

The Regulatory Cooperation Forum (RCF)



RCF process flowchart

June 2025



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1. PURPOSE

This document outlines the process to facilitate information sharing between the RCF members including Observers, especially the coordination activities between Active Recipients and Providers.

2. REFERENCES

- RCF Terms of References
- RCF Strategic Plan For 2024-2028
- RCF Operational Plan for 2024-2026

3. ABBREVIATIONS & DEFINITIONS

Abbreviations

ARR	: Active Recipients Report
KPIs	: Key Performance Indicators
RCF	: Regulatory Cooperation Forum
SC	: Steering Committee
SI	Supporting Indicators

Definitions

Active Recipients : Member States that report on the development of their regulatory infrastructure, identifying support needs to be addressed through the RCF and that actively engage with Providers to implement support activities as detailed in 6.1.1

Active Recipients Report : Presentation that provides a summary overview of the status of each Active Recipient, provided during the RCF SC. This document is maintained by each Active Recipient and presented during the annual RCF SC meeting and includes an update on:
(1) Mapping Matrix attached as appendix 1
(2) Master List (Recipient Action Plan and Request for Support) attached as appendix 2

Bilateral & Multilateral Support : Collaboration between one or more Providers and Active Recipients to address regulatory gaps identified in Active Recipients' Mapping Matrix and requested in their Master List. Support includes activities such as scientific visits, conferences/training, organizing workshops, etc.



Common issues: : Gaps or needs that are common to the regulatory infrastructure of more than one active recipient, and that are identified by the RCF SC meeting following the ARRr from Active Recipients.

Consolidated List of Support Activities : A short-term (1–3 years) list, of consolidated activities committed to by both Providers and Recipients, maintained by the RCF Secretariat, combining planned support actions from the Master Lists of various Active Recipients.

Key Performance Indicators : Defined for RCF, they are the critical (key) quantifiable indicators of progress toward the RCF intended results. The defined KPIs provide a focus for strategic and operational improvement, offer a robust basis for Steering Committee decision making and help focus on key features of the RCF. The KPIs include set of defined targets which indicate the desired level of performance and allow tracking progress against those targets.

Mapping Matrix : A self-assessment tool consisting in an overview based on SSG-16, used by Active Recipients to identify and prioritize gaps in their regulatory framework, and considering support initiatives conceived within and outside RCF. The support meetings will consider actions aiming at filling the gaps.

The Mapping Matrix form is attached as appendix 1 and includes:

- Information on Identified gaps’ in regulatory infrastructure
- National plan for development of regulatory infrastructure
- On-going/complete support activities since the previous Support Meeting, including support initiated outside of the RCF

Master List /“Table of Action Plan and Request for the Support” : A table listing:

- needed regulatory improvements (identified in the Mapping Matrix) a recipient country plans in the short term (~1-3 years);
- bilateral/multilateral support activities between Active Recipients and Providers to fill these gaps.



The updated table must be submitted two months before a Support Meeting and include:

- A list of support activities Providers and Recipients have planned to complete over the next few years;
- Status of support activities (born within and outside RCF) – to be provided before, during and after Support Meeting

Observers : Member States expected to eventually become RCF members or have other justification for attendance.

Orientation Package : Set of introductory material, including presentations, for prospective and new (Active) Recipients, explaining how RCF works, Support Process, development of Mapping Matrix and Master List

Providers (Provider Countries) : Member States with established nuclear power programmes. Their role is to provide assistance to the RCF and Recipients based on “Areas of Capability”.

Provider Country Presentation : Presentation provided by Providers during the RCF SC meeting, which includes the following elements:

- An update on a Provider’s area of capability, discussed in Clause 6.1.3
- Planned activities, upcoming in the next year, that may be of interest to Active Recipients
- Projects or innovation aiming at improving nuclear regulation
- Recent developments and ongoing activities of interest to RCF members, including updates on current activities and advancements of support activities

Provider’s Capable Areas of Support : Areas in which Providers declare they have the capability and ability to deliver support based on the guidelines in SSG-16 (Appendix 3). Information on the areas is given and updated by the Providers’ Countries in form of a report.

RCF members : The definition includes: Providers, Active Recipients, and Recipients



- RCF Steering Committee Presentation** : A presentation by the RCF Secretariat at the annual SC meeting covering:
- Updates on RCF activities.
 - KPI results from the previous year.
 - Draft SC report including: an update on the results of Support Meetings, including all follow up activities
 - A survey on the RCF SC meeting logistics. The results are distributed 2 months after the RCF SC meeting ends.
 - Upcoming and implemented (since the last Steering Committee meeting) multilateral engagement opportunities.
- Recipients (Recipient countries)** : Member States introducing or expanding the use of nuclear power and seeking support from provider countries.
- Supporting Indicators** : Administrative indicators that contribute to measure and monitor progress toward meeting RCF goals.
- Steering Committee Meeting** : Annual meeting of all RCF SC members. During this meeting:
- Decision is taken on various RCF proposals
 - Active Recipients present their AAR and, in particular, the status and development work completed on their nuclear safety infrastructure over the past year
 - Improvements to the RCF proposed by members
 - Requests/changes to membership status are proposed
 - Discussion and action on common issues (gaps and needs) shared by RCF members
 - Multilateral initiatives and awareness opportunities proposed
 - Other matters for the RCF decision or awareness, as required
- Support Activity:** : Dedicated activity between Active Recipient(s) and a single or multiple Providers designed to fill information gaps reported in an Active Recipient's Mapping Matrix.
- Support Meeting** : During this meeting Recipients request support activities (via Master List) from Providers to fill gaps in their Mapping Matrix; This meeting typically takes place during the week of the annual



RCF SC meeting and includes a single Recipient with multiple Providers.

Note: many factors influence a Provider Country's decision to declare support for a Recipient Country request for support. A list of examples includes:

- Available opportunities for multilateral support (represented by the RCF secretariat)
- The level of commitment demonstrated by a recipient country outside of RCF activities; Government issued declaration to develop nuclear power capabilities, active development of nuclear regulatory infrastructure prior to and in addition to support provided by the RCF, allocation of significant resources to nuclear development within the Recipient Country
- A Provider Countries current fiscal and political circumstances
- Provider Country capability in area specified area.
- Other reasons not specified in this document

**Updated Active
Recipient
Progress
Indicators**

- : Presentation of indicators on the progress made by the Active Recipients in relation to the identified gaps within the regulatory infrastructure (e.g., the plan of activities conducted by the Active Recipient, number of updated documents, staff trained, and the number and/or ratio of addressed gaps identified by the active recipient)



4. RESPONSIBILITIES

- 4.1 The RCF SC, RCF Secretariat, all RCF members, and Observers are responsible for implementing this process.

5. INTRODUCTION

- 5.1 The Regulatory Cooperation Forum (RCF) is a member-driven forum of nuclear safety regulators. It focuses on supporting regulatory authorities in Member States that are developing their nuclear safety and security frameworks.

The RCF promotes the sharing of regulatory knowledge and experience through international cooperation with the goal of achieving a high standard of nuclear safety that is consistent with the IAEA safety standards. The RCF comprises countries with advanced nuclear power programmes and countries that are planning to expand or introduce the use of nuclear power.

- 5.2 The process elements are defined in section 6 and include references to supporting templates. These templates have been included in the appendix of this document. To maintain practicality in the use of this process, a simplified flowchart is provided Section 9 of this document.

6. PROCESS

6.1 Before Steering Committee and Support Meetings

- 6.1.1 All Active Recipients must submit an updated Active Recipients Report (ARR) **two months** before the annual RCF SC meeting. If an Active Recipient is requesting a support meeting the following information must be submitted:
- Updated Master List (Recipient Action Plan and Request for Support) attached as appendix 2.
 - Confirmation email to the RCF secretariat requesting a support meeting.
- 6.1.2 Once all ARR's have been collected, The RCF secretariat will promptly distribute the updated Master List (Recipient Action Plan and Request for Support) document to the Providers.
- 6.1.3 One month before the RCF SC meeting, Providers will update and submit to the RCF Secretariat their Provider Report on Capable Areas of Support or confirm the validity of the previously submitted list, using the form attached as Appendix 3.
- 6.1.4 Two weeks before the RCF SC meeting, The RCF secretariat will develop/ update and distribute the Provider Report on Capable Areas of Support (catalog made) using form attached as Appendix 3.



6.2 During Steering Committee and Support Meetings

The Recipients are invited to the RCF SC meeting to present the status of their nuclear safety infrastructure and share the related knowledge and experience. Providers will give the Provider Country Presentation. Observers have the opportunity to participate in the RCF SC meeting and explore the support areas identified by Providers for the Recipients.

- 6.2.1 During the annual RCF SC meeting, the RCF Secretariat will schedule Support Meetings. As a reminder, a Support Meeting maybe scheduled when requested from an Active Recipient that has met the requirements of 6.1.1.
- 6.2.2 During the Support Meeting, the Active Recipients should present the ARR which includes presentation of identified gaps, received support, evaluation of bilateral/multilateral activities and requested support activities.
- 6.2.3. Active Recipients and Providers will engage in dialogue on the proposed Support Activities to determine possibility for declaration of Providers engagement in Support Activities. The outcomes of Support Meeting will be immediately reported by Active Recipient to SC meeting.
- 6.2.4 During the RCF SC meeting, the RCF Secretariat will:
 - Update the SC with all of the implemented activities under the RCF
 - Present the KPI results collected during the previous year.
 - Provide the draft SC meeting report including: an update on the results of Support Meetings, including all follow up activities.
 - Distribute a survey on the RCF SC meeting accommodations. The results will be distributed 2 months after the RCF SC meeting ends.

6.3 After Steering Committee and Support Meetings

- 6.3.1 Based on the Support Meeting discussions and within 30 days after the RCF SC meeting, the Active Recipients will submit their Master List (Recipient Action Plan and Request for Support) to the RCF Secretariat to develop and update the Consolidated List of Support Activities.
- 6.3.2 Following the Support Meeting, Active Recipients and Providers should work together to finalize and agree on a plan to complete activities declared by the Providers during the Support Meeting and outlined in the Master List (Recipient Action Plan and Request for Support).
- 6.3.3 Active recipients will update the RCF Secretariat on the progress of the bilateral support arrangements 3 months after the RCF SC meeting, by providing an updated Master List (Recipient Action Plan and Request for Support). The RCF Secretariat will report the Consolidated List of Support Activities during the RCF SC meeting.



7. DOCUMENTATION, RECORDS & APPENDICES

- Appendix 1: Mapping Matrix
- Appendix 2: Master List (Recipient Country Request Sheet for Support Meeting and Action Plan)
- Appendix 3: Provider Report on Capable Areas of Support
- Appendix 4: Consolidated List of Support Activities

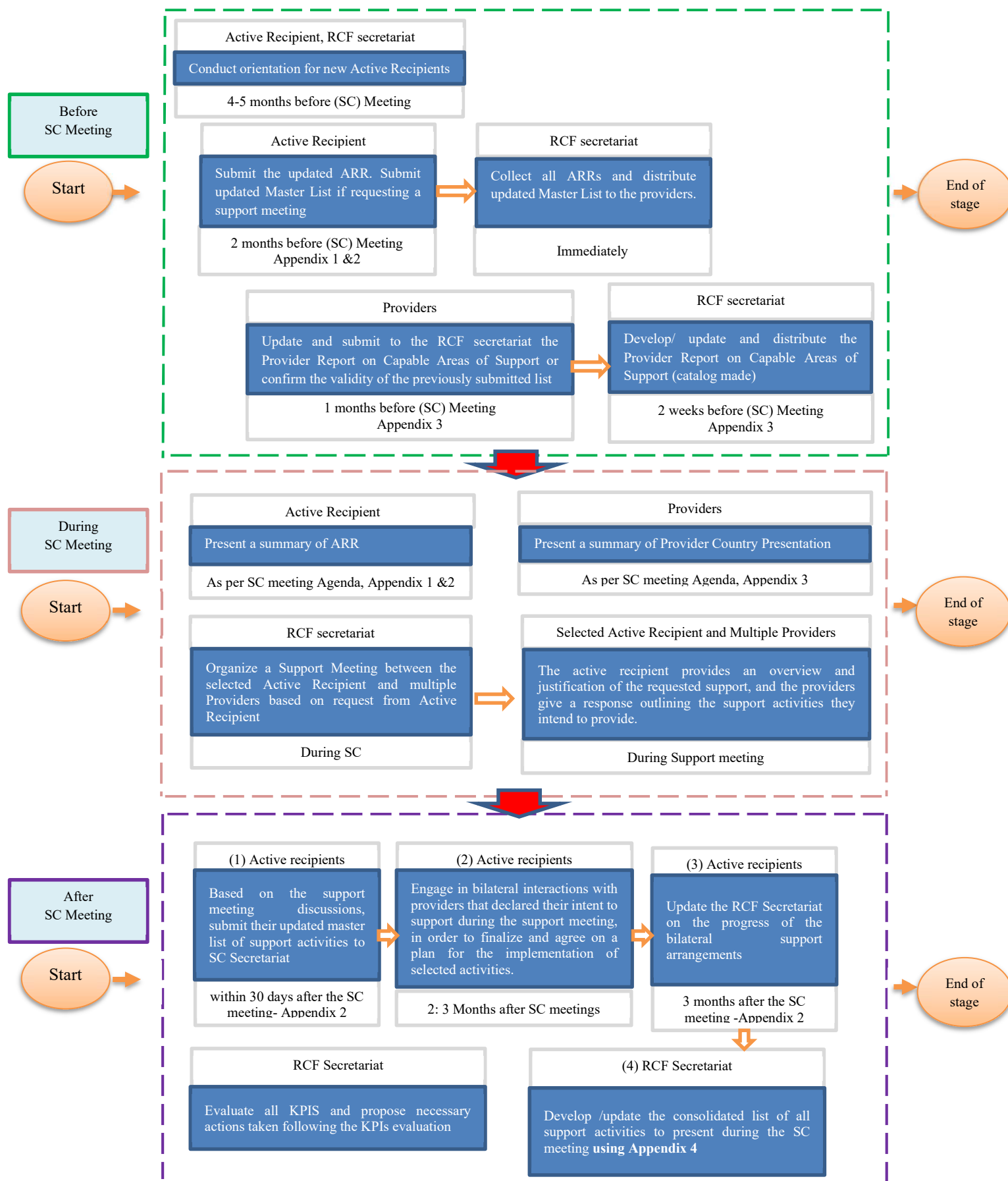
8. PROCESS KPIS

The following Process KPIs are proposed (for example, but not limited to):

- Percentage of the active recipients that complete and submit the support template and Mapping Matrix
- Number of requests that received support declaration from providers
- Percentage of completeness of the Consolidate List of the Support Activities
- Presentation of indicators on the enhanced capabilities of the Active Recipient in relation to the identified gaps within the regulatory infrastructure
- Percentage of Providers' submitting and updating the Report on Capable Areas (list and activities) of Support
- Up to date report on capable areas (catalogue made, maintained and shared)



9. FLOW CHART



Mapping matrix for [country name]

Country profile (Current Phase 2)		
Involved Organization	NEPIO Regulatory Body Operator of the first NPP	
NP Programme	National Energy Policy Site Selection EPR plan	
Regulatory Body - status of infrastructure development	Independence Legal Framework for NPP Funding of RB Establishment of regulations and guides Number of staff Human Resource Development Plan TSO	
IAEA Peer Review Mission	SEED Mission	
	INIR Mission	
	IRRS Mission	
	EPREV Mission	
	IPPAS Mission	
	INSServ Mission other self-assessment	

20 Elements based on SSG-16	Identified gaps in regulatory infrastructure (including Recommendations and Suggestions by the Peer Review/self-assessment)	National Plan for the development of Regulatory Infrastructure	Support framework (Yellow-Planned, Green-Implemented)				Request for RCF support activity plans and status of progress
			IAEA	Regional Network	Bilateral Cooperation	Other sources of support	
1. National policy and strategy for safety							
2. Global nuclear safety regime							
3. Legal framework							
4. Regulatory framework							
5. Transparency and openness							
6. Funding and financing							
7. External support organization and contractors							
8. Leadership and management for safety							
9. Human Resource Development							
10. Research for safety and regulatory purposes							
11. Radiation protection							
12. Safety assessment							
13. Safety of radioactive waste management, spent fuel management and decommissioning							
14. Emergency preparedness and response							
15. Operating organization							
16. Site survey and site evaluation							
17. Design safety							
18. Preparation for commissioning							
19. Transport safety							
20. Interfaces with nuclear security							

Appendix 2

[Recipient Country Name] - RCF Recipient Country Request Sheet for Support Meeting - RCF Meeting MM.YYYY												
	To be filled in by requesting Active Recipient								Declarations at Support Meeting	Results of bilateral interactions		
	What support is requested	Where - to be implemented in recipient or provider country	How long - length of the proposed activity	Who will participate from recipient	Start date - tentative (year and quarter)	Who can provide support - indicate identified provider or several - with basic explanation given	Arrangements already taken (if any)	Resource estimate and funding source identified	RCF providers who declared support	Information on agreed support activity to be provided	Status of action implementation (update to be provided in advance for each rcf sc meetings)	Effectiveness of support (number of staff trained, number of documents updated, number of regulations reviewed, etc.), Remarks (optional)
1												
2												
3												
4												
5												

Appendix 3

List of capable support from providers

Country/RB	Capable support to be provided – areas and topics for cooperation	Remarks

Appendix 4

List of providers' planned support activities

1. Providers' support programme for active recipient countries

Provider	Recipient	Fields of support	Schedule	Remark