

ARCAL

**REGIONAL CO-OPERATION AGREEMENT FOR THE PROMOTION OF NUCLEAR SCIENCE AND TECHNOLOGY IN LATIN AMERICA AND THE CARIBBEAN**

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| **ANNUAL REPORT**  **Country: BELIZE** |

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**INTRODUCTION**

The annual report by national coordinators must reflect progress achieved and setbacks encountered in programme implementation during the year. This report is the responsibility of the ARCAL national coordinator and must be sent before 15 March of each year to the IAEA.

In order to provide necessary and useful information for project reporting, monitoring and development, a report format, as set out below, must be followed.

ANNEXES

Annex 4.1 – Format of the annual report on ARCAL country activities.

Annex 4.2 – Table of financial indicators for assessing States’ contributions.

**ANNEX I – FORMAT FOR THE ANNUAL REPORT ON ARCAL COUNTRY ACTIVITIES**

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1. ANNEXES
2. **EXECUTIVE SUMMARY**

Belize has ongoing Projects RLA5077, RLA5080 and RLA5081.

For Project RLA5077, the project coordinator received laboratory supplies valuing to €19,865.93 in July/August.

Project RLA5080 had plenary three sessions. The national laboratory expects to derive great benefit from the data-sharing platform in the future as a repository for national data which can be used for food safety risk assessment. The Project Coordinator also participated in the *Women In Nuclear Global Conference* that was sponsored by the IAEA. The workshop was very beneficial as it provided access to information on the benefits of nuclear technology outside of the scope of the laboratory applications. The leadership component was particularly relevant in its focus on development of female leaders in the field of nuclear technology contributing to gender balance in this field. Additionally, the At-Risk Software will be of great benefit at the national level in support of food safety risk evaluations of contaminants in food.

The project coordinator for Project RLA5081 participated in several coordination meetings and two virtual regional workshops. The project coordinator attended the Regional Virtual workshop on Veterinary Drug Residue Control Programs in March and May 2021. The information on risk-based approach from this program will assist the country to meet EU requirements for residue monitoring of one product exported to the EU, and two products for the domestic market for 2022-2023. The RLA5081 EVT2105171 Virtual Regional Workshop on Analytical Methods for Pesticide Residues in Food, from 29 November to 9 December 2021 was crucial as it was related to use of LC-MS/MS equipment which the lab acquired during the same time period. Also, there was a Local Procurement Request which are being used in implementation of analytical test methods for veterinary drug residues using LC-UV.

1. **PARTICIPATION OF THE NATIONAL COORDINATOR IN ARCAL ACTIVITIES**

The national coordinator facilitated project implementation through the project coordinators. As of March 15, 2022, a new supporting team member to the National Coordinator for continued and augmented support to the ARCAL project coordinators.

1. **RESULTS**
2. **DIFFICULTIES AND PROBLEMS ENCOUNTERED IN IMPLEMENTING PROJECTS AND THE AGREEMENT**

For Project RLA5080 and RLA5801, technical difficulties related to change in email provider for the laboratory affected the organization’s access to IAEA Microsoft Teams platform which limited the project coordinator’s ability to stay up to date via the platform, but participation in Teams meetings was unaffected.

Also, for RLA 5080 the laboratory did not input data into the platform as monitoring data generated internally during the project cycle was limited, however, the lab fully expects to contribute data to the platform in 2022.

For RLA5081, travel restrictions during the pandemic prevented execution of an expert mission to develop a monitoring program for Belize, and the mission was changed to a virtual one. While, time differences and restricted work hours stalled the virtual execution of the mission, some work was initiated that can be further advanced for delivery of project outputs.

**4.**  **ANNEXES**

4.1 The country’s contribution to the programme (include the detailed account as required in the table of financial cash indicators)

|  |  |  |
| --- | --- | --- |
| Project code and title | Project coordinator | Assessed contribution |
| RLA 5077 | Time worked as project coordinator | €500 |
| RLA 5080 | Time worked as project coordinator | €500 |
| RLA 5081 | Time worked as project coordinator | €500 |
| Total |  | €1500 |

**ANNEX 4.2 – TABLE OF FINANCIAL INDICATORS FOR ASSESSING COUNTRY CONTRIBUTIONS TO THE ARCAL PROGRAMME**

|  |  |  |
| --- | --- | --- |
| ITEM | REFERENCE VALUE | AMOUNT in € |
| 1. Experts/conference attendees sent abroad by the Agency | €300 per person per day (including travel days) |  |
| 1. ATCB Steering Group, ATCB working groups and focal points | €300 per person per day (including travel days) |  |
| 1. Local cost of the venues of a regional event held in the country (working group/training courses/workshops/ seminars) | €5000 per week |  |
| 1. Local costs of national events included in the activity plan | €3000 per week |  |
| 1. Fellowship holder whose local expenses are borne by the country | €3500 per fellowship holder per month |  |
| 1. Publications | Up to €3000 |  |
| 1. Database establishment and/or updating | Up to €5000 |  |
| 1. Local cost of venues ARCAL Technical Coordination Board (ATCB) sessions | €50 000 per week |  |
| 1. Shipment of reagents/radiation sources/radioisotopes/other material | Up to €5000 | €4,966 |
| 1. Services provided (e.g. irradiation of material) | Up to €5000 |  |
| 1. Time worked as national coordinator, with supporting team | Maximum €1500 per month | €1500 |
| 1. Time worked as DTM | Maximum €700 per month |  |
| 1. Time worked as project coordinator | Maximum €500 per month |  |
| 1. Time worked as local specialists collaborating on projects (maximum of 3 specialists per project) | Maximum €300 per month per specialist |  |
| 1. Contributions to the implementation of each project, broken down as:    * internal/external subsistence    * internal/external transport | Maximum €7500 per project |  |
| 1. Expenditure by the country on the project (infrastructure, equipment, etc.) | Maximum €10 000 |  |
| **TOTAL** | | €6,496 |

**Note: Activities not included in this Table must not be taken into account.**

**2.** **Instructions on the table of financial indicators for assessing countries’ contributions to the ARCAL programme**

**Introduction**

The annual report on ARCAL in country activities is important input to knowledge of each country’s contribution to the regional project in which it participates. It is, moreover, the main source used by the IAEA to draw up the related annual report and to record total cash contributions made by participating countries, among other important issues, in order to assess the region’s total contributions to regional technical cooperation projects implemented under ARCAL.

The ATCB has approved and included in the ARCAL Manual of Procedures the format of the annual report of ARCAL country activities. The national coordinators’ annual report must contain necessary and useful information for accountability and project monitoring and development. The table of financial indicators for assessing countries’ contributions is incorporated into the structure of the report in the section containing annexes.

The table of financial indicators has been drawn up in order to standardize criteria, and monetary values are used to facilitate reporting by countries participating in ARCAL-proposed regional projects.

The ARCAL Technical Coordination Board (ATCB) agreed, at its sixteenth session, held in Rio de Janeiro, Brazil, from 18 to 21 May 2015, to request that instructions be drafted to make it easier to fill in the table of indicators; this document contains guidelines to that end.

**Purpose of the instructions**

The purpose of the instructions is to explain the importance of the table of financial indicators and the way in which it must be used to fill in each item in Annex 4 included in the format of the annual ARCAL report, in particular Annex 4.1. Resources contributed by the country to the programme.

**Procedure**

The ATCB has identified the items that relate to countries’ inputs or contributions to ARCAL projects. As other regional cooperation inputs are assessed and included as IAEA contributions, only items shown in the table of financial indicators must be included and completed.

Users will be guided through instructions on the content of the summary table, supplemented by the “Financial indicators for assessing countries’ contributions to the ARCAL programme” and the requirements set in each of its 16 sections. Only items included in the table must be covered; other activities not included in these instructions must not be taken into account.

1. **How to complete each item of countries’ ARCAL contributions in the ANNUAL COUNTRY REPORT**

**Item 1: Time worked as experts/conference attendees sent abroad by the Agency (IAEA)**

The totality of days worked by experts/conference attendees sent abroad by the Agency to perform a task outside the country must be reported in this section (this total will be shown as days worked per person, including travel days).

Reference value: €300 per person per day (including travel days).

A **maximum of €300** per day per expert/conference attendee must be entered.

Amount in €: in reporting on item 1, a maximum of €300 per day per expert/conference attendee, multiplied by the number of mission days including travel days, must be recorded.

***Example:*** *For an expert who accomplishes a one-week (5 days) mission, 7 days must be recorded, amounting to a contribution of €2100 by the country.*

**Item 2: Time worked by a member of the ATCB Steering Group, ATCB working groups and focal points**

The totality of days worked during a working meeting convened by members of the Steering Group (ATCB), working groups (ATCB) and focal points must be reported in this section (this total will be shown as days worked per person including travel days).

Reference value: €300 per person per day (including travel days).

A **maximum of** **€300** per day per person (including travel days) must be entered.

Amount in **€**: in reporting on item 2, a maximum of €300 per day per member of the ATCB Steering Group/working groups and focal points, multiplied by the number of mission days including travel days, must be recorded.

***Example:*** *If a country’s representative participates in a one-week (5 days) working meeting of the ATCB Steering Group, an ATCB working group or focal point, 7 days must be recorded, amounting to a contribution of €2100 by the country.*

**Item 3: Local cost of the venue of a regional event held in the country (working group/training courses/workshops/ seminars)**

The totality of local costs of the venue of the regional event held in the country, up to a **maximum of €5000**, must be reported in this section. This amount corresponds to the total amount that must be entered as the country’s contribution to hosting the event.

Reference value: €5000 per week.

A **maximum of** **€5000** per week must be entered as costs for each venue of a regional event held in the country.

Amount in **€**: in reporting on item 3, a maximum of €5000 per working group/training course/workshop/seminar, multiplied by the number of venues, must be recorded.

**Example:** A workshop, course or seminar included in the project activity plan as a regional activity and effectively held, must be recorded by the host country as a €5000 contribution. The IAEA will recognize amounts for the participants’ travel and subsistence in the appropriate report; the country must only record an estimate for its logistical expenses in hosting the regional event.

**Item 4: Local costs of national events included in the activity plan**

The totality of local costs of national events held under the activity plan must be reported in this section. (A maximum of €3000 is recognized per national event.)

Reference value: €3000 per week.

A **maximum of** **€3000** must be entered as local costs of national events scheduled in the activity plan**.**

Amount in €: in reporting on item 4, a maximum of €3000 must be entered per national event scheduled in the activity plan.

**Example:** A national activity such as a workshop, course or seminar held in a country and scheduled in the project activity plan must be recognized as a €3000 contribution by the host country.

**Item 5: Fellowship holder whose local expenses are borne by the country**

The totality of the costs borne by the host country for a fellowship holder hosted must be recorded in this section, by reporting a maximum of €3500 per fellowship holder.

Reference value: €3500 per fellowship holder per month.

A **maximum of** **€3500** must be entered as local costs borne by the host country per fellowship holder.

Amount in €: in reporting on item 5, a maximum of €3500 per month, multiplied by the number of fellowship holders, must be recorded.

**Example:** In respect of a fellowship holder undergoing training in a research centre in a country participating in the regional project, expenses relating to subsistence, materials and inputs for the implementation of the training programme in the research centre must be recognized as a maximum overall amount of €3500.

**Item 6: Publications**

A maximum cost of €3000 per year, equivalent to total publication and printed outreach material, must be reported in this section (this total must be entered as total annual expenses on publications).

Reference value: €3000 per year.

A **maximum of** **€3000** must be entered as annual publications expenses.

Amount in €: in reporting on item 6, a maximum of €3000 per month must be entered for publications and printed outreach material.

**Example:** The country produces publications during the year for promotional, outreach and training purposes under the regional project; it must report a maximum overall amount of €3000.

**Item 7: Database establishment and updating**

The totality of expenses incurred in database updating software design and development must be reported in this section as a maximum of €5000 per year.

Reference value: €5000 per year.

A **maximum of** **€5000** must be entered as expenses for database establishment and updating per year.

Amount in €: in reporting on item 7, a maximum of €5000 per year must be entered for database establishment and updating (taken to mean database updating software design and development).

**Example:** The country establishes (design and software) and/or updates databases as part of regional project activities; it must report a maximum of €5000 per month

**Item 8: Local cost of venues for ARCAL Technical Coordination Board (ATCB) sessions**

The totality of local expenses for hosting ARCAL Technical Co-ordination Board (ATCB) sessions must be reported in this section as a maximum of €50 000 (this amount must be entered as host expenses).

Reference value: €50 000 per week.

A **maximum of** **€50 000** must be entered as host expenses.

Amount in **€**: in reporting on item 8, a maximum of €50 000 must be entered as host expenses.

**Example:** For the annual ATCB session held in a country in the region, a €50 000 contribution must be entered, covering logistical expenses, organizational costs, meals , hospitality and miscellaneous expenses incurred by the host country in holding the session. The IAEA will recognize in the appropriate report expenses for participants’ travel and subsistence: the country must therefore only record logistical expenses incurred as host of the ATCB session.

**Item 9: Shipment of reagents/radiation sources/radioisotopes/other material**

Total shipment expenses (recognized for the year) must be reported in this section.

Reference value: €5000 per year.

A **maximum of** **€5000** per year must be entered.

Amount in €: in reporting on item 9, a maximum of €5000 must be entered per year.

**Example:** For shipments of deuterium, nitrogen and other samples to a reference laboratory in a country within or outside the region, shipping, transport and other costs must be recorded in an amount not exceeding €5000 per year.

**Item 10: Services provided (e.g. irradiation of material)**

All annual expenses incurred in providing services must be reported in this section in an amount not exceeding €5000.

Reference value: €5000 per year.

A **maximum of** **€5000** per year must be entered for the provision of services.

Amount in €: in reporting on item 10, up to €5000 must be entered per year as expenses for the provision of services.

**Example:** For shipments of samples for material irradiation or equipment calibration in a reference centre or laboratory in a country within or outside the region, shipment, transport and other costs must be recorded in an amount not exceeding €5000 per year.

**Item 11: Time worked as national coordinator, with supporting team**

The time worked by the national coordinator and his/her supporting team must be reported in this section (this total must be recorded as days worked per year by the coordinator and his/her team).

Reference value: €1500 per month.

A **maximum of** **€1500** per month must be entered for the national coordinator and the supporting team.

Amount in €: in reporting on item 11, a maximum of €1500 per year, multiplied by the number of months worked as national coordinator and supporting team, must be recorded.

**Item 12: Time worked as DTM**

Time worked as DTM per month must be reported in this section (this total must be recognized as months worked by the DTM)..

Reference value: €700 per month.

A **maximum of** **€700** per month worked as DTM must be entered.

Amount in €: in reporting on item 12, a maximum of €700 per month, multiplied by the number of months worked as DTM, must be recorded.

**Item 13: Time worked as project coordinator**

Time worked as project coordinator per month must be recorded in this section (this total must be recorded as months worked as project coordinator).

Reference value: €500 per month.

A **maximum of** **€500** per month worked as project coordinator must be entered.

Amount in €: in reporting on item 13, a **maximum of** **€500** per month, multiplied by the number of months worked as project coordinator, must be recorded.

**Item 14: Time worked as local specialists collaborating on projects (maximum of 3 specialists per project)**

The totality of months worked by local specialists (maximum of 3 specialists) collaborating on the project must be recorded in this section (this total must be recorded as months worked by specialists).

Reference value: €300 per month per specialist.

A **maximum of** **€300** per local specialist (with a maximum of three specialists)) collaborating on the project must be recorded.

Amount in €: in reporting on item 14, a **maximum of** **€300** per month per specialist, multiplied by the number of months in which they collaborate on the project, must be recorded.

**Item 15: Contributions to the implementation of each project, broken down as: subsistence (internal and external) and transport (internal/external)**

All subsistence and transport expenses at home and abroad throughout the project must be recorded in this section.

Reference value: €7500 for subsistence and transport per project.

A **maximum of** **€7500** must be recorded for the duration of the project

Amount in €: in reporting on item 15, a maximum of €7500 for subsistence and transport for the entire duration of the project must be recorded.

**Item 16: Expenditure by the country on the project (infrastructure, equipment, etc.)**

The totality of the country’s expenses on the project must be recorded in this section in an amount not exceeding €10 000 per project (infrastructure, equipment, etc.).

Reference value: €10 000 per project.

A **maximum of** **€10 000** per project must be recorded as the country’s expenditure.

Amount in €: in reporting on item 16, a maximum of €10 000 must be recorded as the country’s expenditure on the project (infrastructure, equipment, etc.).