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ARCAL

**REGIONAL COOPERATION AGREEMENT FOR THE PROMOTION OF
NUCLEAR SCIENCE AND TECHNOLOGY IN LATIN AMERICA AND THE
CARIBBEAN**

ARCAL MANUAL OF PROCEDURES

**SIXTH MEETING OF THE BOARD OF ARCAL
REPRESENTATIVES (BAR)**

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This document has been prepared and approved by the ARCAL Technical Coordination Board (ATCB) and does not reflect the opinion of the International Atomic Energy Agency. However, it is being distributed by the Secretariat for ARCAL in the International Atomic Energy Agency in accordance with Articles V.2.v and vii of the Cooperation Agreement for the Promotion of Nuclear Science and Technology in Latin America and the Caribbean.

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INTRODUCTION

Based on an initiative of the Andean Pact countries (Bolivia, Ecuador and Peru) put forward in 1981, ARCAL was founded in 1984 with the participation of ten countries — Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Paraguay, Peru, Uruguay and Venezuela — as the “Regional Cooperative Arrangements for the Promotion of Nuclear Science and Technology in Latin America”, under the auspices of the International Atomic Energy Agency.

In the years following ARCAL has been joined by Costa Rica, Cuba, El Salvador, Guatemala, Haiti, Jamaica, Mexico, Nicaragua, Panama and the Dominican Republic.

At a special meeting of the highest nuclear authorities of the participating countries held in Havana, Cuba, from 3 to 7 March 1997, it was agreed to reaffirm support for the ARCAL programme through the adoption of an intergovernmental agreement and the elaboration of a Manual of Procedures, both constituting the regulatory documents of the Agreement.

At the fifteenth Technical Coordination Meeting held from 25 to 29 May 1998 in São Paulo, Brazil, approval was given to ARCAL document 9809 entitled “General aspects of the Manual of Procedures” setting out the general structure of the Manual, which was subsequently approved by the ARCAL Representatives at their meeting of 22 September 1998.

At the sixteenth meeting of the Technical Coordination Board, held from 24 to 28 May 1999 in Santiago, Chile, version 9905 of the ARCAL Manual of Procedures was adopted. This version was approved by the ARCAL Representatives at their meeting on 28 September 1999, during the IAEA General Conference.

Pursuant to the BAR’s mandate of September 2002, a Working Group was established to review the Manual of Procedures. The Group met from 18 to 22 November 2002 in Montevideo, Uruguay, and produced the present document, which was submitted to the ATCB for review at its next meeting and subsequently submitted for the BAR’s consideration in September 2003.

The procedures proposed in this new version have been updated taking into consideration the provisions of the “Regional Cooperation Agreement for the Promotion of Nuclear Science and Technology in Latin America and the Caribbean”.

SECTION I: BASIC ASPECTS OF ARCAL

1.1 Regional Cooperation Agreement for the Promotion of Nuclear Science and Technology in Latin America and the Caribbean (ARCAL)

COOPERATION AGREEMENT FOR THE PROMOTION OF NUCLEAR SCIENCE AND TECHNOLOGY IN LATIN AMERICA AND THE CARIBBEAN

CONSIDERING that the States Parties to this Agreement (hereinafter referred to as the “States Parties”) recognize that within their respective national nuclear development programmes there exist areas of common interest wherein mutual cooperation can help to promote nuclear science and technology and their utilization for peaceful purposes, as well as more effective and efficient exploitation of the available resources;

RECALLING that it is a statutory function of the International Atomic Energy Agency (hereinafter referred to as the “Agency”) to encourage and assist research on, and the development and practical application of, atomic energy for peaceful uses, which function can be fulfilled by furthering technical cooperation among its Member States through application of the “Partners in Development” concept;

TAKING INTO ACCOUNT that — under the auspices of the Agency — the States Parties desire to conclude a Regional Agreement to encourage and strengthen such technical cooperation activities;

The States Parties agree as follows:

ARTICLE I. OBJECTIVE

1. The States Parties, under the auspices of the Agency, undertake to promote, foster, coordinate and implement cooperation activities for training, research, development and applications of nuclear science and technology in the Latin America and the Caribbean region through their competent national institutions.
2. The present agreement shall be called “Regional Cooperation Agreement for the Promotion of Nuclear Science and Technology in Latin America and the Caribbean” and shall be identified by the acronym “ARCAL”.

ARTICLE II. BOARD OF REPRESENTATIVES

1. The States Parties shall designate their respective Permanent Representatives to ARCAL. These representatives (hereinafter referred to as “ARCAL Representatives”) shall constitute the “Board of ARCAL Representatives” (hereinafter referred to as “BAR”), the highest decision-making body of the Agreement, which shall meet at least once a year.
2. The “BAR” shall be responsible for:
 - i. Establishing the policies, guidelines and strategies of ARCAL;

- ii. Establishing the necessary legal regulations for attaining the objectives of the Agreement, including the Manual of Procedure for ARCAL and the financial arrangements of the IAEA;
- iii. Reviewing and approving annually the ARCAL programmes and projects, including their respective resource allocations, submitted for its consideration by the “ARCAL Technical Coordination Board” (hereinafter referred to as “ATCB”);
- iv. Defining ARCAL’s relations with States not party to the Agreement, other international bodies, non-governmental organizations and the private sector.

ARTICLE III. TECHNICAL COORDINATION BOARD

1. Each State Party shall designate a “National Coordinator” who shall be a senior official.
2. The ARCAL National Coordinators shall constitute the “ATCB”, which shall meet at least once a year.
3. The “ATCB” shall be responsible for:
 - i. Implementing the decisions approved by the “BAR”;
 - ii. Advising the “BAR” on the technical aspects of ARCAL;
 - iii. Formulating and submitting annually for the consideration of the “BAR” the ARCAL programmes and projects, including the respective resource allocations;
 - iv. Assessing annually the implementation of the ARCAL programmes and projects, with a view to making recommendations to the “BAR” regarding their continuation, modification or conclusion.

ARTICLE IV. OBLIGATION OF THE STATES

1. Each State Party which decides to participate in an ARCAL project undertakes to contribute to its due implementation by:
 - (a) Contributing financial resources and/or contributions in kind;
 - (b) Making available facilities, equipment, material and know-how under its jurisdiction which are appropriate.
2. Each State Party which participates in an ARCAL project undertakes, in accordance with its national juridical system, to adopt the measures which prove necessary to facilitate in its territory the activities of the staff assigned by another State Party or by the Agency to participate in the project.
3. Each State Party which participates in an ARCAL project undertakes to submit to the “ATCB”, through the Agency, an annual report on the implementation status of the project.

4. Each State Party shall provide the “BAR” with any additional information deemed necessary concerning the project in question.

5. Each State Party which participates in an ARCAL project undertakes, in accordance with its national juridical system, to apply the safety rules and regulations of the Agency for the duration of the project.

ARTICLE V. OBLIGATIONS OF THE AGENCY

1. Subject to available resources, the Agency shall support the ARCAL programmes and projects established in accordance with this Agreement by means of its technical cooperation and other programmes. The principles, rules and procedures governing the provision of technical cooperation by the Agency and its other programmes shall apply, as appropriate, to any such Agency assistance.

2. In order to achieve the objectives of this Agreement and, on the basis of the recommendations made by the “BAR” and the “ATCB”, the Agency shall perform the following secretariat functions:

- i. Coordinate the activities between the States Parties;
- ii. Allocate the contributions made by the States Parties and external donors to ARCAL amongst the ARCAL projects and the States Parties participating in these projects;
- iii. Adopt such measures as may be necessary for the implementation of the ARCAL projects;
- iv. Prepare each year the Plan of Activities for the implementation of the ARCAL projects;
- v. Provide administrative support for the convening, preparation and organization of the “BAR” and “ATCB” meetings and any other deemed necessary;
- vi. Assist in organizing, financing and conducting the meetings of experts included in the [ARCAL] Plan of Activities;
- vii. Compile and distribute the reports received from States Parties;
- viii. Prepare annually a report on the implementation of the ARCAL programmes and projects, and submit it to the “ATCB” and “BAR”;
- ix. Provide administrative support for monitoring the ARCAL projects.

3. With the consent of the “BAR”, the Agency may invite States not party to the Agreement, other international bodies, non-governmental organizations and the private sector to contribute, by providing financial resources and/or appropriate contributions in kind, to the development of ARCAL activities.

4. The Agency, in consultation with the “BAR”, shall administer these contributions in accordance with its Financial Regulations and with other applicable rules. The Agency shall keep separate records and accounts for each contribution.

ARTICLE VI. CIVIL RESPONSIBILITY

The Agency, States not party to the Agreement, other international bodies, non-governmental organizations and the private sector which participate under the terms and conditions described in the Agreement shall not be responsible for the safe implementation of the ARCAL programmes and projects.

ARTICLE VII. PEACEFUL UTILIZATION

Each State Party undertakes that any assistance received under this Agreement will be used exclusively for peaceful purposes in accordance with the Statute of the Agency.

ARTICLE VIII. CONFIDENTIALITY OF INFORMATION

Each State Party shall ensure that no one designated by another State Party participating in an ARCAL project reveals any information obtained as a result of his/her presence in the facility without the written consent of the other State Party.

ARTICLE IX. SETTLEMENT OF DISPUTES

Any dispute which may arise concerning the interpretation or application of this Agreement shall be resolved using whatever peaceful means of settlement the parties to the dispute desire.

ARTICLE X. SIGNATURE AND ACCESSION

1. This Agreement shall be open for signature by all the Member States of the Agency belonging to the Latin America and the Caribbean region at the Headquarters of the Agency in Vienna from _____199__ until its entry into force.
2. This Agreement shall be subject to ratification by the signatory States.
3. States which have not signed this Agreement may accede to it after its entry into force.
4. The instruments of ratification or accession shall be deposited with the Director General of the Agency, who shall be the Depositary of this Agreement.
5. The Agency shall notify promptly all signatory States and those who have acceded regarding the date of each signature, the date of deposit of each instrument of ratification and accession to the Agreement and the date of its entry into force.

ARTICLE XI. ENTRY INTO FORCE

This Agreement shall enter into force after deposit of the instrument of ratification by ten Member States. It shall remain in force for ten years, and may be extended by periods of five years if the Member States so agree.

ARTICLE XII. DENUNCIATION

1. Any State Party may denounce this Agreement by written notification to the Depository, giving at least six months' notice, and the latter shall inform the States Parties.

2. In the event of denunciation of the Agreement, the State Party shall remain bound by the obligations it has undertaken with respect to the projects in which it is participating until completion of those projects.

ARTICLE XIII. TRANSITIONAL ARRANGEMENTS

The States of Latin America and the Caribbean participating in ARCAL activities at the time when this Agreement is opened for signature and accession shall maintain their rights and obligations for the period necessary to acquire the status of a State Party. This period shall not exceed five years.

1.2 ARCAL Mission, Vision and Objectives

Mission

To contribute to the sustainable development of the Latin American and Caribbean region through cooperation among countries for the promotion and peaceful use of nuclear science and technology to solve the priority problems of the region.

Vision

- “We are the most effective technical cooperation programme on the use of nuclear technology.”
- “We have all the capabilities and they are being used”.
- “We guarantee the highest impact solutions for the priority problems of the region”.

Strategic Objectives

1. To strengthen cooperation among countries in the region to solve priority problems in identified sectors through the optimal use, updating, modernization and transfer of nuclear technology.
2. To provide a timely response to the priority needs of the region in general, and of Member States in particular, through a dynamic and effective mechanism which facilitates the optimum and safe use of available capacities and resources in nuclear science and technology.

Operational Objectives

The operational objectives for specific periods will be proposed by the ATCB and approved by the BAR.

1.3 Organization and functions

1.3.1 Board of ARCAL Representatives (BAR)

In accordance with the provisions of Article II of the Agreement, States shall designate their respective Representatives to ARCAL, who shall constitute the “Board of ARCAL Representatives” (BAR), the highest decision-making body of the Agreement.

The States Parties shall communicate the designation of their respective ARCAL Representatives to each State Party and to the IAEA — in the name of the Director General — once only, prior to the first meeting to be attended by the Representatives. The credentials must be issued by the Ministry of Foreign Affairs of the State participating in ARCAL.

The ARCAL Representatives shall communicate the designation of their respective alternates to the Regional Coordination at the IAEA which will inform each State Party. The aim of designating alternates is to facilitate representation of countries at meetings held in Vienna where the Representative cannot attend. Therefore, only officials designated by their respective Ministries of Foreign Affairs representing their countries in Austria should be nominated. *(Modification approved by the BAR - Sept. 05)*

The BAR, as the highest decision-making body of the ARCAL Agreement, shall have the following responsibilities:

- i. Establishing the policies, guidelines and strategies of ARCAL;
- ii. Establishing the necessary legal regulations for attaining the objectives of the Agreement, including the Manual of Procedures for ARCAL and the financial arrangements of the IAEA;
- iii. Reviewing and approving annually the ARCAL programmes and projects, including their respective resource allocations, submitted for its consideration by the “ARCAL Technical Coordination Board” (ATCB);
- iv. Defining ARCAL’s relations with States not party to the Agreement, international bodies, non-governmental organizations and the private sector;
- v. Managing the collection of various financial resources for the operation of ARCAL.

The regular meeting of the Board of ARCAL Representatives shall be held once a year. Other meetings shall be called special meetings.

All meetings of the BAR are governed by the provisions of the rules of procedure for meetings of the Board of ARCAL Representatives (in Annex ARCAL 011 v.02).

The Representative of the host country of the regular meeting of the Technical Coordination Board shall assume the function of President of the BAR; the Representative of the host country of the next meeting of the ATCB shall assume the function of

Vice-President of the BAR, and the outgoing President of the BAR shall assume the function of Secretary of the BAR.

The President, Vice-President and Secretary of the BAR shall exercise their functions until their successors take office at the following regular meeting of the BAR.

1.3.1.1 Steering Committee

The Steering Committee shall be composed of the President, the Vice-President and the Secretary appointed at the last regular meeting of the Board of ARCAL Representatives, in accordance with the provisions of the preceding paragraphs.

The functions of the Steering Committee are as follows:

- i. Reviewing the agenda proposed at the last meeting of the BAR;
- ii. Preparing, with the support of the IAEA's Secretariat for ARCAL, the next regular meeting and the documents to be circulated;
- iii. Holding the meetings which are needed to coordinate ARCAL activities between BAR meetings, including:
 - a) Proposing to the BAR meeting the countries responsible for undertaking and coordinating specific activities;
 - b) Coordinating the drafting of proposed recommendations and actions for consideration by the ARCAL Representatives.
- iv. Maintaining the contacts deemed necessary with the ATCB Steering Group;
- v. Taking all measures, including those aimed at obtaining financing for ARCAL cooperation projects, to carry out the tasks entrusted to it by the BAR, in accordance with the responsibilities of the BAR (1.3.i.a.v).

The meetings of the Steering Committee shall be governed, where applicable, by the rules of procedure for meetings of the Board of ARCAL Representatives.

1.3.1.2 The BAR Working Group

The ARCAL Representatives shall establish a Working Group with headquarters in Vienna whose activities shall be determined by the mandate assigned specifically to it by the BAR.

The BAR Working Group shall be composed of one delegate designated by each ARCAL Representative and shall be coordinated by the delegates of the members of the BAR Steering Committee.

The ARCAL Representatives shall communicate the designation of their respective delegates for the BAR Working Group to the Regional Coordination at the IAEA which will inform each State Party. The aim of designating delegates to the BAR Working Group is to support the work of the ARCAL Representatives and facilitate the

representation of countries at ARCAL meetings held in Vienna. Therefore, only officials designated by their respective Ministries of Foreign Affairs representing their countries in Austria should be nominated. The delegates for the BAR Working Group could act as alternate BAR representatives. (*Modification approved by the BAR - Sept. 05*)

The meetings of the BAR Working Group shall be governed, where applicable, by the rules of procedure for meetings of the Board of ARCAL Representatives.

1.3.2 ARCAL Technical Coordination Board (ATCB)

The National Coordinators make up the “ARCAL Technical Coordination Board” (ATCB).

The regular meeting of the Technical Coordination Board shall be held once a year in one of the countries participating in ARCAL. Other meetings shall be called special meetings.

All meetings of the ATCB are governed by the provisions in the rules of procedure for meetings of the Board of ARCAL Representatives (ARCAL-09 v.2).

The host country shall bear all the lodging and maintenance costs of the National Coordinators and shall provide the logistical support for the meeting.

The Agency shall provide the administrative and coordination support for the preparation and holding of the meeting, in accordance with the provisions of the Agreement.

The general committee for the Technical Coordination Board meeting is made up of the members of the Steering Group and the Regional Coordinator for Latin America in the Agency.

The President of the ATCB shall be the National Coordinator of the host country of the regular meeting of the Technical Coordination Board in question, the Vice-President shall be the National Coordinator of the venue of the next ATCB meeting, and the Secretary shall be the National Coordinator of the host country of the preceding meeting.

The ATCB shall be responsible for:

- i. Implementing the decisions approved by the BAR;
- ii. Advising the BAR on the technical aspects of ARCAL;
- iii. Formulating and submitting annually for the consideration of the BAR the ARCAL programmes and projects, including the respective resource allocations;
- iv. Assessing annually the implementation of the ARCAL programmes and projects, with a view to making recommendations to the BAR regarding their continuation, modification or conclusion.

1.3.3 Steering Group

The Steering Group is composed of the President, the Vice-President and the Secretary, who are the same as the members of the general committee of the last ATCB meeting.

The President of the ATCB may propose to the Agency the designation of advisers from among the ARCAL National Coordinators who are not members of the Steering Group to assist the Steering Group in its work.

The President of the ATCB shall hold office until the election of his successor at the following ATCB meeting. During this period, the President of the ATCB represents the Agreement at all those meetings in which he participates and for which he has the corresponding mandate, and he also presides over all the meetings of the Steering Group which are convened.

The functions of the Steering Group are as follows:

- [i.] Proposing to the meeting of the ATCB and the BAR the countries which will assume responsibilities for the coordination and management of specific activities;
- ii. Reviewing or preparing documents of interest to ARCAL which have been requested by the meeting of the ATCB or the BAR, or suggested by the Agency;
- iii. Reviewing the agenda proposed at the last meeting of the ATCB and collaborating with Regional Coordination on the preparation of documents;
- iv. Formulating recommendations on technical or political matters requested by the meeting of the ATCB or the BAR;
- vi. Formulating the proposed recommendations and actions to be considered by the National Coordinators or by the ARCAL Representatives, as appropriate;
- vii. Reviewing the requests submitted by the States Parties for new Designated Centres and selecting experts to evaluate the requests technically;
- viii. Designating, with the Regional Coordinator, the experts who will evaluate the results and impacts of the implementation of ARCAL activities and how efficiently the associated resources have been used.

The meetings of the Steering Group shall be governed by the rules of procedure for meetings and activities of the Steering Group (ARCAL-010 v.02).

1.3.4 ARCAL coordination in the States Parties

1.3.4.1 National Coordinator

Every country participating in ARCAL activities must designate a National Coordinator to look after the activities under the Agreement. The National Coordinator should be a senior official, as stipulated in Article III of the Agreement.

The States Parties shall communicate to the Regional Coordination in the IAEA the designation of their respective ARCAL National Coordinators through the Ministry of Foreign Affairs or the nuclear authority of the State participating in ARCAL.

The National Coordinator acts as the focal point for all technical and administrative matters concerning ARCAL in his country. He maintains contacts principally with the following:

- Agency Regional Coordinator for Latin America
- His country's representative to ARCAL
- Steering Group
- National Liaison Officer
- Project Coordinators in his country
- ARCAL National Coordinators
- National and international bodies that should be kept informed about ARCAL affairs, or that are cooperating to ensure successful implementation of ARCAL projects.

The responsibilities of the National Coordinators shall be as follows:

- i) Arranging governmental support for projects aimed at addressing national priorities;
- ii) Identifying and using efficiently the capacities of the country having regard to the Agreement;
- iii) Identifying national and regional needs, as well as the resources in the region and their work in horizontal cooperation;
- iv) Guiding the entire process of project identification, design, implementation and evaluation taking into account the national resources available for this and the impact of the results on their country and on the region;
- v) Designating Project Coordinators and replacing them when necessary, sending their curriculum vitae to the Regional Coordinator;
- vi) Ensuring strict fulfilment of the agreed undertakings and monitoring proper information supply under ARCAL;

- vii) Maintaining contact with the Regional Coordinator with regard to all ARCAL related matters and channelling information to the Project Coordinators in their country;
- viii) Collaborating so that each Project Coordinator receives the necessary local support for the implementation of the activities foreseen under the corresponding project;
- ix) Guaranteeing the uniform application of ARCAL policies and procedures in each project implemented in their country;
- x) Participating in ATCB meetings;
- xi) Assuming both the Presidency of the ATCB when their country hosts the ATCB meeting and the corresponding responsibilities;
- xii) Assuming any other duty or responsibility that may be requested under the Agreement by the other countries or by the President of the ATCB;
- xiii) Sending to the Regional Coordinator the reports of the Project Coordinators on the activities carried out in the country;
- xiv) Submitting to the Agency, by 15 March of each year, an annual report on the activities carried out, the results and their impacts, as stipulated in the form for the annual report on ARCAL activities in countries (ARCAL-001 v.02);
- xv) Informing the President of the ATCB, the Regional Coordinator and the National Coordinators of the other States participating in the Agreement about national events held in the country, even those not carried out under the auspices of the Agreement;
- xvi) Sending to the Regional Coordinator the reports about the implementation of activities associated with the ARCAL programme prepared by the Project Coordinators;
- xvii) Keeping an up-to-date list of the country's experts for participation in ARCAL missions.

1.3.4.2 Project Coordinator

The Project Coordinator is a professional, designated by the National Coordinator, who is qualified in the project's sphere of competence and has project leadership skills.

Wherever possible, the Project Coordinator should be the same person who participated in preparing the project proposal so as to ensure the continuity of the activities associated with it.

For specific technical aspects of the project, the Project Coordinator communicates directly with the Technical Officer and other Coordinators of the same project, sending a copy to the Regional Coordinator and the National Coordinator.

The responsibilities of the Project Coordinators shall be as follows:

- i. Elaborating the National Plan of Activities to be implemented under the project with the resources provided by the country, in harmony with the plan of activities and the resources assigned to the regional project;
- ii. Coordinating, with the participating national institutions, efficient implementation of the project and ensuring the exchange of all information related to it;
- iii. Informing the National Coordinator about all the activities carried out with regard to the project;
- iv. Collaborating with the National Coordinator on measures to guarantee the participation of national institutions in implementation of the projects;
- v. Organizing and implementing the activities related to the project under their responsibility which take place in the country;
- vi. Presiding over the meetings of Project Coordinators held in their country;
- vii. Preparing, as required and using the form established in this Manual, the following reports on activities carried out in their country pertaining to their project and sending these, by the deadlines stipulated, to their National Coordinator for review and transmission to the Regional Coordinator:
 - Country report (to be presented at project meetings)
 - Coordination meeting report
 - Final report on the implementation of events or activities
 - Annual report on project activities, results and impacts
 - Fellowship reports
- viii. Participating in all the activities carried out under the project;
- ix. Informing the IAEA as soon as possible, through their National Coordinator, about the receipt of equipment.

1.3.5 ARCAL coordination in the IAEA

The Agency shall perform secretariat functions for the ARCAL Agreement through the Regional Coordinator of the Latin America Section.

Taking into account the specific characteristics of each Agreement meeting, the Agency will designate, as appropriate, the Regional Coordinator or other representatives to participate in the respective meeting or activity.

In his/her secretariat functions for the Agreement, the Regional Coordinator shall be governed by the provisions of Article V of the Agreement, by the ARCAL Manual of

Procedures and by any other document relating to the Agreement approved by the Board of Governors and the General Conference.

To meet the objectives of the Agreement, the Agency shall perform the following secretariat functions:

- a) Coordinating activities among the States Parties;
- b) Allocating the contributions to ARCAL made by the States Parties and external donors amongst the ARCAL projects and the States Parties participating in these projects;
- c) Adopting such measures as may be necessary for implementation of the ARCAL projects;
- d) Preparing each year the Plan of Activities for implementation of the ARCAL projects;
- e) Providing administrative support for the convening, preparation and organization of the “BAR” and “ATCB” meetings and any others deemed necessary;
- f) Assisting in organizing, financing and conducting the meetings of experts included in the ARCAL Plan of Activities;
- g) Gathering and distributing the reports received from States Parties;
- h) Preparing annually a report on implementation of the ARCAL programmes and projects, and submitting it for the consideration of the “ATCB” and the “BAR”;
- i) Providing administrative support for monitoring of the ARCAL projects.

1.4 Economic resources

The economic resources for ARCAL activities are derived from:

- Contributions of member countries
- IAEA
- Other sponsors
- Donor countries
- International organizations
- Others

The BAR is responsible for managing the collection of the various financial resources for ARCAL.

SECTION II: PARTICIPATION IN ARCAL

2.1 Procedure for joining and participating in ARCAL

Participation in the Agreement is open to countries in Latin America and the Caribbean which are members of the International Atomic Energy Agency. For this, the procedures described in “Article X — Signature and Accession” of the above-mentioned Agreement must be followed.

A State’s instrument of accession or ratification must be sent to the Director General of the IAEA, the depositary of the Agreement, through the State’s competent authorities.

2.2 Procedure for withdrawing from ARCAL

In the event that a State decides to withdraw from the Agreement, it shall be able to do so in accordance with Article XII of the Agreement. The competent authority of the State shall notify the Director General of the IAEA in writing, at least six months in advance, of its decision to end its participation in ARCAL. The Director General shall inform the other States Parties to the Agreement of this decision.

The State shall remain bound by the obligations it has undertaken with respect to the projects in which it is participating until completion of those projects.

SECTION III: ARCAL PROJECTS

3.1 General aspects

A project is a set of activities aimed at solving a concrete, specific problem identified by a country or group of countries and which should be implemented within an established period of time.

The “Project Cycle” is defined as a process comprising the following five phases:

- i) Project Identification
- ii) Planning and Design
- iii) Approval
- iv) Implementation and Monitoring
- v) Evaluation

The process of preparing technical cooperation projects under the Agreement should be done by the States Parties themselves so that the projects submitted really address their priorities.

The States participating in ARCAL shall define among themselves the objectives, expected results and the Plan of Activities with their associated resources. During this process, the Agency shall assist with all necessary aspects as requested by the States participating in ARCAL.

When implementing ARCAL projects, as much use as possible should be made of the infrastructure, institutions and experience available in the region, particularly if this has come about as a result of the Agreement.

ARCAL projects should promote technical cooperation among the States participating in the Agreement. On completion of each project, it is expected that new cooperative actions will be generated among the participating countries and institutions, thereby promoting both the use of the products obtained and the services offered without involving the Agency.

All communication with respect to the projects should be through the National Coordinators.

3.2 Project identification

The projects should take account of, inter alia, the following:

- Problems or need to be addressed in the region, based on the national priorities of each country considering participation
- Current Regional Cooperation Plan for the Promotion of Nuclear Science and Technology in Latin America and the Caribbean
- Thematic plans

3.3 Planning and design

The projects should take the following into account:

- Analysis of the regional problem or need and means of cooperation among countries
- Definition of objectives
- Preparation of the regional work plan identifying tasks at national level
- Estimated budget
- For projects proposed and implemented with IAEA sponsorship, ARCAL should take into account the Agency's guidelines and requirements for the project cycle announced
- For projects proposed to other agencies or bodies, the guidelines of each sponsor should be taken into account

3.3.1 Participation in projects

All new projects proposed for implementation under ARCAL should be open for participation by any interested State Party that fulfils the required implementation conditions of the sponsor institution and the current Regional Cooperation Plan. The countries involved in the project preparation phase will participate in the projects, and, the

last opportunity for countries to participate is when all the required information is submitted to the National Coordinator of the country responsible for coordinating the proposal for the ATCB's regular meeting in the year the projects are submitted to the sponsor institutions.

3.3.2 Forms of participation by a country

Donors: ARCAL countries whose main role under a specific project is technology transfer through the contribution of infrastructures, human resources and other items in order to meet the project's objectives.

Recipients: ARCAL countries which are principally beneficiaries of the transfer of technology and knowledge from the donor countries.

3.3.3 Separation of a country participating in a project

A country's decision to withdraw its participation from an ARCAL project shall be communicated to the Regional Coordinator by the country's National Coordinator, with a copy to the National Coordinators of the other countries participating in the project.

3.3.4 Formulation

Project proposals should be formulated in accordance with the guidelines and requirements of the body whose sponsorship is sought and shall be coordinated by the proposing country.

The ATCB shall establish the mechanisms for technical evaluation and approval to ensure that project proposals comply with the established criteria, and shall hold preliminary consultations with potential sponsors before submitting the proposals to the BAR for its consideration by the stipulated deadlines.

3.4 Project approval

The process of project approval by the Member States requires the following steps:

- The Technical Coordination Board presents the features and priorities of a possible project portfolio, including the possible sources of financing, to the Board of Representatives;
- The Board of Representatives analyses the sources of financing;
- The Board of Representatives approves the projects and presents them to the sponsors.

The project approval process requires the following steps by the IAEA:

- Evaluation of the administrative, technical and financial aspects of the projects;
- Consultation with the participating countries, possible adjustments to project formulation, financing or requirements;

- Submission of conclusions about financing of the projects to the Board of Representatives;
- Presentation of the final version of the projects to the Technical Assistance and Cooperation Committee (TACC) and the Board of Governors for approval.

3.5 Implementation and Monitoring

3.5.1 Implementation

Project implementation begins once the project has been approved by the sponsor — the Board of Governors, in the case of the IAEA — and the resources required for project implementation have been allocated. The Regional Coordinator informs the National Coordinators that projects have been approved and asks them to designate or confirm the Project Coordinators and their personal details.

Pursuant to paragraph 1.3.4.2 of this Manual, the Project Coordinator is directly responsible for project implementation in his or her country. In the region, project leadership is the responsibility of the Project Coordinator of the country which prepared the approved project document, subject to ratification by the Project Coordinators at their first meeting.

3.5.1.1 Project implementation tools

The Project Coordinator has the following tools:

- Approved regional project document including objectives, results, impacts and performance indicators;
- Regional Work Plan as approved in the project document;
- In the case of the IAEA, the project description in the White Book must also be considered.

3.5.1.2 Venue of events and activities

The venue of ARCAL events and activities shall be selected taking the following factors into account:

- (a) The most equitable possible distribution of the events and activities among the participating countries;
- (b) The availability of suitable installations and facilities to ensure optimum implementation of the event or activity in question;
- (c) The existence of a clear commitment on the part of the national competent authorities to support the implementation of an event or specific activity;
- (d) Provision by the relevant competent authorities in the country of all the facilities required to ensure participation of all the interested countries in the event or activity in question.

The National Coordinator of the country selected to host an ARCAL event or activity shall be responsible for supervising its proper implementation in accordance with the approved Plan of Activities, and shall establish close coordination with the Project Coordinator in charge of implementing the event or activity, together with the Regional Coordinator and the Technical Officer for the project, so as to ensure optimum project implementation.

The National Coordinator must keep the Regional Coordinator informed of all relevant matters connected with preparation of the event or activity to be held in the country, so that the Agency can undertake the tasks and responsibilities assigned to it, both technical and financial. Also, at the end of the event or activity, the Project Coordinator or his or her designated officer shall prepare a final report to be sent to the Agency by the National Coordinator detailing the specific activities implemented during the event or activity.

3.5.1.3 Coordination meetings during project implementation

Among the various meetings during project implementation, the following are worthy of note:

- The First Coordinators meeting, where the proposed Plan of Activities and associated budget should be reviewed. At this meeting, all the recommendations should be prepared for submission to the National Coordinators and the sponsor for approval.

At this meeting, the conditions for countries' continued participation in the project, the requirements for the granting of fellowships and scientific visits, the distribution of equipment, materials and expert missions requested, and the venues and dates of the programmed events will also be approved.

This meeting, if required, should be held preferably within three months of project approval. The host country's Project Coordinator should draw up a report on the meeting using the form given in document ARCAL 9704 M.

- The Intermediate Coordination Meeting, which is held only for projects lasting more than two years and if considered necessary, is to evaluate project progress and to propose any corrective actions required. The host country's Project Coordinator should draw up a report on the meeting using the form given in document ARCAL 9801.
- The Final Meeting of the Project Coordinators is for technical evaluation of the results achieved during project implementation, and to assess fulfilment of the objectives by means of the performance indicators and the impacts achieved, identifying the outputs obtained as a result of project implementation. The host country's Project Coordinator should draw up a report on the meeting using the form given in document ARCAL 9802.

The reports on all the meetings should be sent to the Regional Coordinator through the host country's National Coordinator within 30 days of the end of the event.

Any changes to the date of an event or activity included in the project's Plan of Activities shall be subject to prior approval by all the National Coordinators of the participating countries and the Regional Coordinator.

3.5.1.4 Use of experts from the region

Wherever possible, use should be made of experts from the countries participating in ARCAL for expert missions included in the plans of activities adopted. These experts shall be selected with regard for those proposed by the countries and who are on the list of experts proposed by ARCAL. Once the expert's work is complete, the Regional Coordinator should send a copy of his or her report to the National Coordinators of the participating countries.

3.5.1.5 Requests for materials, equipment and spare parts

The Project Coordinators should give clear and precise specifications of the equipment in requests for materials and equipment for ARCAL projects, indicating potential suppliers. Priority will be given to suppliers in the region.

The Project Coordinator must notify the sponsor institution as soon as possible of the receipt of equipment and materials for the project. The Project Coordinator must report any loss or damage to or delay in the delivery of the equipment provided.

Project Coordinators are responsible for collecting the equipment and materials sent under the ARCAL projects from their countries' customs and for the associated expenses.

3.5.1.6 Administration of funds

The Agency's internal rules shall apply to funds assigned to a project which originate from the Agency. The IAEA's internal rules and the donor's conditions shall apply to funds originating from any other sponsor institution that uses the IAEA as the administrator.

The ARCAL Secretariat will include in its annual report, which is submitted to the ATCB during its regular meeting and to the regular meeting of the BAR, a summary of all the resources used in implementing each project under the Agreement during the period in question.

3.5.2 Monitoring of projects

The project monitoring process shall make use of the indicators for the design, formulation and monitoring tools defined for the project.

During project implementation, the Regional Coordinator, National Coordinators and Project Coordinators should constantly monitor the implementation of the approved Plan of Activities and the use of the resources assigned to the project in order to ensure that the planned objectives are being met, that the expected results are attained within the established timeframe, that the resources are being used as efficiently as possible and that the end-users can benefit from the project results.

The IAEA should monitor that the project activities are carried out in accordance with Agency standards and rules.

3.6 Evaluation of ARCAL projects

The ATCB will analyse the reports on technical evaluation and management of the completed projects submitted by the Project Coordinators.

The ATCB, the BAR or the sponsor may evaluate a project that has already been concluded in order to ascertain the results obtained some time after completion. The report on the evaluation results shall be submitted for the consideration of the National Coordinators and the ARCAL Representatives at the ATCB and BAR meetings, as appropriate. Experts who have not had any involvement in project implementation may participate in this task.

3.7 Economic resources

The States participating in ARCAL shall contribute to project implementation in cash, in kind, through logistical support for activities implemented in their respective countries, by supplying experts, paying travel expenses for local participants in events held in their countries, or through any other form of contribution considered appropriate by the States participating in ARCAL.

At the relevant ATCB meetings, a summary shall be prepared of the types of contribution to be made by the countries to the activities related to the projects in which they are participating. The National Coordinators shall include in the annual reports the contributions made by their countries to ARCAL during the period in question.

As a general rule, the countries hosting ARCAL related events shall bear all the local expenses required to ensure their success. These local expenses include: the hire of premises for the events, hire of equipment to be used during the event, transport, and other secretariat expenses.

At the relevant ATCB meetings, the Regional Coordinator shall report on the resources which could potentially be made available to ARCAL for implementation of the approved projects.

SCHEDULE FOR THE SUBMISSION AND APPROVAL OF ARCAL PROJECTS DURING THE FIFTH PHASE

Table 1 summarizes the activities, people involved and responsibilities established under the Plan of Action for the ARCAL projects. The Secretariat shall routinely keep the ARCAL National Coordinators informed in advance about the activities set out in the following Table.

Table 1**Overall timetable of ARCAL activities during a biennium**

Activity	Time	Jan.– Feb. (Year 1)	Apr. - May (Year 1)	June (Year 1)	July (Year 1)	Sep. (Year 1)	Dec. (Year 1)	Jan.– Dec. (Year 2)	Jan.– Dec. (Year 3)
1. Call for submission of project ideas (Year 1)		xxx							
2. Preliminary analysis of each country		xxx							
3. Regional dissemination of project ideas		xxx							
4. Preliminary identification of ARCAL proposals (based on 2)			xx						
5. Meeting of working group to prepare documentation for submission to the ATCB			xx						
6. Assembly of portfolio of ARCAL proposals (ATCB)			xx						
7. Workshop to draw up ARCAL projects on the basis of the proposals approved				xx	xx				
8. Final drawing up of regional proposals					xx	xxxxxx	xxx		
9. Approval of the proposals by the BAR						xxx			
10. Official submission of ARCAL proposals to the IAEA							xxxx		
11. Evaluation, adjustments and consideration of the ARCAL proposals prior to IAEA approval								xxxxxxx	
12. Approval of new projects by the IAEA								xxx	
12. Start and implementation of ARCAL projects with financing									xxxxxx

The ARCAL project portfolio is prepared on the basis of both the ARCAL project portfolio obtained previously and joint proposals from two or more countries. The leading country for project formulation and monitoring is also identified.

Activities		Responsible officer(s)	Deadline
1	Regional distribution and dissemination of the ARCAL project portfolio	Regional Coordinator (Use of Livelink)	April (Year 1)
2	Meeting of working group to prepare documentation for submission to the ATCB	Regional Coordinator, ATCB Steering Group, experts	April (Year 1)
3	Identification of ARCAL projects on the basis of prioritized project portfolio	ARCAL National Coordinators, Regional Coordinator	May (Year 1)
4	Identification of leading country for drawing up and implementation of ARCAL project, and meeting for drawing up ARCAL projects (if necessary, with the help of technical officer/expert missions)	ARCAL National Coordinators, Regional Coordinator, Technical Officers, Project Coordinators ¹	July (Year 1)
5	Meeting of working group to prepare documentation for submission to the ATCB	Regional Coordinator, ATCB Steering Group, experts	April (Year 2)
6	Assembly of ARCAL project proposal portfolio	Steering Group — Regional Coordinators, ATCB meeting	May (Year 2)

¹ Translator's Note: As the Spanish abbreviation "CPR" is not defined in the text, this is a suggestion only.

Adjustment of ARCAL project proposals on the basis of preparatory work carried out beforehand.

	Activities	Responsible officer(s)	Deadline
1	Meeting to draw up ARCAL projects (technical officers, experts) (using Logical Framework)	Technical Officers, Project Coordinators, Regional Coordinator, ARCAL National Coordinators	July (Year 1)
2	Final ARCAL project proposals (Steering Group to prioritize and select)	ARCAL National Coordinators	September (Year 1)
3	Official submission of ARCAL project requests to the IAEA	ARCAL National Coordinator from leading country	December (Year 1)



FORM

PROJECT IDEA

Country

Project No.

PROJECT TITLE	
SECTOR	
SUBSECTOR	
MAIN INSTITUTION	
MAIN COUNTERPART	
ADDRESS (email)	
General objective	
Specific objectives	
Results and impact	
Beneficiaries and/or users	
Brief description of background	

Main activities	
Other possible participants	
Total budget (estimated by country)	

TABLE OF OBLIGATIONS AND RESPONSIBILITIES

ACTION BY	MANAGEMENT	REQUIRED OUTPUTS
COUNTRY	<ul style="list-style-type: none"> • Designation of their ARCAL Representatives, who will serve on the Board of ARCAL Representatives (BAR), by means of a letter from the Ministry of Foreign Affairs • Designation of a National Coordinator (senior official), who will serve on the ARCAL Technical Coordination Board (ATCB), by means of a letter from the Representative • Support for project implementation by contributing resources, financial and/or in kind, and providing facilities, equipment, materials and know-how • Logistical support for the activities being implemented in the country • Application of Agency safety rules and regulations for the entire period required • If hosting an ATCB meeting, bearing all the lodging and maintenance costs of the National Coordinators and provision of logistical support for the meeting 	<ul style="list-style-type: none"> • BAR: Establishment of ARCAL policies, guidelines and strategies • ATCB: Definition of the programme and project objectives, expected results and the Plan of Activities with its associated resources for consideration by the BAR • If a country is interested in providing its Designated Centre, the request should be sent to the ATCB six months in advance
NATIONAL COORDINATOR	<ul style="list-style-type: none"> • Arrangement of government support for the projects • Identification and efficient use of the country's capacities • Identification of national and regional needs, resources and his/her own horizontal cooperation work • Guidance of the entire process of project identification, design, implementation and evaluation • Designation/replacement of Project Coordinators • Ensuring that obligations are met and monitoring proper information supply • Maintaining contact with the ARCAL Regional Coordinator and channelling information to the Project Coordinators in his/her country • Informing the ATCB President, Regional Coordinator and the other National Coordinators about national events being held • Collaboration to ensure that each Project Coordinator receives the necessary local support to implement his/her activities • Guaranteeing uniform application of ARCAL policies and procedures in each project implemented in his/her country • Participation in ATCB meetings • Assumption of the ATCB Presidency when his/her country hosts the meeting • Assumption of any other duty or responsibility requested of him/her 	<ul style="list-style-type: none"> • Transmission to the Regional Coordinator of the Project Coordinators' reports on the activities implemented in the country • Submission, by 15 March each year, of an annual report on the activities implemented, the results and their impacts (to be submitted to the ATCB for its consideration) • Transmission to the Regional Coordinator of reports prepared by the Project Coordinators • Keeping the list of the country's experts up-to-date • Submission of additional reports to the BAR
PROJECT COORDINATOR	<ul style="list-style-type: none"> • Coordination of efficient project implementation with the participating national institutions and ensuring information exchange • Collaboration with the National Coordinator on measures to guarantee the participation of national institutions in project implementation • Informing the National Coordinator about all project activities • Informing the National Coordinator without delay of the receipt of equipment • Organization and implementation of activities taking place in the country related to the project for which he/she is responsible • Chairing the meetings of Project Coordinators held in his/her country • Participation in all the activities carried out under the project 	<ul style="list-style-type: none"> • Preparation of the National Plan of Activities to be implemented under the project • Preparation of Country Report (to be presented at project meetings) • Preparation of Annual Report on project activities, results and impacts • Preparation of Final Report on events and activities carried out • Preparation of fellowship reports • Preparation and transmission to the National Coordinator (within 30 days of the event) of: <ul style="list-style-type: none"> ◦ Report on the first meeting of the Project Coordinators ◦ Report on the intermediate meeting of the Project Coordinators ◦ Report on the final meeting of the Project Coordinators

RESPONSIBILITIES OF THE LEAD COUNTRY AND LEAD COORDINATOR *(Modification approved by the BAR - Sept. 05)*

LEAD COUNTRY

- Is responsible for collecting and coordinating all information for the preparation of the project proposal document which must include:
 1. Complete information from all relevant counterparts that will be participating in the implementation of the project. All countries that do not supply complete information before the project proposal document is elaborated do not participate in the project;
 2. Plan of activities: Must have complete information derived from the analysis of the preparation of the logical framework.
- Is responsible for sending the project document to the Regional Coordinator, the officer of the ARCAL Secretariat at the International Atomic Energy Agency.

LEAD COORDINATOR

This will normally be the project coordinator of the lead country that elaborated the proposal. However, this may be subject to modification at the first meeting of the project coordinators if they so decide.

- Responsible for coordinating with all project coordinators the details of each activity to be performed. Ex.: data on equipment required, confirmation of dates of events, preparation of programmes for events, etc.
- Responsible for ensuring that activities proceed in line with the schedule of the plan of activities and, where this is not the case, for coordinating the necessary actions to make the relevant adjustments.
- Responsible for advising the Project Coordinators on technical difficulties they have experienced in coordination with the technical officer for the project.
- Responsible for informing his or her National Coordinator about administrative difficulties he or she has experienced so that the former, in turn, can pass this on to the Regional Coordinator at the IAEA.

SECTION IV: DESIGNATED CENTRES

4.1 Definition

Designated Centres are units or institutions in the region which meet certain technical and administrative requirements and have been recognized by ARCAL for use in specific activities.

Designated Centres are a tool for promoting technical cooperation among developing countries (TCDC) and an efficient mechanism for the implementation and sustainability of ARCAL projects.

4.2 Request

A country interested in having one of its institutions recognized as a Designated Centre should fill out the appropriate request form and send it to the Regional Coordinator through the National Coordinator six (6) months in advance of the ATCB regular meeting.

4.3 Selection

4.3.1 Selection criteria

The selection criteria for ARCAL Designated Centres are:

1. Submission of a request signed by the authorities for recognition as a Designated Centre;
2. National, regional or international recognition in one or more areas where nuclear activities play an important role;
3. Appropriate infrastructure, human resources and budget in place for carrying out activities;
4. Quality assurance system recognized by the applicant country in place;
5. The activities or services offered must be of interest to the region or a specific subregion and must be connected with the peaceful use of nuclear energy;
6. Willingness to offer services to the Agreement at direct cost price. The associated man-hour costs will be provided to ARCAL as contributions by the centre and the country;
7. Previous regular use by the Agency for training courses or events, for the implementation of projects in the country, or in other countries, and for the provision of services within the framework of the technical cooperation programme advisable.

4.3.2 Selection process

- a.- The Regional Coordinator receives the requests submitted by the National Coordinators and sends them to the Steering Group.
- b.- The Steering Group reviews the requests received, selects the experts who will make the technical evaluation and sends them the documentation.
- c.- The experts send the results of their technical evaluation to the Regional Coordinator within the timescale established by the Steering Group.
- d.- The Regional Coordinator presents the results of the experts' evaluation to the ATCB at its next regular meeting.
- e.- The ATCB submits the proposed list of new Designated Centres to the BAR for its approval.

4.4 Functions and responsibilities:

- Provision of services or training in the specific areas for which the Centres were designated;
- Active participation in the implementation of ARCAL projects in order to solve specific problems in the country or in other countries in the region;
- Annual submission to the National Coordinator of a report on the activities conducted both for ARCAL and for other projects in the nuclear field.

4.5 Cessation of Designated Centre status

- If the reports received do not declare any activities which meet the guidelines established in paragraph 4.4 for three years continuously, the ATCB may retract the Designated Centre status.

4.6 Creation and updating of a database of the ARCAL Designated Centres

- 1.1 The ARCAL Designated Centre database will be created on the basis of the Report on Designated Centres, document ATCB 2003-09, which shall be available on the ARCAL web page.
- 1.2 To update the database, the ARCAL National Coordinators send updated information on the existing centres in their countries to the Regional Coordinator before October each year. For this, the form "Information on Designated Centres" shown in the ARCAL Manual of Procedures shall be used. The Regional Coordinator makes an overall check of the information and sends it to the country responsible for ARCAL's web page so that the database can be updated.

PROCEDURE FOR IMPROVING USE OF THE ARCAL DESIGNATED CENTRES

1. Objective

To ensure that the products and services offered by the ARCAL Designated Centres are used in ARCAL project activities.

2. Scope

For linking ARCAL Designated Centres and regional activities within the framework of ARCAL.

3. Abbreviations

[Translator's Note: the following abbreviations are used only in the Spanish original text]

ARCAL Designated Centre:	CDA
ARCAL National Coordinator:	CN
Regional Coordinator:	CR

4. Activities

4.1 Selection of ARCAL Designated Centre at the ARCAL project idea formulation stage.

During the call for projects, the ARCAL National Coordinator points out that, for the various project proposal activities, preference will be given to using the services of ARCAL Designated Centres, and that he/she will provide information on the existing Centres to those interested.

Depending on the project requirements, the use of more than one ARCAL Designated Centre may be recommended.

Before regional dissemination of his/her country's project ideas, the ARCAL National Coordinator checks the designation of the proposed Centre.

4.2 Assigning ARCAL Designated Centres to project ideas selected by the ATCB

At the ATCB meeting, the ARCAL National Coordinators check the ARCAL Designated Centres assigned to each proposal selected and recommend the Centres considered appropriate for the project requirements.

4.3 Specification of the services requested and determination of the ARCAL Designated Centre(s) at the project formulation stage

The leading country responsible for formulating the project determines, together with the participating countries, what services will be required from one or more ARCAL Designated Centre(s).

The leading country sends the specifications for the services required under the project to the relevant ARCAL Designated Centre in order to establish the feasibility of its providing such services.

4.4 Checking of the ARCAL Designated Centres at the project proposal prioritization stage.

At the ATCB meeting where the project proposals are prioritized, the ARCAL National Coordinators check the ARCAL Designated Centres which are to provide services to each project.

4.5 Review of the specifications for the services requested from the ARCAL Designated Centre(s), at the project implementation stage.

At the first Project Coordination Meeting, the Project Coordinators review the specifications and the leading country then sends the appropriate service requests to the ARCAL Designated Centres.

4.6 Evaluation of the services provided by the ARCAL Designated Centres.

Upon project completion, the Project Coordinators evaluate the services provided by the ARCAL Designated Centres and this evaluation should be included in the Final Project Report.

SECTION V: OTHER ACTIVITIES

5.1 Evaluation Committee

The Steering Group and the Regional Coordinator shall nominate experts to evaluate the results and impacts of the implementation of the annual programme of activities and the efficiency of the use of the associated resources.

[Where deemed necessary, the Evaluation Committee can also evaluate the sustainability and impacts of specific projects which were completed in previous years.]

The report on these evaluations should be sent to the Regional Coordinator 60 days in advance of the ATCB regular meeting for inclusion in the Secretariat's Preliminary Report for ARCAL.

5.2 ARCAL dissemination activities

In order to define ARCAL's position strategically in political terms, in the media and in public opinion, dissemination activities shall be carried out:

- At national level, under the responsibility of the ARCAL Representatives, National Coordinators and Project Coordinators
- At interregional and regional level, vis-à-vis international organizations and sponsors, under the responsibility of the President and Vice-President of the BAR and of the Steering Group, with support from the Regional Coordinator

SECTION VI: MODIFICATIONS TO THE MANUAL

6.1 Procedure

This Manual of Procedures may be modified at the request of:

- ARCAL Representatives
- National Coordinators
- Regional Coordinator at the IAEA
- BAR
- ATCB

The requests for modifications shall be sent to the Steering Group through the Regional Coordinator at the IAEA, which will analyse the request and make a recommendation to the ATCB. The ATCB will evaluate it, make a decision and submit it to the BAR for its approval.

ANNEXES

LIST OF ATTACHED DOCUMENTS (Forms, rules of procedure, various documents)

Annex No.	Former name of document	Former code	Proposed name of document	Proposed code
1.	Structure of Annual Reports to be Submitted by Countries Participating in the ARCAL Programme (Annex 3.1)	ARCAL 9712 (M) April 1997	Form for the Annual Report on ARCAL Activities in a Country	ARCAL 001 v.02 Nov. 2002
2.	Financial Indicators to be used in Assessing Country Contributions to the ARCAL Programme (Annex 3.2)	No code	Financial Indicators for Assessing Country Contributions	ARCAL 002 v.02 Nov. 2002
3.	Model Plan of Activities (Annex 5.1)	No code	Model Regional Plan of Activities	ARCAL 003 v.02 Nov. 2002
4.	Final Report on Event or Activity Implemented (Annex 5.3)	No code	Final Report on Activity Implemented	ARCAL 004 v.02 Nov. 2002
5.	Report Model for Meetings of the ARCAL Technical Cooperation [sic] Board (Annex 7.2)	ARCAL 9711 (M) April 1997	Report Form for Meetings of the ARCAL Technical Coordination Board	ARCAL 005 v.02 Nov. 2002
6.	Structure and Content of the Report on the First Project Coordinators Meeting (Annex 7.3)	ARCAL 9704 (M) April 1997	Report Form for the First Project Coordinators Meeting	ARCAL 006 v.02 Nov. 2002
7.	Structure and Content of the Report on the Intermediate Project Coordinators Meetings (Annex 7.4)	ARCAL 9801 April 1998	Report Form for the Intermediate Project Coordinators Meetings	ARCAL 007 v.02 Nov. 2002
8.	Structure and Content of the Report on the Final Project Coordinators Meetings (Project Conclusion Meeting) (Annex 7.5)	ARCAL 9802 March 1998	Report Form for the Final Project Coordinators Meeting	ARCAL 008 v.02 Nov. 2002
9.	Rules of Procedure for Meetings of the ARCAL Technical Coordination Board (Annex 7.1)	ARCAL 9701(M) March 1997	Rules of Procedure for Meetings of the ARCAL Technical Coordination Board	ARCAL 009 v.02 Nov. 2002
10.	Rules of Procedure for Meetings and Activities of the ARCAL Steering Group (Annex 7.6)	ARCAL 9902 December 1999	Rules of Procedure for Meetings and Activities of the ARCAL Steering Group	ARCAL 010 v.02 Nov. 2002
11.	Rules of Procedure for Meetings of the Board of ARCAL Representatives (Annex 7.7)	ARCAL 9903 April 1999	Rules of Procedure for Meetings of the Board of ARCAL Representatives	ARCAL 011 v.02 Nov. 2002
12.	-----	---	ARCAL Designated Centre Selection Criteria and Application Form	ARCAL 9909 v.02 Sep. 2002

Note: Proposed code — ARCAL 000, consecutively numbered; v.02 — version 2, assuming this is the corrected version.

For the ARCAL Designated Centre form, the document number approved at the BAR meeting in September 2002 is to be kept.



ARCAL

**REGIONAL COOPERATION AGREEMENT FOR THE PROMOTION OF
NUCLEAR SCIENCE AND TECHNOLOGY IN LATIN AMERICA AND THE
CARIBBEAN**

**FORM FOR THE ANNUAL REPORT ON
ARCAL ACTIVITIES IN A COUNTRY**

**ARCAL 001 v.02
November 2002**

INTRODUCTION

In order to standardize the structure of the annual reports of the countries participating in ARCAL activities, a proposed structure for the reports is given below.

This report should give an account of the activities in which the country has participated and reflect the impact of the projects in the relevant sectors, such as health, agriculture, industry etc.

The annual reports from countries supplement the report submitted annually by the Agency on ARCAL activities.

The National Coordinator is responsible for transmitting his/her country's annual report to the Regional Coordinator in the Latin America Section, IAEA Department of Technical Cooperation, by **15 March** each year.

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1. EXECUTIVE SUMMARY

Make a summary of the country's participation including:

- a) Total number of projects in which the country participated;
- b) Total resources contributed;
- c) Total resources received from various sources;
- d) Total participants in regional training events (courses, workshops, training and visits);
- e) Total participants in national training events (courses, workshops, training and visits);
- f) Total project coordination meetings attended;
- g) Total other meetings attended (ATCB, BAR, working groups);
- h) Number of experts and lecturers received;
- i) Number of experts and lecturers offered;
- j) Total value of equipment, equipment components and spare parts received;
- k) Total value of equipment, equipment components and spare parts offered;
- l) Number of research contracts and total amounts received;
- m) Summary of the impact that implementation of the ARCAL activities has had on the country.

2. PARTICIPATION OF THE NATIONAL COORDINATOR IN ARCAL ACTIVITIES

Indicate the most important activities undertaken by the National Coordinator to support the implementation of ARCAL activities and completion of the plan of project activities in his/her country, and the meetings he/she has attended.

3. IMPACT OF ARCAL ACTIVITIES ON THE COUNTRY

Highlight, as far as possible quantitatively, the real contributions of ARCAL activities.

4. REVIEW BY PROJECT

Submit detailed information on the country's participation in implementation of the plan of activities for projects approved by the ATCB and the BAR.

For each project please include the following:

- a) Name of the Project Coordinator and of the participants in the various activities together with their affiliations;
- b) Activities implemented in the country in accordance with the national plan of activities and the regional plan;
- c) Results achieved through project implementation;
- d) Resources received for project implementation:
 - i. IAEA resources
 - ii. Resources from other countries
 - iii. Resources from other sources
- e) Resources contributed for project implementation;
- f) Main beneficiaries of project implementation and specific benefits received;

- g) Main shortcomings or difficulties perceived in implementation of the activities for each project and proposals or measures taken to resolve these;
- h) Evaluation of project implementation in the country in relation to the regional and national plan of activities with their respective indicators, with emphasis on the completion of allocated tasks, the results achieved and how they relate to the project objectives;
- i) Impact of the project activities.

5. REPORT ON THE USE OF THE DESIGNATED CENTRES

Detail the activities carried out by the designated centre(s) in your country for ARCAL activities and for technical cooperation activities with the IAEA.

6. COOPERATION WITH OTHER COUNTRIES UNDER ARCAL

Detail the cooperation activities carried out with other countries, identifying both the project and the activity. Provide information on the role of the donor or recipient country and the type of assistance contributed or received.

7. ANNEXES

Tables on subsequent pages.

1. PROJECTS IN WHICH THE COUNTRY PARTICIPATED

No.	Project Title	Project code	Counterpart institution	Counterpart Name

2. PARTICIPATION IN COORDINATION MEETINGS (For courses held in the country, give the names and countries of all participants)

No.	Name of meeting	Project code	Location (country, city)	Date (day, month, year)	Name of participant	Institution

3. PARTICIPATION IN REGIONAL TRAINING COURSES (For courses held in the country, give the name and country of all participants)

No.	Name of course	Project code	Location (country, city)	Date (day, month, year)	Name of participant	Institution

4. PARTICIPATION IN NATIONAL TRAINING COURSES

No.	Name of course	Project code	Location	Date (day, month, year)	Names of participants	Institution

5. PARTICIPATION IN REGIONAL WORKSHOPS (For workshops held in the country, give the name and country of all participants)

No.	Name of course	Project code	Location (country, city)	Date (day, month, year)	Names of participants	Institution

6. PARTICIPATION IN EXPERT MEETINGS (For meetings held in the country, give the name and country of all experts)

No.	Name of meeting	Project code	Location (country, city)	Date (day, month, year)	Names of experts	Institution

7. FELLOWSHIPS AND SCIENTIFIC VISITS RECEIVED

Fellowship or visit code	Project code	Location (country, city, institution)	Start and end dates	Name of participant	Institution

8. FELLOWSHIPS AND SCIENTIFIC VISITS OFFERED

Fellowship or visit code	Project code	Location (city, institution)	Start and end dates	Name of participant	Country and Institution

9. EXPERTS RECEIVED (Give the experts for specific assistance; lecturers)

Name of expert	Expert's country and institution	Project code	Subject of assistance or project activity No.	Start and end dates of the mission	Counterpart institution

10. EXPERTS SENT

Name of expert	Expert's country and institution	Project code	Subject of assistance or project activity No.	Start and end dates of the mission	Counterpart institution

11. EQUIPMENT, EQUIPMENT COMPONENTS AND SPARE PARTS RECEIVED

Equipment description	Purchase order No.	Project code	Supplier	Cost of equipment	Date of confirmation of receipt

12. EQUIPMENT, EQUIPMENT COMPONENTS AND SPARE PARTS OFFERED

Equipment description	Project code	Cost of equipment	Recipient country	Date of dispatch	Date of confirmation of receipt

13. COORDINATED RESEARCH CONTRACTS

Contract No.	Title of research	Title of Regional Cooperation Plan	ARCAL project code	Name of researcher	Counterpart institution	Amount assigned

14. RESOURCES RECEIVED BY THE COUNTRY

Project code	Total assessed contributions received	Other contributions

15. CONTRIBUTIONS TO THE ARCAL PROGRAMME BY THE COUNTRY (Indicate the assessed contributions by project and the new money resources for projects and specific activities or for the programme in general)

Project code	Total assessed resources contributed	Other contributions



**REGIONAL COOPERATION AGREEMENT FOR THE PROMOTION OF
NUCLEAR SCIENCE AND TECHNOLOGY IN LATIN AMERICA AND THE
CARIBBEAN**

**FINANCIAL INDICATORS FOR
ASSESSING COUNTRY
CONTRIBUTIONS**

**ARCAL 002 v.02
November 2002**

**FINANCIAL INDICATORS TO BE USED IN ASSESSING COUNTRY
CONTRIBUTIONS TO THE ARCAL PROGRAMME**

1) Non-local experts/lecturers sent to other countries by the Agency	\$ 200.00 per person per day – <i>(Modification approved by the BAR - Sept. 05)</i>
2) Local cost of venues for regional events held in the country (working group/training courses/workshops/ seminars)	\$ 3 300.00 per week
3) Local costs incurred during national events (included in the Plan of Activities)	\$ 2 000.00 per week
4) Fellow whose local expenses are borne by the country	\$ 3 500.00 per fellow per month
5) Publications	Depending on cost
6) Creation and/or updating of database	As required
7) Local cost of venues for meetings of the ARCAL Technical Coordination Board (ATCB)	\$ 30 000.00 per week
8) Equipment/instrument repair	As required
9) Shipment of reagents/radiation sources/other materials/ radioisotopes	As required
10) Services rendered (e.g., irradiation of materials)	As required
11) Man-hours worked as a contribution to the Programme (fixed on the basis of fees paid by the institution in the country to the National Coordinator, Project Coordinators and other specialists)	A maximum of 30% man-hours per month for the National Coordinator, and a maximum of 25% man-hours per month for Project Coordinators and other specialists
12) Contributions towards the implementation of each project:	
a) Per diem payments to professionals who have assisted in the implementation of project activities as experts in the country	Max. \$ 100.00 per day
b) Internal transport	As required
c) Travel costs to attend meetings abroad not covered by the Agency, materials/expenses incurred not covered by the Agency	As required
d) For the implementation of project activities	As required

Note: Activities not included in this Table are not admissible for accounting purposes.



ARCAL

**REGIONAL COOPERATION AGREEMENT FOR THE PROMOTION OF
NUCLEAR SCIENCE AND TECHNOLOGY IN LATIN AMERICA AND THE
CARIBBEAN**

**MODEL REGIONAL PLAN OF
ACTIVITIES**

**ARCAL 003 v.02
November 2002**

PROJECT (TITLE, RLA/././., ARCAL)				BIENNIUM:		
No.	ACTIVITY	INSTITUTION, CITY AND COUNTRY	DATE	COUNTRIES AND NUMBER OF PARTICIPANTS	COST IN \$	
					IAEA	COUNTRY
1	First Project Coordinators Meeting Objectives: 1.1. Review of Plan of Activities and corresponding budget 1.2. Definition of conditions for continued participation in the project 1.3. Definition of requirements for the granting of fellowships and visits, equipment, materials, expert missions, etc. 1.4. Adoption of recommendations for approval by the National Coordinators 1.5. Preparation of the meeting report.					
2	Working Group meetings 2.1. (objective)					
3	Supply of equipment and materials 3.1. (complete list)					
4	Individual training 4.1. Fellowships (objective) 4.2. Scientific visits (objective)					
5	National courses, workshops and seminars 5.1. Title and programme 5.2. Regional experts to be requested 5.3. Equipment and materials required					

PROJECT (TITLE, RLA/./..., ARCAL)				BIENNIUM:		
No.	ACTIVITY	INSTITUTION, CITY AND COUNTRY	DATE	COUNTRIES AND NUMBER OF PARTICIPANTS	COST IN \$	
					IAEA	COUNTRY
6	Regional courses, workshops and seminars 5.1. Title and programme 5.2. Regional experts to be requested 5.3. Equipment and materials required 5.4. Financial contribution required by the host country for the event 5.5. Number of foreign and local participants. 5.6. Number of regional and local professionals (duration of mission)					
7	Preparation of documents and electronic graphic materials					
8	Creation of database					
9	Intermediate Coordination Meeting Objectives: 9.1. Assessment of progress in project implementation and proposal of any corrective actions required 9.2. Adoption of recommendations for approval by the National Coordinators 9.3. Preparation of the meeting report.					

PROJECT (TITLE, RLA/./..., ARCAL)				BIENNIUM:		
No.	ACTIVITY	INSTITUTION, CITY AND COUNTRY	DATE	COUNTRIES AND NUMBER OF PARTICIPANTS	COST IN \$	
					IAEA	COUNTRY
10	Final Project Coordinators Meeting. Objectives: 10.1. Evaluation of project results 10.2. Evaluation of success in meeting objectives, using performance indicators. 10.3. Evaluation of impacts 10.4. Identification of outputs 10.5. Adoption of recommendations for approval by the National Coordinators 10.6. Preparation of the meeting report.					
	TOTAL					



**REGIONAL COOPERATION AGREEMENT FOR THE PROMOTION OF
NUCLEAR SCIENCE AND TECHNOLOGY IN LATIN AMERICA AND THE
CARIBBEAN**

**FINAL REPORT ON ACTIVITY
IMPLEMENTED**

**ARCAL 004 v.02
November 2002**

FINAL REPORT ON ACTIVITY IMPLEMENTED*

PROJECT (TITLE, RLA/./.., ARCAL)	
ACTIVITY	
INSTITUTION, CITY AND HOST COUNTRY	
DATE	
PARTICIPANTS	
OBJECTIVES	
RESULTS ACHIEVED	
DIFFICULTIES IDENTIFIED	
CONCLUSIONS AND RECOMMENDATIONS	

* This form provides information about each completed programmed activity under ARCAL.

** The Project Coordinator is responsible for writing up this report and transmitting it, via his/her National Coordinator, to the IAEA Regional Coordinator.



ARCAL

**REGIONAL COOPERATION AGREEMENT FOR THE PROMOTION OF
NUCLEAR SCIENCE AND TECHNOLOGY IN LATIN AMERICA AND THE
CARIBBEAN**

**REPORT FORM FOR MEETINGS OF
THE ARCAL TECHNICAL
COORDINATION BOARD**

**ARCAL 005 v.02
November 2002**

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1. INTRODUCTION

To ensure the writing up of reports for meetings of the ARCAL Technical Coordination Board there is a need for not only effective support from the Secretariat but also a clearly defined report structure.

Taking into consideration accumulated experience under ARCAL, set down below is the structure for reports by National Coordinators at meetings of the Technical Coordination Board.

2. REPORT STRUCTURE

2.1 Introduction

This section provides a brief description of the place and date of the ATCB meeting, a list of all the member countries of the Agreement at the time of the meeting and indicates which were represented by their National Coordinators and which were absent. The report must also list the representatives of the International Atomic Energy Agency or other sponsors and special guests. Brief mention may be made of the most relevant information regarding the implementation of ARCAL projects during the period under review.

2.2 Meeting agenda

This section should contain the meeting agenda as approved by the participants.

2.3 Report on the work of the Steering Group

This section sets out the points made by the President in his report on the work of the Steering Group in the period between the previous and the current regular session of the ATCB, placing emphasis on participation in meetings and other tasks carried out by the Steering Group during that time.

2.4 General committee of the meeting and composition of the Working Groups

This section should include the names of the National Coordinators appointed to the office of President, Vice-President and Secretary, taking into account Article 6 of the Rules of Procedure for the meetings of the Technical Coordination Board.

As a rule, the following Working Groups should be established:

- a) For the preparation of reports on meetings attended by host country representatives and by the Secretary.
- b) For review of the Plan of Activities and corresponding budget.
- c) For drawing up conclusions and recommendations.
- d) For the review of project proposals for the next biennium, if necessary.

- e) For the review of other important issues appearing under the item “other matters” or otherwise included in the agenda, if necessary.

2.5 Updated Plan of Activities for the biennium

This section should contain the updated Plan of Activities to be implemented over the course of the year, which shall be drawn up on the basis of a proposal submitted by the Agency, and also the plan for the remainder of the biennium in question.

The Plan of Activities should be used as the basis for assessing how successfully the Agency and countries have met their commitments with respect to the ARCAL Programme.

2.6 Compliance with the recommendations adopted at the previous meeting of the Technical Coordination Board

This section should set out the results of analysis of compliance with the recommendations adopted at the previous meeting of the Technical Coordination Board, on the basis of the reports submitted by the Agency and by countries participating in project implementation.

2.7 Plan of Activities for the new biennium or adjustments to the current Plan

This section should include the Plan of Activities for the new biennium, or adjustments to the existing Plan, on the basis of the proposal put forward by the Agency.

2.8 Coordination meetings held in the countries

This section should describe any initial, intermediate and final meetings that have taken place in ARCAL member countries regarding projects under implementation in the period between the previous and the current regular session of the ATCB.

2.9 Proposals regarding project implementation

This section should include all proposals adopted in relation to Programme implementation to ensure that they are carried out successfully. It should also include analyses of progress evaluations and difficulties encountered, which might serve as lessons for improving project implementation in the future.

2.10 Venue, date and provisional agenda of the next meeting of the Technical Coordination Board

This section should include the following:

- a) Venue of the next meeting.
- b) Alternative venue.
- c) Date of meeting.
- d) Provisional agenda for the meeting.

2.11 Other matters

This section should include any decisions made on matters appearing under this agenda item.

2.12 Conclusions and recommendations

This section, which is one of the most important of the report, should set out the conclusions and recommendations adopted during the meeting. The recommendations should reflect the commitments undertaken by countries and by the Agency during the meeting.

The recommendations should include the following:

- a) Adoption of the report and its transmission to the Meeting of the Board of ARCAL Representatives.
- b) Recommendations regarding changes in the Plan of Activities for projects and the corresponding budget.
- c) Recommendations regarding matters that fall within the sphere of competence of the Meeting of the Board of ARCAL Representatives.
- d) Recommendations regarding the venue, date and provisional agenda of the next meeting of the Technical Coordination Board.
- e) Recommendations for consideration by the Agency.
- f) Adoption of recommendations regarding project proposals for inclusion in the Programme for a given biennium.
- g) Adoption of recommendations for the suspension or completion of projects, where appropriate.

2.13 Acknowledgements

This section should include all acknowledgements deemed appropriate and approved by the National Coordinators.

2.14 Annexes

The annexes should include:

- a) List of participants.
- b) Official statements delivered.
- d) Daily programme of activities adopted.
- e) List of ARCAL National Coordinators

- f) Any other information relating to “other matters” discussed during the meeting.

3. ADDITIONAL SECTIONS

If any other issues are raised during a meeting of the Technical Coordination Board, the National Coordinators may decide to include additional sections in the report with a view to documenting the main decisions reached on those issues.



ARCAL

**REGIONAL COOPERATION AGREEMENT FOR THE PROMOTION OF
NUCLEAR SCIENCE AND TECHNOLOGY IN LATIN AMERICA AND THE
CARIBBEAN**

**REPORT FORM FOR THE FIRST PROJECT
COORDINATORS MEETING**

**ARCAL 006 v.02
November 2002**

1. INTRODUCTION

In general, the structure of reports on the First Project Coordination Meetings should be as follows:

- I. Introduction/background
- II. Current situation
- III. Objectives
- IV. Expected results
- V. Detailed plan of activities
- VI. Budget
- VII. Conclusions and recommendations

ANNEXES:

- a) Country reports
- b) List of participants
- c) Work plan

In certain cases, additional sections may be added to the body of the report. For example, if Working Groups are established to examine a specific issue included in the meeting agenda or to draw up a proposal relating to specific parts of the report, documents prepared by those Working Groups should be included in annexes to the report if so decided by the participants.

2. STRUCTURE OF THE REPORT

I. Introduction/background

This section of the report should consist of a brief outline giving the reader a rapid overview of the key aspects of the project.

II. Current situation

This section contains a summary of the current situation in the region with respect to the project's main area of focus.

The summary should be drawn up on the basis of the presentations given at the meeting by the Project Coordinators on the current situation in their respective countries.

III. Objectives

This section should set out all the objectives to be met during project implementation. Any proposals for amendments to or clarification of the original objectives deemed necessary shall be submitted for approval by the ARCAL National Coordinators of the countries participating in the project and by the Agency.

IV. Expected results

This section should detail all the results expected by completion of the project.

The results should be planned in such a way as to enable evaluation of the project both during its implementation phase and following its completion.

V. Detailed plan of activities

This section should include the following information for each activity to be carried out during project implementation:

- Name of activity
- Objectives of activity
- Date of implementation
- Venue
- Organizers
- Participants
- Date of submission of candidatures
- Information regarding participants and requirements for participation in the activity
- Host country contribution
- IAEA contribution
- Target results

The section should include detailed information on any request for equipment, materials or expert missions, even if the latter are only preliminary, since the information will be used by the Agency to procure equipment and materials approved under the project and to assign the experts requested.

A programme of activities for each project should be drawn up for each year of implementation, and should include a “Summary Table” of the Plan of Activities giving only the name of the activity, date of implementation, the host country and a list of participants.

VI. Budget

This section should present a breakdown of the budget allocated to the project, indicating the cost of each activity in the Plan of Activities described in the preceding paragraph.

VII. Conclusions and recommendations

This section should incorporate the recommendations adopted at the meeting as well as those relating to measures to be taken by the Project Coordinators, the National Coordinators and the Agency with a view to bringing the project to a successful conclusion.

The recommendations should include:

- a) Approval of the meeting report by the National Coordinators of the countries participating in the project.
- b) Date of submission of the meeting report to the Agency for circulation.
- c) Changes (if any) made to the original approved Programme of Activities and its corresponding budget.
- d) Conditions for the possible involvement of new participating countries during the implementation phase of the project.
- e) Conditions for the granting of fellowships and scientific visits.
- f) Limitations on training events scheduled under the Plan of Activities and the budget allocation for such events.
- g) Distribution of the requested equipment, materials and expert missions.

It should be noted that the Agency will take action only on the basis of recommendations that have been approved by the National Coordinators.

ANNEXES

a) Country reports.

This annex should contain all the reports presented during the meeting by countries involved in implementation of the project.

b) List of participants.

The following information should be provided regarding each participant:

- I. Full name of the participant
- II. Affiliation
- III. Address
- IV. Telephone and telefax numbers
- V. E-mail address

c) Work plan for the meeting.

This annex should contain the work plan followed during the meeting.



**REGIONAL COOPERATION AGREEMENT FOR THE PROMOTION OF
NUCLEAR SCIENCE AND TECHNOLOGY IN LATIN AMERICA AND THE
CARIBBEAN**

**REPORT FORM FOR THE
INTERMEDIATE PROJECT
COORDINATORS MEETINGS**

**ARCAL 007 v.02
November 2002**

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1. INTRODUCTION

The reports of the Intermediate Project Coordinators Meetings shall be structured as follows:

- I) Introduction.
- II) Fulfilment of the project objectives.
- III) Project results.
- IV) Main difficulties encountered during project implementation.
- V) Key measures adopted to ensure project completion.
- VI) Proposals for adjustments to the Plan of Activities.
- VII) Proposals for adjustments to the project budget
- VIII) Conclusions and recommendations.

ANNEXES

- a) Country reports.
- b) List of participants.
- c) Work plan.

2. CONTENT OF THE SECTIONS OF THE REPORT

I. Introduction/background.

This section should include the following information in summary form:

- a) Date and venue of the First Project Coordinators Meeting.
- b) Countries participating in the Meeting.
- c) Objectives and expected results.
- d) Report adopted.
- e) Plan of Activities adopted.

II. Fulfilment of the project objectives.

This section should reflect the progress made in fulfilling each of the project objectives.

III. Project results.

This section should present the results so far obtained through project implementation, using the projections at the time the project was approved as a benchmark.

It should also reflect the progress made in implementing the adopted Plan of Activities, indicating any activities that have not yet been completed or that have been suspended. The reasons for the decisions made in each case should be given.

IV. Main difficulties encountered during project implementation.

This section should indicate the main difficulties encountered during project implementation.

V. Key measures adopted to ensure project completion.

This section should describe the measures already adopted or proposed to resolve difficulties encountered during project implementation with a view to achieving the objectives and the results expected.

VI. Proposals for adjustments to the adopted Plan of Activities.

This section should contain any proposals to amend the approved Plan of Activities.

These changes should not entail an increase in the approved budget, rather a redistribution of the funds already approved and available.

Changes to the Plan of Activities that require resources additional to those already allocated to the project shall be proposed only in cases where they are absolutely necessary. In such cases, the following information should be provided for each activity proposed:

- Title/name
- Date
- Venue
- Organizers
- Participants
- Date of submission of candidates (if applicable)
- Details of participants
- Requirements for participation in the activity (if any)
- Host country contribution
- Contribution of sponsor
- IAEA contribution

Proposals should be adopted bearing in mind the availability of the resources already approved for the project.

VII. Proposals for adjustments to the project budget.

This section should detail any proposed amendments to the project budget.

All the proposals included in this section should relate to specific activities in the Plan of Activities for the project.

Resources should not be allocated or requested unless they are associated with well-defined activities included in the approved Plan.

VIII. Conclusions and recommendations.

This section should set out all the conclusions and recommendations adopted during the discussion. The recommendations should include, inter alia, the following:

- a) Adoption of the National Coordinators' report.

The report should be approved by the sponsor prior to circulation.

In the case of the IAEA, the report should be approved by the official present at the meeting or by the Agency's Regional Coordinator for Latin America.
- b) Approval of all the measures to be applied to resolve ongoing difficulties relating to project implementation, indicating whether or not:
 - the project continues to be in the vital interest of participating countries;
 - the deadline for project completion is expected to be met;
 - the project is being satisfactorily implemented or requires further input;
 - the project should continue to be implemented.
- c) Approval of all proposals to amend the approved Plan of Activities or to draw up such a Plan if none exists already.
- d) Approval of all proposals to amend the project budget.
- e) The date of submission of the meeting report for circulation to sponsors and to the IAEA.
- f) Conditions for the granting of fellowships and scientific visits, if applicable.
- g) Conditions under which expert missions should be dispatched, if applicable.
- h) Distribution of the fellowships and scientific visits, equipment, materials and other supplies requested.

ANNEXES

- a. Country reports.
- b. List of participants.
- c. Work plan.
- d. Other.



ARCAL

**REGIONAL COOPERATION AGREEMENT FOR THE PROMOTION OF
NUCLEAR SCIENCE AND TECHNOLOGY IN LATIN AMERICA AND THE
CARIBBEAN**

**REPORT FORM FOR THE FINAL PROJECT
COORDINATORS MEETINGS**

**ARCAL 008 v.02
November 2002**

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1. INTRODUCTION

The report of the Final Meeting of Project Coordinators shall be structured as follows:

- I. Introduction/background.
- II. Fulfilment of the project objectives.
- III. Implementation of the approved Plan of Activities.
- IV. Rate of implementation of the approved budget.
- V. Contributions to countries and degree of success in achieving expected results.
- VI. Main benefits derived from the project by participating countries and the region.
- VII. Main difficulties persisting in the region and possible solutions based on concerted efforts.
- VIII. Main lessons learned through project implementation.
- IX. Sustainability achieved through project implementation.
- X. Conclusions and recommendations.

ANNEXES:

- a) List of participants.
- b) Country reports (if applicable).
- c) Meeting programme.
- d) Evaluation tables (if not included in the body of the report).
- e) Other.

In certain cases, additional sections may be added to the body of the report. If Working Groups are established to discuss a specific issue included in the meeting agenda or to draw up a proposal relating to specific parts of the report, the documents prepared by those Working Groups may be included in the Annexes to the report, if so decided by the participants.

2. CONTENT OF THE SECTIONS OF THE REPORT

I. Introduction/background.

This section sets out key features of the project, including:

- a) Basic information regarding:
 - Commencement of the project.
 - Approved Plan of Activities.
 - Budget associated with the Plan of Activities.
- b) Objectives and results achieved.
- c) Participating countries.

- d) Other details regarded as particularly relevant.

II. Fulfilment of the project objectives.

This section should provide a qualitative and quantitative assessment of fulfilment of each of the planned objectives and, if applicable, of the main reasons for any failure to attain those objectives.

III. Implementation of the approved Plan of Activities.

This section should describe the implementation of the approved Plan of Activities. Information relating to each year of project implementation should include the following:

- a) Proposed tasks or activities.
- b) Tasks or activities that have been suspended or cancelled.
- c) Tasks or activities that have not been completed.
- d) Tasks or activities completed.

The tables should contain:

- The name of the activity.
- The activity type (regional training course, regional workshop, regional seminar, database, national course, coordination meeting, expert mission, etc.).
- The host country, institution and date of implementation.
- Participating countries.

A summary of the number of activities planned and implemented under the project should also be included. In addition, the extent to which each country has participated in project implementation should be determined.

Any new tasks or activities added to the original approved Plan during project implementation should be included in the relevant tables.

IV. Rate of implementation of the approved budget.

This section should indicate the rate of implementation of the budget allocated to the project, that is, the percentage of resources actually expended during project implementation and the total resources allocated per year for the duration of the project. It should also detail any resources added to the initial approved budget to meet unforeseen needs.

V. Contributions to countries and degree of success in achieving expected results.

This section should indicate the contributions made to countries for project implementation, specifying:

- the number of persons trained;
- the number of national laboratories established;

- the number of items of equipment repaired;
- the quantity of equipment received;
- the number of spare parts received;
- the number of activities carried out;
- the benefit derived from each dollar contributed.

The section should also incorporate an evaluation of project implementation based on the indicators set out in the ARCAL Manual of Procedures:

- Effectiveness
- Efficiency
- Relevance
- Timeliness
- Impact
- Cost/benefit

VI. Main benefits derived from the project by participating countries and the region.

This section should describe the main benefits derived from project implementation.

VII. Main difficulties persisting in the region and possible solutions based on concerted efforts.

This section should summarize the main difficulties persisting in the region and possible solutions.

VIII. Main lessons learned through project implementation.

This section should detail the main lessons learned as well as the main shortcomings encountered during project implementation.

IX. Project sustainability

This section should describe the conditions created enabling countries to assume a greater role in continuation of the project once financing by the sponsor comes to an end.

X. Conclusions and recommendations.

This section should set out all the conclusions and recommendations adopted during the discussion. The recommendations should include, inter alia, the following:

- a) Adoption of the National Coordinators' report.
- b) Approval of all the measures to be applied to ensure the sustainability of the project.
- c) Approval of a limited number of activities needed to ensure that ongoing difficulties are resolved upon completion of the project.

ANNEXES:

- a List of participants
- b Country reports
- c Meeting programme
- d Evaluation tables
- e Other



ARCAL

**REGIONAL COOPERATION AGREEMENT FOR THE PROMOTION
OF NUCLEAR SCIENCE AND TECHNOLOGY IN LATIN AMERICA
AND THE CARIBBEAN**

**RULES OF PROCEDURE FOR MEETINGS OF
THE ARCAL TECHNICAL COORDINATION
BOARD**

**ARCAL 009 v.02
November 2002**

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² Translator's Note: Heading errors in original Spanish document have been corrected in the translation.

I. MEETINGS OF THE ARCAL TECHNICAL COORDINATION BOARD

Article 1. Types of meeting of the ARCAL Technical Coordination Board

Meetings of the ARCAL Technical Coordination Board may be regular or special. Regular meetings are held once a year in a State participating in ARCAL. Special meetings are held at such a time and in such a place as may be decided by the IAEA Regional Coordinator for Latin America and the Steering Group, which shall be established according to the terms set out in Article 6 of these Rules.

The host country shall provide logistical support for regular meetings. The International Atomic Energy Agency (IAEA) shall provide administrative and coordination support in preparation for and for the duration of the meeting, as provided for in the Regional Cooperation Agreement for the Promotion of Nuclear Science and Technology in Latin America and the Caribbean (ARCAL).

All the commitments undertaken by the State that has offered to host a regular meeting of the ARCAL Technical Coordination Board shall remain in effect unless expressly revoked in writing, preferably by 31 January of the year in which the meeting is to be held. In the latter case, the State that has offered to act as alternative host country shall take these commitments upon itself. If this State also cannot take on the commitments associated with hosting the meeting the IAEA Regional Coordinator for Latin America, in consultation with the President of the ARCAL Technical Coordination Board, shall take the necessary steps to arrange a venue for the regular meeting of the ARCAL Technical Coordination Board.

Article 2. Notification of meetings

The date, place and tentative agenda of regular meetings of the ARCAL Technical Coordination Board shall be determined at the preceding regular meeting of the Board. The date, place and tentative agenda of special meetings shall be determined jointly by the IAEA Regional Coordinator for Latin America and the Steering Group, and notification thereof shall be transmitted by the IAEA Regional Coordinator for Latin America to the National Coordinators at least 30 days in advance of the beginning of the meeting.

II. REPRESENTATION OF PARTICIPATING STATES IN MEETINGS OF THE ARCAL TECHNICAL COORDINATION BOARD

Article 3. National Coordinators

Technical representation of the countries participating in ARCAL devolves on the National Coordinators. For meetings of the ARCAL Technical Coordination Board, each National Coordinator may be accompanied by experts who, together with him/her, shall constitute his/her country's delegation. Each National Coordinator shall notify the IAEA Regional Coordinator for Latin America and the National Coordinator of the host country of the meeting in writing of the names of the experts who are to participate in the meeting.

Article 4. Alternate National Coordinators

Each National Coordinator may designate a member of his/her delegation to act in his/her place during the Technical Coordination Board meeting.

Article 5. Accreditation of National Coordinators

Each State Party shall notify the IAEA Regional Coordinator once of the designation of its ARCAL National Coordinator through the Ministry of Foreign Affairs or the national nuclear authority of the ARCAL participating State prior to the first meeting that the National Coordinator is required to attend.

III. GENERAL COMMITTEE OF THE MEETING OF THE ARCAL TECHNICAL COORDINATION BOARD

Article 6. Composition of the General Committee of the meeting

During the regular meeting of the ARCAL Technical Coordination Board, the General Committee of the meeting shall comprise the President, the Vice-President and the Secretary, all of whom shall be appointed from among the duly accredited National Coordinators, as well as the IAEA Regional Coordinator for Latin America. As a rule, the President shall be the National Coordinator of the country hosting the regular meeting in question; the Vice-President shall be the National Coordinator of the country which is to host the next regular meeting; and the Secretary shall be the National Coordinator of the country that hosted the preceding regular meeting.

The group of National Coordinators that forms the General Committee for the regular meeting of the ARCAL Technical Coordination Board also constitutes the Steering Group, which shall constitute the General Committee for any special meeting that is convened until the election of their successors at the following regular meeting of the Technical Coordination Board.

Article 7. President, Vice-President and Secretary

The President shall preside over the sessions of the ARCAL Technical Coordination Board meeting, during which he/she may not act as National Coordinator and should therefore designate a member of his/her delegation to participate in the debates and to adopt appropriate decisions on behalf of his/her country's delegation. The Vice-President and the Secretary may participate at all times in meeting debates in their capacity as National Coordinators. If the President is absent during a session or part thereof, he/she shall designate the Vice-President to replace him/her. The Vice-President, when acting as President, shall have the same powers and obligations as the President.

The Secretary shall be responsible for preparing the draft report of the meeting of the ARCAL Technical Coordination Board. The final version of the report shall be submitted by the President of ARCAL to the IAEA Regional Coordinator for Latin America within 30 days of the date of closure of the meeting. The IAEA Regional Coordinator for Latin America shall, in turn, circulate a hard copy of the report to the

National Coordinators within 30 days of the date on which it was dispatched by the President.

Article 8. IAEA Regional Coordinator for Latin America

Amongst the Secretariat functions performed by the IAEA as foreseen in the Intergovernmental Agreement, the IAEA Regional Coordinator for Latin America shall provide administrative and coordination support in preparation for and for the duration of the ARCAL Technical Coordination Board meeting.

The IAEA Regional Coordinator for Latin America shall assume this role at all sessions of the Technical Coordination Board meeting as well as those of its Working Groups, in accordance with the provisions of these Rules of Procedure and in line with the general policy of the Agency. He/she may designate a member of his staff to represent him/her at any of these sessions. Subject to the prior approval of the Presidency, the IAEA Regional Coordinator for Latin America or his/her representative may deliver an oral or written statement at any time during sessions.

The IAEA Regional Coordinator for Latin America shall be responsible for: managing and supervising the preparation of documents at the IAEA relating to any matter entrusted to him by the meeting; the receipt, translation, reproduction, distribution and filing in the Agency archives of meeting documents and resolutions; and in general for performing any other tasks requested of him by the meeting and which are provided for under the Agreement or in the guidance documents and procedures adopted by ARCAL.

IV. AGENDA OF THE MEETING OF THE ARCAL TECHNICAL COORDINATION BOARD

Article 9. Provisional agenda

The IAEA Regional Coordinator for Latin America shall prepare, in consultation with the Steering Group, the provisional agenda for the meetings of the ARCAL Technical Coordination Board. The provisional agenda shall include:

- a) Items that the meeting has previously decided to include in the provisional agenda.
- b) Items referred to the meeting by the IAEA through the IAEA Regional Coordinator for Latin America.
- c) Items whose inclusion is requested by the National Coordinators. In such cases, the requester should prepare a brief memorandum setting out the reasons for the submission of his/her request.
- d) Reports of the IAEA Regional Coordinator for Latin America, including those concerning relevant decisions and recommendations of the Agency, the Board of Governors, the General Conference, the ARCAL Technical Coordination Board meetings and the ARCAL Board of Representatives.

Article 10. Distribution of the provisional agenda and related documents

The provisional agenda for meetings and related documents shall be sent by the IAEA Regional Coordinator for Latin America to each State participating in ARCAL and to each National Coordinator at least 30 days in advance of the beginning of the meeting. The provisional agenda and related documents shall also be sent as far in advance as possible to donor countries and other relevant international bodies.

Article 11. Review and approval of the agenda

The provisional agenda shall normally be submitted for approval at the beginning of the meeting. The meeting may add, delete, defer or amend items if this is acceptable to all the National Coordinators. However, the meeting may at any time decide in advance the agenda for a subsequent meeting or meetings.

V. CONDUCT OF DEBATES AT MEETINGS OF THE ARCAL TECHNICAL COORDINATION BOARD

Article 12. Quorum

A simple majority of the National Coordinators shall constitute a quorum rendering valid the decisions and recommendations adopted in the meeting.

Article 13. Functions of the President

- a) The President shall open and close the sessions of the meeting, direct the debates, give the floor to speakers in the order in which they have requested it, submit matters to decision and announce the decisions adopted. He/she shall also decide on points of order and shall be fully authorized to control deliberations and maintain order during sessions, complying with these Rules at all times. The President may call a speaker to order if his/her remarks are not relevant to the item under discussion.
- b) The President may propose to the meeting the limitation of the time allowed to speakers, the limitation of the number of times each National Coordinator may speak on any question, the closure of the list of speakers or the closure of the debate. He/she may also propose the suspension or adjournment of the session or the adjournment of the debate on the matter under discussion.
- c) The President, in the exercise of his/her functions, shall be subject to the authority of the meeting.

Article 14. Points of order during debates

During the course of debate, both the National Coordinators and the IAEA Regional Coordinator for Latin America may raise points of order, which the President shall decide upon immediately in accordance with these Rules. Any National Coordinator and the IAEA Regional Coordinator for Latin America may appeal against the President's decision. The appeal shall be submitted immediately for consideration by the meeting. The decision of the President shall stand unless overruled by consensus

of all participants. No speaker raising a point of order may speak on the substance of the matter under discussion.

Article 15. Time limit on speeches

The time allowed to speakers and the number of times each speaker may take the floor on any matter may at any time be limited by agreement of the National Coordinators present. The President shall call to order any speaker who exceeds his/her allotted time.

Article 16. Adjournment of the debate

During the debate on a question, any National Coordinator or the IAEA Regional Coordinator for Latin America may move the adjournment of the item under discussion. In addition to the proposer of the motion, two National Coordinators may speak in favour of and two against the motion, after which it shall be immediately submitted to decision. If the meeting declares itself in favour of the adjournment by consensus, the President shall declare the debate adjourned. The President may limit the time allowed to speakers.

Article 17. Closure of the debate

Any National Coordinator or the IAEA Regional Coordinator for Latin America may at any time move the closure of the debate on the item under discussion, even if another National Coordinator has requested the floor. In addition to the proposer of the motion, two National Coordinators may speak in favour of the proposal and two against, after which the motion shall immediately be submitted to decision. If the meeting approves the motion by consensus, the President shall declare the debate closed. The President may limit the time allowed to speakers.

Article 18. Suspension or adjournment of the session

During the debate on any matter, any National Coordinator or the IAEA Regional Coordinator for Latin America may move the suspension or adjournment of the session. Such motions shall be submitted immediately for the meeting's consideration without prior debate. If the meeting approves the motion by consensus, the President shall declare the session suspended or adjourned.

Article 19. Proposals involving expenditure

No proposal involving expenditure for the Agency shall be submitted for consideration unless it has previously been raised with and analysed by the IAEA Regional Coordinator for Latin America such that he/she is able to put forward his/her points of view on it.

VI. VOTING

Article 20. Decisions by consensus

All the decisions of the meeting shall be taken by consensus of the National Coordinators. Consensus means any decision taken without the explicit objection of any National Coordinator.

If a proposal submitted by one or more National Coordinators does not find consensus among the other National Coordinators participating in the meeting, it cannot be approved, regardless of the degree of support it has.

VII. REPRESENTATION OF DONOR STATES AND OTHER BODIES AT ARCAL MEETINGS

Article 21. Representation of donor States and other bodies

The President of the ARCAL Technical Coordination Board and the Director General of the IAEA may invite any Member State of the Agency that is not party to ARCAL, donor States and any other body, to participate in or be represented as observer at the meeting of the ARCAL Technical Coordination Board.

VIII. WORKING LANGUAGES

Article 22. Official and working languages

Spanish and English shall be the official and working languages of the meetings of the ARCAL Technical Coordination Board. The meeting may agree to use only one of the official languages whenever deemed appropriate, either before or during a meeting.

All important documents for the meeting shall be distributed in the working languages of ARCAL unless the Agency, in consultation with the Steering Group, considers this unnecessary.

IX. WORKING GROUPS

Article 23. Establishment of Working Groups

The meeting may establish any Working Groups it deems necessary. Subject to the decisions the meeting takes in that regard and subject to the provisions of these Rules, the conduct of debates in the Working Groups shall conform as far as is appropriate to these Rules.

X. AMENDMENT, SUSPENSION AND INTERPRETATION OF THESE RULES

Article 24. Amendment

These Rules may be amended by consensus of the National Coordinators present at the meeting.

Article 25. Suspension of articles of these Rules

Any article of these Rules may be suspended by consensus of the National Coordinators at the meeting.

Article 26. Interpretation of these Rules

In the interpretation of the articles of these Rules, the titles given to them in the contents and the descriptions prefixed to the articles shall be disregarded.



**REGIONAL COOPERATION AGREEMENT FOR THE PROMOTION
OF NUCLEAR SCIENCE AND TECHNOLOGY IN LATIN AMERICA
AND THE CARIBBEAN**

**RULES OF PROCEDURE FOR THE
MEETINGS AND ACTIVITIES OF THE
STEERING GROUP**

**ARCAL 010 v.02
November 2002**

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I. COMPOSITION OF THE STEERING GROUP

Article 1. Membership of the Steering Group

The Steering Group shall consist of the President, Vice-President and Secretary. Every year the holders of these posts shall rotate such that the President is the National Coordinator of the country hosting the regular meeting of the ARCAL Technical Coordination Board, the Vice-President is the National Coordinator of the country hosting the next regular meeting, and the Secretary is the National Coordinator of the country hosting the previous regular meeting.

The President, Vice-President and Secretary shall hold office until the next regular meeting of the ARCAL Technical Coordination Board is held, when their replacements will take their respective posts.

Article 2. Alternates

In meetings of the Steering Group alternates may participate instead of the members. If the Steering Group is meeting in a country not represented in the Group, the President can invite the National Coordinator and the ARCAL Representative of the country hosting the meeting to attend the meeting, although without the right to participate in the taking of decisions.

Article 3. Functions of the Steering Group

The functions of the Steering Group shall be as follows:

- a) To carry out the recommendations on matters of interest to ARCAL arising from meetings of the Technical Coordination Board and the Board of Representatives or suggested by the International Atomic Energy Agency (IAEA) Regional Coordinator for Latin America in order to strengthen the activities connected with the Agreement or its internal financing;
- b) To prepare or revise specific documents requested by the Technical Coordination Board, the Board of Representatives or suggested by the IAEA Regional Coordinator for Latin America which contain ideas, proposals or recommendations on technical or political matters of interest to ARCAL;
- c) To prepare the documentation required for submission to the Technical Coordination Board and the Board of Representatives meetings for their consideration in order to resolve issues connected with project coordination and management or other ARCAL activities;
- d) To consider the tentative agenda for the ARCAL Technical Coordination Board in order to make the amendments it deems necessary on the basis of proposals for that purpose submitted by the National Coordinators or the Agency;

- e) To support the IAEA Regional Coordinator for Latin America in designating experts to evaluate the results and impacts of the implementation of ARCAL activities and efficiency in the use of the associated resources;
- f) To review requests for new Designated Centres submitted by the States Parties and to select experts to evaluate the requests technically.

II. MEETINGS OF THE STEERING GROUP

Article 4. Meetings of the Steering Group

Meetings of the Steering Group shall be held at least twice a year and may be in Vienna or in a State in the region.

The Steering Group meeting in Vienna shall be held in September before the meeting of the Board of ARCAL Representatives. The other meetings shall be held in the States in the region which have been designated for this; one of these may be the State hosting the next meeting of the Technical Coordination Board.

As a rule, the IAEA will not finance Steering Group activities or meetings unless it is requested to provide some financial aid for this purpose.

For meetings of the Steering Group where this is considered appropriate, the Agency may, having conferred with the President, invite two advisers to attend. These advisers who are designated from among the ARCAL National Coordinators not represented in the Steering Group shall be able to take part in discussion but not to vote at the Steering Group meetings.

Article 5. Notification of Steering Group meetings

The date, location and provisional agenda for the meetings of the Steering Group shall be fixed by the President in consultation with the IAEA Regional Coordinator for Latin America.

Article 6. Functions of the IAEA Regional Coordinator for Latin America

The IAEA Regional Coordinator for Latin America shall act as the Secretariat for all the meetings of the Steering Group, providing administrative coordination and support in preparation for and for the duration of the meeting, conforming at all times with the provisions of these Rules and with the rules adopted by the Steering Group, as well as the general policy of the Agency.

The Regional Project Coordinator for Latin America shall be responsible for managing and supervising the preparation or translation of documents at the IAEA on any matter entrusted to him/her by the Steering Group, and for distributing them sufficiently in advance of the beginning of the meeting in which they are to be examined. He/she shall also be in charge of the documents of the Steering Group meeting in the Agency files and in general shall carry out all the tasks requested of him/her by the Steering Group and which are envisaged in the guidance documents and procedures adopted by ARCAL.

III. AGENDA FOR MEETINGS OF THE ARCAL STEERING GROUP

Article 7. Provisional agenda

The IAEA Regional Coordinator for Latin America shall prepare, in consultation with the Steering Group, the provisional agenda for the meetings of the ARCAL Steering Group. The provisional agenda shall include:

- a. An evaluation of the implementation of the ARCAL Plan of Activities up to the date of the meeting;
- b. An evaluation of the implementation of the budget associated with each project;
- c. Review of the documents which the Agency, the Steering Group, the expert or working groups, or any National Coordinator wish to submit to the meetings of the Technical Coordination Board or Board of ARCAL Representatives;
- d. The items which the Steering Group has previously agreed to include in the agenda;
- e. The items which the Regional Coordinator for Latin America wishes to address in view of their interest to the Agency;
- f. Approval of the report on its meetings;
- g. Proposals for new ARCAL projects either in the form of a project “idea” or “document”;
- h. The Steering Group Plan of Activities.

Article 8. Distribution of the provisional agenda and related documents

The provisional agenda for the meetings and related documents shall be sent by the IAEA Regional Coordinator for Latin America to each member of the Steering Group at least 30 days in advance of the beginning of the meeting.

Article 9. Review and approval of the agenda

The provisional agenda shall be submitted for approval at the beginning of the Steering Group meeting. The Steering Group may add, delete, defer or amend items if this is acceptable. The Steering Group may at any time decide in advance the agenda for a subsequent meeting or meetings.

IV. CONDUCT OF DEBATES AT ARCAL STEERING GROUP MEETINGS

Article 10. Functions of the President

The President shall control the sessions of the Steering Group meeting with assistance in the performance of his/her functions from the IAEA Regional Coordinator for Latin America.

Article 11. Functions of the Secretary

The Secretary shall be responsible for preparing the report on the Steering Group meeting with assistance in the performance of his/her functions from the IAEA Regional Coordinator for Latin America.

Article 12. Proposals involving expenditure

No proposal involving expenditure for the Agency shall be submitted for consideration by the Steering Group unless it has previously been analysed by the IAEA Regional Coordinator for Latin America and he/she is able to put forward his/her points of view on the proposal.

Article 13. Votes by consensus

All the decisions of the meeting shall be taken by consensus of the Steering Group members. Consensus means any decision taken without the explicit objection of any member of the Steering Group.

V. LANGUAGES AND DOCUMENTS

Article 14. Official and working languages at the meetings

The official and working languages of the Steering Group meetings shall be Spanish and English. The Steering Group may decide to use only one of the official and working languages at any of its meetings.

Article 15. Languages of documents

All the documents for consideration by the Steering Group shall be prepared in the official and working languages, preferably in Spanish, unless there is explicit agreement that they be prepared in English or in both languages, if necessary.

The Agency shall make every effort to attend to any request submitted to it by the Steering Group regarding the languages of the documents that need to be prepared.

VI. AMENDMENT, SUSPENSION AND INTERPRETATION OF THESE RULES

Article 16. Amendment

These Rules may be amended by consensus of the members of the Steering Group, which will in turn make the corresponding recommendation to the Technical Coordination Board for its approval.

Article 17. Suspension of articles of these Rules

Any article of these Rules which affects the Steering Group directly may be suspended by consensus of its members.

Article 18. Interpretation of these Rules

In the interpretation of the articles of these Rules, the titles given to them in the contents and the descriptions prefixed to the articles shall be disregarded.



**REGIONAL COOPERATION AGREEMENT FOR THE PROMOTION OF
NUCLEAR SCIENCE AND TECHNOLOGY IN LATIN AMERICA AND THE
CARIBBEAN**

**RULES OF PROCEDURE FOR
MEETINGS OF THE BOARD OF ARCAL
REPRESENTATIVES**

**ARCAL 011 v.02
November 2002**

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I. MEETINGS OF THE BOARD OF ARCAL REPRESENTATIVES

Article 1. Types of meeting of the Board of ARCAL Representatives

The regular meeting of the Board of ARCAL Representatives shall be held once a year. Other meetings shall be called special meetings. The regular meeting shall normally take place during the General Conference of the International Atomic Energy Agency (IAEA). Special meetings shall be held at times and locations decided by the Board of ARCAL Representatives.

If a country wishes to host a meeting of the Board of ARCAL Representatives, it shall undertake to ensure the Secretariat support required for that meeting and the use of appropriate facilities.

Article 2. Notification of meetings

The date, place and tentative agenda of the regular meeting of the Board of ARCAL Representatives shall be determined at the preceding regular meeting of the Board.

Special meetings may be called by decision of the regular meeting or by the President of the Board of ARCAL Representatives. Their date, place and tentative agenda shall be notified to the ARCAL Representatives through the IAEA Regional Coordinator for Latin America at least 30 days in advance of the proposed date of the meeting.

II. REPRESENTATION OF PARTICIPATING STATES IN MEETINGS OF THE ARCAL BOARD OF REPRESENTATIVES

Article 3. ARCAL Representatives

The States Parties shall designate their respective Permanent Representatives to ARCAL who constitute the Board of Representatives with political representation from the participating country and form the highest decision-making body of the Agreement. When attending the meeting of the Board of ARCAL Representatives, each Representative may be accompanied by experts who, together with him/her, shall constitute the delegation of the State participating in ARCAL. Each Representative shall notify the IAEA Regional Coordinator for Latin America in writing of the names of the members of his/her delegation who are to participate in the meeting.

Article 4. Alternate Representatives

Each Representative may designate a member of his/her delegation to act in his/her place at the meeting of the Board of ARCAL Representatives.

Article 5. Accreditation of ARCAL Representatives

Each State shall notify the other States Parties and the IAEA — in the name of the Director General — once of the designation of its respective ARCAL Representative prior to the first meeting that the Representative is required to attend. The credentials should be issued by the Ministry of Foreign Affairs of the State Party.

III. GENERAL COMMITTEE OF THE MEETING OF THE BOARD OF ARCAL REPRESENTATIVES

Article 6. Composition of the General Committee of the meeting

During the regular meeting of the Board of ARCAL Representatives, the General Committee of the meeting shall comprise the President, the Vice-President and the Secretary, as well as the Agency Regional Coordinator for Latin America.

The office of President shall be taken by the Representative of the country which hosted the regular meeting of the Technical Coordination Board that year, the Vice-President shall be the Representative of the country hosting the next regular meeting of the Technical Coordination Board, and the Secretary shall be the outgoing President of the Board of Representatives. The group of Representatives constituting the General Committee of the regular meeting shall also sit on the General Committee of any special meeting held and shall exercise its functions until its successors take office at the next regular meeting of the ARCAL Board of Representatives.

Article 7. Functions of the President, Vice-President and Secretary

The President shall preside over the Board of ARCAL Representatives meeting, during which he/she may not act as ARCAL Representative for his/her country and should therefore designate a member of his/her delegation to participate in the debates and to adopt appropriate decisions on behalf of his/her country's delegation. The Vice-President and Secretary may participate at all times in meeting debates in their capacity as ARCAL Representatives. If the President is absent during a session or part thereof, he/she shall designate the Vice-President to replace him/her. The Vice-President, when acting as President, shall have the same powers and obligations as the President.

The Secretary, with the support of the IAEA Regional Coordinator for Latin America, shall be responsible for preparing the final report on the Board of ARCAL Representatives meeting.

Article 8. IAEA Regional Coordinator for Latin America

Amongst the Secretariat functions performed by the IAEA as foreseen in the Regional Cooperation Agreement for the Promotion of Nuclear Science and Technology in Latin America and the Caribbean, the IAEA Regional Coordinator for Latin America shall provide coordination and administrative support in preparation for and for the duration of the Board of ARCAL Representatives meeting.

The Regional Coordinator shall assume this role at all sessions of the Board of Representatives meeting and of its Working Groups, in accordance with the provisions of the rules established at the meeting and these Rules of Procedure, and in line with the general policy of the Agency. The Regional Coordinator may designate a member of his/her staff to represent him/her at any of these sessions. Subject to the prior approval of the Presidency, he/she or his/her representative may deliver an oral or written statement at any time during these sessions.

The Regional Coordinator shall support the Secretary in preparing the final report on the Board of ARCAL Representatives meeting.

The IAEA Regional Coordinator for Latin America shall be responsible for managing and supervising the preparation of documents at the IAEA relating to any matter entrusted to him by the meeting, the receipt, translation, reproduction and distribution of meeting documents and decisions and for filing them in the Agency archives, and in general for performing all other tasks requested of him/her by the meeting and which are provided for under the Agreement or in the ARCAL guidance documents and procedures.

IV. AGENDA OF THE MEETINGS OF THE BOARD OF ARCAL REPRESENTATIVES

Article 9. Provisional agenda

The IAEA Regional Coordinator for Latin America shall prepare, in consultation with the current President of the Board of Representatives, the provisional agenda for the meetings of the Board of ARCAL Representatives. The provisional agenda shall include:

- a) Items that the meeting has previously decided to include on the provisional agenda.
- b) Items referred to the meeting by the IAEA through the IAEA Regional Coordinator for Latin America.
- c) Items whose inclusion is requested by the ARCAL Representatives. In this case, the requester should prepare a brief memorandum setting out the reasons for the submission of his/her request.
- d) Reports of the IAEA Regional Coordinator for Latin America, including those concerning relevant Agency decisions and recommendations, the Board of Governors, the General Conference, and the meetings of the ARCAL Technical Coordination Board and ARCAL Board of Representatives.

Article 10. Distribution of the provisional agenda and related documents

The provisional agenda for meetings and related documents shall be sent by the IAEA Regional Coordinator for Latin America to each participating State and to each Representative of ARCAL at least 30 days in advance of the beginning of the meeting. The provisional agenda and related documents shall also be sent as far in advance as possible to donor countries and relevant international bodies.

Article 11. Review and approval of the agenda

The provisional agenda shall normally be submitted for approval at the beginning of the meeting; the ARCAL representatives may add, delete, defer or amend items if acceptable to all. However, the meeting may at any time decide in advance the agenda for a subsequent meeting or meetings.

V. CONDUCT OF DEBATES AT MEETINGS OF THE BOARD OF ARCAL REPRESENTATIVES

Article 12. Quorum

A simple majority of the ARCAL Representatives shall constitute a quorum, rendering valid the decisions and recommendations adopted in the meeting.

Article 13. Management of the debates by the President

- a) The President shall open and close the sessions of the meeting, direct the debates, give the floor to speakers in the order requested, submit matters to decision and announce the decisions adopted. He/she shall also decide on points of order and shall be fully authorized to control deliberations, complying with these Rules at all times. The President may call a speaker to order if his/her remarks are not relevant to the item under discussion.
- b) The President may propose to the meeting the limitation of the time allowed to speakers, the number of times each Representative may speak on a matter, the closure of the list of speakers or the closure of the debate. He/she may also propose suspension or adjournment of the session, or the adjournment of the debate on the matter under discussion.
- c) The President, in the exercise of his/her functions shall be subject to the authority of the meeting.

Article 14. Points of order during debates

During the course of debate, both the Representatives and the IAEA Regional Coordinator for Latin America may raise points of order, which the President shall decide upon immediately in accordance with these Rules. The Representatives and the IAEA Regional Coordinator for Latin America may appeal against the President's decision. The appeal shall be submitted immediately for consideration by the meeting. The decision of the President shall stand unless overruled by consensus of all participants. Neither the Representatives nor the IAEA Regional Coordinator for Latin America may speak on the substance of the matter under discussion when raising a point of order.

Article 15. Time limit on speeches

The time allowed to speakers and the number of times each speaker may take the floor on any matter may at any time be limited by proposal of the President or by agreement of the Representatives present. The President shall call to order any speaker who exceeds his/her allotted speaking time.

Article 16. Adjournment of the debate

During the debate on a question, any Representative or the IAEA Regional Coordinator for Latin America may move the adjournment of the item under discussion. In addition to the proposer of the motion, two Representatives may speak in favour of and two

against the motion, after which it shall immediately be submitted to decision. If the meeting declares itself in favour of the adjournment by consensus, the President shall declare the debate adjourned.

Article 17. Closure of the debate

Any Representative or the IAEA Regional Coordinator for Latin America may at any time move the closure of the debate on the item under discussion, even if another Representative has requested the floor. In addition to the proposer of the motion, two Representatives may speak in favour of it and two against, after which the motion shall immediately be submitted to decision. If the meeting approves the motion by consensus, the President shall declare the debate closed.

Article 18. Suspension or adjournment of the session

During the debate on any matter, any Representative or the IAEA Regional Coordinator for Latin America may move the suspension or adjournment of the session. Such motions shall be submitted immediately for the meeting's consideration without prior debate. If the meeting approves the motion by consensus, the President shall declare the session suspended or adjourned.

Article 19. Proposals involving expenditure

No proposal involving expenditure for the IAEA shall be submitted for consideration unless it has previously been raised with and analysed by the IAEA Regional Coordinator for Latin America such that he/she is able to put forward his/her points of view on it.

Article 20. Report of the meeting

The final report on the Board of ARCAL Representatives meeting shall be submitted to the ARCAL Representatives for consideration at the end of the meeting for their approval or amendment. The IAEA Regional Coordinator for Latin America shall circulate a hard copy of the final report among the ARCAL Representatives and National Coordinators within 30 days of the date the meeting was held.

VI. VOTING

Article 21. Decisions by consensus

All the decisions of the meeting shall be taken by consensus of the ARCAL Representatives. Consensus means any decision taken without the explicit objection of any Representative.

If a proposal submitted by one or more Representatives does not find consensus among the other Representatives participating in the meeting, it cannot be approved, regardless of the degree of support it has.

VII. REPRESENTATION OF DONOR STATES AND OTHER BODIES AT BOARD OF ARC CAL REPRESENTATIVES MEETINGS

Article 22. Representation of donor States and other bodies

The President of the ARC CAL Board of Representatives and the IAEA Director General may invite any Member State of the Agency that is not party to ARC CAL, donor States and any other body, to participate in or be represented as observer at the meeting of the Board of ARC CAL Representatives.

VIII. LANGUAGES AND DOCUMENTS

Article 23. Official and working languages

Spanish and English shall be the official and working languages of the meetings of the ARC CAL Board of Representatives. The meeting may agree to use only one of the official languages, whenever deemed appropriate, either before or during a meeting.

All important documents for the meeting shall be distributed in the working languages of ARC CAL unless the Agency, in consultation with the President, considers this unnecessary.

IX. WORKING GROUPS

Article 24. Establishment and operation of Working Groups

The meeting may establish any Working Groups it deems necessary. Subject to decisions the meeting takes in that regard and subject to the provisions of these Rules, the conduct of debates in the Working Groups shall conform as far as is appropriate to these Rules.

X. AMENDMENT, SUSPENSION AND INTERPRETATION OF THESE RULES

Article 25. Amendment

These Rules may be amended by consensus of the ARC CAL Representatives present at the meeting.

Article 26. Suspension of articles of these Rules

Any article of these Rules may be suspended by consensus of the ARC CAL Representatives at the meeting.

Article 27. Interpretation of these Rules

In the interpretation of the articles of these Rules, the titles given to them in the contents and the descriptions prefixed to the articles shall be disregarded.



**REGIONAL COOPERATION AGREEMENT FOR THE PROMOTION OF
NUCLEAR SCIENCE AND TECHNOLOGY IN LATIN AMERICA AND THE
CARIBBEAN**

**SELECTION CRITERIA FOR ARCAL
DESIGNATED CENTRES***

**THIRD TECHNICAL COORDINATION
MEETING**

**LIMA, PERU
13-17 MAY 2002**

ARCAL 9909 Rev.1

**Title amended at the request of the BAR, 2002*

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PROPOSAL FOR ARCAL DESIGNATED CENTRES

1. INTRODUCTION

At the sixteenth Technical Coordination Meeting held in Santiago, Chile, from 24 to 28 May 1999, document ARCAL 9909 establishing the selection criteria for ARCAL Designated Centres was adopted.

On the basis of this, the application form for countries requesting Centres to be designated by ARCAL was adopted.

To date, the BAR has approved 25 ARCAL Designated Centres.

On the basis of accumulated experience, this document sets down the selection criteria for ARCAL Designated Centres.

The centres should exist before they are designated, have a mission and have the material, financial and human resources to meet their objectives. It is desirable to identify centres in the region which could be used by ARCAL for one of the following programmed activities to be implemented within the framework of the approved projects:

- Provision of services in specific areas for which the centres/institutions already have all the human and material means required, as well as national, regional or international recognition as a service centre/institution in the area(s) identified;
- Provision of training in specific areas for which the centre/institution has all the facilities, as well as the staff and equipment required. Ideally, the centre/institution in question should already have national, regional or international recognition for training staff in the selected area(s), or have been used regularly by the Agency for that purpose;
- Active participation in the implementation of ARCAL projects with a view to solving specific problems in the country or in other countries in the region.

2. SELECTION CRITERIA FOR ARCAL DESIGNATED CENTRES

- a. The centres/institutions shall have national, regional or international recognition in the area(s) selected and where nuclear activities play an important role. In other words, the countries in the region should recognize that the centre combines the necessary requirements for use by those countries to implement the activity or activities selected;
- b. The Directors of the centres/institutions identified must be in favour of the application to become ARCAL Designated Centres in the area(s) selected;
- c. The centres/institutions identified to be ARCAL Designated Centres shall not require financial support from the Agency to start their activities. The

activities or services offered must be of interest to the region, connected with the peaceful use of nuclear energy and be in line with the priorities established in the approved Regional Cooperation Plan;

- d. The centres/institutions identified to be ARCAL Designated Centres shall be in a position to provide their services to the ARCAL programme at cost price. The lost earnings for these services shall be reported as contributions by the centre and the country to the ARCAL programme;
- e. It would be advisable for the centre/institution to have a connection with IAEA activities or have been used regularly by the Agency for training courses or events, for the implementation of projects in the country, or in other countries, and to have had its services requested within the framework of the technical cooperation programme.

3. FORM FOR THE SELECTION OF ARCAL DESIGNATED CENTRES

DETAILS OF THE CENTRE (name, full address)

DIRECTOR OF THE CENTRE

SPECIFIC SERVICES OR TRAINING OFFERED

EXISTING INFRASTRUCTURE

A) FACILITIES/EQUIPMENT

B) STAFF (number, qualifications, etc.)

EXPERIENCE IN THE SERVICES OR TRAINING OFFERED AND MAIN BENEFITS OBTAINED

SERVICES OFFERED TO INSTITUTIONS IN THE COUNTRY

COUNTRIES IN THE REGION WHICH HAVE USED THE SERVICES OR TRAINING OFFERED AND MAIN BENEFITS OBTAINED

OTHER COUNTRIES WHICH HAVE USED THE SERVICES OR TRAINING OFFERED AND MAIN BENEFITS OBTAINED

USE OF THE SERVICES OR TRAINING OFFERED BY THE IAEA

IMPACT OF THE USE OF THE CENTRE ON THE SERVICES OR TRAINING OFFERED

LEVEL OF CONTACT THE CENTRE HAS WITH OTHERS IN THE COUNTRY, REGION AND OUTSIDE THE REGION

CONDITIONS FOR USE OF THE CENTRE BY COUNTRIES IN THE REGION

Director's name and signature

Date