



INSTA 2024 Annual Meeting Minutes

Objectives of the Meeting:

The International Nuclear Science and Technology Academy Annual Meeting (Annual Meeting) aimed at enhancing mutual understanding of the priority targets by 2026, the agreed strategy & priority activities for the period of 2024-2026 in the areas of education, training and outreach in NST, as well as agreed workplan for INSTA the clarity of the leaderships of this educational networks for the next term & the way forward on the collaboration with the IAEA under the new upcoming TC project, hearing from the Member States regarding the status and prospect or future plan of nuclear education, training and programmes at organisational or national level.

The annual meeting of the International Nuclear Science & Technology Academy (INSTA) discussed in depth, the following items:

- Discussion and adoption of the new Steering Committee of INSTA for 2024-2026
- Update and analysis of the status of INSTA membership
- Proposal on modification and the adoption of updated INSTA Terms of Reference (ToR)
- Update of Past WG activities by previous INSTA WG Heads/Vice Heads
- Proposal of new WG activities by INSTA WG Heads
- Discussion on any additional business

Discussions and Decisions:

1- Opening by INSTA Chair:

Dr. Tong welcomed the participant to INSTA's 2024 Annual Meeting and summarized the achievements during the last 3 years including the TOR, the website and the INSTA EPE programme. The Chair acknowledges the work done by all working groups.

2- Adoption of new SC members

Dr. Tong presented the changes in the SC members, which were made in the 8th SC meeting on 12th July 2024 according to the TOR and the nominations received from the member states, and the changes are as below:

	Current (2021-2024)	New (2024-2026)
Chair	Dr. Jiejuan Tong	Dr. Irman Abdul Rahman
Secretary	Dr. Irman Abdul Rahman	Dr. Maya Al Azri
Assistant Secretary	Dr. Maya Al Azri	Dr. Takeshi Iimoto
Head of WG1	Dr. Carlo Arcilla	Dr. Song Feng
Vice Head of WG1	Dr. Song Feng	Dr. Anas Alawafi

Head of WG2	Dr. Phongphaeth Pengvanich	Dr. Keng Yeow Chung
Vice Head of WG2	Dr. Keng Yeow Chung	Dr. Phannee Saengkaew
Head of WG3	Dr. Takeshi Iimoto	Dr. Yaser Kasesaz
Vice Head of WG3	Dr. Yaser Kasesaz	Dr. Uththara Perera
Vice Head of WG3	Dr. Ana Elena Conjares	Dr. Ana Elena Conjares

3- Remarks by new INSTA Chair

Dr. Irman Abdul Rahman, the newly appointed INSTA Chair, began his remarks by expressing heartfelt gratitude to the outgoing chair for her outstanding leadership in driving the establishment of INSTA programs. He acknowledged her pivotal role in shaping the organization's success. Dr. Rahman also extended a warm welcome to the new INSTA members, including Dr. Jane Gerardo-Abaya, who marks a significant milestone as INSTA's first individual invited member. The Chair further expressed his appreciation to Ms. MISHAR and her team from the Division for Asia and the Pacific, Section 2, Department of Technical Cooperation, as well as Ms. Zhivitskaya from the Division of Planning, Information, and Knowledge Management. Their unwavering support for INSTA programs, particularly through the TC project RAS0091, was acknowledged as instrumental in the achievements made by INSTA including the organization of INSTA 2024 Annual Meeting in person. This support has made it possible for members to meet in person, fostering direct discussions and enhanced networking opportunities.

4- Adoption of Agenda:

The Chair presented the agenda which was adopted unanimously.

5- Update on status of INSTA members

Mr. MARUYAMA Takahiro provided an update on the status of INSTA membership, highlighting key developments and trends. His presentation included the following points:

- **Membership Growth:** INSTA has grown to 45 members representing 21 Member States across the Asia and Pacific region. A notable increase in membership was observed from 2023 to 2024, particularly from South Asian and ASEAN countries such as Malaysia, Bangladesh, and Sri Lanka. This growth reflects a promising trend in East Asia while highlighting significant potential to expand outreach to Member States in Oceania and the Middle East.
- **Diversity in Fields:** Membership spans diverse fields, including medicine, agriculture, industry, and ICT, with most institutions focusing on NST-related engineering. However, the analysis indicated opportunities for the INSTA Steering Committee (SC) to broaden its outreach strategies to align more closely with the specific demands and needs of different Member States.

The Chair encouraged educational institutions across Asia and the Pacific region to consider applying for INSTA membership, including those that may not yet teach NST

but have plans to do so in the future. He explained the application and acceptance process, which is finalized during SC meetings. Prof. Tong further noted that INSTA had received an inquiry from institution outside of Asia and the Pacabout joining INSTA as an international or collaborative partner, underscoring the organization's growing recognition and appeal on a global scale.

6- Proposal for INSTA TOR/ governance structure for Adoption

The proposed changes in the TOR were presented by the Chair to be endorsed by the members. The updated endorsed TOR is shown in Attachment 1, and according to the endorsement, the Steering Committee members and positions were updated as below:

New Steering Committee Member 2024-2026 (New ToR structure)	
Chair	Dr. Irman Abdul Rahman
Vice Chair*	Dr. Maya Al Azri
Executive Secretary*	Dr. Takeshi Iimoto
Head of WG1	Dr. Song Feng
Vice Head of WG1	Dr. Anas Alawafi
Head of WG2	Dr. Keng Yerow Chung
Vice Head of WG2	Dr. Phannee Saengkaew
Head of WG3	Dr. Yaser Kasesaz
Vice Head of WG3	Dr. Uththara Perera
Project Head* (reports to Vice Chair)	Dr. Ana Elena Conjares Dr Anita Abdul Rahman (for new proposal TC Cycle 2026-2027)

* denotes SC positions that went through renaming and change of TOR.

The Chair addressed key operational and procedural points to ensure the effective functioning and sustainability of INSTA programs:

- New Steering Committee (SC) positions for the next cycle must be nominated from the current list of Points of Contact (POC) or alternate POCs of INSTA member institutions. Each nomination should include a complete set of candidates for the four respective SC positions to be filled.
- To maintain program continuity, the leadership meeting will include recent outgoing chairs and outgoing Working Group (WG) heads.
- The selection process for WG vice heads will be based on nominations from INSTA members.
- The formation of subcommittees, if needed, will be at the discretion of WG heads based on their action plans. These subcommittees will not require inclusion in the Terms of

Reference (TOR), ensuring flexibility and adaptability while keeping TOR stipulations to a minimum.

7- Updates from Past Working Group (WG) Activities

WG1: Technical Coordination

Dr. Carlo Arcilla presented the objectives and accomplishments of WG1:

- Conducted a survey among Member States to identify existing NST facilities, education programs, innovations, and needs.
- Classified INSTA members into three categories based on their nuclear cycle development:
 - Complete Nuclear Cycle Countries with nuclear power plants, advanced laboratories, and training centers for potential tertiary exchanges.
 - Developing Nuclear Cycle Countries with research reactors or similar infrastructure.
 - Non-Nuclear Power Countries utilizing NST in fields such as nuclear medicine, agriculture, geology, and environmental science, aligned with IAEA initiatives like Rays of Hope, ZODIAC, and NUTEC Plastics.

Dr. Arcilla highlighted examples from PNRI, showcasing collaborative opportunities in agriculture, medicine, radiation protection, and training.

WG2: Programme and Platform Development

Dr. Pengvanich outlined the progress and challenges of WG2:

- **Program Development:**
 - Piloting the Virtual INSTA NST Education Program (Modules 1 & 2) is ongoing and will conclude in October 2024.
- **Pending Activities:**
 - Activities such as regional meetings on curriculum development and INSTA lectures/modules are delayed, requiring collaboration with other WGs.
- **Platform Development:**
 - While the INSTA website is operational, it requires regular updates and promotion for active use.

WG3: Special Projects

Dr. Yaser presented plans for INSTA Schools in late 2024 and early 2025:

- **Q4 2024:** Nuclear Engineering School, China.
- **Q1 2025:** Radiation Medicine School, Malaysia (date TBC).
- **Q1 2025 (March):** Radiation Protection NORM School, Japan.
- **Q2 2025 (May):** Nuclear Research Reactor Utilization School, Iran.

He emphasized the importance of engaging international lecturers and ensuring program funding for hosting INSTA Schools.

8- Presentations of Proposals from Newly Elected WG Heads

Based on discussions during the meeting with members, the newly elected WG Heads presented presented agreed future activities:

WG1 (Dr. Song):

- Conduct a new survey to update the needs and resources of INSTA members.
- Create a database of scholarships, facilities, and resources.
- Develop promotional materials, such as flyers, to enhance outreach.
- Delay accreditation efforts until INSTA receives formal recognition, ensuring long-term sustainability and program quality.

WG2 (Dr. Chung):

- Review and improve the launched programs for consistency and readiness.
- Provide resources and support for lecturers preparing courses.
- Introduce an incentive system to reward lecturers for course development.
- Compile and share existing curricula to support new NST programs.
- Explore financial self-sufficiency through paid programs, executive education, and a feasibility study for legal and financial structures, including a bank account for INSTA operations.

WG3 (Dr. Yaser):

- Develop new INSTA schools focusing on STEM-based Nuclear Science, Nuclear Technology Applications, and Nuclear Fuel Cycle or Radiochemistry.
- Plan hands-on activities tailored to educators and practitioners.
- Host workshops on gaming, programming, and coding for NST teaching.
- Organize webinars on best practices for teaching NST in secondary schools.

9- Any additional Business:

- Ms Mishar highlighted the importance of having KPI's for all the WG proposed activities. Respective WG should set clear KPIs to make respective working plans realistic with concrete figures e.g. deadline, the numbers of the tasks with result-based approaches, considering the upcoming new educational regional project from 2026.
- The PoCs of the INSTA member institutions must decide on one working group to be a member of. Each INSTA members shall commit to undertake continuous endeavours and commitment proactively in at least one WG in terms of sustainability of INSTA-creation with its members, while other 2 WG can be elective.

10- Chair Summary

Dr. Irman acknowledged the unwavering commitment of the outgoing INSTA Chair, Dr. Tong, and other Steering Committee (SC) members, as well as the dedication of all INSTA members

despite the challenges posed by the COVID-19 pandemic. He provided a comprehensive summary of the day's sessions, which included the adoption of new SC members, a statistical analysis and status update on INSTA membership, discussions and endorsement of the updated Terms of Reference (ToR), and a review of the status and future plans of the Working Groups (WGs). Dr. Irman emphasized several key points:

- Each WG is required to update its work plan to include observable outputs and Key Performance Indicators (KPIs) based on result-oriented approaches. This will ensure that the plans are specific, measurable, achievable, realistic, and timely, ultimately demonstrating the impact of INSTA's activities on NST education.
- The Steering Committee will assess the feasibility of registering INSTA as a legal entity and establishing an INSTA bank account to support income generation, which is crucial for the sustainability of INSTA and its activities.
- Following the Annual Meeting, Points of Contact (PoCs) from INSTA member institutions will be contacted to declare their long-term commitment to a specific WG. This will help ensure continuous engagement and focus on INSTA's objectives across member institutions.

The 2024 Annual Meeting of the International Nuclear Science & Technology Academy (INSTA) was officially concluded and adjourned at 4:30 PM on 21st August 2024.

Attachment 1 : INSTA 2024 Annual Meeting Participants:

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Attachment 2 : Updated INSTA Governance Framework based on INSTA 2024 Annual Meeting Endorsement



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.

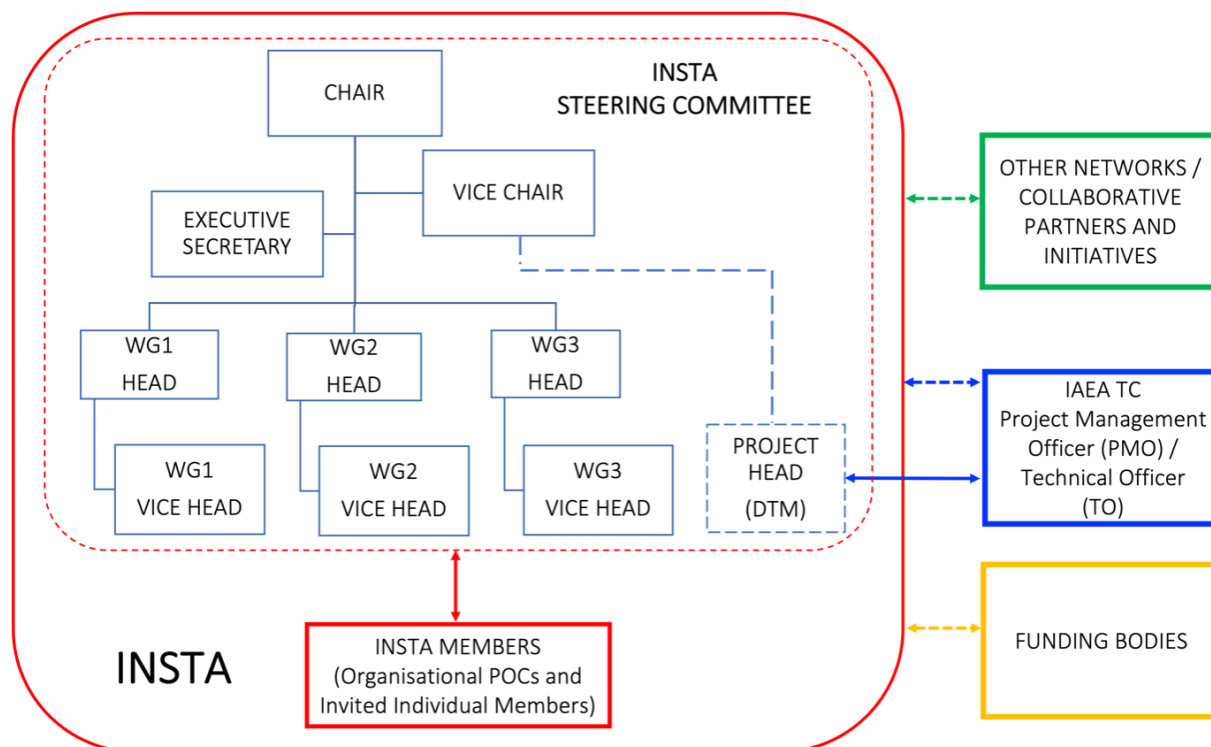
The term of the Executive Secretary will be limited to TWO years. At the end of this period, the INSTA Executive Secretary will take over as Vice Chair, and a new Executive Secretary will be appointed based on member nominations during the Leadership Meeting prior to the INSTA Annual Meeting. At any 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

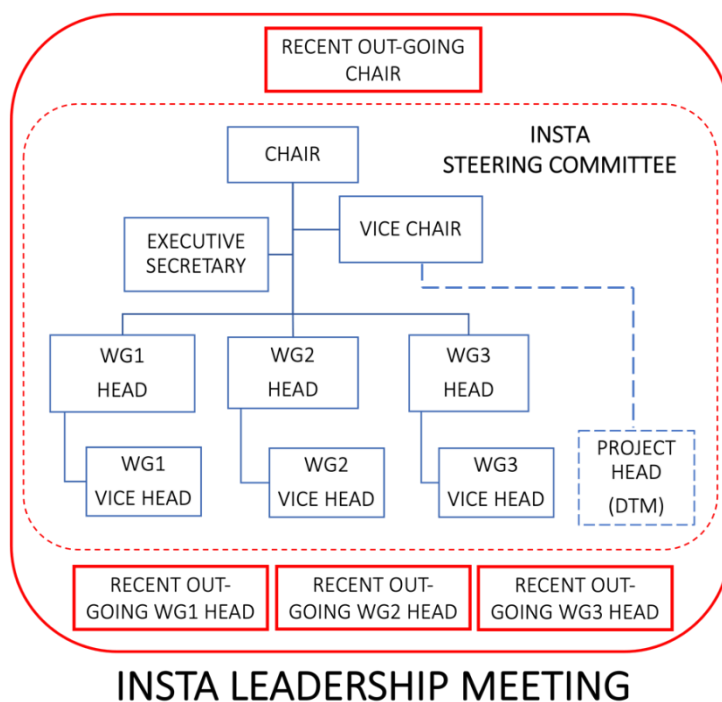
INSTA will hold normally one Annual Meeting organized by the Steering Committee which will be open for participation to all INSTA members. These meetings will serve as the decision-making mechanism of INSTA. Decision making will be done by consensus. During these meetings, INSTA will hold plenary sessions 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.