TECHNICAL MEETING: ANNUAL MEETING OF THE INTERNATIONAL NETWORK FOR NUCLEAR SECURITY TRAINING AND SUPPORT CENTRES

(NSSC Network)

Beijing, China

18 – 22 March 2019

Chair's Report

IAEA

The Chair's Report on the 2019 Annual Meeting of the International Network for Nuclear Security Training and Support Centres (NSSC Network)

Beijing, China

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A technical meeting under the IAEA *Nuclear Security Plan 2018-2021* for the Annual Meeting of the International Network for Nuclear Security Training and Support Centres (NSSC Network) was held in Beijing, China from 18 to 22 March 2019. There were 85 participants from 48 States and 4 observer organizations to the NSSC Network, and 3 IAEA staff.

The aim of the event was to advance the work of the NSSC Network through plenary sessions on key technical topics relevant to NSSCs and for the three Working Groups of the Network to work individually and collaboratively to plan activities and discuss priorities of the Network for the upcoming year. The NSSC Network members in attendance reviewed and considered the next steps to be taken in several key areas, including:
- Updating the NSSC Network's Information Management Tools;
- Revising the IAEA Technical Document entitled "Establishing a National Nuclear Security Support Centre" (IAEA TECDOC 1734);
- Developing a programme of technical exchange visits among NSSC Network members;
- Promoting and facilitating greater regional cooperation among NSSCs;
- Develop new Action Plans for the three Working Groups;
- Conducting technical visits to facilities at China's SNSTC/COE;
- Selecting new Network leadership for the coming year, and
- Making plans for the 2020 Annual Meeting.

BACKGROUND

The objective of the *IAEA Nuclear Security Plan* is to contribute to global efforts to achieve effective nuclear security, by: establishing comprehensive nuclear security guidance and, upon request, promoting its use through peer reviews and advisory services and capacity building, including education and training; to assist in adherence to, and implementation of, relevant international legal instruments, and in strengthening the international cooperation and coordination of assistance; and to play the central role and enhance international cooperation in nuclear security, in response to the priorities of Member States expressed through the decisions and resolutions of the Agency's Policy Making Organs.[1]

An effective national nuclear security regime requires the provision of capabilities to prevent, detect and respond to criminal or intentional unauthorized acts involving or directed at nuclear material, other radioactive material, associated facilities, or associated activities. For these capabilities to remain effective over the long-term, they should be developed systematically with sustained coordination among and commitment by relevant stakeholders and competent authorities in the state.[2] Each organization should allocate sufficient human, financial and

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[1] GOV/2017/34/Rev.1
[2] See *IAEA Nuclear Security Series No. 20: Objective and Essential Elements of a State's Nuclear Security Regime*

technical resources to carry out its nuclear security responsibilities and to routinely conduct maintenance, training, and evaluation to ensure the effectiveness of nuclear security systems.

In recent years, requests for IAEA support in developing, implementing, and sustaining an effective national nuclear security regime have increased significantly. Based on these requests and drawing from the experience of certain states, the IAEA developed a concept for the establishment and operation of a national Nuclear Security Support Centre (NSSC) as a means to strengthen the sustainability of nuclear security in a state. The role of an NSSC is to support competent authorities, authorized persons, and other organizations with nuclear security responsibilities in sustaining the national nuclear security regime, at both the national and operational levels, through programmes in human resource development, technical support, and scientific support. In realizing these objectives, an NSSC also fosters nuclear security culture and enhances national coordination and collaboration among the various competent authorities involved in nuclear security.

The NSSC concept was presented in IAEA TECDOC 1734, "Establishing a National Nuclear Security Support Centre," which was initially developed as a proof of concept draft document in 2007 and ultimately published in 2014. The NSSC Network was established by consensus in February 2012 at a meeting of IAEA Member States in Vienna to facilitate sharing of information and resources and to promote coordination and collaboration among states with an NSSC or those having an interest in developing a centre. The NSSC Network also includes states that have no plans to develop an NSSC but wish to benefit from other states' experience in this area. Based on the needs of the Member States and drawing from the experience of existing NSSCs, in 2017 the revision of the TECDOC 1734 was initiated. As of the 2019 NSSC Network Annual Meeting, the TECDOC 1734 revision process was almost complete.

The aim of this meeting is to review the status of implementation of the NSSC Network and move forward with efforts to make the Network a stronger resource for States.

OPENING
The meeting was opened by Mr Abdul Aziz Raja Adnan, Director, Division of Nuclear Security, Department of Nuclear Safety and Security, IAEA. Mr Raja Adnan welcomed the participants to the meeting and shared some thoughts with the participants on the IAEA's programmes and activities in nuclear security, surveyed some of the NSSC Network's key accomplishments and challenges to date, and highlighted a vision of the road ahead. Mr Raja Adnan thanked China's State Nuclear Security Technology Center/Center of Excellence on Nuclear Security (SNSTC/COE) for hosting the Annual Meeting.

He noted several major milestones in 2018, including the adoption of a revised NSSC Network Terms of Reference that defines the goals and priorities of the NSSC Network more clearly and that will enable further development of the Network. Mr Raja Adnan also commended the Network for progress made on revision of the only IAEA publication on NSSCs - TECDOC 1734 – and on the Network's efforts to enhance its information management tools on the IAEA NUSEC Portal. Lastly, he encouraged all participants to actively contribute to meeting and make optimal use of the Working Group Sessions in developing plans of action for the Network.

Next, Mr Zhenhua Xu, Deputy Director General of SNSTC, provided opening remarks and greeted the participants on behalf of the Director General of the SNSTC. He provided an overview of the history and activities of the SNSTC/COE. The centre was established through bilateral cooperation between China and United States with a view to strengthening nuclear security and non-proliferation in China and the region. Mr Xu highlighted that SNSTC is committed to

continuous development of the centre's capabilities and to enhancing the services provided to national stakeholders for sustainability of China's nuclear security regime. He also reaffirmed that the SNSTC will continue active participation and support to NSSC Network.

Next, Mr Li Junjie, Principal Officer, Department of International Cooperation, China Atomic Energy Authority, followed with opening remarks. Mr Li outlined China's efforts and continuous development of the nuclear security regime and reassured that China will continue its commitments to nuclear security. Mr Li Junjie also pointed out particular role that the SNSTC is assigned and noted importance of the SNSTC objectives is the area of nuclear security sustainability.

Mr Aleksejus Livsic, Chair of the Network, then greeted the participants and presented the agenda of the meeting (see Attachment 1) for acceptance. He also outlined the points for discussion planned for the meeting on overall trends and priorities of the Network. The list of meeting participants is included as Attachment 2.

DISCUSSIONS AND FINDINGS

Following the opening and welcoming remarks from key meeting participants and guests, Mr James Conner of the IAEA Division of Nuclear Security then offered the IAEA's views on the role that NSSCs can play in sustaining the national nuclear security regime as well as a view on the priorities and future developments of the NSSC Network. He also outlined IAEA activities that support sustainability and highlighted objectives and activities in regional cooperation among NSSCs. Finally, Mr Conner in particular highlighted progress that the Network has made since its inception in becoming a stronger resource for states. He noted that the NSSC Network is embarking on a new horizon of development, in which its activities would be more structured, systematic, technically sound, and effective and efficient in meeting the needs of its members.

Mr Aleksejus Livsic, Network Chair, followed by presenting a report on the outcomes of the 2018 NSSC Network Leadership Meeting. He noted, in particular, recommendations from the Network Bureau to continue implementation of the Network long-term strategy of achieving overarching objectives, using the revised TECDOC 1734 as key guidance, identifying priority activities and addressing needs informed by the information management tools. The NSSC technical exchange visit programme, development of the NSSC capabilities and improvement of the information management tools are among those priorities.

The next session began with the reports from the chairs of Working Groups A, B, and C, who briefed the Network members on the status of the implementation of the 2018 - 19 Action Plans. The afternoon session was dedicated to presentations from of two new NSSC Network Members and institutions, the China Customs Radiation Detection Training Center and the National Authority on Radiation Protection, Safety and Nuclear Security of Mauritania. A new Network Observer, the International Science and Technology Center, was presented to the Network and approved by the Network Members. The last session of the day was dedicated to the technical visit and overview of SNSTC/COE.

On the second day, the Network held a series of plenary sessions to review and discuss priority NSSC activities and ongoing projects. During the first session, the members of the task force on revision of TECDOC 1734 presented a comprehensive report on the content and structure of the revised guidance followed by an interactive discussion and feedback session. The revised TECDOC 1734 is based on the experience and lessons learned of Network members and will become more useful and clear reference for the States considering establishment of the NSSC or

enhancing an operational centre. The revised publication will also include a variety of new appendixes and worksheets that can support effective implementation of the methodology described in the text. The participants were advised to familiarise themselves with the document and actively participate in feedback discussions.

The next session was dedicated to the planned NSSC Network Technical Exchange Visit Programme. Perspectives and experience from a Lebanon technical visit to the Malaysia NSSC, as well as the ARN and HLU Consortium sub-regional groups, were presented and discussed. The plenum agreed that the NSSC Network Technical Exchange Visit Program development should be based on the needs identified through the information management tools and serve to build capabilities of participating NSSCs.

The afternoon session started with a review and update on NSSC Network Information Management Tools (NSSC Network Calendar, Database and NSSC Network Newsletter) presented by the Working Group C Leadership, who encouraged the Network points of contact to improve timely submission and update of data in the tools. Next, the Working Group C Chair presented the outcomes from Task Force Meeting on the improvement of the Information Management Tools held on 9 – 11 January 2019. One of the key planned improvements to these tools is to bring the structure of the Network Database questionnaires into alignment with the improved structure and content of the revised TECDOC 1734.

The last session of day two was dedicated to the opportunities for NSSC capability development in key areas. In particular, the following IAEA-offered training courses and workshops were presented and discussed: Instructor Development Courses, Coordinated Research Projects, and an International Workshop on NSSC Programmes in Security of Radioactive Materials and Associated Facilities.

Day three was dedicated to the development of NSSC capabilities through interactive sessions on a specific technical area of nuclear security, preventive and protective measures against insider threats, which had been identified as a gap within the Network through analysis of the NSSC Network information management tools. During the first session, the participants were introduced to key insider threat concepts, including through an overview of the virtual 3D model that the IAEA had developed for the hypothetical Shapash facility.

After the break, the participants engaged in facility-based sessions on insider threats led by SNSTC/COE staff, who introduced the participants to SNSTC's mock facility and demonstrated good practices in preventive and protective measures against insider threats. After the lunch break, the participants engaged in discussions during breakout sessions using the IAEA methodology for facility evaluation to improve measures against insider threats.

The last session of the day three was dedicated to plenary reports and discussion based on the insider threats breakout sessions. Participants agreed that these activities helped to raise awareness in an area of identified technical need (insider threats) among NSSC Network members in an interactive format, based on IAEA documents and training material, and to demonstrate how the Shapash 3D model and NSSC mock facilities can be used to augment training in this area. Several participants noted that the materials for the interactive session, which were developed by the U.S. Lawrence Livermore National Laboratory, could be very useful references for NSSCs to develop national insider threat mitigation training. The participants also supported the Bureau proposal that next Annual Meeting should include another similar interactive session on the NSSC capability development in specific nuclear security area, chosen based on the needs

informed by the information management tools of the network.

The fourth day of the event was dedicated to the development of the 2019 – 20 Working Group Action Plans. Before the Network convened the Working Group breakout sessions, however, the plenary held a session on NSSC Network cooperation with other relevant frameworks and initiatives. The session started with an overview of the overview of Tsinghua University (China) programme in nuclear security. Participants then discussed how to best proceed with specific actions for mutually beneficial cooperation that could be taken with other initiatives. In particular, cooperation with the International Nuclear Security Education Network (INSEN), Global Initiative to Combat Nuclear Terrorism (GICNT), the Global Partnership Against the Spread of Weapons and Materials of Mass Destruction (GP), and the IAEA Front Line Officers Network (FLO Network) was considered. The participants expressed the clear need to define the scope, objectives, and proposed activities with these initiatives. The Network also agreed that in general the first priority for cooperation with such initiatives should be for activities with INSEN, noting discussions and decisions taken in that regard in the preceding years.

Next, Mr James Conner presented the new leadership of the Network to the plenum (see Attachment 3). The majority of the members of the Bureau will continue into a second term in their same capacity. The Chair and Vice Chair of Working Group C are the only positions that have been changed. The rest of the day was dedicated to Working Group Breakout sessions aimed at assessment of the implementation of the action plans and development of new plans for 2019 – 20.

On the final day of the meeting, each Working Group Chair and Vice Chair presented the new Working Group action plans for the coming year (see Attachment 4). The Network Chair and other Bureau members then led a wrap-up session to get feedback from participants and to discuss NSSC Network priorities for 2019-20. Participants agreed with the priorities emphasized by the NSSC Network Bureau: to continue enhancing the Network's information management tools as an important source for needs and capabilities assessment; to make use of the revised TECDOC 1734 as a the primary technical reference for all Network activities focused on establishing and operating NSSCs; to collect and analyse good practices in support of the TECDOC 1734; to proceed with implementation of the technical exchange visit program; to plan further activities aimed at development of NSSC capabilities in nuclear security technical areas and themes, including through opportunities offered by the IAEA.

Finally, the participants agreed that the 2020 NSSC Network Annual Meeting would tentatively be planned for the 1st quarter of 2020 in Vienna. The Network Chair then presented his draft report for the Annual Meeting and noted that all presentations and related reference materials from this meeting will be available for download on the *NUSEC Portal/User Group NSSC*.

CONCLUSION
The meeting having successfully completed its objectives, Mr James Conner of the IAEA thanked the participants for their fruitful discussions and contributions and closed the meeting.

The meeting was adjourned at 12:00 on Friday, 22 March 2019.

Attachment 1: Meeting Agenda

2019 ANNUAL MEETING

International Network for Nuclear Security Training and Support Centres

IAEA | NSSC Network

18 - 22 March 2019
State Nuclear Security Technology Center /
Center of Excellence on Nuclear Security (SNSTC/COE)
Beijing, China

Monday, 18 March 2019

08:00	**Meet in Hotel Lobby**
09:00 – 09:30	**Arrival at SNSTC/COE - Registration**
09:30 – 10:00	**Welcome and Opening Remarks** *Mr Raja Abdul Aziz Raja Adnan, Director, Division of Nuclear Security, Department of Nuclear Safety and Security, IAEA* *Mr Deng Ge, Director General, State Nuclear Security Technology Center, China* *Mr Li Junjie, Principal Officer, Department of International Cooperation, China Atomic Energy Authority*
10:00 – 10:10	**Presentation of Meeting Objectives, Adoption of the Agenda** *Mr Aleksejus Livsic (NSCOE), Lithuania, Network Chair*
10:10 – 10:30	**IAEA Support for NSSCs: A New Horizon** *Mr James Conner, Division of Nuclear Security, IAEA*
10:30 – 10:50	**Report on Outcomes from 2018 NSSC Network Leadership Meeting** *Mr Aleksejus Livsic (NSCOE), Lithuania, Network Chair*
10:50 – 11:00	**Group Photo**
11:00 -11:30	**Break**
11:30 – 12:30	**Status Updates from the Working Group Chairs/Vice Chairs**
12:30 – 13:30	**Lunch Break**
13:30 – 15:00	**Introduction of New Network Members and Observers** *Facilitators: Mr Aleksejus Livsic (NSCOE), Lithuania, Network Chair; Mr Inamul Haq (PIEAS), Pakistan, Network Vice Chair* *Presentations:* - *Ms Liu Xinxia, Customs Radiation Detection Training Center (RDTC), China* - *Mr Ishagh Mohamed Moussa, National Authority of Radiation Protection, Safety and Nuclear Security (ARSN), Mauritania* - *Mr Yosuke Naoi (JAEA/ISCN), Japan; presenting on behalf of the International Science and Technology Center (ISTC)*
15:00 – 15:30	**Break**
15:30 – 16:00	**Overview of SNSTC/COE** *Mr Zhenhua Xu (SNSTC/COE), China*
16:00 – 17:30	**Technical Visit to SNSTC/COE Facilities**
17:30 – 19:30	**Reception**

Attachment 1: Meeting Agenda

Tuesday, 19 March 2019

08:15   **Meet in Hotel Lobby**

09:30 – 11:00   **Technical Session on the Revision of IAEA TECDOC 1734**
Facilitator: Mr James Conner, IAEA
Presentations:
- *NSSC Feasibility Determination: Network Chair*
- *Planning for an NSSC: Mr Dan Johnson, WINS*
- *Establishing and Operating an NSSC: Ms Patricia O'Brien (DOE/NNSA), USA*

11:00 – 11:30   **Break**

11:30 – 12:30   **NSSC Network Technical Exchange Visit Programme**
Facilitators: Mr Zhenhua Xu (SNSTC), China; Mr James Conner, IAEA
Panelists:
- *Lebanon Technical Visit to Malaysia: Ms Muzna Assi (LAEC), Lebanon*
- *ARN: Mr Yosuke Naoi (JAEA/ISCN), Japan*
- *HLU Consortium: Ms Éva Kovács-Széles (MTA-EK), Hungary*

12:30 – 13:30   **Lunch Break**

13:30 – 15:30   **Review and Update on NSSC Network Information Management Tools**
Facilitators: Ms Muzna Assi (LAEC), Lebanon; Ms Ning Boonchawee Srimok, (OAP), Thailand
- Outcomes from Task Force Meeting (9 – 11 January 2019)
- Analysis of Data
   - Events Calendar
   - Database

15:30 – 16:00   **Break**

16:00 – 17:00   **Opportunities for NSSC Capability Development in Key Areas**
Facilitators: Mr Tomas Bieda (MINEM), Argentina; Ms Quillan Rose, IAEA
Discussion Topics:
- *Instructor Development Courses (e.g. Front Line Officers)*
- *Coordinated Research Projects*
- *International Workshop on NSSC Programmes in Security of Radioactive Materials and Associated Facilities*

Wednesday, 20 March 2019

08:15   **Meet in Hotel Lobby**

09:30 – 11:00   **Introduction to Interactive Sessions on Insider Threats**
Presenter: Ms Amy Askin (LLNL), USA
- *Introduction to Key Concepts in Insider Threats*
- *Use of Shapash 3D Model for Training on Insider Threats*

11:00 – 11:30   **Break**

11:30 – 12:30   **SNSTC/COE Facility-Based Sessions on Insider Threats**

12:30 – 13:30   **Lunch Break**

Attachment 1: Meeting Agenda

13:30 – 15:00	**Insider Threats Breakout Session**
15:00 – 15:30	**Break**
15:30 – 17:00	**Plenary Reports from Insider Threats Breakout Session and Discussion**
	Facilitators: Network Chair and Vice Chair; Ms Amanda Askin; Mr Zhenhua Xu

Thursday, 21 March 2019

09:30 – 09:45	**Overview of Tsinghua University Programme in Nuclear Security**
	Mr Peng Cong, Tsinghua University, China
09:45 – 10:45	**NSSC Network Cooperation with Other Initiatives**
	Facilitators: Network Chair and Vice Chair
	- *INSEN*
	- *GICNT*
	- *GP*
	- *FLO Network*
10:45 – 11:00	**Presentation of New 2019 – 20 Network Chairs and Vice Chairs**
11:00 – 11:15	**Break**
11:15 – 12:30	**Working Group Breakout Sessions**
12:30 – 13:30	**Lunch Break**
13:30 – 15:00	**Working Group Breakout Sessions (Continued)**
15:00 – 15:30	**Break**
15:30 – 17:00	**Working Group Breakout Sessions (Wrap-up)**

Friday, 22 March 2019

08:15	**Meet in Hotel Lobby**
9:30 – 10:30	**Plenary Presentation of 2019 – 20 Working Group Plans**
	Chairs/Vice Chairs of Working Groups A, B and C
10:30 – 11:00	**Discussion on NSSC Network Priorities and Preparations for 2020 NSSC Network Annual Meeting**
	Facilitators: NSSC Network Bureau
11:00 – 11:30	**Break**
11:30 – 11:45	**Chair's Report**
	Network Chair
11:45 – 12:00	**Closing Remarks**
	Mr James Conner, IAEA
12:00	**Adjourn**

Attachment 2: List of Participants

Available on the NSSC Network user page at NUSEC.iaea.org.

NSSC Network Bureau for 2019 - 20					
NSSC Network	Chair	Mr Aleksejus Livsic	Lithuania	Nuclear Security Centre of Excellence	aleksejus.livsic@vsat.vrm.lt
	Vice Chair	Mr Inamul Haq	Pakistan	Pakistan Institute for Engineering and Applied Sciences	i.haq06@gmail.com, inam@pieas.edu.pk
WG A	Chair	Mr Zhenhua Xu	China	State Nuclear Security Technology Center / Center of Excellence	zhenhua_xu@snstc.org
	Vice Chair	Mr Maurice Ndontchueng Moyo	Cameroon	National Radiation Protection Agency	ndomomau@gmail.com
WG B	Chair	Ms Patricia O'Brien	United States of America	Department of Energy / National Nuclear Security Administration	patricia.o'brien@nnsa.doe.gov
	Vice Chair	Mr Surik Bznuni	Armenia	Nuclear and Radiation Safety Center /Armenian Nuclear Regulatory Authority	s.bznuni@nrsc.am
WG C	Chair	Mr Tomas Bieda	Argentina	Ministry of Energy and Mines	tbieda@energia.gob.ar
	Vice Chair	Ms Éva Kovács-Széles	Hungary	Hungarian Academy of Sciences, Centre for Energy Research	eva.szeles@energia.mta.hu

Attachment 4: Working Group Action Plans 2019 - 2020

2019 - 20 Action Plan: Working Group A				
No.	WG TOR Objectives	Activity	Activity Leader(s)	Due Date / Status
1	Build and develop cooperation among NSSCs, including through regional and sub-regional networks	Hold regional or sub-regional group meetings, as agreed and based on needs of Members: • ARN • HLU Consortium • Latin America	Regional group Members	May 2019 Aug/Sept 2019 Q3-Q4 2019
2	Organize joint activities in human resource development, technical support, and scientific support.	Provide guidance to Group C on desired information to support joint activities in 2020	Mahmoud Mohamed; Shane Peper	End of June 2019
3	Facilitate technical exchanges among NSSCs, including sharing of materials and experience.	Hold an international workshop on NSSC programmes in security of radioactive materials and associated facilities	IAEA	22 – 25 July 2019
4	Facilitate the optimization of efforts and sharing of resources among NSSCs.	Draft a strategy for the optimization of efforts and sharing of resources among NSSCs.	Khaled Salameh; Willem Janssens; IAEA; Sharon Squassoni; Nafaa Reguigui	By Annual Meeting 2020
5	Organize joint activities in human resource development, technical support, and scientific support. Facilitate technical exchanges among NSSCs, including sharing of materials and experience.	Analyze the information provided by WGC and develop a plan for joint activities in 2020, possibly including: • Pilot workshop on TECDOC NSSC phases • Workshop(s) on NS technical areas and themes • Interactive Sessions for future Annual Meetings • Technical Exchange Visit Programme	Mahmoud Mohamed; Shane Peper; IAEA	By 2020 Annual Meeting
6	Coordinate with other relevant international networks and initiatives	Develop TOR for cooperation with INSEN	Network Chair/WG A IAEA Secretariat	INSEN Annual Meeting July 2019
7	Facilitate technical exchanges among NSSCs, including sharing of materials and experience. Coordinate with other relevant international networks and initiatives	Analyze completed case studies of cooperation at the national level between NSSCs and academic institutions (i.e. INSEN members), in collaboration with WG B, and propose tentative list of joint activities for ad hoc groups with INSEN	Scott Shrum; Yosuke Naoi	December 2019
8	Coordinate with other relevant international networks and initiatives	Exchange information on activities and plans with the following initiatives, including through IAEA information exchange meeting: • GICNT • GP • FLO Network • Others (e.g. EU CBRN COE Initiative, NSCG)	IAEA Secretariat; WG A Chair; Network Chair	IEM April 2019 Others individually, when possible, by 2020 Annual Meeting

2019 - 20 Action Plan: Working Group B				
ToR Objective Reference	**No.**	**Task**	**Task Leader(s)**	**Due Date / Status**
1. GATHER NSSC BEST PRACTICES IN SUPPORT OF TECDOC 1734 (Continued from 2018 - 19)				
1. Identify and document best practices related to characteristics basic to or common among most NSSCs	1.f.	CM on Best Practices to discuss/prioritize examples	WGB Chair and Vice Chair	Q4 2019
2. REVISE TECDOC 1734 (Continued from 2018 - 19)				
5. Identify and document best practices related to taking a systematic approach to programme development based on a structured assessment of national nuclear security regime needs 6. Identify and document best practices related to implementing programmes in human resource development, technical support, and scientific support across all nuclear security areas and themes 7. Identify and document best practices related to continuous improvement, quality management, and sustainable operational practices for NSSCs 8. Identify and document best practices related to self-assessment and evaluation of NSSC programmes and services	2.a.	WG B will review revised TECDOC 1734 and provide feedback by 30 April 2019; WG B Chair to consolidate and submit feedback to the Secretariat	WG B; WG B Chair	2019
3. EVALUATE UTILITY OF MODIFYING ELEMENTS OF THE NUCLEAR SECURITY CULTURE SELF ASSESSMENT (NSS 28-T) FOR EFFECTIVENESS OF NSSCs				
8. Identify and document best practices related to self-assessment and evaluation of NSSC programmes and services	3.a.	WG B to review the NS culture self-assessment in NSS 28-T to support NSSC technical exchange visits and to promote sustainability	Indonesia	Dec 2019
4. BEST PRACTICES IN COMMUNICATION BETWEEN NSSCs				
4. Identify and document best practices related to effective coordination among NSSC stakeholders	4.a.1	Review proposed basis for technical exchanges (Appendix 12 of revised TECDOC 1734) and provide feedback to the Secretariat.	WG B Chair	15 May 2019
4. Identify and document best practices related to effective coordination among NSSC stakeholders	4.a.2	Develop a process to work with WG A and WG C on coordination of technical exchange visits and reporting in the database	WG B Chair, WINS	May 2019
4. Identify and document best practices related to effective coordination among NSSC stakeholders	4.b.	Develop a model guideline for technical exchange between NSSCs to share experiences and lessons learned	WG B Chair, Jordan, WINS	Pending WG C notification of TEV identified
5. DEVELOP PROCESSES AND DOCUMENTATION TO SUPPORT NSSC NETWORK COOPERATION WITH INSEN				

8. Identify and document best practices related to self-assessment and evaluation of NSSC programmes and services	5.a.	Develop questionnaire for institutions that coordinate INSEN and NSSC efforts at the national level	WG B	15 May 2019
8. Identify and document best practices related to self-assessment and evaluation of NSSC programmes and services	5.b.	Distribute and collect questionnaire responses from Russia and Pakistan; review and submit findings to WG A	WG B Chair	Dec 2019
6. TOPICS FOR LONG-TERM CONSIDERATION ("PARKING LOT" or "IDEA MARKETPLACE")				
7. Identify and document best practices related to continuous improvement, quality management, and sustainable operational practices for NSSCs	6.a.	Suggestions for Best Practice Topics: • Exercises • E-Learning (e.g., national-level competencies) • Legal/Regulatory Framework relationship with NSSCs	WG B	To be discussed at 2019 CM on Best Practices

Attachment 4: Working Group Action Plans 2019 - 2020

2019 - 20 Action Plan: Working Group C			
ToR Objective Reference	**Task**	**Task Leader(s)**	**Due Date / Status**
1. Information Sharing, Promotion, Outreach is to strengthen information sharing among NSSCs and help raise awareness of Network Member training courses and other activities carried out by NSSC Network Members through a NSSC Network events calendar	When needed, send an email to let the POC of MS know the new activities on the calendar events and the updates on the database. Also remind them to upload their information to the portal.	WG C Chair/ Vice Chair/ IAEA/ Network Vice Chair	Ongoing
2. Maintaining and enhancing a database of all NSSC Network Members, to include search functions, key statics, a map of NSSCs by operational status, capabilities, and technical specializations	Update the informational management tools in accordance to the new TECDOC (CM?), updating the input, output and functionality features. • Update the DB questionnaire • Develop guidance on how to update calendar, including eligible activities and themes. • Provide additional functionality to the tools as identify by the Task Force. • Interface calendar with the DB to verify the needs/experiences. • Provide POCs with either in-person or video tutorials on the tools.	K. Uhrig B. Srimok R. Mellouki M. Assi F. Caceres WG C Chair/ Vice Chair/ Network Vice Chair	CM Q4 2019 - Q2 2020

3. Facilitating the sharing, promotion, collation and dissemination of information related to nuclear security training and other activities carried out by NSSC Network Members through a NSSC Network events calendar	Increase awareness and promote NSSC Network among relevant stakeholders by:
	    Developing a video presentation of the Portal by NSSC Network Chair
	    Prepare a promotional poster of the NSSC Network in collaboration with the IAEA
	 Prepare and Distribute material (badges, newsletter, poster, etc.) to network members for their NSSCs, members states, relevant stakeholders, during Training courses, meetings, etc.
		D. Dimitrov,
		F. Caceres
		Y. Kawakubo
		J. Bufford
		I. Haq
		WG C Chair/ Vice Chair
			Q1 2020

4. Carrying our regular analysis of data contained in the NSSC Network events calendar and database and sharing a summary of this analysis at the Annual Meeting and Leadership Meeting	Develop new Ad hoc survey questionnaires of NSSC Network and report the results of the analysis	WG C Chair/ Vice Chair	When needed
5. Coordinating development of each edition of the NSSC Network, newsletter and other outreach materials	Facilitate information sharing with and about other Initiatives (e.g. INSEN, FLO, etc.) in collaboration with WG A.	D. Dimitrov I. Haq R. Mellouki L. Villanueva WG C Chair/ Vice Chair/	Ongoing

Attachment 4: Working Group Action Plans 2019 - 2020

		IAEA	
6. Coordinating development of each edition of the NSSC Network, newsletter and other outreach materials	Identify interesting events or topics that could be included as news stories or articles in the Newsletter	A. Bako, E. Bogomilova WG C Chair/ Vice Chair/ IAEA	April 2019 / October 2019
7. Monitoring use of and improvements needed for NSSC User Group on the NUSEC Portal	WG C leadership team will discuss possible areas of cooperation and the methodology with the other NSSC WG.	WG C Chair/ Vice Chair	Q4 2019 / Ongoing
8. Facilitating the sharing, promotion, collation and dissemination of information related to nuclear security training and other activities carried out by NSSC Network Members through a NSSC Network events calendar	Provide information requested by WG A to inform 2020 plan of activities.	K. Uhrig WG C Chair/ Vice Chair	Q4 2019