



REGULATORY COOPERATION FORUM
PROGRAMME PLAN
JUNE 2014

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

RCF membership 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. Members can be providers, recipients or observers. The RCF's membership is provided in Attachment 1.

Steering Committee

The Steering Committee:

- Will comprise senior representatives from regulatory authorities in different Member States and may include representatives from international organizations. Representatives for the committee meetings and the support meetings should normally be the same individual;
- Will appoint a Chairperson and a Vice-Chairperson for a term of three years. The Chairperson will lead activities and act as spokesperson for the RCF;
- Will meet at least once a year through face-to-face meetings to review and revise policy, establish general concepts for the RCF and agree to proposals for RCF support to its members. Additional meetings may be convened by the Chairperson or the Vice-Chairperson, as necessary;
- Will approve new Steering Committee membership requests;
- Will review the RCF Terms of Reference and the RCF Programme Plan periodically;
- Will determine the number of countries to receive RCF support simultaneously. 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;
- Will approve the formation and termination of working groups;

- Will decide on continuation or termination of a recipients' RCF support programme;
- Will review the continuing need for the RCF. If no further need is identified, the Steering Committee may recommend to RCF members the termination of the RCF altogether.

Criteria for RCF Support

To be eligible for RCF support, the RCF member's country must show a strong commitment towards the development of a nuclear power programme or expansion of an existing programme. The following criteria shall 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 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.
- e) A self-assessment to identify its regulatory body needs has been completed and support gaps have been identified.
- f) The recipient requesting RCF support (henceforth referred to as *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 (CNS).

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

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, when possible.

Step 1 – The candidate 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 recommends that the candidate recipient be supported by the forum, the recipient (henceforth referred to as *active 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 active recipient will also identify its regulatory needs not already being provided – referred to as regulatory gaps. This information should be included in the RCF Action Plan Template (see Attachment 2).

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

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)

Step 3 – The RCF Secretariat will provide the active recipient’s support being received and its regulatory gaps to the provider members. The RCF secretariat will place the received information on the RCF restricted web page, will solicit interest from the RCF members and arrange a support meeting. These meetings will generally be held in Vienna or other suitable location, normally once per year.

Step 4: Support Meeting

- During the support meeting, the active recipient will present both the regulatory support it is receiving and its regulatory support gaps. In discussion with RCF members, the active recipient should identify those gaps required to be addressed within a two year period with those gaps in the first 12 months to be given highest priority.
- The member 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 IAEA, as a provider, is encouraged to send representatives from the Nuclear Energy Department, the Technical Cooperation Department and others as needed.
- The RCF will coordinate the support programmes to ensure there is no unnecessary support overlaps.
- When the support is offered, the providers and the active recipient 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.

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

- Once the support has been identified, the RCF Secretariat, working with the involved providers and the active recipient, 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 developed, will be made available to all RCF members and be transferred to the RCF secure web page, where the recipient country is expected to update it when needed.
- For active recipients already receiving RCF support, the Action Plan is reviewed and updated.

Step 5 - The RCF Secretariat will prepare a meeting summary to be posted on the RCF secure web page.

Step 6 – Once the RCF Action Plan is completed, 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. Step 7 – The active recipient will provide feedback at the support meeting on the progress and effectiveness of the Action Plan developed. The active recipient will also present an overall assessment of the Action Plan to the RCF Steering Committee at its annual meeting.

The above steps are illustrated in Figure 1.

Finances

All Member States participating in the RCF will make their own arrangements for their own costs. Members are expected to provide extrabudgetary contributions to the IAEA for professional and general staff and operating funds to the RCF general budget. The RCF general budget will not fund RCF member staff time. In exceptional situations, based on available contributions from RCF members, member transportation and related expenses may be funded. This general budget will also

fund IAEA staff travel and related expenses and other support activities such as consultants and promotional material.

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.

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 every three years.

- 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.

IAEA Role

The IAEA is a provider member of the RCF, and will provide an RCF Secretariat which will:

- a) Facilitate RCF meetings, promote coordination and collaboration among the provider and recipient members and coordinate other necessary RCF activities;
- b) Maintain the Terms of Reference and the RCF Programme Plan;
- c) Establish and maintain RCF websites to optimize communications to both internal and external stakeholders;
- d) Identify and analyse lessons learned and share them with the RCF Steering Committee for potential programme changes;
- e) Perform a programme evaluation as directed by the Steering Committee;
- f) Consistent with the IAEA Nuclear Safety Action Plan, reach out to Members States to encourage their membership and participation in the RCF and its activities;
- g) Encourage improved coordination of support from all involved stakeholders; and
- h) Manage extra-budgetary funds contributed to the RCF for its activities.

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.

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

- Announcements
- Calendar of events
- List of contacts
- Meeting summaries
- Presentations
- RCF Action Plans
- RCF Meetings
- RCF programme documents (Terms of Reference and Programme Plan)
- Team Sites
- 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 active 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 making the necessary changes.

Members are expected to frequently update:

- The Action Plans
- The List of Contacts
- The Calendar
- Team Sites

ATTACHMENT 1 - RCF Membership

Forum Member	Provider	Recipient	Observer	Steering Committee	Comments
Belarus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Joined in 2012 Active recipient since 2014
Bangladesh	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Joined in 2013
Canada	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Joined in 2011
Chile	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Original member
China	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Original member
European Commission	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Original member
Egypt	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Original member
Finland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Original member
France	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Since 2013	Original member Chairman since 2013
Germany	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Joined in 2011
IAEA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Original member
Iran	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Joined in 2011
Japan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Since 2013	Original member
Jordan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Original member Active recipient since 2010
Kenya	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Joined in 2013
Nigeria	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Joined in 2012
OECD/NEA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Original member
Pakistan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Since 2011	Joined in 2011
Poland	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Since 2011	Original member Active recipient since 2014
Republic of Korea	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Since 2011	Original member Chairman 2013
Russian Federation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Since 2011	Original member
South Africa	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Since 2012	Original member Vice-Chairman since 2013
Sudan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Joined in 2014

United Arab Emirates	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Since 2011	Original member Vice-Chairman 2010 – 2012
United Kingdom	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Since 2011	Original member Chairman 2010- 2012
United States of America	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Since 2011	Original member
Vietnam	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Since 2011	Original member Active recipient since 2012

ATTACHMENT 2- RCF Action Plan Template

[Country Name] RCF Support Action Plan

Revision 1

SSG-16 Actions	In process or planned support	WHAT Support	WHO Provides Support	Start Date	End Date	WHERE Support Provided	Resource Estimate	Comments	Priority/ Status

Figure 1 – Illustrating Steps for RCF Support

