

## **1.1. TECHNICAL COOPERATION PROJECT PERSONNEL: APPOINTMENT ROLES AND RESPONSIBILITIES**

### **1.1.1. LEAD COUNTRY COORDINATORS (LCCS) AND ALTERNATE LEAD COUNTRY COORDINATORS (ALTERNATE LCCS)**

#### **Appointment**

The LC for an RCA Technical Cooperation Project (and Assistant LC, if deemed required) will be designated by the Meeting of the NRs at which the relevant project concept is identified as a priority area and approved for development as a project design, taking into account the NRs decision that no GP should act as LC for any sequence of related projects for more than two TC Cycles, provided another suitably qualified and willing LC can be identified.

The NR of the LC will appoint a suitably qualified person as the LCC and Alternate LCC, as required. The tenure of LCCs and Alternate LCCs shall be the duration of the project for which they are appointed.

If an Assistant LC is appointed, the respective NR will appoint an Assistant LCC (and an Assistant Alternate LCC, if deemed required). The tenure of Assistant LCCs and Alternate Assistant LCCs shall be the duration of the project for which they are appointed.

#### **Qualifications**

The NR of the LC shall select and appoint the LCC and Alternate LCC on the basis of their sound technical knowledge of the project and the ability to provide leadership on the project implementation. Abilities in project design, management, monitoring and evaluation and a willingness to develop such skills would be an advantage. Successful completion of the IAEA e-learning course on LFA is mandatory qualification for a LCC or Alternate LCC.

LCCs and Alternate LCCs (and Assistant LCCs and Alternate Assistant LCCs) also need to have access to suitable communication and other facilities needed to carry out the assigned duties.

#### **Roles and Responsibilities**

- (a) Provide leadership for the efficient and effective planning, designing, preparation and implementation of the project to achieve its stated aims and objectives;
- (b) Develop detailed design of the project using the Logical Framework Approach, based on the Concept Papers approved for further development by the NRs, in consultation with the other relevant RCA stakeholders, the relevant technical staff of the Agency and the RCA Secretariat;
- (c) Monitor the implementation of the project and progress of RCA GPs through reports of and correspondence with the NPCs;
- (d) Submit PPAR annually to his/her NR and to the RCA Secretariat by 15 January summarizing the status of implementation of the project in all the RCA GPs;
- (e) Submit a Progress Report according to the specified format (Annex to the annual regional meeting of the RCA National Representatives).

- (f) Provide relevant project documents, including training course materials, to RCARO for uploading on the RCARO website, so far as is consistent with intellectual property rights;
- (g) Participate in project meetings as required and provide leadership for the successful conduct of the meeting;
- (h) Submit a final project achievement report to the RCA Secretariat, through his/her NR, within six months after the completion of the project; and,
- (i) Assist the RCARO and RCA FP in preparation of a RCA project Success Story.