
**THIRD MEETING OF THE REPRESENTATIVES OF
COMPETENT AUTHORITIES IDENTIFIED UNDER THE
CONVENTION ON EARLY NOTIFICATION OF A
NUCLEAR ACCIDENT AND THE CONVENTION ON
ASSISTANCE IN THE CASE OF A NUCLEAR ACCIDENT
OR RADIOLOGICAL EMERGENCY**

REPORT OF THE THIRD MEETING

Summary

The Third Meeting of Competent Authorities was convened by the IAEA Secretariat as a Technical Committee Meeting at IAEA Headquarters, Vienna, Austria from 12 to 15 July 2005. The Meeting was structured as a formal Plenary with separate working sessions. Mr. Peter Elder, Scientific Counsellor at the Canadian Mission, chaired Plenary Sessions and Mr. Jeff Lafortune was engaged by the Secretariat to facilitate working sessions. In all 101 representatives of competent authorities from 60 Member States and 5 international organizations attended the Meeting.

The Meeting recapitulated conclusions and outcomes from the Second Meeting, and considered a report on the Action Plan's development and implementation, a report on the relevant activities of the Agency and the National Competent Authorities Coordinating Group (NCACG), progress reports by Work Groups, the ConvEx-3 (2005) exercise report, a report on the Event Response Network, and a report on timelines for notification/information.

The participants discussed proposals for the strategy for enhancing international communications and assistance in nuclear and radiological incidents and emergencies and for a revised Convention exercise regime. They adopted all proposals with amendments agreed upon during the Meeting. Agreed and adopted versions are attached to this report.

After considerable discussion the Meeting agreed on Terms of Reference for the NCACG for the next two years and an associated procedure to elect its Chairperson. The Meeting elected a new Chairperson of the NCACG and endorsed regional representatives for the next two years.

Twenty-four decisions were reviewed in the working session and agreed in the Plenary (Appendix II). The Meeting recommended to the IAEA Secretariat: that it take a more active part in the implementation of the Action Plan using its normal mechanisms to expedite this while ensuring harmonization and coordination with the NCACG; that it initiate the development of a 'Code of Conduct for the International Emergency Management System' as the basis to support the practical mechanisms of the Conventions and ENATOM; that the Convention exercise regime should aim to cover all regions over a suitable time period; and that the exercises should address both nuclear accidents and radiological emergencies, including those arising from malicious acts. The Meeting recommended to the NCACG that it focuses its priorities on strategies for enhancing international communications and assistance while ensuring harmonization and coordination with the IAEA Secretariat.

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INTRODUCTION

1. The Third Meeting of representatives of competent authorities identified under the Convention on Early Notification of a Nuclear Accident (Early Notification Convention) and the Convention on Assistance in the Case of a Nuclear Accident or Radiological Emergency (Assistance Convention) took place in Vienna from 12 to 15 July 2005 at the invitation of the International Atomic Energy Agency.
2. Ninety-four representatives of competent authorities from 60 Member States attended the Third Meeting. Of these, 90 were representatives of competent authorities from 56 Member States that are Party to either the Early Notification Convention or the Assistance Convention or both: Argentina, Armenia, Australia, Austria, Belgium, Bolivia, Brazil, Bulgaria, Canada, Chile, China, Croatia, Cuba, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, India, Indonesia, Islamic Republic of Iran, Ireland, Italy, Japan, Kazakhstan, Republic of Korea, Kuwait, Latvia, Lithuania, Luxembourg, Malaysia, Mexico, Moldova, Netherlands, New Zealand, Nigeria, Norway, Pakistan, Poland, Portugal, Romania, Russian Federation, Slovakia, Slovenia, South Africa, Spain, Sweden, Switzerland, Thailand, Turkey, Ukraine, United Kingdom and United States of America. The remaining representatives were from competent authorities of Member States not Party to either Convention: Ecuador, Kazakhstan, Kyrgyz Republic and Venezuela.
3. Two representatives from international organizations party to the two Conventions also attended namely the World Meteorological Organization and the Food and Agriculture Organization of the United Nations. One observer from the Nuclear Energy Agency (NEA/OECD), two from the European Commission (EC) and two from the United Nations Office for Outer Space Affairs were also present.

Plenary Session

1. OPENING OF THE MEETING

4. Mr. Tomohiro Taniguchi, Deputy Director General of the Department of Nuclear Safety and Security of the IAEA, opened the meeting and expressed the Agency's appreciation for the co-operation shown by Member States in providing experts and resources for past emergency responses, for providing extra-budgetary contributions for improving the response infrastructure and for implementation of the international Action Plan for Strengthening the International Preparedness and Response System for Nuclear and Radiological Emergencies [Ref.]. He described the Agency's vision for safety and reflected that, while the Early Notification Convention and the Assistance Convention have served as the foundation for an international system for emergency preparedness and response, other components of an international regime are also in place. He stressed that recent years have brought new threats, namely the possibility of emergencies due to malicious acts-, for which little experience exists. He proposed that the

scope of future exercises be adapted to allow the testing of systems aimed at addressing the consequences of such events. He expressed gratitude to Romania for hosting the ConvEx-3 (2005) exercise. He announced that the Agency's new Incident and Emergency Centre (IEC) was established in the Department of Nuclear Safety and Security to serve as the international focal point of an integrated response system and stressed the importance of the international Action Plan for enhancing that system. Finally, he pointed out that there is a need to clarify the scope of future meetings and to reflect on whether the forum is optimally composed. He concluded by appealing for continued support in strengthening response capabilities. Mr. Tomohiro Taniguchi introduced the Chairman for the Third Meeting, Mr. Peter Elder, the Scientific Counsellor at the Canadian Mission.

5. Mr. Malcolm Crick, Head of the IAEA's Incident and Emergency Centre, then addressed the Meeting. He pointed out that the Meeting is a technical meeting of the Agency with defined objectives and scope. He stated that this is not a meeting of States Parties to Conventions and that participants of the Meeting are representatives of the competent authorities of Member States, States that are Parties to one or both of the Conventions, and representatives of international intergovernmental organizations that are parties to the Conventions. Observers to the Meeting are representatives of National Warning Points, other States' representatives, representatives of non-Member States and international organizations that are not Parties to either of the Conventions. This composition was to allow the consideration of practical implementation by competent authorities of the Safety Requirements issued as Safety Standards Series No. GS-R-2, relevant GC resolutions and the Convention for those States that are Parties. He then recalled the objectives of the Meeting and the expected outputs, stressing the need for care when discussing issues that are strictly outside the Meeting's mandates.

6. Mr. Rafael Martincic, Action Plan Coordinator, IEC and the Technical Secretary of the Meeting, explained the logistics of the Meeting.

7. The Meeting adopted the provisional agenda (see Appendix I). Mr. Peter Elder, Chairman of the Meeting, introduced the Working Sessions Facilitator, Mr. Jeff Lafortune of International Safety Research, Canada.

2. MATTERS ARISING FROM THE SECOND MEETING

8. Mr. Crick, Head, IEC and Mr. Finn Ugletveit, Chairperson, NCACG, summarized the conclusions and outcomes from the Second Meeting (NCAM/INF/2005/01 and NCAM/INF/2005/03). The Meeting took note of both reports and welcomed the progress made.

3. ACTION PLAN IMPLEMENTATION

9. Mr. Crick, Head, IEC summarized the Action Plan's development and implementation, including resources and contributions-in-kind. He also highlighted weaknesses in the implementation, noting that some deliverables were behind schedule, and suggested some possibilities for improvement. The Meeting took note of the report and expressed its appreciation of the financial and in-kind contributions made by Member States.

Working Sessions

4. REPORTS FROM THE SECRETARIAT

10. Mr. Crick, Head, IEC, presented an overview of current response arrangements (ENATOM), describing the relevant legal basis and safety standards, reporting mechanisms, Contact Points definitions, international assistance arrangements, the concept of operations for response, information exchange mechanisms, and the IEC's resources, capabilities and operations.

11. Mr. Crick summarized relevant Agency activities (NCAM/INF/2005/02) in the following areas: relevant standards; technical documents; training material and technical co-operation projects; and practical incident and emergency response arrangements. Ms. Rejane Spiegelberg-Planer, IEC, described issues regarding incident reporting, the International Nuclear Event Scale (INES) and plans for the development of a common platform for communication and information exchange on incidents and emergencies. Mr. Guenther Winkler, IEC, discussed lessons identified in past events and exercises. Mr. Martincic, IEC, reported on the ConvEx-3 (2005) exercise (NCAM/INF/2005/06) and summarized the conclusions, recommendations and lessons identified in the exercise. Mr. Ugletveit, Chairperson, NCACG, reported on the NCACG's activities (NCAM/INF/2005/12). The Meeting took note of the reports.

12. Mr. Crick announced that he is taking up a new position as Secretary of the UN Scientific Committee on the Effects of Atomic Radiation (UNSCEAR) and that Mr. Carlos Nogueira de Oliveira will be acting IEC Head from 1 August 2005.

13. Mr. Ugletveit, Chairperson, NCACG, presented a proposal for timelines for notification/information in the case of nuclear or radiological emergency. The Working Session took note of the proposal; however, it did not agree on the proposed approach and recommended that the Secretariat develop a more practical proposal in line with actual capabilities (see Decision NCAM-2005/3).

5. NCACG MATTERS

14. Mr. Ugletveit, Chairperson, NCACG, presented a proposal for the Terms of Reference of NCACG (NCAM/DEC/2005/03). After considerable discussion and revisions, the Working Session accepted the revised Terms of Reference. The Working Session also accepted the proposed definition for the *Confirmation of Commitment* provided by Ms. Mette Seyersted, Assistant to the Chairperson, NCACG, who also described a proposal for Procedures for the Election of the NCACG Chairperson (NCAM/INF/2005/13), which was accepted with the revisions proposed to and agreed by the Working Session.

6. PROPOSALS TO THE MEETING

15. Mr. Winkler, IEC, presented a proposal for a revised Convention exercise regime (NCAM/INF/2005/04). After considerable discussion regarding the frequency and the scope of the exercises, the Working Session accepted the revised proposal (see Decisions NCAM-2005/18, 19 and 20).

16. In a special working session (with representatives from EU Member States), Mr. Gerhard De Vries presented a progress report on the solution for harmonizing ENAC and ECURIE/CoDecS. The participants took note of the report and welcomed continued efforts by the EC and the IAEA to improve the interface between the two systems.

7. REPORTS FROM THE NCACG

17. Mr. Dominique Rauber, Chairman of the Work Group on International Communications (WG-A), summarized progress of the work performed by the group since approval of the Action Plan in June 2004 (NCAM/INF/2005/04). The Working Session took note of the report.

18. Mr. Vince McClelland, Chairman of the Work Group on International Assistance (WG-B), summarized progress of the work performed by the group since approval of the Action Plan in June 2004 (NCAM/INF/2005/05). The Working Session took note of the report.

19. Mr. Rauber described a document (NCAM/INF/2005/07) on a proposed strategy to achieve an internationally harmonized communications system for nuclear and radiological incidents and emergencies prepared by the WG-A. The Working Session took note of the document and after considerable discussions recommended that the WG-A should maintain its role in the development of concepts, guidance and strategy on international communications (see Decision NCAM-2005/8).

20. Mr. McClelland made a presentation on the proposed strategy for enhancing international assistance for nuclear and radiological incidents and emergencies (NCAM/INF/2005/08) and on the proposed concept of operations for a timely, effective and efficient worldwide emergency management programme (NCAM/INF/2005/09). The Working Session took note of the documents presented and made specific recommendations (see Decision NCAM-2005/12), pointing out the importance of the development of a 'Code of Conduct for an International Emergency Management System' as the basis for supporting practical mechanisms of the emergency conventions and ENATOM.

21. Mr. Martincic, IEC, summarized the development of the Event Response Network (ERNET) and described the new concept and the latest version (Version 2005) of the document. The Working Session took note of the document and requested the NCACG to actively encourage NCAs of State Parties to the Assistance Convention to join ERNET (see Decision NCAM-2005/14).

8. APPROVAL OF NCACG TERMS OF REFERENCE AND ELECTION PROCEDURES, AND ELECTION

22. Six regional meetings (external to the Meeting) were convened in parallel on Wednesday, 13 July 2005. Participants from the regions discussed the Action Plan outputs and regional issues. At these meetings regional representatives for the NCACG and their alternates were selected (see below).

23. The Working Session elected the NCACG Chairperson (Mr. Finn Ugletveit, Norway) and endorsed the selected regional representatives of the NCACG. Noting that the Africa regional representatives could not be selected owing to the low number of delegates present, the Working Session requested that the NCACG Chairperson inform the NCAs present at the Working Session as soon as possible after the General Conference in September 2005 of the regional representatives selected, and agreed that, in the absence of objections from the NCAs, the selection will be deemed to be endorsed. Noting that an agreement on the main Western Europe representative could not be reached during the regional meeting, the Working Session endorsed selected regional representatives for Western Europe on the conditions that: the current main representative, from the Netherlands, remain in function until the proposed new lead regional representative is selected from the list of endorsed representatives, which is expected to be within six weeks. The Working Session requested to be informed by the NCACG Chairperson of such changes as soon as possible. The Asia and Australasia region selected only the representative but not alternates. The countries in the region were encouraged to nominate candidates. Regional representative will then get agreement from the region and submit the names to the NCACG Chairperson, who will circulate the names to all Meeting participants to gain their endorsement. The following representatives and their alternates were endorsed at the Working Session:

Region	Representative	1 st Alternate	2 nd Alternate
Africa	Postponed until General Conference in September 2005		
Asia and Australasia	Stephen SOLOMON (Australia)	Under consideration in the region	
Eastern Europe	Geza MACSUGA (Hungary)	Oleksiy ANANENKO (Ukraine)	Vladimir SLADEK (Slovakia)
South and Central America and Caribbean	Oswaldo JORDAN (Argentina)	Raul DOS SANTOS (Brazil)	Pablo JEREZ VEGUERIA (Cuba)
North America (including Mexico)	Jean Patrice AUCLAIR (Canada)	Ramzi JAMMAL (Canada)	William David KENAGY (USA)
Western Europe	Wim MOLHOEK (Netherlands)	Sonia G. GRAVIER (France)	Mike GRIFFITHS (UK)
NCACG Chairperson	Finn Ugletveit (Norway)		

9. DECISIONS PAPERS

24. Mr. Dominique Rauber summarized the proposal for a strategy for enhancing international communications for nuclear and radiological incidents and emergencies (NCAM/DEC/2005/01). The Meeting approved the proposal provided that it is amended in accordance with the suggestions given in the discussions (see Decisions NCAM-2005/9 and NCAM-2005/10).

25. Mr. Vince McClelland summarized the proposal for a strategy for enhancing international assistance for nuclear and radiological incidents and emergencies (NCAM/DEC/2005/02). The Meeting approved the proposal with minor amendments agreed upon during the discussions (see Decisions NCAM-2005/12 and NCAM-2005/13).

26. The Working Session Facilitator and the Secretariat prepared draft conclusions and recommendations of the Meeting (a set of decisions) for detailed consideration by the Meeting. In detailed discussion these were reviewed, modified and consolidated by the Meeting.

Plenary Session

10. CONCLUSIONS OF THE MEETING

27. The Chairman reconvened the Plenary Session of the Meeting, which subsequently adopted all the decisions and, where appropriate, assigned implementation priorities. All the Meeting's decisions together with the agreed priorities for implementation are recorded in Appendix II.

11. CLOSING OF THE MEETING

28. The Chairman thanked the participants, the Working Session Facilitator and the Secretariat for their contributions to the Meeting and expressed his view that in enhancing the international response system an important step has been made towards achieving its long term sustainability. The re-elected Chairman of the NCACG, Mr. Ugletveit thanked the outgoing regional representatives, Mr. Igor Grlicarev (Slovenia) and Mr. Raul dos Santos (Brazil), for their commitment and contributions to the NCACG over the past two years. On behalf of the NCACG he also thanked the Meeting Chairman, Facilitator and technical support personnel for their great work and efforts during the Meeting, and the Secretariat for a well prepared meeting. Finally, he expressed his gratitude for his commitment and hard work to Mr. Crick, who will be taking up a new position as Secretary of the UN Scientific Committee on the Effects of Atomic Radiation (UNSCEAR). Mr. Crick expressed his appreciation for the kind words and thanked the NCACG for good cooperation over the past two years. He emphasized the importance of the joint efforts toward enhancing the international emergency preparedness and response system. The Chairman closed the Meeting at 13:00.

APPENDIX I: MEETING AGENDA

Plenary Session

- 1 Opening of the Meeting
- 2 Matters arising from the Second Meeting
- 3 Implementation of the Action Plan

Working Sessions

- 4 Reports from the Secretariat
- 5 National Competent Authorities Coordinating Group Matters
- 6 Proposals to the Meeting
- 7 Reports from National Competent Authorities Coordinating Group
- 8 Approval of NCACG Terms of Reference and Election Procedures, and Elections
- 9 Decision Papers

Plenary Session

- 10 Conclusions of the Meeting
- 11 Closing of the Meeting

APPENDIX II: MEETING'S CONCLUSIONS AND RECOMMENDATIONS

On the Matters arising from the Second Meeting

Decision NCAM-2005/1

Noting the *IAEA Secretariat's response to Recommendations of the Second Meeting* (NCAM/INF/2005/01), the Meeting welcomed the progress made and expressed its appreciation for the efforts of the Secretariat and the NCACG towards the improvement of international arrangements for the response to nuclear accidents and radiological emergencies. The Meeting encouraged the Secretariat and the NCACG to continue to work in a harmonized way to further enhance and improve international preparedness and response for nuclear accidents and radiological emergencies and to expedite the implementation of the Action Plan.

On the Action Plan Implementation

Decision NCAM-2005/2

Stressing the importance of the Action Plan and noting the progress reports of the Secretariat and the NCACG, the Meeting encouraged the Secretariat, the NCACG and all competent authorities to strengthen their efforts for the implementation of the Action Plan. The Meeting recommended that the Secretariat take a more active role in the implementation of the Action Plan and use its normal mechanisms, including funding arrangements, to expedite its implementation. The Meeting recommended the NCACG, working groups and Secretariat to complete the strategy conceptual phase in the shortest time possible and to develop a working plan that would envisage delivery of tasks addressing solutions as foreseen by the action plan and addressing high priority items before the end of 2006.

On the Proposed Timelines for Notification

Decision NCAM-2005/3

The Meeting took note of the proposal by the NCACG on *Timelines for Notification/Information* (NCAM/INF/2005/11) and agreed that there is a need to investigate in greater depth the expectations for international notification and information times following a nuclear accident or radiological emergency. However, the Meeting did not agree on the proposed approach and recommended that the Secretariat take the lead, in consultation with NCAs, in developing a more realistic proposal in line with actual capabilities.

Priority: **medium**

On the Reports from the Secretariat on Relevant Agency Activities

Decision NCAM-2005/4

Noting the *Report on Relevant Agency's Activities* (NCAM/INF/2005/02), the Meeting welcomed the progress made by the Secretariat in helping Member States to enhance emergency response arrangements. The Meeting agreed to the requests by the Secretariat that: all contact points provide routine communication details to the Secretariat before the end of September 2005; that the Secretariat report on which competent authorities have not done this in a Bulletin before end of 2005; that the competent authorities reply to routine communication exercises to verify that a message has actually been delivered to the correct address; and that the Contact Point nominations or amendments should be either typed or submitted in electronic form and not in hand written format to help avoid incorrect translation.

Decision NCAM-2005/5

The Meeting expressed its appreciation for the work done by Romania in hosting the Convex-3 2005 exercise. Noting with appreciation the timeliness of the preparation of the draft of the *ConvEx-3 (2005) Exercise Report* (NCAM/INF/2005/06), the Meeting recommended that the Secretariat arrange for the publication of the report and urged the Secretariat and all competent authorities to take prompt and relevant actions on key lessons identified.

Priority — publication:	medium
Priority — follow up:	high

Decision NCAM-2005/6

Noting the need to maintain the level of effort by the Secretariat and acknowledging the positive impact of extra-budgetary contributions in this respect, the Meeting urged NCAs to encourage their Member States to provide sustained extra-budgetary funding for new IEC operation room and for implementation of the Action Plan.

On the Report on the NCACG's Activities

Decision NCAM-2005/7

Noting the *Report on the NCACG's Activities* (NCAM/INF/2005/03), the Meeting expressed its appreciation of the efforts made by the NCACG, of the financial and in-kind contributions made by the USA, the Netherlands, Norway and all members of the NCACG and working groups, as well as of the role played by the NCACG. Noting that the Secretariat now has more resources and capability to manage action items in a sustained way, the Meeting recommended that changes to the role of the NCACG be incorporated into its Terms of Reference (see also decision NCAM-2005/16).

On the Proposal for Strategy for Enhancing International Communications for Nuclear and Radiological Incidents and Emergencies (NCAM/DEC/2005/01)

Decision NCAM-2005/8

The Meeting took note of the presentation by Working Group-A, *Strategy to Achieve an Internationally Harmonized Communications System for Nuclear and Radiological Incidents and Emergencies* (NCAM/INF/2005/07) and expressed its appreciation of the efforts made by that group. Taking note of the statement by the Working Group-A Chairman that this working group does not have sufficient resources to *implement* solutions, the Meeting recommended that Working Group-A should maintain its role in the development of concept, guidance and strategy. The Meeting also recommended that the Secretariat should, in close cooperation with and taking advice from Working Group-A, focus on the implementation of Action Plan items, using its normal mechanisms to make immediate use of the knowledge and expertise available in this field to advance the implementation of the Action Plan associated with the work of Working Group-A. The Meeting recommended that NCA's encourage regional experts to take part in Working Group A.

Decision NCAM-2005/9

The Meeting approved the *Proposal for a Strategy for Enhancing International Communications for Nuclear and Radiological Incidents and Emergencies* (NCAM/DEC/2005/01), provided that it is amended to take into consideration the following:

- the need to reduce the vulnerability of the communications systems;
- the need to consider that the proposed solution will be a platform concept rather than a system;
- the need to consider making use of, and integrating with, existing and proven emergency communications platforms and systems such as, for example, WMO's Global Telecommunication System (GTS), the ECURIE system and ENAC;
- the need to take into account existing international standards in communications systems;
- the need for cooperation with all regions; and the lessons from international exercises.

The Meeting also recommended that the strategy consider the development of simple and practical solutions, consistent with the vision for an international, harmonized platform, even if the initial solution may not achieve all desired requirements for the long-term vision.

Decision NCAM-2005/10

The Meeting reviewed and approved the proposed priorities of Working Group-A for the next two years, which include drafting guidelines for data sets, formats and technical aspects, drafting the concept of operations for communications; and drafting the requirements for the proposed technical solutions. The Meeting took note of the fact that these priorities were included in the last NCA Meeting report of decisions and that progress was slow owing to the start-up time and

lack of dedicated resources, and tasked Working Group-A with completing these tasks by the end of 2006, in coordination with the Secretariat's actions pursuant to decision NCAM-2005/02.

Decision NCAM-2005/11

The Meeting recommended that the Secretariat, in consultation with Working Group-A, develop a prototype of a platform integrating the IAEA reporting systems in line with the international Action Plan by the end of 2006. The Meeting also recommended that the Secretariat develop a prototype linking the IEC platforms with other relevant international organizations and national systems.

On the Proposal for a Strategy for Enhancing International Assistance for Nuclear and Radiological Incidents and Emergencies (NCAM/DEC/2005/02)

Decision NCAM-2005/12

The Meeting took note of the report on the work of Working Group-B, *Strategy for enhancing International Assistance for Nuclear and Radiological Incidents and Emergencies* (NCAM/INF/2005/08), and expressed its appreciation for the efforts of Working Group-B and the progress achieved. The Meeting recommended that the report be amended to include the following:

- the need to develop draft policies in coordination with other relevant international organizations;
- a reference to the IAEA requirements (GS-R-2);
- and the need for IAEA assistance to help Members States address the need to identify those requirements that are not yet implemented and focus on their implementation.

The Meeting also recommended that the Action Plan group Working Group-B liaise with the Nuclear Energy Agency, as appropriate, on questions related to liability.

Decision NCAM-2005/13

The Meeting approved the proposed *Strategy for Enhancing International Assistance for Nuclear and Radiological Incidents and Emergencies* (NCAM/DEC/2005/02), with minor amendments as agreed upon in the discussions. Consistent with this proposed strategy, the Meeting encouraged NCAs to request their Member States, through the Board, to approve the development of a 'Code of Conduct for an International Emergency Management System' using the work carried out by Working Group-B on the concept of operations as the basis to support practical mechanisms of the Convention and ENATOM.

Priority: **Medium**

On the Event Response Network

Decision NCAM-2005/14

The Meeting took note of the *ERNET draft version 2005* (NCAM/INF/2005/10) and urged the Secretariat to develop standardized procedures and guidelines as identified in the ERNET

document and to publish the document as soon as possible. The Meeting strongly encouraged competent authorities of State Parties to the Assistance Convention to consider joining ERNET in 2006. The Meeting requested the NCACG to actively encourage NCA's of State Parties to the Assistance Convention to join ERNET.

Priority: **medium**

On the Proposal for Terms of Reference for the National Competent Authorities Coordinating Group (NCAM/DEC/2005/03)

Decision NCAM-2005/15

The Meeting took note of the *Proposal for Terms of Reference for the National Competent Authorities Coordinating Group* (NCAM/DEC/2005/03) and the proposed *NCACG Election Procedure* (NCAM/INF/2005/13). The Meeting recommended changes, namely that:

- the role of the NCACG is to coordinate the delivery of the tasks assigned to it by the Meeting;
- that the Terms of Reference, the NCACG's tasks and priorities, and the progress achieved by the NCACG are to be reviewed at every Meeting of the NCA's;
- that the regional representatives on the NCACG are to be selected by their respective region and endorsed by the Meeting;
- that the NCACG work process be documented in an attachment to the Terms of Reference to serve as a planning basis to estimate the level of commitment required of the NCACG members and to facilitate the *Confirmation of Commitment* by their host organization;
- and that the list of members and most current work plan and priorities be included as attachments to the Terms of reference.

The Meeting approved the revised Terms of Reference and Procedures for the Election of the NCACG Chairperson. The Meeting also approved the proposed definition for the *Confirmation of Commitment*.

Decision NCAM-2005/16

Taking note of the need to ensure an even participation of all regions in the work of the NCACG and of the need to adequately reflect the needs and expectations of NCAs from all regions, the Meeting recommended that the NCACG examine ways to improve the communication and coordination with NCA's in each region, and improve the contribution of all NCAs within each region, including the possibility of holding NCACG meetings in different regions. The Meeting also requested the Secretariat to facilitate the provision of funds, subject to Member States' requests and to availability of funds, and, consistent with IAEA rules, to support the cost of the participation on the NCACG and working groups of representatives from Member States with limited financial resources.

Decision NCAM-2005/17

The Meeting re-elected the NCACG Chairperson (Mr. Finn Ugletveit, Norway) and expressed its gratitude for his efforts over the past two years. The Meeting also endorsed the selected regional representatives of the NCACG and thanked the outgoing regional representatives for their commitment and hard work over the past two years. Noting that the Africa regional representatives could not be selected owing to the low number of delegates present, the Meeting requested that the NCACG Chairman inform the NCAs present at the meeting as soon as possible after the General Conference of the selected regional representatives, and agreed that, in the absence of objection from the NCAs, the selection will be deemed to be endorsed. Noting that an agreement on the main Western Europe representative could not be reached during the meeting, the Meeting endorsed the three regional representatives for Western Europe on the conditions that: the current main representative, from the Netherlands, remain in function until the proposed new lead regional representative is selected from the list of endorsed representatives, which is expected within six weeks. The Meeting requested to be informed by the NCACG Chairman of such changes as soon as possible.

On the Proposal for a Revised Convention Exercise Regime (NCAM/DEC/2005/04)

Decision NCAM-2005/18

The Meeting took note of the Secretariat's *Proposal for a Convention Exercise Regime* (NCAM/DEC/2005/04) and recommended the following revisions: that the Secretariat request the IACRNA to alter the ConvEx-3 exercise frequency to be every three to five years, taking into account lessons identified, priorities and the status of improvements resulting from the previous exercises, as well as the proposed dates of national/international exercises and dates of NCA meetings; that the exercise regime should aim to cover all regions over a suitable time period; that the exercises should address both nuclear accidents and radiological emergencies, including those arising from malicious acts; and that the scenarios considered should be more varied and imaginative to test all aspects of the international arrangements under a wide spectrum of expected challenges.

Decision NCAM-2005/19

Noting that the proposed date for the next ConvEx-3 exercise was 2010 to avoid holding a large exercise in the same year as a planned NCA meeting, and recognizing the high value of such exercises, the Meeting expressed the view that the period between the ConvEx-3 2005 and 2010 exercises would be too long and recommended that the next Convex-3 exercise be held in 2008.

Decision NCAM-2005/20

Noting that the large effort required to prepare, conduct and evaluate a ConvEx-3 exercise is one of the main obstacles to holding more frequent such exercises, the Meeting recommended that the Secretariat examine ways to reduce the large overheads associated with such exercises to reduce the efforts necessary in preparation and streamline the process. The Meeting also recommended that the Secretariat examine the possibility of the IEC participating in national

exercises organized and led in full by the national authorities, thereby also increasing the frequency of exercises in each region in which the IEC would take part.

Priority: **medium**

Decision NCAM-2005/21

Noting the challenges involved in soliciting the hosting by national authorities of Convex-3 exercises, the Meeting tasked the NCACG to actively encourage NCAs in all regions to solicit their Member States to offer to host such exercises. In this regard, the Meeting acknowledged the offer of the Republic of Korea to host the next Convex-3 exercise in 2008.

Priority: **medium**

On the Proposed Work Plan for the NCACG

Decision NCAM-2005/22

The Meeting took note of a presentation by the newly elected Chairman of the NCACG on the proposed work plan for the next two years and approved the proposed tasks with minor editorial comments, agreed upon during the meeting, and with the following amendments: priorities, expected outcomes and timeline for delivery are to be included; the NCACG is to coordinate, in consultation with the Secretariat, with relevant international organizations that are invited to NCA meetings; the NCACG is to encourage regional exercises; and the NCACG is to work with the Secretariat to identify mechanisms to improve participation of the regions and coordination within the regions, making use as appropriate of existing programmes.

Priority: **Medium**

Decision NCAM-2005/23

The Meeting requested the NCACG to prepare detailed priorities for the next two years, based on the approved work plan, in consultation with the NCAs and the Secretariat, and to provide the proposed priorities to the NCAs within the next six months.

On Urging Non-Party Member States to Adopt the Two Conventions

Decision NCAM-2005/24

The Meeting recommended that the IAEA continue its ongoing effort to urge its Member States to adopt the two Conventions.

Priority: **high**

ATTACHMENTS

The following revised decision papers, as adopted by the Meeting, are attached to this report:

- **NCAM/DEC/2005/01:** Proposal for Strategy for enhancing International Communications for Nuclear and Radiological Incidents and Emergencies (prepared by the WG-A; Attachment 1)
- **NCAM/DEC/2005/02:** Proposal for Strategy for enhancing International Assistance for Nuclear and Radiological Incidents and Emergencies (prepared by the WG-B; Attachment 2)
- **NCAM/DEC/2005/03:** Proposal for Terms of Reference for National Competent Authorities Coordination Group (prepared by the NCACG; Attachment 3)
- **NCAM/DEC/2005/04:** Proposal for revised Convention Exercise Regime (prepared by the Secretariat; Attachment 4)

Attachment 1: NCAM/DEC/2005/01 – Approved Version

Proposal for Strategy for enhancing International Communications for Nuclear and Radiological Incidents and Emergencies

- 1 According to the International Action Plan for Strengthening the International Preparedness and Response System for Nuclear and Radiological Emergencies (Action Plan) the **desired outcome** of Action A.1 is to achieve the following:
 - a) Consensus documentation of the emergency information/data sets to be communicated internationally and the timeline for their exchange for preparedness and response decisions, assessments and communication;
 - b) Clear understanding of existing national, regional and global needs and solutions for communicating this information;
 - c) A glossary of standard terms; and
 - d) A communications strategy and a set of priorities for longer term actions.

- 2 It is envisaged that consensus documents will be issued after deliberations at the Third Competent Authorities' Meeting in 2005. The documentation should then be regularly reviewed as part of a continuous improvement mechanism.

Action A. 1 — Task and Main Objective

- 3 The task of Action A.1 is to identify existing communication arrangements, define compatibility requirements for international application, identify future global needs and develop a strategy for enhancing international emergency communications. The Communication Work Group (WG-A) with members from Member States and international organizations has been given the responsibility to draft a proposal for the fulfilment of this task. The WG-A has identified the main objective as follows:
 - 4 To ensure, through establishment of agreed operational arrangements and technical means, that the needs for international communications in case of nuclear and radiological incidents and emergencies can be met in an effective and sustainable way.

Needs for International Communications

- 5 In case of incidents and emergencies in the radiological and nuclear field, States need information in order to respond properly and fulfil their obligations under agreements and international law and more specifically, to provide the public with timely and adequate information about the event in order to protect life, health, the environment and other interests of society.

- 6 To fulfil these obligations States and their Competent Authorities need to be able to:
 - a) Notify other States on transnational emergencies.
 - b) Inform other States in case of incidents of international interest.

- c) Share available and relevant information including data and knowledge/expertise with other States.
 - d) Provide other States with access to special tools for making assessments and prognosis.
 - e) Obtain rapid advice and assistance when needed.
 - f) Coordinate response actions, including the provision of requested advice/assistance.
 - g) Verify unauthenticated information.
- 7 To guarantee effective communications, predefined arrangements in accordance with GS-R-2, have to be in place.

Concept

- 8 To meet the needs for international communications during nuclear and radiological incidents or emergencies, the WG-A proposes that all relevant information should be exchanged using a unified and integrated platform. This platform should be based on the following:
- a) On the international and national level concepts of operations including criteria for exchanging information are in place.
 - b) International standards are established, especially regarding:
 - Sets of information, including data, to be exchanged during incidents and emergencies
 - Formats for information and data sets to be communicated
 - Technical means to exchange information, including data
 - c) The exchange of information will be done in three different **modes**:
 - **Push mode**: The information provider sends the information actively to the users.
 - **Pull mode**: The user is responsible to access the platform to retrieve information.
 - **Interactive mode**: Two or more users converse in real-time, usually by voice and/or video.
 - d) The solution will consist of two main parts:
 - An international platform will allow reliable notification of all Member States and will give access to all available information and special applications. It consists of hardware and software operated by an international organisation. It is envisaged that the IAEA Secretariat maintains such a platform.
 - At least all states with nuclear reactors have their own national platform in place to share all available additional information needed on an international level. It is the responsibility of Member States and their Competent Authorities to implement these solutions and to establish the local technical infrastructure to access the international platform.
 - e) Agreements with other existing networks are in place in order to make them complementary and not competing. Duplications and incompatibilities are avoided.
 - f) English is the language for international emergency or incident communications.

- g) The platform is also adopted for ordinary international communication and is hence a familiar tool used on a regular basis for reporting incidents as well as emergencies. A user-friendly interface will minimize the need for specialized training.

Strategy for enhancing International Communications

- 9 The following strategy will be applied for reaching the objective within four years:
- 10 Common accepted guidelines for the **redesign of existing or the development of new systems and platforms** in Member States or international organisations shall be developed with high priority in order to help to achieve in the long-term an interconnectivity of all relevant systems. These guidelines shall include standard information sets, data formats, standard formats for exchanged information, communications protocols, and general requirements for the choice of technical means. These guidelines will be elaborated by the WG-A and its expert groups and will be coordinated with WG-B. These guidelines will be submitted to the Competent Authorities for discussion by the end of 2006 and presented for approval at the 2007 meeting. The WG-A will together with the IAEA secretariat seek international consensus.
- 11 The WG-A and its expert groups will elaborate proposals for the new solution based on **existing national and international solutions and experience made so far**. If appropriate and feasible, this solution should consist of a platform integrating existing solutions rather than a new system. Special attention should be given to the need to reduce the vulnerability of the communications systems. The development of practical and simple solutions, however consistent with the vision for an international, harmonized shall be considered, even if the initial solution may not achieve all desired requirements for the long-term vision. Proposals shall be submitted to the Competent Authorities for discussion and approval at the 2007 meeting.
- 12 The secretariat shall develop a prototype of a platform integrating the IAEA reporting systems and meeting the standards of the Member States by the end of 2006 and linking other platforms of other relevant international organizations and national systems.
- 13 **Ongoing international developments** shall not be hindered or curtailed. However, these developments have to be closely coordinated with those of the Action Plan. This can be achieved by involvement of those organisations in the Action Plan.
- 14 To **streamline the networks of international organisations** having similar or complementary mandates in the field of incident or emergency information exchange, either members of these organisations will participate in the WG-A/expert groups or at least a close information exchange will be established.
- 15 To **allow feedback** outside Meetings of Competent Authorities **Member States and their Competent Authorities** shall be kept informed of the activities and progress of the WG-A and the expert groups.
- 16 After approval of the new solution, a prototype will be realized and tested between 2007 and 2009, where after it will be approved by the Competent Authorities.
- 17 The WG-A, in close cooperation with the IAEA Secretariat and the NCACG, intends to efficiently carry out the tasks identified by the Action Plan within available resources.

Identified tasks will be performed with the support of the expert groups by following the IAEA Secretariat and the NCACG directions.

- 18 As a longer perspective WG-A will analyse and advise on future developments on communications for nuclear and radiological incidents and emergencies. Furthermore, the group will regularly review and adapt the needs based on lessons learnt during real emergencies or exercises or due to new situations having an impact on the expectations of the Competent Authorities.

Explanation of Terms used

Additional information	Information that doesn't need prompt decisions but is needed to understand the situation in order to make assessments and to be able to inform the stakeholders and the general public
Application	Computer program that is designed for a particular purpose. Normally running on a dedicated computer and needing special expertise to be operated.
Arrangements	The integrated set of infrastructural elements necessary to provide the capability for performing a specified function or task required in response to a nuclear or radiological emergency. These elements may include authorities and responsibilities, organization, coordination, personnel, plans, procedures, facilities, equipment or training. [GS-R-2]
Communication Mode	The way how communication is done. The following modes are considered. Push Mode: The generator sends his information actively to a certain list of receivers. This mode is especially used for notifications. Pull Mode: The user is responsible to get his information from by accessing a system. This mode is used to share information (additional information). Interactive Mode: Two or more users converse in real-time, usually by voice and/or video. This mode is used for provision of advice, resolution of problems, and coordination of actions.
Communication Protocol	Technical specifications how information is exchanged between different systems.
Data Formats	Information that is structured in a very precise way. Such formats are used for example to exchange monitoring data or output data from applications such as output from dispersion models that will be used by other applications.
Emergency	A non-routine situation or event that necessitates prompt action, primarily to mitigate a hazard or adverse consequences for human health and safety, quality of life, property or the environment. This includes nuclear and radiological emergencies and conventional emergencies such as fires, release of hazardous chemicals, storms or earthquakes. It includes situations for which prompt action is warranted to mitigate the effects of a perceived hazard. [GS-R-2]
Format	Specifies the way in which information is arranged and stored on a computer so that it can be accessed and processed by external users.
Incident	Event, without consequences for the general public and the environment[??]
Information set	Pieces of information belonging to the same subject and to be communicated in one package.
Information structure	In a complex situation the provided information has to be structured to allow a easy access in time critical situations and to keep the overview
Integrated System	By accessing the integrated system the user can find all the needed information at one place and has all possibilities to communicate with competent international organisations and National Competent Authorities.
Interactive	See Communication Mode

Mode

Network Arrangements, personal contacts and technical means enabling an effective communications during incidents and emergencies

Notification A report submitted promptly to a national or international authority providing details of an emergency or a potential emergency; for example, as required by the Convention on Early Notification of a Nuclear Accident. [GS-R-2]

A set of actions taken upon detection of emergency conditions with the purpose of alerting all organizations with responsibility for emergency response in the event of such conditions. [GS-R-2]

Platform A technical tool the user can access and exchange all necessary information during an incident or accident. The platform itself is no application but a user interface to allow to access application or other platforms.

Product Result from an application. Cannot be changed.[??]

Pull Mode See Communication Mode

Push Mode See Communication Mode

Shared information Information that is available at a certain location. Contrary to notifications this information is not disseminated actively by the producer but made available on a platform. The user is responsible to retrieve this information by visiting the platform.

Standard Information Set Agreed list of items that have to be communicated in certain situations within a pre-defined time.

System A system provides the user with a set of technical means to communicate. It can consist of hardware, software, databases, user interfaces, and equipment.

Technical Means Hardware, software, communication channels or lines

Transnational Emergency A nuclear or radiological emergency of actual, potential or perceived radiological significance for more than one State. This includes:

- A significant transboundary release of radioactive material (however, a transnational emergency does not necessarily imply a significant transboundary release of radioactive material);
- A general emergency at a facility or other event that could result in a significant transboundary release (atmospheric or aquatic) of radioactive material;
- Discovery of the loss or illicit removal of a dangerous source that has been transported across or is suspected of having been transported across a national border;
- Discovery of the loss or illicit removal of a dangerous source that has been transported across or is suspected of having been transported across a national border;
- An emergency warranting the taking of protective actions for foreign nationals or embassies in the State in which it occurs;
- An emergency resulting in or potentially resulting in severe deterministic effects and involving a fault and/or problem (such as in equipment or software) that could have serious implications for safety internationally;
- An emergency resulting in or potentially resulting in great concern among the population of more than one State owing to the actual or perceived radiological hazard.

Unified Internationally agreed and compatible

Attachment 2: NCAM/DEC/2005/02 – Approved Version

Proposal for Strategy for enhancing International Assistance for Nuclear and Radiological Incidents and Emergencies

- 1 As part of the implementation of the Action Plan, a work group on international assistance (WG-B) was established to address seven action items (B.1. – B.7.) identified in the Action Plan. The WG-B has developed a strategy to achieve the goal of strengthening international emergency preparedness and response. As the initial step towards achieving this goal, this strategy includes development of the following:
 - a) A Strategic Plan (Road Map) document that will provide the foundation, means and methods for strengthening international emergency preparedness and response. The Strategic Plan (Road Map) is a living document that provides an implementation strategy and path forward to accomplish the Action Plan items B.1. – B.7. The Strategic Plan (Road Map) will continue to be revised and modified to ensure that products are produced, milestones met, and new actions are identified for future work. Also, resource needs of the WG-B and its seven established Expert Group will be contained within this document.
 - b) A Concept of Operations document that will provide the framework for establishing the IAEA Incident and Emergency program as a legitimate stand alone entity within the Agency for development and promulgation of emergency preparedness and response policy. The Concept of Operations will serve as a tool to ensure appropriate emergency preparedness and response programs are in place and can be augmented, if necessary, to effectively respond to any nuclear or radiological event. The WG-B will together with WG-A on International Communications, provide additional requirements and information for this process. In the long term, it is anticipated that the IAEA will establish an Emergency Preparedness and Response Standards Series and thus, convert this document to a Code of Conduct to set this process in motion.
 - c) A revised Event Response Network (ERNET) to ensure appropriate assistance can be provided to mitigate the consequences of any nuclear accident or radiological emergency. The ERNET document provides a concept to ensure appropriate local nuclear response resources, if available, can provide the initial response to any request for assistance. This document relies on the use of National Assistance Capabilities (NAC) resident in existing member states to provide any needed assistance as facilitated and coordinated by the Agency.
- 2 It is proposed that the competent authorities:
 - a) Endorse the Strategic Plan (Road Map) concept while recognizing that additional work will be undertaken by WG-B on Assistance to fully develop the strategy.
 - b) Endorse the Concept of Operations as a tool to solidify the roles and responsibilities of the IAEA, State Parties and Parties to the Conventions, emergency preparedness and response programs and recommend that Member States adopt this document as a Code of Conduct as it is developed to formally establish the IAEA Incident and

- Emergency Response program authority to establish and promulgate policy in coordination with relevant international bodies.
- c) Endorse the ERNET concept and encourage Member States that have existing National Assistance Capabilities (NAC) to apply to participate under the terms of the ERNET concept and to make NAC resources available as possible, for response to requests for assistance.

Attachment 3: NCAM/DEC/2005/03 – Approved Version

Proposal for Terms of Reference for National Competent Authorities Coordination Group

Introduction

- 1 The Competent Authorities identified under article 7 of the Convention on Early Notification of a Nuclear Accident (the Early Notification Convention) and article 4 of the Convention on Assistance in the Case of a Nuclear Accident or Radiological Emergency (the Assistance Convention) and the IAEA Secretariat have in their follow up of GC(46)/RES/9.D, recognized the need for a mechanism for collaboration among the Competent Authorities and the IAEA Secretariat with respect to the international arrangements for preparedness and response to nuclear accidents and radiological emergencies.
- 2 The Second Meeting of Competent Authorities convened by the IAEA Secretariat in Vienna in June 2003, established a regionally representative National Competent Authorities' Coordinating Group (NCACG) to manage tasks assigned to the Competent Authorities by the Meetings of Competent Authorities and to coordinate and facilitate their contributions to the ongoing process towards enhanced international emergency preparedness and response systems.
- 3 IAEA Member States welcomed through IAEA GC(47)/RES/7 this decision to establish a regionally balanced National Competent Authority Coordinating Group (NCACG).

Accountabilities and Roles

The NCACG is accountable to the Competent Authorities.

The role of the NCACG is to coordinate the delivery of the tasks assigned by the Competent Authorities by the Meetings of Competent Authorities towards enhanced international emergency preparedness and response systems

Composition and period of service

- 4 The NCACG shall consist of a Chairperson and one member representing each of the following six geographical regions:

- Africa
- Asia and Australasia
- Eastern Europe
- South and Central America and Caribbean
- North America (including Mexico)
- Western Europe

- 5 In addition to the selection of one member from each region, the Meeting of Competent Authorities should, to the extent possible, also select two alternates per region.
- 6 The NCACG Chairperson and each of the six members of the NCACG must be representatives of Competent Authorities present at the NCA meeting. The nominated representatives do not have to be present at the meeting. The Chairperson is elected at the Meeting of Competent Authorities from among representatives nominated. The Chairperson should be from a different State than the members of the NCACG.
- 7 The Chairperson serves for a period of two years. The term begins at the close of the Meeting in which he/she is elected and continues through the close of the next Competent Authority Meeting.
- 8 Nominations for Chairperson shall be made to the body organising the Competent Authority Meeting, which should transmit the nominations to the Meeting. Such nominations shall include prior confirmation of commitment from the nominated Chairperson's respective Competent Authority. These nominations shall either be made before or at the Meeting up to the time of voting.
- 9 In the event there are no nominees, the current NCACG Chairperson or the members shall seek at least three candidates among Competent Authorities' representatives present at the current meeting. Where candidates are sought due to lack of nominees, he/she should seek a first and second alternate. The Chairperson elected in this way will have 30 days to obtain confirmation of commitment from his/her Competent Authority and to submit this confirmation to the body, which organised the Meeting. If such confirmation is not obtained within the stated time limit, the first and second alternates elected by the Meeting will have 30 days to obtain confirmation, respectively. Until such confirmation is obtained, the outgoing chairperson shall remain the active chairperson.
- 10 In the event that the described nomination process does not result in any confirmation, or if during his/her period of service the Chairperson is temporarily absent or unable to complete the remainder of his/her term, the NCACG members shall elect a Chairperson from among themselves. In cases where the Chairperson is unable to complete his/her term, the member elected as Chairperson for the remainder of the term in accordance with this paragraph shall be replaced by the first alternate from the respective region.
- 11 The Chairperson may appoint an assistant and support staff to support him/her in the conduct of the work of the NCACG.
- 12 Member candidates are nominated by their respective Competent Authority and selected by the Competent Authorities in their respective geographical region. Nominations for membership should to the extent possible, include prior confirmation of commitment from their respective Competent Authority. The selected NCACG members will be endorsed by the Meeting. In order to ensure that a first and second alternate for each member is selected according to the Terms of Reference (ToR) point 5, each region should nominate at least three member candidates.
- 13 The term of the member is two years and runs concurrent with the term of the Chairperson: from the close of the Meeting in which he/she is selected and continues through the close of the next Competent Authority Meeting.

Functions

- 14 The functions of the NCACG are to represent and facilitate cooperation among the Competent Authorities as well as to liaise with the IAEA Secretariat. These functions include:
- a) Coordinate and produce deliverables in accordance with the directives from the NCA Meeting,
 - b) Promote and support the interests of Competent Authorities based on decisions arising from the Meetings of Competent Authorities,
 - c) Develop and support the implementation of approved programmes,
 - d) Collaborate with the IAEA Secretariat on international emergency preparedness and response matters,
 - e) Collaborate with the IAEA Secretariat to identify and assess initiatives that modify the programmes,
 - f) Establish working groups to carry out specific work in accordance with specific objectives assigned by the Competent Authorities. Regional balance should be considered when constituting working groups,
 - g) Request and raise resources for implementation of programmes on international emergency preparedness and response, including support for travel and expenses to meetings in support of these activities,
 - h) Collaborate with the IAEA Secretariat and Competent Authorities of Member States and Parties to the Conventions to ensure the complementary and cooperative use of resources made available to efficiently accomplish the tasks and priorities agreed to by the Meeting of Competent Authorities,
 - i) Encourage Competent Authorities to implement the improved arrangements regarding international emergency preparedness and response programmes endorsed by the NCACG/Competent Authorities,
 - j) Advocate Competent Authorities' fulfilment of their functions under the Early Notification and Assistance Conventions, relevant Safety Standards, IAEA Board Decisions and General Conference Resolutions,
 - k) Encourage input related to international emergency preparedness and response from Member States to the IAEA Board of Governors and General Conference *inter alia* on IAEA programmes and budget,
 - l) Produce annual progress reports on each task for the National Competent Authorities on tasks assigned to the NCACG by the Meeting,
 - m) Produce proposals for future tasks to be approved by the Competent Authorities at the Meeting.

NCACG Meetings and Working Procedures

- 15 The NCACG operates through correspondence and meetings among its members. The working language is English.
- 16 The NCACG develops a work plan for coordination and execution of additional tasks assigned to it by the NCA Meeting, in such a manner that does not conflict with the

International Action Plan for Strengthening the International Preparedness and Response System for Nuclear and Radiological Emergencies (GOV/2004/40(Corrected)).

- 17 The Chairperson convenes and chairs the Meetings and may invite observers. The NCACG should determine the frequency and the format of its Meetings. Prior to the Meeting, the Chairperson should circulate a draft agenda for comments and identify the objectives of the Meeting.
- 18 When appropriate, meetings between the NCACG or its chairperson and the IAEA Secretariat should be arranged. Frequency and format of these meetings are subject to consensus between the NCACG and the Secretariat.
- 19 The NCACG shall conduct its work on the basis of consensus.
- 20 The NCACG communicates Meeting reports as well as other relevant information to the Competent Authorities. Each member should serve as a link for information, communication and feedback between the NCACG and the Competent Authorities in their respective region.

Administrative provisions

- 21 NCACG Chairperson and Members are representatives of their respective Competent Authority.
- 22 The travel and subsistence expenses of members of the NCACG during its Meetings should be arranged by their respective Competent Authority. With respect to countries in need of financial assistance, such expenses may be met with the support of others, subject to the availability of funds.
- 23 A proposal for amendments to the ToR of the NCACG must be submitted in writing to the body organizing the NCA Meeting. The Meeting of Competent Authorities reviews and adopts amendments to these Terms of Reference.

Attachments (not part of the formal terms of reference)

- a) NCACG membership
- b) Most recent prioritised tasks
- c) Work outline and base level of effort for planning purposes

Attachment 4: NCAM/DEC/2005/04 – Approved Version

Proposal for revised Convention Exercise Regime

- 1 Exercises and their effective evaluation are an essential tool for improving the international emergency response arrangements. However, only a well-planned exercise can provide useful insight. In the past two years all ConvEx exercises were conducted according to the regime proposed by the Secretariat and agreed at the Second Meeting of competent authorities¹. Based on the experience gained from preparing, conducting and evaluating those exercises, the Secretariat is proposing a revised Convention exercise regime.

Experience

- 2 In the past two years most of the ConvEx exercises were small scope exercises (ConvEx-1a and ConvEx-2a). One focus of the Secretariat was to identify changes in contact details that had not been communicated in advance to the Incident and Emergency Centre (IEC). However, the lessons identified from both ConvEx-1a and ConvEx-2a were that there were relatively few changes in contact details that had not been communicated in advance. Moreover the analysis showed that most contact points showed the same good performance, but that there was a limited set of contact points that consistently showed serious communication problems. Therefore it is concluded that by continuing to conduct these same types of exercises with the same frequency will not significantly improve the situation.
- 3 The analyses showed that more frequent opportunities are needed to exercise other aspects of the ENATOM arrangements. These could be exercises having specific and limited scope. The Secretariat and the World Meteorological Organization have established a regular exercise programme, which could also provide an opportunity to combine efforts.
- 4 It is evident that participation of NCAs in exercises is greater when they are conducted during their normal working hours. Therefore it is concluded that conducting certain exercises on a regional basis could increase the participation of NCAs when they are conducted during normal working hours of the region.
- 5 The IEC is sometimes asked to participate in national or regional exercises with too little notice in order for such exercises to be incorporated into its work programme.
- 6 The extensive involvement of relevant national authorities from Romania, competent authorities from its neighbouring States, and relevant international organizations in the preparation, conduct and evaluation of the Convex-3 (2005) achieved additional benefits.
- 7 Conducting the ConvEx-3 exercise and the Meeting of Competent Authorities in the same year hinders progress by the IEC on other important work.

Proposal for revised exercise arrangements

- 8 To take account of the experience gained, the Secretariat proposes to modify the existing Convention Exercise regime as follows: reduce the frequency of ConvEx-1a and -2a

¹ See pages 18-20 of EPR-ENATOM (2004), and Information Bulletin No. 18.

exercises; changing the scope of ConvEx-2c to address other aspects of the ENATOM arrangements; to conduct ConvEx-2b and -2c exercises by regions; introducing a new type of exercise ConvEx-2d, to schedule the next ConvEx-3 in 2008 and to efficiently involve other competent authorities in its preparation.

- 9 In addition, the Secretariat proposes to develop a procedure for requesting and defining IEC participation in national or regional exercises.

CONVEX 1

General objective: to test emergency communication links.

CONVEX 1a Specific objectives: to identify problems with fax communications to NWP, NCA(A) and Permanent Missions, to test that NCA(A)s can access ENAC and that NWPs are continuously available.

The IAEA's IEC will send a test message by fax to all NWPs and NCA(A)s once per year, with a copy to Permanent Missions. It is expected that:

- NWPs send an acknowledgement of receipt within 30 minutes to the IAEA's IEC;
- NCA(A)s, no later than their next working day, access ENAC and send to the IAEA's IEC a simple acknowledgement of receipt of test message and a confirmation of their ability to access ENAC.

Notes:

1. These exercises will be conducted in the month according to the agreed schedule, while the exact date and time will not be announced.

2. The IEC will attempt to resolve communication problems with the relevant contact points. Any unresolved communication problems will be taken up with the Permanent Missions.

CONVEX 1b Specific objective: to identify fax communication problems of contact points with the IAEA's IEC.

Any contact point may send a test message by fax to the IEC not more frequently than once per quarter without prior arrangement, and the IAEA will return a simple acknowledgement of receipt on or before the next working day. No other contact points will be involved.

CONVEX 2

General objective: to test whether response times to a notification or request for verification are adequate, and to drill the appropriate use of ENATOM procedures.

CONVEX 2a Specific objective: to test whether the NWP's can alert the NCA(A)s in an adequate time and that the NCA(A)s can access ENAC.

Once in a year the IAEA's IEC will send by fax a drill message to all NWP's and NCA(A)s, and publish the message on ENAC and request by email NCA(A)s to confirm through ENAC that it has been read. It is expected that:

1. NWP's send an acknowledgement of receipt by fax within 30 minutes to the IAEA's IEC;
2. NWP's promptly alert the relevant NCA(A)s; and
3. as soon as possible, the relevant NCA(A)s access ENAC, read the message and confirm through ENAC that they have read it. The target time is within 2 hours of receipt of the drill message.

Notes:

1. These exercises will be conducted in the month according to the agreed schedule, while the exact date and time will not be announced.

2. The IEC will attempt to resolve communication problems with the relevant contact points. Any unresolved communication problems will be taken up with the Permanent Missions.

CONVEX 2b Specific objective: to test the ability of NCAs to complete ENATOM forms and submit them to the IAEA

In advance of this drill, the Secretariat will invite NCA(A)s to participate and to coordinate the participation of NCA(D)s in this exercise that will take place on a specific announced date. The drill will be conducted once in a year, and will last no more than 4 hours (elapsed time).

The drill will involve the IAEA's IEC sending to participating NCAs a series of messages describing developing conditions in a scenario. It is expected that the participating NCAs will complete and submit forms on ENAC within 1 hour of receipt of each message.

CONVEX 2c Specific objective: to test and improve familiarity with the ENATOM arrangements for exchanging information about a developing situation.

In advance of this exercise, the Secretariat will invite NCA(A)s to participate and to coordinate the participation of NWP's in this exercise that will take place on a specific announced date. The exercise will be conducted once every two years, and will last no more than 8 hours (elapsed time). This exercise will be conducted jointly with the WMO and is expected to involve national meteorological services. This exercise will not be conducted in the same year as a ConvEx-3 exercise.

The Secretariat will invite the NCA(A) of an IAEA Member State – ‘the Accident State’- to coordinate the communication of messages for a hypothetical emergency in their State. The Secretariat will provide input messages in advance. The scope of the exercise will not include testing bilateral or other multilateral arrangements.

The IEC will forward messages from the Accident State to participating contact points, and will publish the submitted information on ENAC. It is expected that other participating NCAs access information on ENAC and confirm they have read and understood messages, and respond appropriately to any requests for advice or information.

CONVEX 2d Specific objective: to test and improve familiarity with the ENATOM arrangements for exchanging information about a developing situation and coordinating provision of advice and assistance.

In advance of this exercise, the Secretariat will invite NCA(A)s to participate and to coordinate the participation of relevant national capabilities in this exercise that will take place on a specific announced date. The exercise will be conducted once every two years, and will last no more than 8 hours (total time) extended over three days. This exercise will be conducted jointly with relevant international organizations. This exercise will not be conducted in the same year as a ConvEx-3 exercise.

The Secretariat will invite the NCA(A) of an IAEA Member State – ‘the Accident State’- to coordinate the communication of information and requests for advice and assistance for a hypothetical situation in their State. The Secretariat will provide input messages in advance. The scope of the exercise will be the immediate post-emergency phase.

The IEC will forward messages from the Accident State to participating contact points, and will publish the submitted information on ENAC. It is expected that other participating NCAs access information on ENAC and confirm they have read and understood messages. The IEC and participating NCA(A)s will use appropriate communication means to simulate the provision and coordination of international assistance to the requesting State.

CONVEX 3

General objective: to test the operation of the international emergency response arrangements, including information exchange among competent authorities, coordination of public information, and responding to requests for advice/assistance.

A large-scale exercise will be conducted once every three to five years. Such an exercise will usually be based on a national exercise being conducted in a State (thereby allowing simulation of the information flows between operator and competent authority, and of public information management), and will be co-ordinated with exercise plans of other international organizations through the IACRNA². The IACRNA invites States to host such exercises and expects to receive offers at least two years in advance. Preparation, conduct and evaluation is coordinated through arrangements made by IACRNA, and will involve representatives of competent authorities. Details will be announced to States and competent authorities in advance. All relevant competent authorities will be expected to participate.

Proposed schedule

10 The present regime for 2005 is unaffected. The Agency proposes to issue an amendment to EPR-ENATOM (2004) in the 3rd quarter of 2005 and begin operating the new regime from 1 January 2006.

Month	2005	2006	2007
January			ConvEx 2a
February		ConvEx 1a	
March			
April			
May		ConvEx 2b	ConvEx-2d
June			
July	ConvEx 1a		ConvEx 1a
August	ConvEx 2b	ConvEx 2a	
September			
October			ConvEx 2b
November	ConvEx 2a	ConvEx-2c	
December			

11 Although it is intended that ConvEx-3 exercises should be held once every four year, the Secretariat proposes that the next ConvEx-3 would exceptionally be conducted after three years in 2008 to avoid taking place in the same year as the projected Fifth Competent Authorities' Meeting in 2009.

² See also 'Joint Radiation Emergency Management Plan of the International Organizations', EPR-JPLAN, section 4.7.