SSTS PROCESS SERIES

NUMBER: 1

DATE OF ISSUE: June 12, 2017

U.S. SUPPORT TO IAEA SAFEGUARDS

1.0   *Background:*

The United States Support Program (USSP) was established in 1977 to fund research and development activities on behalf of the International Atomic Energy Agency (IAEA) Department of Safeguards. In its annual Pledge of Voluntary Contribution to the IAEA, the USSP regularly provides extra-budgetary funds for the U.S. Program for Technical Assistance to IAEA Safeguards (POTAS). POTAS is the principal element of the USSP, which provides technical support to the IAEA to increase the effectiveness and improve the efficiency of IAEA Safeguards. The International Safeguards Project Office (ISPO), located at Brookhaven National Laboratory (BNL), provides administrative support, technical advice and liaison services to the Subgroup on Safeguards Technical Support (SSTS) in carrying out POTAS funded work.

The Subgroup on Safeguards Technical Support (SSTS) is the U.S. Government (USG) interagency committee responsible for oversight, direction, and coordination of the USSP. The SSTS is chaired by the Department of Energy (DOE) and includes one voting representative each from the Department of State (DOS), the Nuclear Regulatory Commission (NRC), and the Department of Defense (DOD). DOS advances a portion of the POTAS funds directly to the IAEA to pay for approved USSP cost free experts (CFEs), Junior Professional Officers (JPOs), and IAEA administered procurement contracts. Another portion of the POTAS funds is allocated for direct or in-kind assistance provided by U.S. private and public sector institutions and consultants. These funds are transferred through an Interagency Acquisition Agreement (IAA) from DOS to DOE, and further transferred to the BNL for implementation of project activities.

2.0   *Purpose:*

The USSP supports tasks that assist the IAEA across a broad spectrum of disciplines, including non-destructive analysis of nuclear material, containment and surveillance capabilities, environmental monitoring techniques, remote monitoring, and information collection, processing and analysis. USSP tasks are performed by a number of U.S. participants, including private sector businesses, Department of Energy national laboratories, individual consultants on short-term assignments, and cost-free experts and junior professional officers who work in Vienna at the IAEA. Tasks sponsored by the USSP provide safeguards training, equipment development and implementation, studies of safeguards systems, software and hardware development and upgrades, procedures, analysis, and human resources.

3.0 Process:

3.1   The SSTS will ensure that all tasks accepted for development under the USSP are consistent with the goals and objectives of the USG.

3.2   Only the SSTS has the authority to accept new task requests from the IAEA. The SSTS will make decisions on contractor selections, approving scope of work, deliverables, and funding levels for the USSP.

3.3   The SSTS has the authority to approve funding for all USSP tasks. ISPO's authority for approval of funding will be limited to the following:
   a. Task requests with an estimated cost of $25,000 or less.
   b. Follow-on expenses associated with CFEs and JPOs under approved SSTS tasks.
   c. Transfer of funds from the IAEA POTAS Reserve to the Separation Reserve to cover separation costs for CFEs and JPOs.
   d. Funding for appropriately-scoped travel expenses related to an approved USSP task.

3.4   The SSTS decisions will be documented in the monthly USSP Action Cables and submitted by DOS to the IAEA.

3.5   All task developers (including DOE laboratories and other contractors) will submit timely progress (minimum quarterly) and financial (minimum monthly) reports to ISPO.

3.6   To the maximum extent practicable, all assistance provided should make full use of U.S. resources including commodities, products and services. To the extent these funds will be used for procurement, they should be used to the maximum extent practicable for equipment manufactured by U.S. firms or entities otherwise subject to U.S. export authority. To the extent these funds will be used for the recruitment of experts, there is the strong presumption that U.S. expertise will be used. Exceptions to this process will be few and will only be pursued after mutual agreement.

4.0 Procedure:

4.1 Task Request - Upon receipt of a request (SP-1 or task extension) from the IAEA,

ISPO will:

   a. Provide liaison services at the U.S. Mission to International Organizations in Vienna (UNVIE) to help facilitate USSP activities between the U.S. and the IAEA.
   b. Understand IAEA needs and communicate them to the SSTS.

SSTS will:

a. Review the SP-1 and/or task request and determine whether the task is appropriate for the USSP.
b. Approve the selection and funding of public or private sector task.
c. Ascertain whether the subject area of the task is already under investigation by a U.S. government agency.
    i. If a particular U.S. agency is already supporting such work, request that the agency accept the task on behalf of the USSP.
    ii. If no U.S. agency is currently performing a task which meets the requirements of the SP-1, the SSTS will ascertain whether any U.S. agency can modify on-going work, or initiate a new project.
d. For tasks not accepted by a U.S. government agency, consider ISPO's recommendations and decide whether to accept the task under POTAS.

Note: CFEs and JPOs are the subject of SSTS Process Series Number 2 and are not addressed here.

4.2   For accepted task requests, ISPO will:
a. Coordinate the request for proposals (RFP) for U.S. task developers. In-kind requests (those funded from U.S.-based POTAS funding) will be made in accordance with BNL procurement and property requirements.
b. Coordinate as needed with IAEA for RFPs to be let through IAEA Procurement Services.
c. Evaluate IAEA requests for assistance and make technical and budgetary recommendations to the SSTS ensuring that sufficient funding exists and that there is sufficient remaining POTAS funding to address high priority requests throughout the fiscal year.
d. Formally document SSTS decisions and deliver a notification letter to the IAEA via the ISPO Liaison Officer.
e. Maintain a filing system of task related documentation, including the retention of technical reports and records.
f. Identify which tasks require procurement activities and;
    i. For IAEA funded tasks, the IAEA will follow their procurement requirements.
    ii. For In-Kind funded tasks, ISPO will follow BNL procurement requirements
g. Provide complete and accurate procurement specifications and supporting documentation for new task and ongoing tasks, monitor performance, review and approve invoices, and assure that closeout requirements are met for public and private services.

4.3   For completed tasks, ISPO will:

Confirm that all deliverables, including final reports, have been completed.
a. Obtain IAEA concurrence that the task is closed.

    b.   Determine final task expenses, and transfer unused funds to the IAEA POTAS Reserve account or the in-kind project account.

5.0 Reporting Requirements:

In accordance the IAA, monthly financial reports and quarterly progress reports are required for approved tasks. The SSTS has tasked ISPO with coordination and monitoring of all USSP tasks. ISPO will periodically report the subject and status of U.S. Agency tasks to the SSTS through the quarterly Capsule Summary and other reports. ISPO uses a secure web-based system for managing POTAS financial information, producing progress reports, and maintaining recruitment information. U.S. contractors and U.S. DOE laboratories enter their financial and progress reports directly into this system or, upon agreement with ISPO, transmit them directly to ISPO.