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

Tokai, Japan
5 – 9 March 2018

Chair's Report

The Chair's Report on the 2018 Annual Meeting of the International Network for Nuclear Security Training and Support Centres (NSSC Network)

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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 in Tokai, Japan from 5 to 9 March 2018. There were 77 participants from 52 States, two Observer organizations to the NSSC Network, and the IAEA.

The objectives of the meeting were:
- To discuss the role of NSSCs in sustaining national nuclear security regimes;
- To report on key NSSC Network activities in best practices;
- To review data in the NSSC Network information management tools;
- Hold sessions to discuss NSSC activities in various key technical areas;
- Develop new Action Plans for the three Working Groups;
- Conduct technical visits to facilities at Japan's NSSC;
- Select new Network leadership for the coming year;
- Review a proposal by the Network Bureau to revise the Terms of Reference; and
- Make plans for the 2019 Annual Meeting.

BACKGROUND

The objective of the *IAEA Nuclear Security Plan* is to contribute to global efforts to achieve effective nuclear security, by: establishing comprehensive nuclear security guidance and, upon request, promoting its use through peer reviews and advisory services and capacity building, including education and training; to assist in adherence to, and implementation of, relevant international legal instruments, and in strengthening the international cooperation and coordination of assistance; and to play the central role and enhance international cooperation in nuclear security, in response to the priorities of Member States expressed through the decisions and resolutions of the Agency's Policy Making Organs.[1]

An effective national nuclear security regime requires the provision of capabilities to prevent, detect and respond to criminal or intentional unauthorized acts involving or directed at nuclear material, other radioactive material, associated facilities, or associated activities. For these capabilities to remain effective over the long-term, they should be developed systematically with sustained coordination among and commitment by relevant stakeholders and competent authorities in the state.[2] Each organization should allocate sufficient human, financial, and technical resources to carry out its nuclear security responsibilities and to routinely conduct maintenance, training, and evaluation to ensure the effectiveness of nuclear security systems.

In recent years, requests for IAEA support in developing, implementing, and sustaining an effective national nuclear security regime have increased significantly. Based on these requests and drawing from the experience of certain states, the IAEA developed a concept for the establishment and operation of a national Nuclear Security Support Centre (NSSC) as a means to strengthen the sustainability of nuclear security in a state. The role of an NSSC is to support competent authorities, authorized persons, and other organizations with nuclear security responsibilities in sustaining the national nuclear security regime, at both the national and operational levels, through programmes in human resource development, technical support, and scientific support. In realizing these objectives, an NSSC also fosters nuclear security culture and enhances national coordination and collaboration among the various competent authorities involved in nuclear security.

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[1] GOV/2017/34/Rev.1

[2] See *IAEA Nuclear Security Series No. 20: Objective and Essential Elements of a State's Nuclear Security Regime*

The NSSC concept was presented in IAEA TECDOC 1734, "Establishing a National Nuclear Security Support Centre," which was initially developed as a proof of concept draft document in 2007 and ultimately published in 2014. The International Network for Nuclear Security Training and Support Centres (NSSC Network) was established by consensus in February 2012 at a meeting of IAEA Member States in Vienna to facilitate sharing of information and resources and to promote coordination and collaboration among states with an NSSC or those having an interest in developing a centre. The NSSC Network also includes states that have no plans to develop an NSSC but wish to benefit from other states' experience in this area.

The aim of this meeting is to review the status of implementation of the NSSC Network and move forward with efforts to make the Network a stronger resource for States.

OPENING

The meeting was opened by Mr James Conner, Division of Nuclear Security, IAEA. Mr Conner welcomed the participants to the meeting and shared some thoughts with the participants on the IAEA's programmes and activities in nuclear security, surveyed some of the NSSC Network's key accomplishments and challenges to date, and highlighted a vision of the road ahead. Mr Conner noted several major milestones in 2017, including the adoption of the Agency's Nuclear Security Plan for 2018–2021. Mr Conner commended the Network on making further progress in becoming a stronger community of practice, including through the activities of the Task Force on Development of NSSC Network Information Management Tools and through the revision of IAEA TECDOC 1734. He emphasized the particular importance of the new information management tools and asked that all Network Members remain diligent in ensuring that the data on each institution is accurate and updated regularly. Lastly, Mr Conner encouraged all participants to actively contribute to meeting and make optimal use of the Working Group Sessions in developing plans of action for the Network.

Next, Mr Fumito Miyake, Director, Non-Proliferation, Science and Nuclear Energy Division, Disarmament, Non-Proliferation and Science Department, Ministry of Foreign Affairs of Japan, provided additional welcoming remarks. Mr Miyake emphasized the importance of nuclear security and outlined Japan's efforts to combat global threats in this area, including through minimization of sensitive nuclear material, preparing enhanced nuclear security measures for major public events such as the Tokyo 2020 Olympic and Paralympic Games, and by establishing and implementing training activities through Japan's Integrated Support Center for Nuclear Nonproliferation and Nuclear Security (ISCN).

Mr Seiichi Shimasaki, Director, Office for Radioactive Waste Management Policy and Office for Nuclear Non-Proliferation Science and Technology, Research and Development Bureau, Ministry of Education, Culture, Sports, Science and Technology of Japan, followed with final opening remarks. Mr Shimasaki provided further details on the history and activities of ISCN, which Japan established following the 2010 Nuclear Security Summit to contribute to strengthening nuclear security and non-proliferation in Asia and other regions. He summarized ISCN programmes in capacity building, training, and research and development, as well as ISCN's efforts to cooperate with the IAEA and with other NSSCs. Lastly, Mr Shimasaki highlighted ISCN's participation in the establishment and continuous involvement in the Asia Regional Network of NSSCs, along with China and the Republic of Korea.

Mr Yosuke Naoi, Chair of the Network, then greeted the participants and presented the draft 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.

DISCUSSIONS AND FINDINGS

Following the opening and welcoming remarks from key meeting participants and guests, Mr Conner then offered the IAEA's views on the role that NSSCs can play in sustaining the national nuclear security regime. He also outlined IAEA activities that support sustainability and highlighted objectives and activities in regional cooperation among NSSCs. Mr Aleksejus Livsic, Network Vice Chair, followed by presenting a report on the outcomes of the 2017 NSSC Network Leadership Meeting, including

recommendations from the Network Bureau to adopt a long-term strategy and revise the Network Terms of Reference. To end the morning session, the chairs of Working Groups A, B, and C briefed the members on the status of the implementation of the 2017 - 18 Action Plans.

The afternoon session began with presentation of new NSSC Network Members and institutions from Argentina, Kazakhstan, Sri Lanka, and Ukraine. A new Network Observer, the George Washington University International Institute for Science and Technology Policy, was also presented to the Network and approved by the Network Members. Next, the Chair of Working Group B presented a report from the third Consultancy Meeting on Revision of TECDOC 1734, held in January 2018. The Network members were provided with the agreed drafting schedule for the document and encouraged to contribute to the revision, as appropriate, through development of the new Working Group action plans. During the final plenary session, the Chair and Vice Chair of Working Group C and the IAEA Secretariat provided an update to the Network on the NSSC network information management tools. The Working Group C Chair summarized analysis of data in the NSSC Network Calendar and Database, and Ms In Young Suh of the IAEA Division of Nuclear Security introduced the first edition of the NSSC Network Newsletter, which was published in February 2018.

On the second day, the Network held a series of plenary sessions to review and discuss NSSC activities in various key technical areas. The first session offered perspectives from Mexico, France, and Thailand on their respective NSSC activities in human resource development, in particular related to exercises and workshops. The IAEA then kicked-off a subsequent session on e-learning and other innovative training techniques and methodologies, along with presenters from the Republic of Korea and Morocco. In the afternoon, the focus of the meeting turned to plenary sessions on technical and scientific support. Lithuania, Indonesia, and Ukraine all shared best practices and experiences in establishing technical support programmes related to maintenance of radiation detection equipment. In the day's final session, the IAEA and WINS facilitated a panel session on NSSC technical exchanges and assessment activities.

Day three started with a review presentation, delivered by the IAEA, of the NSSC Network Bureau proposed changes to the Terms of Reference. Network Members provided feedback on the revision and requested the IAEA Secretariat to collect final comments and input from Network members by the end of Day four of the meeting, with a view to presenting and approving the final revised version of the Terms of Reference by the close of the meeting. This session was followed by an interactive plenary and breakout sessions on the subject of Information Security, facilitated by staff from Japan's ISCN. The day concluded with a follow-up discussion session on technical exchange visits among NSSC Network Members, based on data analysis and needs identified through the Network Database and Calendar.

The following day began with presentation and approval of the New 2018 – 19 Network Chairs and Vice Chairs (see Attachment 3). The rest of the day was dedicated to Working Group Breakout sessions and technical visits to facilities at Japan's ISCN.

On the final day of the meeting, each Working Group Chair and Vice Chair presented the new working group action plans for the coming year (see Attachment 4. The final revised Terms of Reference were also presented to the Network Members and discussed. Further feedback was provided and the Network Members requested that the IAEA Secretariat post the final revision on the NUSEC portal for adoption by silence procedure. If no further comments are received by the IAEA Secretariat by 9 April 2018, the new Terms of Reference are adopted. The Network Chair then led a wrap-up session to get feedback from participants and to discuss NSSC Network priorities. China made a presentation in this session, offering to host the 2019 NSSC Network Annual Meeting at the State Nuclear Science and Technology Center / Center of Excellence outside of Beijing, China. The Network Members approved this proposal and agreed with holding the 2019 Annual Meeting in China, subject to necessary administrative arrangements between China and the IAEA Secretariat.

CONCLUSION
The meeting having successfully completed its objectives, Mr James Conner of the IAEA thanked the

participants for their fruitful discussions and contributions and closed the meeting.

The meeting was adjourned at 12:00 on Friday, 9 March 2018.

All presentations and related reference materials from this meeting are available for download on the *NUSEC Portal/User Group NSSC*.

NSSC NETWORK ANNUAL MEETING
5 – 9 March 2018
Tokai, Ibaraki Prefecture, Japan

Monday, 5 March 2018 (*Excel Hall*, Mito)

08:50   **Meet in Hotel Lobby**

09:00 – 09:30   **Registration/Arrival**

09:30 – 10:00   **Welcome and Opening Remarks**

- *Mr James Conner, Nuclear Security Officer, Division of Nuclear Security, Department of Nuclear Safety and Security, IAEA*
- *Mr Fumito Miyake, Director, Non-Proliferation, Science and Nuclear Energy Division, Disarmament, Non-Proliferation and Science Department, Ministry of Foreign Affairs of Japan*
- *Mr Seiichi Shimasaki, Director, Office for Radioactive Waste Management Policy and Office for Nuclear Non-Proliferation Science and Technology, Research and Development Bureau, Ministry of Education, Culture, Sports, Science and Technology, Japan*

10:00 – 10:10   **Presentation of Meeting Objectives, Adoption of the Agenda**
Mr Yosuke Naoi (JAEA/ISCN), Japan, Network Chair

10:10 – 10:30   **NSSC Role in Sustaining a State's Nuclear Security Regime**
Mr James Conner, Division of Nuclear Security, IAEA

10:30 – 10:50   **Report on Outcomes from 2017 NSSC Network Leadership Meeting**
Mr Aleksejus Livsic (NSCOE), Lithuania, Vice Chair

10:50 – 11:00   **Group Photo**

11:00 -11:20   **Break**

11:20 – 12:00   **Status Updates from the Working Group Chairs/Vice Chairs**

12:00 – 13:00   **Lunch Break**

13:00 – 15:00   **Introduction of New Network Members and Institutions**
Facilitators: Mr Yosuke Naoi (JAEA/ISCN), Japan, Network Chair; Mr Aleksejus Livsic (NSCOE), Lithuania, Vice Chair
Presentations:
- *Mr Tomas Bieda (MINEM), Argentina*
- *Ms Marzhan Idrissova (NSTC), Kazakhstan*
- *Mr Prasad Mahakumara (SLAEB), Sri Lanka*
- *Ms Sharon Squassoni (GWU/IISTP)*

15:00 – 15:30   **Break**

15:30 – 16:00   **Report on Consultancy Meetings to Revise IAEA TECDOC 1734**
Ms Patricia O'Brien (DOE/NNSA), USA and Ms Beth Kaboro (RPB), Kenya

16:00 – 17:00   **Review and Update on NSSC Network Information Management Tools**

Facilitators: Ms Muzna Assi (LAEC), Lebanon; Ms Ning Boonchawee Srimok (OAP), Thailand; Mr James Conner (IAEA); Ms In Young Suh (IAEA)
- Common Events Calendar
- Database
- Newsletter

17:30 – 19:30   **Reception**

Tuesday, 6 March 2018 (*Excel Hall*, Mito)

09:00 – 10:30   **HRD: Exercises and Workshops**
Facilitator: Dr Maurice Ndontcheung Moyo (NRPA), Cameroon
Presentations:
- *Mr Ruben Ramirez (CNSNS), Mexico*
- *Mr Pierre Funk (IRSN), France*
- *Ms Ning Boonchawee Srimok (OAP), Thailand*

10:30 – 11:00   **Break**

11:00 – 12:30   **HRD: e-Learning and other Innovative Training**
Facilitator: Mr Luiz Fernando Bloomfield Torres (CNEN), Brazil
Presentations:
- *Ms In Young Suh, IAEA*
- *Mr Hyunchul Kim (KINAC), Republic of Korea*
- *Mr Rachid Mellouki (CNESTEN), Morocco*

12:30 – 13:30   **Lunch Break**

13:30 – 15:00   **Technical Support and Scientific Support Programmes**
Facilitator: Mr Abdelhakim Sami Fellouh (CSN), Algeria
Presentations:
- *Mr Aleksejus Livsic (NSCOE), Lithuania*
- *Mr Lukman Hakim (BAPETEN), Indonesia*
- *Mr Vitalii Dombrovskyi (SBGS), Ukraine*

15:00 – 15:30   **Break**

15:30 – 17:00   **Panel Session: NSSC Technical Exchanges and Assessment Activities**
Facilitator: Mr James Conner, IAEA; Mr Dan Johnson, WINS
Panelists:
- *Mr Hasmadi Hassan (AELB), Malaysia*
- *Mr Inamul Haq (PIEAS), Pakistan*
- *Mr Zhenhua Xu (SNSTC/COE), China*
- *Mr Geoffrey Emi-Reynolds (GNRA), Ghana*

Wednesday, 7 March 2018 (*Ibaraki Pref. Chamber of Commerce and Industry*, Mito)

08:30   **Meet in Hotel Lobby**

09:00 – 10:30   **Plenary Review of Proposed Revision to NSSC Network Terms of Reference**
Facilitator: Network Chair and Vice Chair
- *Presenter: Mr James Conner, IAEA*

10:30 – 11:00   **Break**

11:00 − 12:00	**Interactive Plenary Session on Information Security** *Facilitators: Ms Reina Matsuzawa and Ms Naoko Noro (JAEA/ISCN), Japan*
12:00 − 13:00	**Lunch Break**
13:00 −14:30	**Breakout Sessions on Information Security**
14:30 − 15:00	**Break**
15:00 − 16:15	**Plenary Reports from Breakout Sessions**
16:15 − 17:00	**Plenary Review and Analysis of Data in NSSC Network Information Management Tools**

Thursday, 8 March 2018 (*Japan Atomic Energy Agency / Nuclear Science Research Institute (NSRI),* Tokai)

08:00	**Meet in Hotel Lobby**
08:10	**Board Transport to JAEA/NSRI**
09:40 − 09:55	**Presentation of New 2018 − 19 Network Chairs and Vice Chairs**
09:55 − 10:25	**Overview of Visit to Technical Facilities at Japan Atomic Energy Agency / Integrated Support Centre for Nuclear Nonproliferation and Nuclear Security (JAEA/ISCN)**
10:25 − 12:25	**Technical Facility Visit / Working Group Breakout Sessions** *Facility visit and Working Group sessions will run in parallel. Assignment of participants to facility visit groups to be presented on day one of the meeting. Facility visit group 1 departs at this time.*
12:25 − 13:25	**Lunch Break**
13:25 − 15:25	**Technical Facility Visit / Working Group Breakout Sessions (Continued)** *Facility visit group 1 will return and start breakout session. Facility visit group 2 departs.*
15:25 − 15:55	**Break** *Facility visit group 2 returns.*
15:55 − 16:55	**Working Group Breakout Sessions (Wrap-up)** *All WGs meet in breakout session to wrap up and finalize their 2017 − 18 work plans.*
17:10	**Depart for Hotel**

Friday, 9 March 2018 (*Ibaraki Pref. Chamber of Commerce and Industry,* Mito)

08:40	**Meet in Hotel Lobby**
9:00 − 10:00	**Plenary Presentation of 2017 − 18 Working Group Plans** *Chairs/Vice Chairs of Working Groups A, B and C*

10:00 – 11:00	**Discussion on NSSC Network Priorities and Preparations for 2019 NSSC Network Annual Meeting** *Facilitators: NSSC Network Bureau*
11:00 – 11:30	**Break**
11:30 – 11:50	**Chair's Report** *Network Chair*
11:50 – 12:00	**Closing Remarks** *Mr James Conner, IAEA*
12:00	**Adjourn**

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

Attachment 3: 2018 -19 NSSC Network Bureau

				NSSC Network Bureau for 2018 - 19	
NSSC Network	Chair	Mr Aleksejus Livsic	Lithuania	Nuclear Security Centre of Excellence	aleksejus.livsic@vsat.vrm.lt
	Vice Chair	Mr Inamul Haq	Pakistan	Pakistan Institute for Engineering and Applied Sciences	i.haq06@gmail.com, inam@pieas.edu.pk
WG A	Chair	Mr Zhenhua Xu	China	State Nuclear Science and Technology Center / Center of Excellence	zhenhua_xu@snstc.org
	Vice Chair	Mr Maurice Ndontchueng Moyo	Cameroon	National Radiation Protection Agency	ndomomau@gmail.com
WG B	Chair	Ms Patricia O'Brien	United States of America	Department of Energy / National Nuclear Security Administration	patricia.o'brien@nnsa.doe.gov
	Vice Chair	Mr Surik Bznuni	Armenia	Nuclear and Radiation Safety Center (NRSC) /Armenian Nuclear Regulatory Authority (ANRA)	s.bznuni@nrsc.am
WG C	Chair	Ms Muzna Assi	Lebanon	Lebanon Atomic Energy Commission	massi@cnrs.edu.lb
	Vice Chair	Ms Boonchawee Srimok	Thailand	Office of Atoms for Peace	boonchawee.s@oap.go.th

2018 - 19 Action Plan: Working Group A

No.	Task	Task Leader(s)	Activities	Due Date
1.	**Build and develop cooperation among NSSCs, including through regional and sub-regional networks**	WG A Chair/Vice Chair and IAEA Secretariat	- Encourage establishment of other regional sub-Networks	Ongoing
2.	**Facilitate the optimization of efforts and sharing of resources among NSSCs**	WG A Chair/Vice Chair and IAEA Secretariat		Pending
3	**Organize joint activities in human resource development, technical support, and scientific support**	WGA Chair/Vice Chair S. Peper (USA - DOE/NNSA) H. Ibrahim (Egypt – ENRRA) E. Medina Flores (Peru – IPEN)	**-** Use the analysis result from WGC regarding joint activities in the region to make a good example to share in the network - Encourage members to share training program for regional activities - Develop plan for pilot joint activities	Q3 2018 Q2 2018 Q3 2018
4	**Facilitate technical exchanges among NSSCs, including sharing of materials and experience**	WG A Chair/Vice Chair and IAEA Secretariat	- Develop a proposed schedule of technical exchange visits among Network Members to be conducted in 2019-20, based on WGC Database/Calendar analysis	Q3-Q4 2018
5	**Support NSSCs in taking a systematic approach to programme development based on a structured assessment of national nuclear security regime needs**	WG A Chair/Vice Chair and IAEA Secretariat		Pending
6.	**Coordinate with other relevant international networks and initiatives**	WG A Chair/Vice Chair, IAEA Secretariat, and INSEN Leadership S. Peper (USA - DOE/NNSA) Y. Naoi (Japan – ISCN) Y. Naoi (Japan – ISCN) WG A Chair	- Define scope for 2 ad-hoc groups and specific activities with INSEN. - Clearly define objectives and areas of collaboration with GICNT, GP. - Contact with GICNT, GP and discuss for future cooperation.	Q2 2018 Q3 2018 Q4 2018

2018 - 19 Action Plan: Working Group B

No.	Task	Task Leader(s)	Due Date / Status
1	**GATHER NSSC BEST PRACTICES IN SUPPORT OF TECDOC 1734**		

	A. Best Practices for Feasibility Determination
	    B. Best Practices for Establishing an NSSC
	    C. Best Practices for Operating an NSSC
	    D. Best Practices for Cooperation between NSSCs
		WG B /Network	Dec 2018

	Develop Format for Best Practices	Luiz, Dan, and Tricia	May 2018
	Recommend holding a CM on Best Practices to discuss and prioritize examples	WGB Chair and VC	Fall 2018
	Conduct additional case studies on the establishment and implementation of the NSSC - Topics should cover NSSC core functions (HRD, Technical Support, Scientific Support) as well as nuclear security areas/themes (e.g. security of nuclear material, detection, response, etc.)	-	Postponed until after revision of 1734 is complete
2	**REVISE TECDOC 1734 (continued)**	IAEA	2019 / In progress
	Working Group B will review TECDOC 1734 after next revision CM in June/July	WG B	Sept 2018
3	**EVALUATE UTILITY OF MODIFYING ELEMENTS OF THE NUCLEAR SECURITY CULTURE SELF ASSESSMENT (NST 26) FOR EFFECTIVENESS OF NSSCS**	-	Postponed until after revision of 1734 is complete
4	**BEST PRACTICES IN COMMUNICATION BETWEEN CENTERS**	WG B	Ongoing / Long-term action
	In the short-term continue to gather ad hoc reports and feedback on technical exchanges. Work with A and C on coordination of visits and reporting in the database	WG B	Ongoing
	Develop a model guideline for technical exchange between similar types of NSSCs to share experiences and lessons learned, in particular between existing and planned NSSCs	Coordinate with WG A; WG B to support as needed	Postponed until after revision of 1734 is complete
5	**CONDUCT BEST PRACTICES REVIEW (E.G.: LITERATURE) ON TRAINING AND EDUCATION, AS RELATED BUT DISTINCT DISCIPLINES, FOR BENEFIT OF NSSC AND INSEN NETWORK COOPERATION** (Focus on definitions of education and training, including through revision of NSS12)	WG B support Working Group A as necessary	Pending WG A actions with INSEN
6	**TOPICS FOR LONG-TERM CONSIDERATION ("PARKING LOT")**		

	Suggestions for Best Practice Topics from 2018 Annual Meeting
	    1. Exercises and Workshops
	    2. E-Learning
	    3. Technical Support
	    4. Maintaining Equipment
	    5. Identifying Organizational Needs
	    6. Sustainability – self assessment
	    7. Lessons Learned (Overcoming Challenges)
	
	Importance of Legal/Regulatory Framework to the long term sustainability of an NSSC
		N/A	TBD

Attachment 4: NSSC Network Working Group Action Plans 2018 - 19

2018 - 19 Action Plan: Working Group C

ToR Objective Reference	No	Task	Task Leader(s)	Due Date / Status
2. 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	1	**In order to promote the Common Calendar and the Database for NSSC, send regular email to prompt POCs to refer to the portal for updates on network activities, or notify them to update their organization pages**	IAEA Randy Howell and Muzna	On going
1. 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	2	**To enhance the Common Calendar and the Database for NSSC:** **Review the fields in the calendar and database**	IAEA Cristen Ford, Randy, (Gabriel when join the NSSC) and Muzna	June 2018
1. 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	3	**To enhance the Common Calendar and the Database for NSSC:** **Test the functionality of the database**	IAEA Randy Howell, Cristen, Rachid, Inaam and Muzna	June 2018
1. 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	4	**To enhance the Common Calendar and the Database for NSSC:** **Provide some beneficial links to some concepts in the help file e.g. the definition of the nine thematic security areas**	IAEA Adriana and Muzna	April 2018
1. 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	5	**To enhance the Common Calendar and the Database for NSSC:** **Improve the output data from the database and calendar**	IAEA Cristen Ford, Randy and Muzna	June 2018
2 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 5 Coordinating development of each edition of the NSSC Network Newsletter and other outreach materials, working in close cooperation with the	6	**Awareness and promotion of NSSC network among relevant stakeholders.** - **Video Presentation of the Portal by NSSC Network Chair** - **Prepare a promotional poster of the NSSC network** - **Distribution of material (badges, newsletter, poster, etc…)to network members for their NSSCs,**	IAEA Boonchawee and Muzna	July 2019 On going

IAEA Secretariat			members states, relevant stakeholders, during Training courses, meetings etc		
2 Facilitating the sharing, promotion, collation…… 4 Carrying out regular analysis of data contained in the NSSC Network events calendar and database and sharing a summary of this analysis at the Annual Meeting and Leadership Meeting	7	**Distribution of a new Ad hoc survey questionnaire of NSSC Network and posting of the analysis results**	IAEA Muzna	March 2018	
1 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	8	**Initiation the second phase of the NSSC network database:** **IAEA could arrange a meeting of the task force in 2019 to implement the second phase of the database based on analysis results**	IAEA, Randy, Cristen, Adriana, Rachid, Inaam, and Muzna	TBD based on the modification list	
3 Monitoring use of and improvements needed for the NSSC User Group on the NUSEC Portal	9	**Come up with new analysis criteria for the data in the calendar and database**	Loreto, Boonchawee and Muzna	June 2018 Ongoing	
4 Carrying out regular analysis of data contained in the NSSC Network events calendar and database and sharing a summary of this analysis at the Annual Meeting and Leadership Meeting	10	**Analysis of the data in the calendar and database**	Loreto, Boonchawee and Muzna	Jan 2019 Ongoing	
3 Monitoring use of and improvements needed for the NSSC User Group on the NUSEC Portal	11	**Assistance of NSSC network members to share training courses' material in different languages**	IAEA Ekaterina, Mohammed Hassan and Muzna	Feb 2019	