

**(Draft)**

## **Guidelines for the Operation of the Standing Advisory Committee of the RCA Regional Office**

1. **(Introduction)** When the RCARO was opened in March 2002 during the 24<sup>th</sup> NRM and in connection with the 30<sup>th</sup> Anniversary of the RCA Agreement, MSs agreed to constitute an Advisory Committee (AC) and it was requested to undertake designated functions during the interim period of operation of the RCARO. The functions of the interim AC were, among others, mainly focused on giving advice on the legal provisions of the RCARO and the newly initiated RCARO programmes. The interim AC also undertook to nominate a Director of the RCARO through a Selection Committee nominated by the 33<sup>rd</sup> RCA GCM.

As the 3-year interim period of operation of the RCARO would be completed with the 27<sup>th</sup> NRM in April 2005, a Standing Advisory Committee (SAC) was constituted, as stipulated in the 'Working Paper on the Establishment of RCARO'.

2. **(Objectives)** The objectives of these Guidelines are to define the appointment, roles and responsibilities of the SAC and other necessary matters related to its operation.

3. **(Appointment)** The SAC shall consist of a maximum of six members. The SAC members shall be selected from the RCA Member States and one member shall be the RCA Coordinator. The SAC voting members shall be appointed by the RCA NRM. Among the members, three members shall be the RCA immediate past Chair, the current Chair and the immediate next Chair. In addition to these elected members, there shall be three designated members: the past Chair of RCARO SAC (except for the initiation of these processes where it will be Chair of the interim AC), National RCA Representative from the host country of the RCARO (Korea) and the RCA Coordinator on behalf of the RCA Secretariat. The RCA Coordinator shall have no voting right.

4. **(Observers)** The Director of the RCARO shall be an observer at SAC meetings. Observers from any other RCA MSs and the IAEA are welcome to attend the SAC meetings.

5. **(Meeting Secretariat)** RCARO shall serve as the SAC secretariat.

6. **(Chair)** The SAC shall elect a Chair from among the voting members. In the case that the Chair is not available for a SAC meeting, the meeting shall elect a Chair for that meeting. In the case of a tie when voting, the Chair shall decide the issue. The term of the Chair shall be determined by the SAC. The SAC should meet as soon as possible during the NRM once the Chairs have assumed their respective positions.

7. **(Roles and Responsibilities)** The main roles and responsibilities of the SAC are:

(a) To give advice

- on day to day operational matters of the RCARO including additional legal provisions
- on the activities of the RCARO in fulfilling its mandate given by the Member States including the RCARO initiated projects
- on the RCARO related documents such as guidelines and protocols
- on the RCARO Work Plan
- on the RCARO Annual Report

(b) To constitute and operate the Selection Committee for the Director of the RCARO

(c) To recommend

- for 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) To evaluate the performance of the Director of the RCARO annually and to report the result of the evaluation to the NRM for their consideration

8. **(Communication)** The SAC members shall make every effort to have efficient and effective communication facilities to fulfill their function. To the best of their abilities the maximum use of remote communication will be made.

The Chair shall call an SAC meeting, preferably prior to the each NRM or any other convenient time when the SAC cannot process and progress issues using normal communication and therefore deems a physical meeting necessary. The presence of four members out of the six SAC members shall constitute a quorum. No proxies shall be accepted.

9. **(Cost for SAC Participation)** The travel and DSA for members attending the Committee meetings shall be borne by the members. In particular cases upon request, the RCARO will support the DSA for the SAC members attending the meetings, subject to the RCARO established rules. Other expenses incurred by SAC members conducting their defined duties shall be borne by them.

10. The ‘Guidelines on the Operation of the RCARO SAC’ shall be incorporated in the ‘RCA Guidelines and Operating Rules’ after adoption by the RCA NRM.

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Reviewed by the First SAC meeting on 7 April 2005 in KL, Malaysia