

**TECHNICAL MEETING: ANNUAL MEETING OF THE INTERNATIONAL NETWORK FOR
NUCLEAR SECURITY TRAINING AND SUPPORT CENTRES (NSSC Network)**

IAEA-hosted Webex Virtual Meeting

26 – 30 April 2021

Chair's Report



**The Chair's Report on the 2021 Annual Meeting of the International Network for Nuclear
Security Training and Support Centres (NSSC Network)**

IAEA-hosted WebEx Virtual Meeting

26 – 30 April 2021

A technical meeting under the IAEA Nuclear Security Plan 2018-2021 for the Annual Meeting of the International Network for Nuclear Security Training and Support Centres (NSSC Network) was held virtually in Cisco Webex from 26 to 30 April 2021. There were 98 participants from 52 States and 5 observer organizations to the NSSC Network, and 14 IAEA staff.

The aim of the event was to advance the work of the NSSC Network through plenary sessions on key technical topics relevant to NSSCs and for the three Working Groups of the Network to work individually and collaboratively to plan activities and discuss priorities of the Network for the upcoming year. The NSSC Network members reviewed and considered the next steps to be taken in several key areas, including:

- Updating the NSSC Network's Information Management Tools;
- Promoting the use of the new publication IAEA-TDL-010, Establishing and Operating a National Nuclear Security Support Centre;
- Promoting and facilitating greater regional cooperation among NSSCs;
- Sharing experiences and lessons learned during the COVID-19 pandemic;
- Developing new Action Plans for the three Working Groups;
- Selecting new Network leadership for the coming year; and
- Planning for the 2022 Annual Meeting.

The meeting was opened by Ms Elena Buglova, Director, Division of Nuclear Security, Department of Nuclear Safety and Security, IAEA. Ms Buglova welcomed participants to the virtual meeting and shared information on the IAEA's programmes and activities in nuclear security. She noted several major milestones in 2020, including the publication of IAEA-TDL-010, the implementation of an IAEA-hosted webinar on this publication, and of consultancy meetings on development of material for workshops on this publication. Lastly, she encouraged all participants to actively contribute to the meeting and make optimal use of the Working Group sessions in developing plans of action for the Network.

Mr Inamul Haq, Chair of the Network, then greeted the participants and presented the agenda of the meeting (see Attachment 1) for acceptance. He also outlined the points for discussion planned for the meeting on overall trends and priorities of the Network. The list of meeting participants is included as Attachment 2.

Following the opening and welcoming remarks, Mr James Conner of the IAEA Division of Nuclear Security then presented on IAEA support for HRD in Nuclear Security. He outlined IAEA activities that support sustainability and highlighted objectives and activities in regional cooperation among NSSCs. Finally, Mr Conner highlighted progress that the Network has made since its inception in becoming a stronger resource for states.

Mr Haq followed by presenting a report on the outcomes of the 2020 NSSC Network Leadership Meeting. He noted, in particular, recommendations from the Network Bureau to continue implementation of the long-term Network strategy of achieving overarching objectives, using the newly published IAEA-TDL-010 as key guidance, identifying priority activities and addressing needs informed by the information management tools. The pilot workshop on IAEA-TDL-010, development of NSSC capabilities and improvement of the information management tools are among those priorities.

The next session began with reports from the chairs of Working Groups A, B, and C, who briefed the Network members on the implementation status of the 2020-21 Action Plans. The afternoon session was

dedicated to presentations from the following three new NSSC Network Members: Austria, Comoros, and Uganda.

On the second day, the following three Network Observers were presented to the Network: the International Science and Technology Center (ISTC), United Nations Interregional Crime and Justice Research Institute (UNICRI), and Institute for Safety and Security at Brandenburg University of Applied Sciences (ISS). Although ISTC had already been approved by the Network in 2019, this was the first Annual Meeting at which representatives of ISTC could deliver a presentation on its activities to the Network Members. UNICRI and ISS were both approved by the NSSC Network Members to become new official Observers of the Network.

The Network then held a series of plenary sessions to review and discuss priority NSSC activities and ongoing projects. During the first session, the Chair and Vice Chair of Working Group C along with the IAEA gave a tutorial on NSSC Network Database. The second session provided a tutorial on the NSSC Network Library of Lessons Learned and Case Studies (LiLLaCS) and was facilitated by Working Group B Chair and Vice Chair along with Ms Quillan Rose of the IAEA. During these sessions, the leadership of the Network and the IAEA thanked the Network members who had already uploaded new information into these tools and encouraged the rest of the Network to do so in order to maximize the effectiveness of the tools.

Next, Mr Conner presented the new leadership of the Network to the plenum (see Attachment 3). The majority of the members of the Bureau will continue in their same capacity for a second term.

On days three and four, the Network held regional breakout sessions for Africa, Asia Regional Network (ARN), Asia (general), Europe (general), the Hungary-Lithuania-Ukraine Consortium (HLU-C), Latin America, and North America.

Africa, Asia (general), Europe (general), Latin America, and North America participants reviewed information uploaded by members in the NSSC Network Database and Calendar and discussed how best to facilitate regional cooperation, including whether to form formal sub-regional groups. Participants in the Africa regional breakout group discussed establishing, at a minimum, two regional groups but requested an additional regional meeting to include all NSSC Network Members from the region to reach consensus on an approach for the region and decide next steps. Participants in the Asia (general) regional breakout group discussed the similarities across the region that would make regional groups beneficial and determined that two regional groups would be appropriate to include a South East Asia group and a group based on the members of the Arab States in Asia for Research, Development and Training related to Nuclear Science and Technology (ARASIA). Participants in the Europe (general) regional breakout group discussed the possibility of expanding on the HLU-C regional network approach and the possibility of conducting regional cross border exercises. The North America regional group discussed upcoming planned activities and support for the NSSC Network. Participants in the Latin America group decided to form a sub-regional group and will aim to hold its first virtual meeting in Q2 or Q3 2021.

ARN and HLU-C discussions focused on maintaining and building on momentum from previous meetings as the two formal sub-regional groups within the NSSC Network. ARN members shared information on planned activities and discussed future cooperation. The ARN members and the IAEA agreed to postpone the planned Technical Exchange Visit for NSSCs in the Asia Pacific region to June 2022, to be hosted by China's State Nuclear Security Technology Center. The HLU-C discussed planning for 2021-2022 including annual Lead Member assignments and the Radiological Crime Scene Management instructor training course being provided to HLU-C members for adaption and provision to Member States in the region. The IAEA Detection Science and Technology Team also conducted focused sessions during each regional group on opportunities for NSSC capability development.

During the plenary session on day three, the IAEA, Network Bureau, and Network members facilitated an interactive exercise, using hypothetical scenarios based on IAEA-TDL-010. Ms Rose presented an introduction to the scenarios and then divided participants into five breakout groups. Each breakout group reviewed and discussed different hypothetical scenarios and recorded answers to discussion questions, based on the methodology in IAEA-TDL-010. The results of each breakout group's discussions were then presented in plenary. The Bureau members and the IAEA Secretariat noted for all participants that a more detailed version of this scenario-based approach would be a key feature of upcoming workshops on IAEA-TDL-010 under development in cooperation between Working Group A and B.

During day four, the Network hosted a plenary panel session on NSSC efforts to mitigate the impacts of the COVID-19 pandemic that began with a presentation on the results of the NSSC Network survey on the subject. The survey demonstrated that among respondents, all core functions of their NSSCs were impacted by the pandemic. In response, NSSCs optimized planning while activities were postponed and established new initiatives or programmes that allowed continued support of their stakeholders. Network members from Morocco, Lithuania and Japan shared their experiences and lessons learned. Mr Rachid Mellouki presented on good practices for conducting virtual meetings including logistical, organization and interaction considerations. Mr Aleksejus Livsic discussed the steps taken by the Nuclear Security Centre of Excellence (NSCOE) to better meet the needs of stakeholders including the development of a quarterly nuclear security detection newsletter, featured in Issue 7 of the NSSC Network Newsletter. Ms Naoko Inoue presented on Integrated Support Center for Nuclear Nonproliferation and Nuclear Security's transition to virtual training, including the benefits of using these approaches in the long-term.

The Network also conducted a brief plenary session to discuss the way forward with strengthening cooperation with the International Nuclear Security Education Network (INSEN). The Network agreed to work toward finalizing the statement of intent document, after receiving feedback from INSEN, as soon as possible. The Network also discussed whether and how to allow members of each Network to access their respective information management tools on NUSEC, in order to help facilitate cooperation among NSSC Network and INSEN member institutions on the national or institutional level. The participants agreed that Working Groups A and C could lead in defining criteria and requirements for this, in cooperation with INSEN leadership. Lastly, the Network initiated Working Group breakout sessions to develop 2021-22 Action Plans.

On the final day of the meeting, the Working Group breakout sessions concluded by finalizing Action Plans. In the subsequent plenary session, each Working Group Chair and Vice Chair presented the new Working Group Action Plans for the coming year (see Attachment 4). The Network Chair and other Bureau members then led a wrap-up session to get feedback from participants and to discuss NSSC Network priorities for 2021-22. Participants agreed that key priorities included preparation for the pilot regional workshop on IAEA-TDL-010 and further development of regional cooperation, including by establishment of new sub-regional groups. Finally, the participants agreed that the 2022 NSSC Network Annual Meeting would tentatively be planned for the 1st quarter of 2022 in Vienna.

The meeting was adjourned at 16:30 on Friday, 30 April 2021.

Monday, 26 April 2021

(All times listed in Central European Time)

- 13:30 – 13:40 **Welcome and Administrative Introduction**
Mr James Conner, Ms Quillan Rose, and Mr Mohd Irwan Effendi Mohd Nordin, Division of Nuclear Security, Department of Nuclear Safety and Security, IAEA
- 13:40 – 13:50 **Opening Remarks**
Ms Elena Buglova, Director, Division of Nuclear Security, Department of Nuclear Safety and Security, IAEA
- 13:50 – 14:00 **Presentation of Meeting Objectives, Adoption of the Agenda**
Mr Inamul Haq (PIEAS), Pakistan, Network Chair
- 14:00 – 14:20 **IAEA Support for HRD in Nuclear Security**
Mr James Conner, IAEA
- 14:20 – 14:30 **Report on Outcomes from 2020 NSSC Network Leadership Meeting**
Network Chair
- 14:30 – 15:15 **Status Updates from the Working Group Chairs**
Ms Naoko Inoue (JAEA/ISCN), Japan; WG A Vice Chair
Mr Surik Bznuni (NRSC), Armenia; Working Group B Chair
Mr Herman Zarate (CCHEN), Chile; Working Group C Chair
- 15:15 – 15:30 **Break**
- 15:30 – 16:30 **Introduction of New Network Members and Observers**
Facilitators:
Network Chair; Ms Patricia O'Brien (DOE/NNSA), USA, Network Vice Chair
Presentations:
- Mr Helmut Leopold and Mr Don Dudenhoefler (AIT), Austria
- Mr Said Soudjay (UDC), Comoros
- Mr Richard Ssegane (AEC), Uganda

Tuesday, 27 April 2021

- 13:30 – 14:30 **Introduction of New Network Members and Observers (cont.)**
Presentations:
- Mr David Cleave, ISTC
- Mr Wofram Rother (BMU), Germany (on behalf of Brandenburg University of Applied Sciences, Institute for Security and Safety)
- Mr Francesco Miorin, UNICRI
- 14:30 – 15:15 **Tutorial Session on NSSC Network Database**
Facilitators: Mr Herman Zarate (CCHEN), Chile, Working Group C Chair; Mr Rachid Mellouki (CNESTEN), Morocco, Working Group C Vice Chair; Mr Irwan Mohd Nordin and Mr James Conner, IAEA
- 15:15 – 15:30 **Break**
- 15:30 – 16:15 **Tutorial Session on NSSC Network Library of Lessons Learned and Case Studies (LiLLaCS)**
Facilitators: Mr Surik Bznuni (NRSC), Armenia, Working Group B Chair; Ms Issariya Chairam (OAP), Thailand, Working Group B Vice Chair; Ms Quillan Rose, IAEA
- 16:15 – 16:30 **Presentation of New 2021 – 22 Network Chairs and Vice Chairs**

Wednesday, 28 April 2021

- 09:30 – 10:30 **Regional Breakout Groups**
- *Asia Regional Network (China, Japan, Republic of Korea)*
- 10:30 – 11:30 **Regional Breakout Groups**
- *Africa (general)*
- 11:30 – 12:00 **Opportunities for NSSC Capability Development (Africa Region)**
Facilitators: Mr Charles Massey (IAEA), Ms Quillan Rose (IAEA)
- *Detection Science & Technology Team Activities and Projects*
- *RPM kits discussion*
- 12:00 – 13:00 Break**
- 13:00 – 14:00 **Regional Breakout Groups**
- *HLU Consortium (Hungary, Lithuania, Ukraine)*
- 14:00 – 14:30 Break**
- 14:30 – 16:00 **Interactive Technical Session on IAEA-TDL-010**
Introduction: Ms Quillan Rose (IAEA)
- *Breakout Groups*
- *Plenary Reports*
- 16:00 – 17:00 Break**
- 17:00 – 18:00 **Regional Breakout Groups**
- *Latin America*
- 18:00 – 18:30 **Opportunities for NSSC Capability Development (Latin America Region)**
Facilitators: Mr Charles Massey (IAEA), Ms Quillan Rose (IAEA)
- *Detection Science & Technology Team Activities and Projects*
- *RPM kits discussion*

Thursday, 29 April 2021

- 09:30 – 10:30 **Regional Breakout Groups**
- *Asia (general)*
- 10:30 – 11:00 **Opportunities for NSSC Capability Development (Asia Region)**
Facilitators: Mr Charles Massey (IAEA), Ms Quillan Rose (IAEA)
- *Detection Science & Technology Team Activities and Projects*
- *RPM kits discussion*
- 10:30 – 11:30 **Regional Breakout Groups**
- *Europe (general)*
- 11:30 – 12:00 **Opportunities for NSSC Capability Development (Europe Region)**
Facilitators: Mr Charles Massey (IAEA), Ms Quillan Rose (IAEA)
- *Detection Science & Technology Team Activities and Projects*
- *RPM kits discussion*
- 12:00 – 13:30 Break**
- 13:30 – 14:30 **Panel Session on Mitigating the Impact of COVID-19**

Attachment 1: Agenda

Facilitator: Ms Quillan Rose (IAEA)

Panellists:

- *Mr Rachid Mellouki, CNESTEN (Morocco)*
- *Ms Naoko Inoue, JAEA/ISCN (Japan)*
- *Mr Aleksejus Livsic, NSCOE (Lithuania)*

14:30 – 14:45

Update on Cooperation with INSEN

Facilitators: Mr Mahmoud Mohamed Gad (ENRRRA), Egypt; WG A Chair; Ms Naoko Inoue (JAEA/ISCN), Japan; Mr James Conner (IAEA)

14:45 – 15:00

Break

15:00 – 16:30

Working Group Breakout Sessions

16:30 – 17:00

Break

17:00 – 18:00

Regional Breakout Groups

- *North America*

18:00 – 18:30

Opportunities for NSSC Capability Development (North America Region)

Facilitators: Mr Charles Massey (IAEA), Ms Quillan Rose (IAEA)

- *Detection Science & Technology Team Activities and Projects*
- *RPM kits discussion*

Friday, 30 April 2021

13:30 – 15:00

Working Group Breakout Sessions (Continued)

15:00 – 15:15

Break

15:15 – 16:00

Plenary Presentation of 2021 – 22 Working Group Plans

Chairs/Vice Chairs of Working Groups A, B and C

16:00 – 16:20

Discussion on NSSC Network Priorities and Preparations for 2022 NSSC Network Annual Meeting

Facilitators: NSSC Network Bureau

16:20 – 16:30

Chair's Report

Network Chair

16:30 – 16:40

Closing Remarks

Ms Marina Labyntseva, Unit Head, Education and Training Development Unit, Division of Nuclear Security, IAEA

16:40

Adjourn

Attachment 2: List of Participants

Available on the NSSC Network user page at NUSEC.iaea.org.

<u>NSSC Network Bureau for 2021 - 22</u>					
NSSC Network	Chair	Mr Inamul Haq	Pakistan	Pakistan Institute for Engineering and Applied Sciences	i.haq06@gmail.com, inam@pieas.edu.pk
	Vice Chair	Ms Patricia O'Brien	United States of America	Department of Energy / National Nuclear Security Administration	patricia.o'brien@nnsa.doe.gov
WG A	Chair	Mr Mahmoud Mohamed Gad	Egypt	Egyptian Nuclear and Radiological Regulatory Authority	gana_ezat@yahoo.com
	Vice Chair	Ms Naoko Inoue	Japan	Japan Atomic Energy Agency	inoue.naoko@jaea.go.jp
WG B	Chair	Ms Issariya Chairam	Thailand	Office of Atoms for Peace	issariya.c@oap.go.th
	Vice Chair	-	-	-	
WG C	Chair	Mr Herman Zarate	Chile	Chilean Nuclear Energy Commission	herman.zarate@cchen.cl
	Vice Chair	Mr Rachid Mellouki	Morocco	Centre des Nucleaires et Tehssdasdfsdfadfa	mellouki@cnesten.org.ma

Attachment 4: NSSC Network Working Group Action Plans 2021 – 22

WORKING GROUP A				
No.	ToR Objective Reference	Task	Task Leader(s)	Due Date
1.	Organize joint activities in human resource development, technical support, and scientific support. Support NSSCs in taking a systematic approach to programme development based on a structured assessment of national nuclear security regime needs	1.1 Hold pilot regional workshop on implementation of IAEA-TDL-010 (Revision of TECDOC 1734), in cooperation with Working Group B 1.2 Review NSSC Network Database following pilot workshop to identify needs and priorities for second workshop, including region and language considerations 1.3 Hold second regional workshop on TDL-010	IAEA Working Group A Chair and Vice Chair (Egypt NSSC to host) WG A Members TBD	Q1 2022 Q1 2022 Q4 2022 – Q1 2023
2.	Build and develop cooperation among NSSCs, including through regional and sub-regional networks	2.1 Hold regional or sub-regional group meetings, virtually as necessary and when feasible, based on the needs of Members: <ul style="list-style-type: none"> • ARN • HLU Consortium • Latin America 2.2 Invite all regional groups to present at 2022 Annual Meeting, sharing good practices, lessons learned, benefits and challenges 2.3 Hold CM to further consider and reach decision on establishment of African regional group(s)	Regional group Members WG A Chair Madame Faye IAEA Secretariat	ARN Q3 2021 (virtual) HLU Q3 2021 Latin America Q2-Q3 2021 (virtual) 2022 Annual Meeting Q2 - Q3 2021
3.	Facilitate technical exchanges among NSSCs, including sharing of materials and experience	3.1 Facilitate technical exchange among NSSCs, including sharing of materials and experience. <ul style="list-style-type: none"> • Revised draft agenda for Asia TEV to be discussed at next ARN + 1 Meeting 3.2 Identify and share ideas for how modified technical exchange visits might be conducted in a virtual format	IAEA Working Group A Chair and Vice Chair IAEA	Asia Pacific June – July 2022 (Beijing) Others when feasible 2022 – 23
4.	Organize joint activities in human resource development, technical support, and scientific support. Facilitate technical exchanges among NSSCs, including sharing of materials and experience. Facilitate the optimization of efforts and sharing of resources among NSSCs	4.1 Hold CM to analyze data in the NSSC Database and Calendar, discuss strategy for optimizing efforts, and develop a plan for Network activities in 2022, possibly including: <ul style="list-style-type: none"> • Further workshops on TECDOC NSSC phases • Workshop(s) on NS technical areas and themes • Interactive Sessions for future Annual Meetings • Technical Exchange Visits among Network members 	WG A Chair and Vice Chair, Shane Peper; IAEA	Q3 – Q4 2021
5.	Coordinate with other relevant international networks and initiatives	5.1 Agree on final document to guide cooperation with INSEN Identify constraints and requirements for INSEN access to select materials and resources on the NSSC Network User Group Portal on NUSEC, and vice versa	Network Chair/WG A IAEA Secretariat Shane Peper	INSEN Feedback Anticipated by Q2 2021 Q2 2021
6.	Coordinate with other relevant international networks and initiatives	6.1 Exchange information on activities and plans with the following initiatives, including through IAEA information exchange meeting: <ul style="list-style-type: none"> GICNT GP FLO Network Others (e.g. EU CBRN COE Initiative, NSCG)	IAEA Secretariat; WG A Chair; Network Chair and Vice Chair	When feasible, by 2022 Annual Meeting

Attachment 4: NSSC Network Working Group Action Plans 2021 – 22

WORKING GROUP B				
ToR Objective Reference	No.	Task	Task Leader(s)	Due Date
1. GATHER NSSC GOOD PRACTICES IN SUPPORT OF IAEA-TDL-010 (REVISION OF TECDOC 1734)				
<i>Identify and document best practices related to characteristics basic to or common among most NSSCs (1)</i>	1.a.	Review LiLLaCS synopsis submissions for development of long-form good practices	WG B Chair	Ongoing
	1.b.	Conduct CM on Good Practices to further develop LiLLaCS in coordination with WG C	WG B Chair	Q3/Q4 2021
2. DEVELOP WORKSHOP MATERIAL BASED ON IAEA-TDL-010 (REVISION OF TECDOC 1734)				
<i>Identify and document best practices related to: taking a systematic approach to programme development based on a structured assessment of national nuclear security regime needs (5); implementing programmes in human resource development, technical support, and scientific support across all nuclear security areas and themes (6); continuous improvement, quality management, and sustainable operational practices for NSSCs (7); self-assessment and evaluation of NSSC programmes and services (8)</i>	2.a.	Develop workshop material based on IAEA-TDL-010, based on the draft Training Course Description (TCD) and in coordination with WG A	WG B Chair, Vice Chair, Secretariat	Q4 2021
	2.b.	Update workshop material based on feedback and lessons learned from the pilot workshop on establishing an NSSC based on IAEA-TDL-010	WG B Chair, Vice Chair, Secretariat	Q1 2022
3. GOOD PRACTICES IN COMMUNICATION BETWEEN NSSCs				
<i>Identify and document best practices related to effective coordination among NSSC stakeholders (4)</i>	3.a.	Develop model guidelines for technical exchanges between NSSCs to share experiences and lessons learned related to an NSSC's core functions (HRD, TS, SS)	WG B Chair, Vice Chair, Secretariat, Indonesia (BAPETEN)	Q4 2021
4. DEVELOP PROCESSES AND DOCUMENTATION TO SUPPORT NSSC NETWORK COOPERATION				
<i>Identify and document best practices related to self-assessment and evaluation of NSSC programmes and services (8)</i>	4.a.	Collect questionnaire response from Pakistan, Japan (ISCN), Indonesia (received completed questionnaire from Malaysia); review and submit findings to WG A	WG B Chair, Vice Chair, Secretariat	Ongoing
	4.b.	Develop and distribute questionnaire for coordination and collaboration between NSSC Network and FLO Network members	WG B Chair, Secretariat	Ongoing
5. FOCUSED REQUESTS FOR LILLACS				
<i>Identify and document best practices related to continuous improvement, quality management and sustainable operational practices for NSSCs (7)</i>	5.a.	Review the NS culture self-assessment in NSS 28-T to support NSSC technical exchange visits and to promote sustainability	Indonesia	Q4 2021
	5.b.	Request panelists from Mitigating the Impact of COVID-19 session (NSSC Network Annual Meeting 2021) add synopsis of their presentations to LiLLaCS	WG B Chair Secretariat Japan	Q3 2021
	5.c.	Suggestions for Good Practice Topics: (1) Exercises, (2) E-Learning (e.g. national-level competencies) and other skills building tools such as use of training simulators, (3) Legal / Regulatory Framework relationship with NSSCs, (4) Creation of technical and scientific capacities such as laboratory certification for radiation safety and security, (5) Implementing an Integrated Management System (including quality management), (6) regional and sub-regional cooperation and collaboration case studies.	TBD	Ongoing

Attachment 4: NSSC Network Working Group Action Plans 2021 – 22

WORKING GROUP C				
No.	ToR Objective Reference	Task	Task Leader(s)	Due Date
1.	Information Sharing, Promotion, Outreach is to strengthen information sharing among NSSCs and help raise awareness of Network Member training courses and other activities (ToR 172-174)	Email Network POCs throughout the year to inform on new activities on the Network Calendar and Database as reminders for Members to keep their pages updated. A. Send emails to Network POCs throughout the year to inform on new activities on the Network Calendar as reminders for Members to add any other useful information like training conducted in person or virtually.	Chair, Vice Chair, IAEA Secretariat Chair, Vice Chair, IAEA Secretariat WG C	Ongoing (permanent task) Q4 2021
2.	Maintaining and enhancing a database of all NSSC Network Members, to include search functions, key statistics, and a map of NSSCs by operational status and technical specialization (ToR 175-177)	Monitor for Member inputs requesting further guidance in using the NUSEC Portal and the Network's information management tools. A. Send emails to Network POCs and members quarterly in order to fill in new database, calendar and LiLLaCS B. Based on previous survey results (conducted in 2020) and Consultancy Meeting of WG A planned, identify appropriate topics and guidance to be developed to enhance Database. C. Provide POCs with virtual or video tutorials on the tools as requested by other WGs or Network members	Chair, Vice Chair Chair, Vice Chair, IAEA Secretariat WG C and Volunteers Chair, Vice Chair, IAEA Secretariat WG C and Ms.Ruth Smith /USA Chair, Vice Chair, IAEA Secretariat WG C, Japan	Ongoing (permanent task) TBD Q3-Q4 of 2021 2021-2022
3.	Facilitating the sharing, promotion, collation and dissemination of information related to nuclear security training and other activities carried out by NSSC Network Members through a NSSC Network events calendar (ToR 178-180)	Increase awareness and promote NSSC Network among relevant stakeholders A. Preparing and distributing promotional material “in physical format” , as a badges, newsletter, poster, etc., for network members for their NSSCs, members states, relevant stakeholders, during Training courses, meetings, etc. B. Preparing and distributing material “in digital format” , as a short movie, leaflet, etc., for network members. (possibility to use social media as platform for example) C. Incorporating relevant information from Network database and calendar information on Network newsletters	Chair, Vice Chair Chair, Vice Chair, IAEA Secretariat WG C , Ms.Nichole White /USA Chair, Vice Chair, IAEA Secretariat WG C, Ms.Nichole White /USA Chair, Vice Chair, IAEA Secretariat WG C	Ongoing (permanent task) As necessary As necessary Based on the date of the newsletter publication
4.	Maintaining and enhancing a database of all NSSC Network Members, to include search functions, key statistics, and a map of NSSCs by operational status and technical specialization (ToR 175-177)	Develop new Ad hoc survey questionnaires as necessary, and report the results of the analysis.	Chair, Vice Chair	As necessary (permanent task)
5.	Monitoring use of and improvements needed for NSSC User Group on the NUSEC Portal (ToR 181)	Monitor and initiate cooperation and support on NSSC Network information management tools with other NSSC Network WGs A. Keeping contact other WGs of the Network	Chair, Vice Chair Chair, Vice Chair, IAEA Secretariat WG C	Ongoing (permanent task) Ongoing (as necessary)
6.	Maintaining and enhancing a database of all NSSC Network Members, to include search functions, key statistics, and a map of NSSCs by operational status and technical specialization (ToR 175-177)	Monitor 2021-2022 activities that utilize information from the Network Database and Calendar for feedback and points of improvement to provide better support for the Network A. Cooperate with WG A leadership on planning of Network activities and Technical Exchange Visits B. Cooperate with WG B leadership on Library of Lessons Learned and Case Studies (LiLLaCS)	Chair, Vice Chair Chair, Vice Chair, IAEA Secretariat WG C Chair, Vice Chair, IAEA Secretariat WG C	Ongoing (permanent task) Ongoing (as necessary) Ongoing (as necessary)
7.	Coordinating development of each edition of the NSSC Network Newsletter and other outreach materials, working in close cooperation with the IAEA Secretariat (ToR 185-186)	Coordinate the development of each edition of the NSSC Network Newsletter and other outreach materials A. Participate into the publication of the result of Covid Survey and database in the next Network Newsletter. B. Participate to the development of the newsletter taking in consideration NSSC Network activities	Chair, Vice Chair, IAEA Secretariat Chair, Vice Chair, IAEA Secretariat WG C Chair, Vice Chair, IAEA Secretariat WG C, Japan	Ongoing (permanent task) Fall 2021 As necessary