



REGULATORY COOPERATION FORUM
PROGRAMME PLAN
APRIL 2013

Purpose

The purpose of this Programme Plan is to present how the Regulatory Cooperation Forum (RCF) will perform its support activities for regulatory bodies of IAEA Member States who are expanding a nuclear power programme or developing one for the first time.

This is a living document and will be modified as needed with the approval of the RCF Steering Committee to reflect lessons learned as the RCF continues its activities.

This document should be read in conjunction with the RCF Terms of Reference.

RCF Membership

The RCF is open to all IAEA Member States. To join the RCF, the Member State senior regulator, or designee, should contact the RCF Secretariat by email or letter to request membership. The RCF's membership and Steering Committee members are provided in Attachment 1.

Criteria for RCF Support

To be a suitable candidate for RCF support, the recipient Member State must have shown a strong commitment towards the development of a nuclear power programme or expansion of an existing programme. The following criteria should be reviewed by the RCF Steering Committee before a decision is made to provide RCF support. *Note that all criteria do not need to be met before deciding to provide RCF support.*

- a) The recipient Member State regulatory body is a member of the RCF and has requested support through the RCF Secretariat.
- b) The nuclear safety regulatory body has been established and funded through national legislation.
- c) Milestone 1 (Ready to Make a Knowledgeable Commitment to a Nuclear Programme) of the IAEA's Milestones Document¹ has been completed, or is near completion.
- d) Training and/or IAEA advisory service or regional network² support on Safety Guide, SSG-16 "Establishing the Safety Infrastructure for a Nuclear Power Programme" has been received.

¹ IAEA Nuclear Energy Series, No. NG-G-3.1, *Milestones in the Development of a National Infrastructure for Nuclear Power*

- e) A self-assessment, based on SSG-16 to identify its regulatory body needs has been completed and support gaps have been identified.
- f) The candidate recipient has existing or near term planned bi-lateral or multi-lateral arrangements with countries having mature nuclear power programmes.
- g) The candidate recipient is a Contracting Party to the Convention on Nuclear Safety.

Consideration will also be given as to whether the candidate recipient country has received an Integrated Nuclear Infrastructure Review and/or Integrated Regulatory Review Service.

Steps for RCF Support

All the support provided through the RCF will be consistent with the IAEA Safety Standards using the regulatory body Actions identified in SSG 16 as a basis.

Step 1 – The recipient will present the status of its regulatory body development to the RCF Steering Committee, focusing on the selection criteria above.

Step 2 – If the Steering Committee decides to support the candidate recipient, the recipient will identify and provide to the RCF Secretariat all the regulatory support being received or planned to be received by various entities such as the IAEA, the European Commission, regional networks and all bi-lateral and multi-lateral arrangements. The recipient will also identify its regulatory needs not already being provided – referred to as regulatory gaps.

Step 3 – The RCF Secretariat will provide the recipient’s support being received and its regulatory gaps to the provider members. The RCF secretariat will solicit interest from the RCF providers and arrange a face-to-face meeting.

These meetings will generally be held in Vienna or other suitable location, normally twice per year approximately six months apart depending upon the number of recipient countries being supported simultaneously.

Note - The number of countries receiving RCF support simultaneously will be determined by the RCF Steering Committee. This will be based on the ability of RCF provider members to provide support and the ability of the RCF Secretariat and IAEA resources to facilitate and promote the RCF.

Step 4 - During the support meeting, the recipient country will present both the regulatory support it is receiving and its regulatory gaps. In discussion with RCF providers, the recipient should identify those gaps required to be met within a two year period with those gaps in the first 12 months to be given highest priority. The RCF may also consider the potential recipient gaps over a longer time to inform future budgeting commitments.

Step 5 - The provider country representatives will make commitments for support as much as is reasonably possible noting that provider members should send representatives to the support meetings who are able to make commitments to help ensure the efficiency of the RCF.

The RCF will coordinate the support programmes to ensure there is no unnecessary support overlap and to minimize situations where multiple provider countries are offering the same or similar support

² *Regional networks such as the Asian Nuclear Safety Network (ANSN), Arab Network of Nuclear Regulators (ANNuR), Forum of Nuclear Regulatory Bodies in Africa (FNRBA) and Iberoamerican Organization of Radiological and Nuclear Regulators (FORO)*

for the same need. An exception to this would be when multiple providers contribute in workshop or seminar settings where multiple recipients may benefit or when the support involves training such as on-the-job activities.

When the support is offered, the provider and recipient countries will determine what type of support will be provided and when and where the support will be provided. In addition, an estimate of resources should be performed to include an estimate of staff time involved by the provider countries.

Step 6 - Once the support has been identified, the RCF Secretariat, working with the involved providers and recipients, will develop an RCF Action Plan specific to the recipient's gaps and support being offered over the agreed upon time frame. This action plan, once approved by all involved parties, will be made available to all participants and be posted on the RCF secure web page.

Step 7 - The RCF Secretariat will prepare a meeting summary to be posted on the RCF secure web page.

Once the RCF Action Plan is approved, the involved parties are responsible for ensuring the support committed takes place as planned. If issues arise in the delivery of the planned support, the involved parties will notify the RCF Secretariat to assist in the facilitation of a revised action plan.

Refer to Attachment 2 for the template to be used in developing the RCF Action Plan.

Step 8 – The recipient Member State will provide regular feedback to the RCF Secretariat on the progress and effectiveness of the action plan developed. The recipient will also present an overall assessment of the action plan to the RCF Steering Committee at one of the bi-annual Steering Committee meetings.

Step 9 – The RCF Action Plan developed for each recipient will be reviewed and updated approximately every six months during the bi-annual support meetings. During these meetings, the recipient should update the providers on all regulatory support being received, including an assessment of the effectiveness of the RCF support received. In addition, new support gaps may be identified and presented to the RCF provider members.

At the discretion of the RCF Steering Committee, RCF recipients may have RCF support extended into the regulatory body's oversight of the licensee's initial Operations phase.

Finances

All Member States participating in the RCF will make their own arrangements for their own costs. In certain situations, where funding is needed for transportation and expenses, an RCF general budget, if available from extra-budgetary contributions to the IAEA, may fund certain activities on a case-by-case basis. This will be done at the discretion of the RCF Secretariat, in consultation with IAEA management and the RCF Steering Committee, if needed. The RCF general budget will not fund recipient or provider staff time.

Funds may be available to support RCF recipients through the IAEA's Technical Co-operation (TC) Programme. For these situations, it is essential that recipient countries include participation in the RCF in the appropriate TC programme project during the design phase of the project.

Additionally, there may be situations where Member States or external organizations, such as the European Commission, may fund costs related to activities by mutual arrangement.

Programme Evaluation

The RCF Secretariat will perform an evaluation of the RCF programme at the request of the Steering Committee. This evaluation will be presented to the Steering Committee and the necessary RCF programme changes will be made, including a determination of the continued need for the RCF altogether. The programme evaluation considering the elements below should be performed at no less than a triennial frequency, or as needed.

- a) Implementation and effectiveness of RCF Action Plans developed;
- b) Lessons learned on the RCF Programme;
- c) Feedback from RCF members to the RCF Secretariat on the RCF Programme.

RCF Websites

There are two web sites available for the RCF. One is accessible to the general public (<http://gnssn.iaea.org/regnet/Pages/rcf.aspx>) via the IAEA's Global Safety and Security Network (GNSSN) and the second site is for RCF registered members only. Registered RCF members gain access to the secure web page through the public version via the Regnet access point.

All RCF members should register for the secure web page using the steps outlined below.

- 1) Go to <http://nucleus.iaea.org/Home/index.html> and click Register on the top of navigation tool bar.
- 2) Complete account information with username and password.
- 3) Send email to n.douchev@iaea.org with username requesting access.
- 4) RCF Secretariat approves access.

Note – the steps outlined above registers the user for both access to the IAEA's Nucleus web site and the RCF secure web page. If the user already has an established a Nucleus account, only steps 3 and 4 are necessary.

The RCF secure web page contains important information for all RCF activities, including the following:

- Announcements
- Calendar of events
- Meeting summaries
- Presentations
- List of contacts
- RCF programme documents (Terms of Reference and Programme Plan)
- Useful web links to related information such as links to SSG-16 and the IAEA's Milestones Document.

It is essential that RCF members use the secure web page to keep track of RCF activities noting that notification for all announcements will be automatically emailed to all RCF members making it easier

for them to keep abreast of activities and important information such as the issuance of recipient-specific action plans, announcement of upcoming meetings, etc.

For the List of Contacts, the contact information must be reviewed by RCF members on an as needed basis. When changes occur, members are responsible for notifying the RCF Secretariat.

ATTACHMENT 1 - RCF Membership

Forum Member	Provider/Recipient/Observer	Steering Committee	Comments
Belarus	Recipient		
Canada	Provider		
Chile	Recipient		
China	Provider		
European Commission	Provider		
Egypt	Recipient		
Finland	Provider		
France	Provider		
Germany	Observer		
IAEA	Provider		
Iran	Recipient		
Japan	Provider		
Jordan	Recipient		Active recipient since 2010
Nigeria	Recipient		
OECD/NEA	Observer		
Pakistan	Provider	YES – since 2011	
Poland	Recipient	YES – since 2011	
Republic of Korea	Provider	YES – since 2011	Chairman since 2013
Russian Federation	Provider	YES – since 2011	
South Africa	Recipient	YES – since 2012	Vice-Chairman since 2013
United Arab Emirates	Recipient	YES – since 2011	Vice-Chairman 2010 - 2012
United Kingdom	Provider	YES – since 2011	Chairman 2010-2012
United States of America	Provider	YES – since 2011	
Vietnam	Recipient	YES – since 2011	Active recipient since 2012

ATTACHMENT 2- RCF Action Plan Template

[Country Name] RCF Support Action Plan

Revision 0

WHAT Support	WHO Provides Support	WHEN Support Provided	WHERE Support Provided	Comments