



Meeting of the Steering Committee of the Regulatory Cooperation Forum and Support Meeting

24–27 June 2025

Ref. No.: EVT2402503

Information Sheet

Introduction

The Regulatory Cooperation Forum (RCF) was established in June 2010 as a regulator-to-regulator forum to promote and improve collaboration and coordination among members with established nuclear power programmes, those planning to expand or introduce the use of nuclear power and international organizations.

The Terms of Reference (ToR) of the RCF outlines the following objectives:

- To promote collaboration and cooperation among RCF members.
- To improve coordination of support for regulatory infrastructure development.
- To contribute to achieving and sustaining a high level of nuclear safety, consistent with the IAEA Safety Standards and Guidance.
- To optimize resources among RCF members and avoid unnecessary duplication through improved coordination.

The ToR further stipulates that the Steering Committee shall meet once per year, with additional meetings as necessary to make decisions on policy, strategy and other important issues.

Additionally, the RCF support meeting is held to review the progress of regulatory infrastructure development, identify regulatory gaps to be addressed as priorities, and coordinate assistance.

Objectives

The purpose of the event is to:

- Review the status of regulatory infrastructure development in active recipients receiving support through the RCF and facilitate the support through the Support Meeting.
- Foster the exchange of knowledge and experience among RCF members, including those from experienced countries and those from embarking countries.
- Review the improved Key Performance Indicators (KPIs) based on the draft developed by RCF Task Team as agreed upon in June 2024 RCF Steering Committee meeting.
- Make other decisions on other important policy and strategy related issues.

The Steering Committee and the Support Meeting will be held in a flexible way to optimize the discussion, while keeping the tasks of these committees as stipulated in its Terms of Reference.

Target Audience

The target audience is management officials and senior staff of regulatory bodies for nuclear safety as well as their technical support organizations, who are members of the RCF.

Working Language(s)

English

Participation and Registration

All persons wishing to participate in the event have to be designated by an IAEA Member State or should be members of organizations that have been invited to attend.

In order to be designated by an IAEA Member State or invited organization, participants are requested to submit their application via the InTouch+ platform (<https://intouchplus.iaea.org>) to the competent national authority (Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) or organization for onward transmission to the IAEA by **30 April 2025**, following the registration procedure in InTouch+:

1. Access the InTouch+ platform (<https://intouchplus.iaea.org>):

- Persons with an existing NUCLEUS account can sign in to the platform with their username and password;
- Persons without an existing NUCLEUS account can register here.

2. Once signed in, prospective participants can use the InTouch+ platform to:

- Complete or update their personal details under ‘Complete Profile’ and upload the relevant supporting documents;
- Search for the relevant event under the ‘My Eligible Events’ tab;
- Select the Member State or invited organization they want to represent from the drop-down menu entitled ‘Designating Authority’ (if an invited organization is not listed, please contact InTouchPlus.Contact-Point@iaea.org);

- If applicable, indicate whether financial support is requested and complete the relevant information (this is not applicable to participants from invited organizations);
- Based on the data input, the InTouch+ platform will automatically generate the Participation Form (Form A) and/or the Grant Application Form (Form C);
- Submit their application.

Once submitted through the InTouch+ platform, the application, together with the auto-generated form(s), will be transmitted automatically to the required authority for approval. If approved, the application, together with the applicable form(s), will automatically be sent to the IAEA through the online platform.

NOTE: The application for financial support should be made, together with the submission of the application, by **30 April 2025**.

For additional information on how to apply for an event, please refer to the [InTouch+ Help page](#). Any other issues or queries related to InTouch+ can be sent to InTouchPlus.Contact-Point@iaea.org.

Selected participants will be informed in due course on the procedures to be followed with regard to administrative and financial matters.

Participants are hereby informed that the personal data they submit will be processed in line with the [Agency's Personal Data and Privacy Policy](#) and is collected solely for the purpose(s) of reviewing and assessing the application and to complete logistical arrangements where required. The IAEA may also use the contact details of Applicants to inform them of the IAEA's scientific and technical publications, or the latest employment opportunities and current open vacancies at the IAEA. These secondary purposes are consistent with the IAEA's mandate. Further information can be found in the [Data Processing Notice](#) concerning IAEA InTouch+ platform.

Expenditures and Grants

No registration fee is charged to participants.

The IAEA is generally not in a position to bear the travel and other costs of participants in the event. The IAEA has, however, limited funds at its disposal to help meet the cost of attendance of certain participants. Upon specific request, such assistance may be offered to normally one participant per country, provided that, in the IAEA's view, the participant will make an important contribution to the event.

The application for financial support should be made, together with the submission of the application by **30 April 2025**.

Venue

The event will be held at the Vienna International Centre (VIC), where the IAEA's Headquarters are located. Participants must make their own travel and accommodation arrangements.

General information on the VIC and other practical details, such as a list of hotels offering a reduced rate for IAEA participants, are listed on the following IAEA web page: www.iaea.org/events.

Participants are advised to arrive at Checkpoint 1/Gate 1 of the VIC one hour before the start of the event on the first day in order to allow for timely registration. Participants will need to present an official

photo identification document in order to be admitted to the VIC premises.

Visas

Participants who require a visa to enter Austria should submit the necessary application to the nearest diplomatic or consular representative of Austria at least four weeks before they travel to Austria. Since Austria is a Schengen State, persons requiring a visa will have to apply for a Schengen visa. In States where Austria has no diplomatic mission, visas can be obtained from the consular authority of a Schengen Partner State representing Austria in the country in question.

Organization

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Subsequent correspondence on scientific matters should be sent to the Scientific Secretary/Secretaries and correspondence on other matters related to the event to the Administrative Secretary.