports to his / her NR and to the RCA Secretariat summarizing the status of implementation of the project in all the participating Member States.
- (e) Participate in Project Committee Meetings as required and provide leadership for the successful conduct of the meeting;
- (f) Prepare and submit the reports of the Project Committee Meetings to the RCA Focal Person in consultation with the Members of the Committee and the IAEA Representative to the Meeting, within two months after 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.

Assistant Project LCCs shall assist PLCCs in carrying out their responsibilities as and when requested to do so.

3.9 Appointment, Roles and Responsibilities of National Project Coordinators

Appointment

National Project Coordinators shall be appointed by the Member States for each project in which they are participating. The duration of the appointment shall be for the duration of the project.

Qualifications

Member States shall select the National Project Coordinators (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. They 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 national level;
- (b) Provide information on the progress of the projects to the NR of his country on a regular basis;
- (c) Provide NRs 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 PLCCs on national status and needs of the ongoing projects, and information needed for project design when requested by the PLCCs;
- (e) Establish and maintain links with relevant national institutes, and potential end-users;
- (f) Establish a National Project Team with the approval of the NR, and assign responsibilities for each member;
- (g) Recommend to his /her NR the members of the National Project Teams 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 Project Team;
- (i) Submit a progress report of project activities to the PLCC, the Technical Officer of the Project and to the RCA Focal Person through its NR twice a year (end of June and end of December);
- (j) Report on the progress of the projects, and future project requirements at the Project Committee Meetings.

3.10 Appointment, Roles and Responsibilities of National Project Teams

Appointment

National Project Teams (NPTs) will be appointed by the National Project Coordinators with the approval of the respective NR for each project a Member State is participating in. Appointment will be for the duration of the project.

Qualifications

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

Roles and Responsibilities

National Project Teams will be responsible for implementation of the project at national level according to the Work Plan, under the guidance of the National Project Coordinator and providing feedback and advice to the NPC on matters relevant to project implementation and achievement of project objectives.

4. MEETINGS OF NATIONAL RCA REPRESENTATIVES

The National RCA Representatives shall hold at least two meetings a year:

- The Regional Meeting of the National RCA Representatives shall be held, usually in March/April, at venues in the region, as agreed upon by the National RCA Representatives;
- The General Conference Meeting of the National RCA Representatives shall be held during the IAEA General Conference, usually in September at the IAEA Headquarters in Vienna.

Information and Communication Technology shall be utilized to the maximum possible extent to facilitate the conduct of the Meetings.

4.1 Regional Meeting of the National RCA Representatives

The Regional Meeting of the National RCA Representatives 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, including development and coordination of funding strategies;
- (c) Consider the reports of the National RCA Representatives of Project Lead Countries on the progress in each project and make recommendations for improving the effectiveness and efficiency of the programmes;
- (d) Decide on the future priorities of the RCA Programme
- (e) Consider the financial reports;
- (f) Any other matters relevant to the implementation of the RCA Programme.

The RCA Secretariat shall circulate and place on the Member's Only RCA Web-page the following documents at least one month prior to the Meeting.

- (a) The proposed Agenda of the Meeting,
- (b) The Annual Report of the preceding year,
- (c) The report on the progress and activities of the RCA Regional Office submitted to the RCA Focal Person 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 Meeting;
- (f) Any other relevant documents.

4.2 General Conference Meeting of the National RCA Representatives

At the General Conference Meeting the National RCA Representatives shall;

- (a) Approve the project concepts for the new projects (every other year)
- (b) Take decisions on the issues outstanding from the Regional Meeting or referred to it by the Regional Meeting;
- (c) Consider any other matter related to the implementation of the RCA Programme.

RCA Secretariat shall circulate / place on the Member's Only RCA Web-page the following documents at least one month prior to the Meeting.

- (a) The proposed Agenda of the Meeting,
- (b) Project Concept Papers for the new projects,
- (c) Other documents related to the Agenda items.

4.3 Adoption of Meeting Reports

The RCA Focal Person shall circulate the reports of the RCA Regional Meeting and the General Conference Meeting to National RCA Representatives within a month after the Meeting. The National RCA Representatives shall submit their comments on the reports within two weeks. The reports revised based on the comments received shall be circulated by the RCA Focal Person within two weeks after receipt of comments. This version of the report shall be considered as the adopted report.

5. ROLE OF THE IAEA IN THE RCA AGREEMENT

The IAEA is not a party to the Agreement and the Director General of the IAEA is the depository of the Instruments of acceptance of this Agreement by Member States.

5.1 Roles and Responsibilities of the IAEA

The IAEA has the following roles and responsibilities:

- (a) Function as the Secretariat of the RCA Programme;
- (b) Endeavour to support, subject to available resources, cooperative RCA projects by means of technical assistance and its other programmes. 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) Take initiatives, with the prior approval of participating Member States, to invite any Member State of the Agency other than the Participating Governments, or appropriate international organisations, to contribute financially or otherwise to, or participate in, a cooperative project. The Agency shall inform the Participating Governments of any such contributions or participation;
- (d) Administer the contributions made to the RCA programme in accordance with its financial regulations and other appropriate rules where applicable. The Agency shall keep separate records and accounts for each such contribution;
- (e) With respect to RCA cooperative projects:

- Participate in the establishment of annual schedule of work and modalities for the implementation of the cooperative projects;
 - Allocate funds for the implementation of the cooperative projects;
 - Assist Participating Governments in the exchange of information and in compiling, publishing and distributing reports on the cooperative projects as appropriate;
 - Consider the annual reports submitted by Participating Governments on the implementation of cooperative projects
 - Provide technical and administrative support for the meetings of the project committees;
 - Provide an IAEA representative to the Project Committee established for each cooperative project in the RCA programme;
- (f) Prepare annually an overall report on the activities carried out under the RCA Agreement, on the basis of the annual reports submitted by the Project Technical Officer and the Participating Governments and in consultation with them, with particular reference to the implementation of the established cooperative projects, and submit it to the Regional Meeting of the National RCA Representatives;
- (g) Appoint, in accordance with its staff rules and regulations, a staff member to be the RCA Focal Person;
- (h) Appoint appropriate staff members from its technical divisions to assist the different project committees;

5.2. THE AGENCY'S RCA Focal Person

The Agency's RCA Focal Person has the following duties and responsibilities:

- (a) Coordinate all activities undertaken in the framework of the RCA Agreement;
- (b) Ensure the provision of assistance, upon request from Participating Governments, in the preparation of proposals for cooperative projects and in details for their implementation and review;
- (c) Prepare an annual report on the activities carried out under the RCA Agreement (Section 2.1d), with particular reference to the implementation of the established cooperative projects and submit the report to the National RCA Representatives at least one month before their Regional Meeting. The report shall have the format specified in Section 5;
- (d) Provide assistance to RCARO to seek and obtain, financial support for the approved RCA projects as permitted by the RCA Agreement;
- (e) Provide information needed by RCARO to publicise the activities of the RCA;
- (f) Undertake all the necessary actions to ensure that project resources are used in an efficient and effective manner and that the programme is implemented in accordance with the Articles of the Agreement and in accordance with the IAEA's financial regulations and other appropriate rules where applicable and to report to Member States on all contributions received, financial and in-kind;
- (g) Monitor the performance of all projects and promptly inform Member States of any observed problems and difficulties and initiate appropriate actions to deal with such problems and difficulties;
- (h) Assist the Participating Governments in the exchange of information and in compiling, publishing and distributing reports on the cooperative projects;

- (i) Ensure close coordination between the RCA programme and other programmes, in particular the Agency's technical cooperation programme in the East Asia and Pacific regions, and the Regional Agreement programmes for Africa and Latin America (AFRA and ARCAL);
- (j) Perform the tasks of Secretary to both meetings of the National RCA Representatives.

6. RCA ANNUAL REPORT

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

EXECUTIVE SUMMARY

PART I - PROJECT IMPLEMENTATION SECTION

1. Overview of RCA Activities

2. Summary of Project Achievements

3. Financial Aspects

Annexes

Annex 1 -New funds for RCA by country

Annex 2 - Budget approvals for current Technical Cooperation cycle

Annex 3 - Projects to be closed

Annex 4 - RCA events

Annex 5 - Participation by country in each event

Annex 6 - Number of events hosted

Annex 7- Experts missions

Annex 8 - Project proposals for next cycle

Annex 9 - Events planned for following year

Annex 10 - In-kind contributions

Annex 11 - List of National RCA Representatives

PART II - TECHNICAL DETAILS OF RCA PROJECTS

For each of the active projects,

1. Description as approved by the Board of Governors of the IAEA and published in the list of project write-ups;
2. Project impact (based on the annual reports of the Project Lead Country Coordinators);
3. Budget and implementation statistics.

PART III – Report on the activities of RCARO

PART IV - Reports of the Member States

1. Success Stories drafted according a specified format

The success stories should highlight the benefits gained through the RCA projects implemented in the Member States and not just the project outputs. Success stories provided by the Member States will be compiled to produce a brochure to be used for improving the visibility and viability of the RCA.

2. Summary information on the projects each Member State participated according to format given in Annex 4
3. TCDC Activities

A description of the TCDC activities the Member States engaged in under each project.

7. FUNDING ARRANGEMENTS

- (a) RCA Member States 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. Their TCDC contribution may be in the form of providing cost-free experts for RCA projects, making equipment available, bearing the costs of subsistence of participants in events hosted by the country or any other form of contribution. **The Member States hosting a training event, a meeting or a workshop is expected to make its best efforts to cover all local costs and provide the required logistical support.**
- (b) Subject to the availability of funds, the Agency may cover the costs of attendance of representatives from the Least Developed Countries (LDCs) in National RCA Representatives Meetings. The host country of the Regional Meeting of the National RCA Representatives is encouraged to bear the costs of accommodation of the National RCA Representatives, particularly those of LDCs.
- (c) The costs of attendance at meetings of the National Project Coordinators 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 National Project Coordinators from countries not actively participating in the project. Costs covered by a Member State for the participation of its own representative at National Project Coordinators Meetings shall be shown as in-kind contributions of the Member State to the project budget in the RCA Annual Report.
- (d) The Agency shall endeavour to support RCA projects by means of technical assistance, research contracts and other programmes and only those projects, which meet its standards for quality and relevant 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.
- (e) Efforts shall be made by both the Agency and Member States to seek extrabudgetary resources from other countries and other funding organisations. The Agency will report to the National RCA Representatives the contributions made by RCA Member States, by the Agency and by other donors.
- (f) RCA Members 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 RCA Programmes.
- (g) 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.

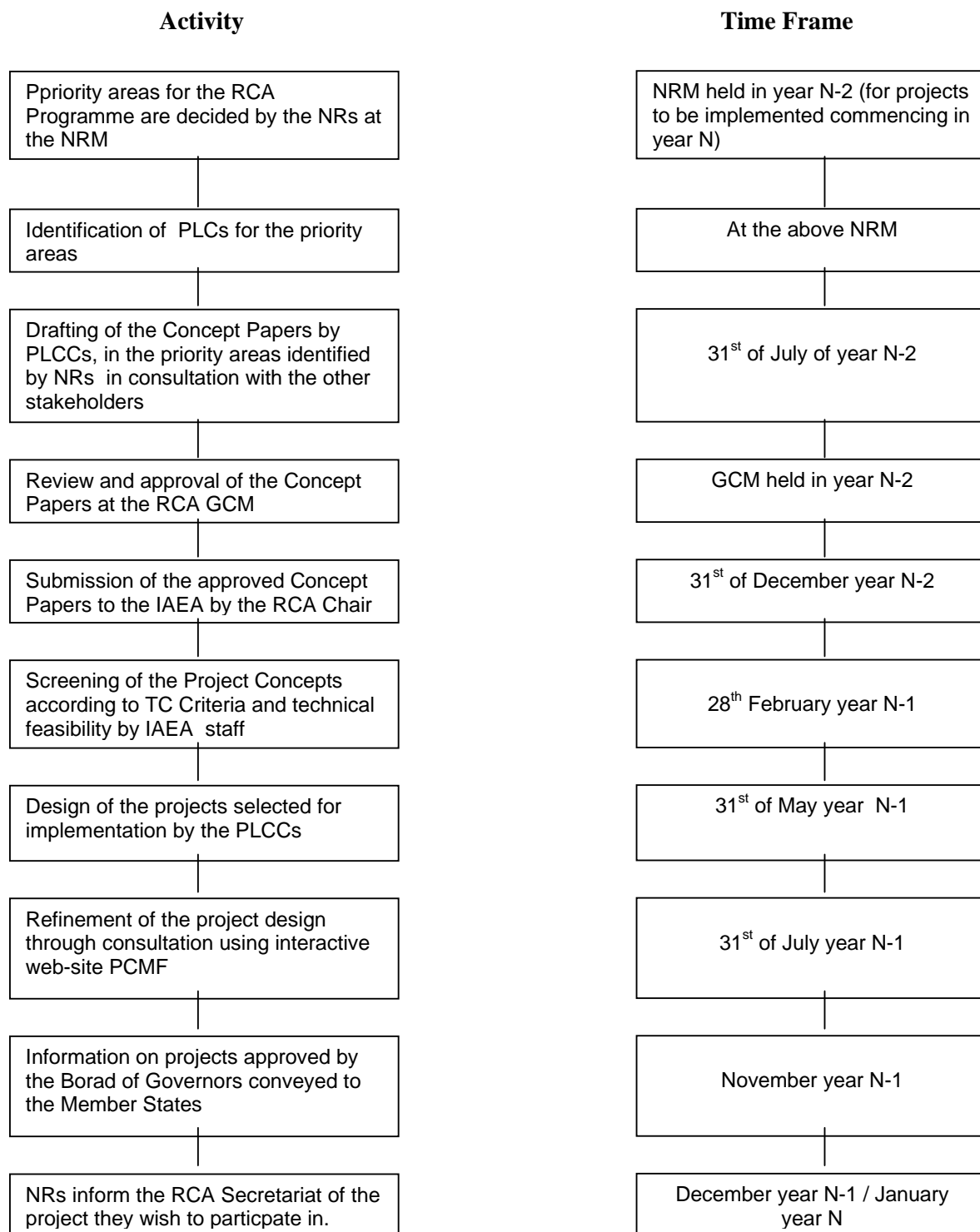
- (h) It is also of critical importance to the success of the RCA programme to monitor continuously the funding priorities and adapt to new orientations adopted by the donor community and international organisations (including the IAEA) to attract funding for RCA projects. With the emphasis placed on Sustainable Human Development (SHD) 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 participating countries 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 more active participation; this should be 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;
 - More recognition is given to private sector needs;
 - Greater use of local expertise and existing infrastructure and greater attention to costs and cost-effectiveness.

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

- (a) The NRs at the Regional Meeting to be held in year N-2 shall decide on the priority areas for the projects to be implemented commencing in year N, including the projects that should be extended to the next programming cycle. The NRs will also decide on the Project Lead Countries for the identified project areas.
- (b) The NRs of the Project Lead Countries shall appoint a suitable person as the Project Lead Country Coordinator and request him /her to draft the Project Concepts according to the format given below, and submit them to the RCA Secretariat on or before the 31st of July of the year N-2.
- (c) The National RCA Representatives at the General Conference Meeting of year N-2 shall review the Project Concepts received and decide on the Projects to be submitted to the IAEA for consideration for implementation under its Technical Cooperation Programme.
- (d) The RCA Chair on behalf of the RCA Member States, shall submit the Concept Papers approved at the RCA GCM to the RCA Secretariat on or before 31st of December of year N-2, with further revisions if necessary.
- (e) The RCA Secretariat shall arrange for screening of the Project Concepts received, to verify conformity to TC criteria and shall inform the RCA Chair of the Project Concepts that could be considered for implementation, on or before 28th of February of the year N-1.
- (f) The RCA Chair shall request Project Lead Country Coordinators through their National Representatives to design the projects in consultation with the relevant personnel in other participating member States and submit the project designs to the RCA Secretariat according to the format specified for project designs by the IAEA on or before 31st of May of Year N-1. The RCA Secretariat shall assist the PLCCs in this task which may include arranging a meeting of the PLCCs at IAEA Headquarters for consultations with the RCA Secretariat and the relevant Technical Officers. It would be mandatory for all project designs to contain milestones and performance indicators which will be used for monitoring the progress of implementation of the Project.
- (g) The RCA Secretariat shall review the project designs received and revise them if necessary in consultation with the PLCC and the project Technical Officer, utilizing the interactive IAEA web-site PCMF(Programme Cycle Management Framework), on or before 31st of July of year N-1.
- (h) The RCA Secretariat 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 IAEA Board of Governors.
- (i) The NR of each Member State shall arrange for the review of the selected projects to identify their relevance in relation to the national development objectives and to national programme of utilization of nuclear technology including its TC programme with the Agency and inform the RCA Secretariat of the projects it wishes to participate in, together with the name of the designated National Project Coordinator, on or before the 31st of December of year N-1. .

Note : The timeframe could be subject to change depending on the deadlines stipulated by the IAEA for project development for the future programming cycles. The RCA Secretariat will inform the Member States of such changes

**FLOW CHART FOR DEVELOPMENT OF RCA COOPERATIVE PROJECTS SUPPORTED BY THE
TECHNICAL COOPERATION PROGRAMME OF THE IAEA**



_FORMAT FOR SUMMARY PROJECT PROPOSALS (CONCEPT PAPERS)

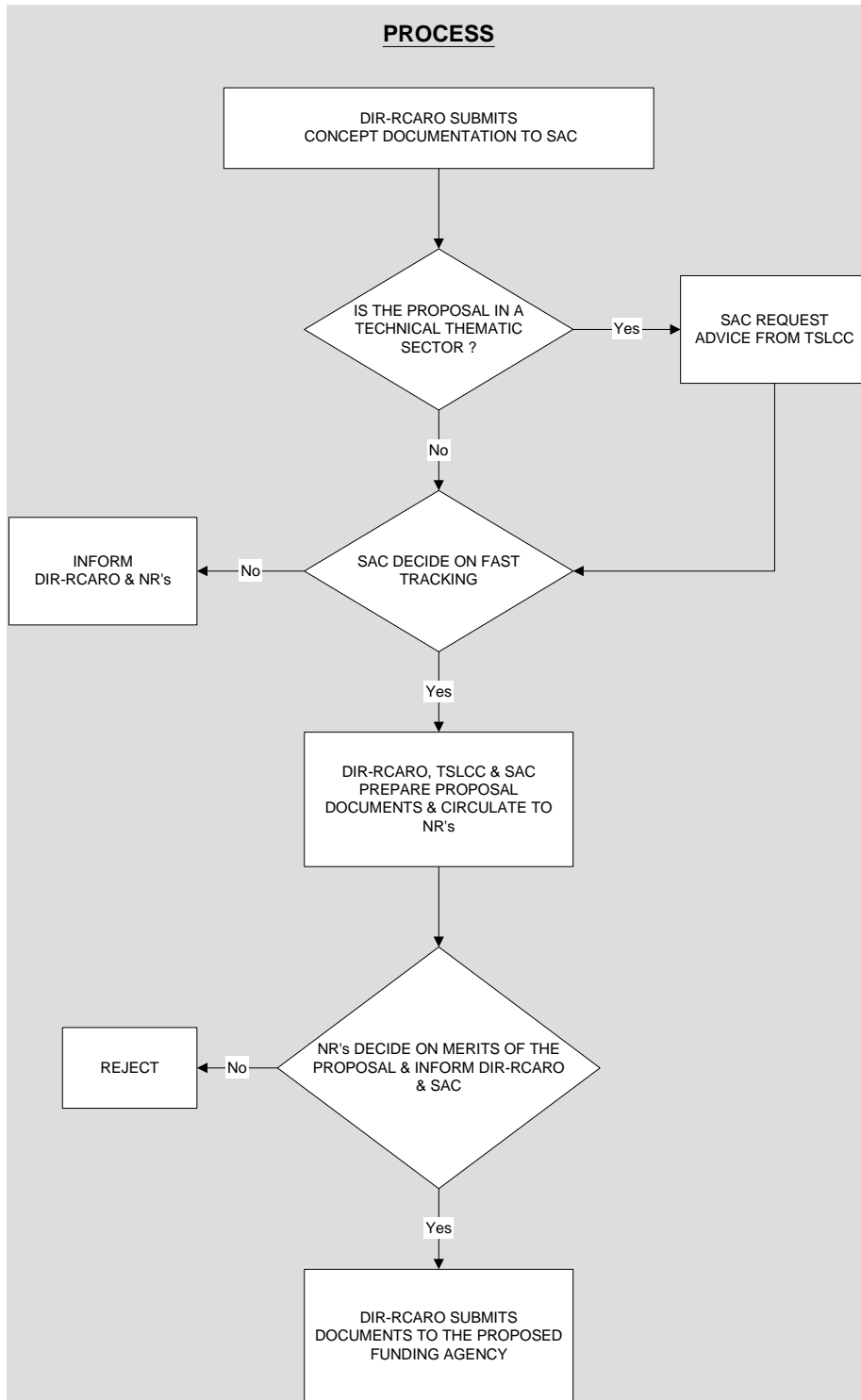
- 1. Project Title:** The title should be sufficiently descriptive but should not be unnecessarily lengthy
- 2. Specific Objectives of the project.** List the specific objectives of the project.
- 3. The problem/need to be addressed.** A detailed description of the problem/need to be addressed. There should be a clear linkage between the Specific Objectives and the problem/need to be addressed.
- 4. End-users.** Who are the end-users of the project?
- 5. The advantage of addressing the problem/need through a regional project. What is the potential for TCDC?** What make the project a good regional project? Why is the regional dimension important?
- 6. Performance indicators and their means of verification.** What are the indicators that can be used to verify that the specific objectives of the project have been achieved and how this information can be obtained.
- 7. The linkage of the project objectives to Millennium Development Goals.** The Millennium Development Goals can be found in www.un.org/millenniumgoals/
- 8. The expected impact of the project.** What socio-economic benefits will the participating Member States gain from the project?
- 9. Steps to be taken to make the benefits of the projects sustainable.** How will the project activities be maintained after the completion of the project?
- 10. The nuclear technique to be used and its advantages over conventional methods.**
- 11. List the potential participating Member States.**
- 12. Proposed duration of the project.** The duration need not be two years. The proposed duration should be sufficient to achieve the project objectives.
- 13. Budgetary requirements and possible sources of funds.** Give the estimated budget and indicate the possibility of the project being funded through extra-budgetary contributions of a Member State or by a donor agency such as UNDP.
- 14. Expected regional contribution to the project:** Expected contribution of Financial/Logistic / Infrastructure and Human Resources by the participating Member States to the project.
- 15. Previous Agency involvement:** A short summary of any regional projects implemented in this project area under the TC Programme of the IAEA and their linkage to the current project.
- 16. Please indicate whether the proposal is for a new project or an extension of an ongoing project. If the project proposal is for the extension of an ongoing project, please indicate whether an extension is requested to expand the scope of the project or because the planned duration of the project is insufficient to achieve the objectives. Indicate the main achievements of the ongoing project.**

PROCEDURE FOR DEVELOPMENT OF PROJECTS BY THE DIRECTOR RCARO

Projects being developed and processed by the DIR-RCARO through the standard approval mechanism will follow the procedure set out in Annex 1. . Those requiring fast-track processing will follow the procedure given below.

- a) The DIR-RCARO will prepare a Concept Paper according to the format in Annex 1 and submit it to the Standing Advisory Committee (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, 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 a position and inform the DIR-RCARO through the SAC by the due date.
- e) Should any NRs not respond to the AC by this designated time, they will be deemed to agree with the position adopted by the NRs who do respond.
- 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.

**FLOW CHART FOR THE FAST-TRACKING OF NEW COOPERATIVE
PROJECT PROPOSALS FROM THE DIR-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 in due course taking into accounts experiences gained from its implementation practice.

1. The DIR-RCARO should prepare a draft annual work plan based on the RCA GOR 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.
2. The draft work plan should be negotiated and agreed between the members of SAC and the DIR-RCARO.
3. An annual work plan should be agreed upon by 1 February with finalized PIs and targets/milestones for each aspect of activities therein.
4. 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 may be done in the month of July or otherwise scheduled between the DIR-RCARO the SAC.
5. 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.
6. The SAC will assess the annual report through electronic interactions with the DIR-RCARO, and submit its report to the Regional NRM for consideration.

