

Generic outline of the Terms of Reference

The IAEA Secretariat and the designated representative of the requesting organisation will negotiate and agree upon the Terms of Reference (ToR) of the Review. The ToR includes background information, the objective and scope of the Review, timing for its implementation, list of documentation to be provided to the Review Team, and other relevant information.

The ToR is tailored to the needs and requirements of each potential Host, keeping sufficient flexibility to pursue issues that may arise during the mission.

When a follow-up review mission is considered as appropriate, it is recommended that the request for this mission be included in the original request and ToR.

The Terms of Reference of the Review of

Subject of the Review

Specification of the task to be assessed

Objective of the Review

Identification of review goal(s)

Background

Background information on the task to be reviewed (historical overview, current situation, context within the national programme)

Scope of the Review

Description of approach to be applied during the review in the context of national programme regarding the task (elaboration of review objectives), in particular:

- *issues to be assessed*
- *matters to be respected*
- *approaches to be applied*

Counterpart team

Team composition, responsible manager, secretary/coordinator (liaison for communications with the IAEA)

Review team

Team composition, scientific secretary(ies)

Organizational arrangements

Working language, responsibilities of secretaries/coordinators

Background and supporting materials

The list of materials to be provided to the review team by the host

Reporting and Deliverables

Draft report, presentation of main findings, observations and advice to the host at the end of the review mission, final report

Mission timing

Time schedule including terms for:

- *delivery of official request for the Review*
- *final version of ToR approved at the technical level*
- *selection of experts (IAEA in consultation with host)*
- *delivery of background and supporting materials to the IAEA*
- *questions / comments for clarification from the expert team to the host*
- *delivery of questionnaire (if self-assessment is included)*
- *delivery of Self-assessment (if included)*
- *Review meeting*
- *draft Review report sent to host for factual check*

- *final Review report forwarded by the IAEA to the host*

Funding of the mission

Way of funding the mission and rough cost estimate

Contact links

The IAEA

Host

ANNEX: List of Relevant International References