



International Nuclear Science and Technology Academy (INSTA)

Regional Educational Initiative Supported by the IAEA
Insta.contact-point@iaea.org

INSTA GOVERNANCE FRAMEWORK (TERMS OF REFERENCE)

A. BACKGROUND

The sustainability of nuclear applications and its contributions to the prosperity and improved quality of life of people is achieved through a competent and motivated workforce. In the Asia-Pacific region, the potential of nuclear science and technology (NST) to contribute to economic growth remains underutilized due to limited number of equipped educators and workers in the field in some Member States (MS).

Cognizant of the foregoing challenge, the International Atomic Energy Agency (IAEA) gathered experts from seven (7) MSs in the region in November 2019 to discuss solutions, which will develop and enhance nuclear education focused not only to educators already in the NST field but from all other scientific, technical, and social disciplines. It is envisaged that this strategy will accelerate the dissemination and awareness and subsequently the utilization of nuclear S&T applications in the region to meet the global agenda of UN SDGs and national socio-economic priorities. The meeting concluded that a forum of cooperation and collaboration among universities, training centers, research organizations, regulatory bodies, and other relevant nuclear agencies is needed to address identified gaps. It is within this context that the International Nuclear Science and Technology Academy (INSTA), a regional educational initiative supported by the IAEA, is established.

I. VISION

We envision strong, growing, and empowered NST educators that advances the safe, secure, peaceful, and beneficial use of nuclear science and technology globally.

II. MISSION

INSTA contributes to the global nuclear manpower development through regional and inter-regional collaborations for empowering educators and advancing nuclear science and technology education programs in the tertiary level.

B. OBJECTIVES

The primary goal of INSTA is to strengthen and sustain tertiary nuclear S&T education that will enhance the utilization of nuclear applications in IAEA Member States in the Asia-Pacific region to meet the UN SDGs.

This will be achieved by creating a collaborative nuclear S&T education infrastructure that will:

1. Facilitate linkages among academic institutions and stakeholders for sharing and optimizing resources to advance NST education.
2. Fostering educational programmes and platforms to address current and emerging needs for NST education; and
3. Envision and organize activities to engage and motivate NST educators and stakeholders

C. STRATEGY

INSTA will implement the following strategies to address the identified objectives of the academy:

Objective 1: Facilitate linkages among academic institutions and stakeholders for sharing and optimizing resources to advance NST education

- Identify academic institutions and nuclear stakeholders from Member States who are willing to participate in the INSTA initiative
- Identify existing infrastructures and other resources relevant for nuclear education that are available from MSs in the region
- Initiate various forms of collaborative arrangements between various nuclear education stakeholders including shared utilization of resources
- Ensure sustained collaboration between stakeholders

Objective 2: Fostering educational programmes and platforms to address current and emerging needs for NST education

- Assist Member States to identify knowledge and skill gaps in their nuclear education programmes
- Assist MSs in developing relevant educational programmes and platforms based on identified gaps in support of nuclear education in MSs
- Support MS in the implementation of established education programs

Objective 3: Envision and organize activities to engage and motivate NST educators and stakeholders

- Identify best practices of the Region in conducting NST events that can be shared among MSs

- Assist member states to plan and implement events (e.g. nuclear Olympiad, summer school, conferences, symposiums, etc.) that are relevant in the local context
- Develop and implement regional TC projects focusing on NST education within the Asia and Pacific region through collaboration with training and education centers.

D. MEMBERSHIP AND ORGANISATION

I. Membership

Membership of INSTA is open to any educational/research/training institute and national competent authority that is currently involved, or plans to be involved, in nuclear science and technology education and training in the Asia and the Pacific region. Requests for membership shall be made in writing to the INSTA Steering Committee. All request for membership will be processed internally and follow defined procedures of admittance.

Membership may also be granted to members in an ‘individual’ capacity from any of the above educational/research/training institute and national competent authority by the invitation of the INSTA Steering Committee. These will be known as ‘Invited Individual Members’ and will participate in the same capacity as organisational members. However, Invited Individual Members cannot hold positions in INSTA.

All INSTA decisions are taken by consensus.

II. Point of Contacts (POCs)

Each member institution will designate one MAIN and one ALTERNATE Point of Contact (POC) for INSTA. The POCs will act as the main interface with the INSTA Steering Committee and will be responsible for managing the member’s profile on NST education and training programmes on the INSTA portal. The POCs are expected to have good knowledge of the member’s nuclear science and technology education and training activities and help disseminate information about INSTA to other potential institutes.

III. Working Groups

INSTA will seek to achieve its objectives by means of working groups (WGs) and where necessary, ad-hoc groups, working in collaboration. The current three WGs focus on:

- WG1 - Technical Coordination: The group shall be responsible for coordinating between academic institutions and nuclear stakeholders and optimizing the

use of existing resources in the region to advance research and development in support of nuclear education in Member States.

- WG2 - Program and Platform Development: The group shall be responsible for developing educational programmes and platforms to address current and growing needs for qualified educators in Member States (curriculum development, educational material, education platforms, etc.)
- WG3 – Special Projects: The group shall be responsible in planning and organizing special events and proposing TC projects with the goal of increasing involvement of educators in NST education programmes.

Working groups will be open to all members of INSTA and participation in the WGs will be determined by members themselves. Every member is expected to participate in at least one of the working groups. Each working group will be led by a Head and a Vice Head. **The Project Head(s) will be the Designated Team Member (DTM) of the respective project(s) implemented under INSTA, such as IAEA TC project.**

E. LEADERSHIP AND STRUCTURE

I. INSTA Steering Committee

The INSTA Steering Committee will be the management body of INSTA and will comprise the Chair, Vice Chair and Executive Secretary of INSTA, as well as the Heads and Vice Heads of each working groups. The Steering Committee will ensure coordination among working groups and their members through regular meetings, correspondence, and periodic teleconference calls.

The Steering Committee is responsible for selecting the in-coming Executive Secretary of the network and the Vice Heads of the working groups. Nominations for the Executive Secretary and WG Vice Heads should be made to the INSTA Chair at least 30 days in advance of the Leadership Meeting. The term of new Chair, Vice Chair, Executive Secretary, WG Heads and Vice Heads begins on the first day of the Annual Meeting.

II. INSTA Chair and Vice Chair

The Chair will coordinate INSTA activities with the IAEA TCAP to set and implement the INSTA direction, support working group activities, lead the Steering Committee in setting the overall strategy of INSTA, track the overall status of implementation of activities and serve as Chair of the Annual Meeting and other meetings. The Chair will issue a report at the end of each Annual Meeting and other meetings. The Chair will also play the role of the spokesperson for INSTA. The Chair will be supported by the

Vice Chair, who may also represent and carry out the Chair's duties in the event that the Chair is unavailable.

The term of the Chair will be limited to TWO years. At the end of this period, the INSTA Vice Chair will take over as Chair. At any given time, the Chair, Vice Chair and Executive Secretary shall not be from the same country.

III. INSTA Executive Secretary

The Executive Secretary will act as the communication officer to disseminate information to all INSTA members. The Executive Secretary will also organise meetings and produce the subsequent meeting minutes. The Executive Secretary will assist the Chair and Vice Chair in carrying out their responsibilities.

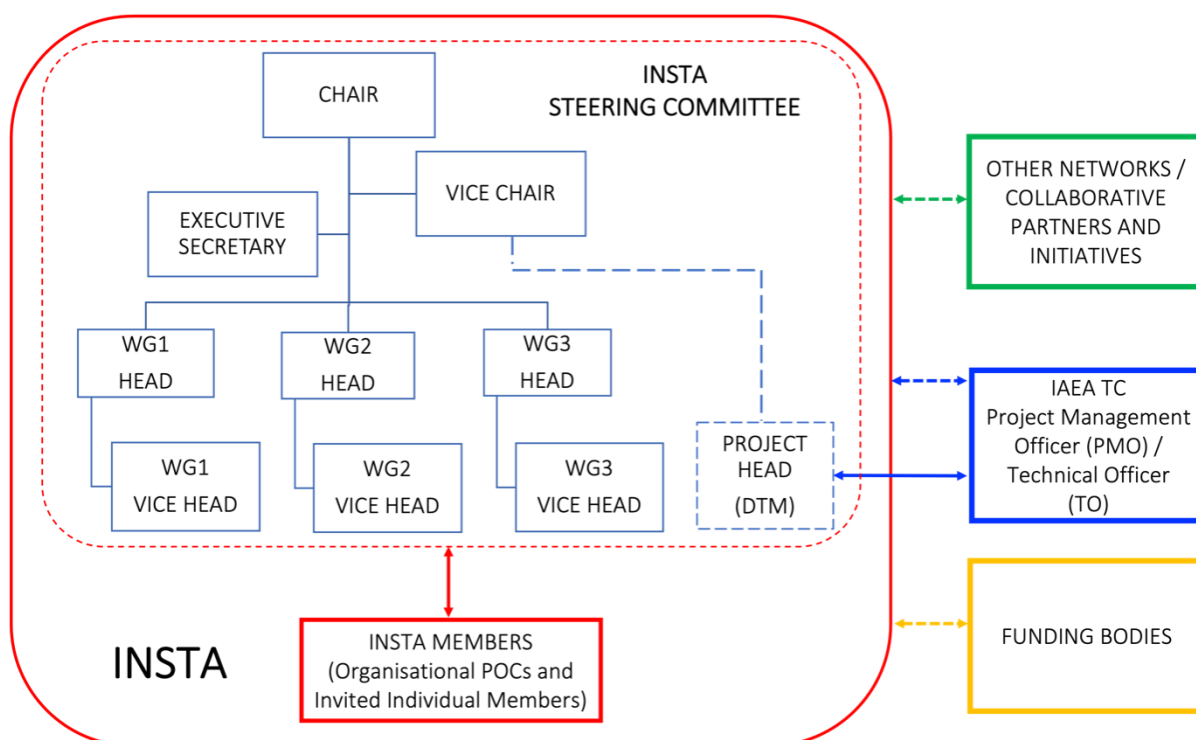
The term of the Executive Secretary will be limited to TWO years. At the end of this period, the INSTA Executive Secretary will take over as Vice Chair, and a new Executive Secretary will be appointed based on member nominations during the Leadership Meeting prior to the INSTA Annual Meeting. At any given time, the Chair, Vice Chair and Executive Secretary shall not be from the same country.

IV. Working Group Heads and Vice Heads

Working Group Heads will lead and coordinate the activities of the respective group, communicate tasks to be completed and report on progress in implementing working group activities at the Annual Meeting and/or Leadership Meeting. Working Group Vice Heads will support the Heads in their roles and may also represent the WG Head if the Head is unavailable. Working Group Heads and Vice Heads are also expected to support the INSTA Chair, Secretary and Assistant Secretary in setting the overall strategy.

The term of the WG Heads and Vice Heads will be limited to TWO years, **except in the case of the Project Head (DTM), which will remain as the Project Head (TCP) reporting to the Vice Chair, till project completion.** In the INSTA Annual Meeting, the WG Vice Heads will take over as WG Heads, with new Vice Heads appointed based on the member nominations during the Leadership Meeting prior to the INSTA Annual Meeting.

V. Organisational Structure



F. MEETINGS

I. INSTA Annual Meetings

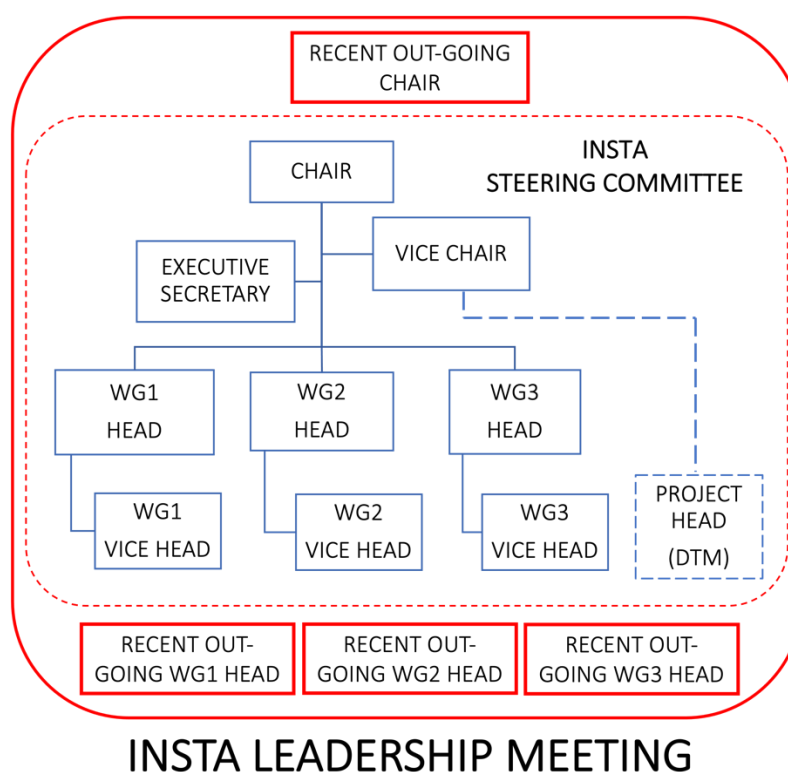
INSTA will hold normally one Annual Meeting organized by the Steering Committee which will be open for participation to all INSTA members. These meetings will serve as the decision-making mechanism of INSTA. Decision making will be done by consensus. During these meetings, INSTA will hold plenary sessions on key topics of interest to INSTA, and convene working group sessions to discuss priorities and planned activities for the upcoming year.

During the Annual Meetings, appointment of the new Chair, Vice Chair, Executive Secretary, Heads and Vice Heads for each working groups will be done at the end of the 2nd year of the previous SC member term.

Working groups will hold at least one working session per year during the Annual Meeting of the INSTA.

II. Leadership Meeting

The Steering Committee will convene one meeting with the members of the current Steering Committee and the recent out-going SC members, prior to the INSTA Annual Meeting. The structure of this Leadership Meeting is as displayed in the figure below. The objectives of this meeting will be to develop and update INSTA's strategy and to review the implementation of, and propose necessary updates to, working group action plans. This meeting will also provide the platform to discuss the selection of the new Executive Secretary and WG Vice Heads, from the nominations made by INSTA members, prior to the Annual Meetings of INSTA. In addition, these meetings will provide an opportunity to discuss cooperation with other networks / collaborative partners and initiatives, and to plan the next INSTA Annual Meeting. Working group action plans may be updated as necessary in the intersessional period and, as is customary, will be adopted by consensus or simple majority vote.



G. COLLABORATIVE PARTNERS AND INITIATIVES

Relevant organizations from outside the region or international organizations can request to collaborate with INSTA as collaborative partners (CP). The collaborating partners may participate and/or support INSTA activities and attend the Annual Meetings by a formal expression to the Steering Committee.

An institute who are not yet an official member of the INSTA but would like to attend the Annual Meeting may make a request to the Steering Committee to participate as an observer.

Collaborating partners and observers cannot hold leadership positions in INSTA or participate in the decision-making process.

H. ROLE OF THE IAEA Secretariat

The IAEA Secretariat will play a facilitating role in INSTA. It will work with the Steering Committee to coordinate the activities of the working groups relevant to on-going TC project at the time, provide technical support, and advise on and provide inputs to long-term INSTA objectives and priorities.

I. SETTLEMENT OF DISPUTES

Any difference or dispute between the members concerning the interpretation and/or application of any of the provision of this Term of Reference shall be settled amicably through mutual consultation and/or negotiations between the members without reference to any third party. If the dispute is still not resolved, a decision will be made by majority of the SC through votes.