



الوكالة الدولية للطاقة الذرية
国际原子能机构
International Atomic Energy Agency
Agence internationale de l'énergie atomique
Международное агентство по атомной энергии
Organismo Internacional de Energía Atómica

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National Liaison Officer/National Coordinator

In reply please refer to: ME-RER9147-1804541
Dial directly to extension: (+43 1) 2600-26306

2018-08-10

Subject: Regional Workshop on Radiation Protection Education and Training of Health Professionals in Diagnostic and Interventional Radiology, Coimbra, Portugal from 22 to 24 October 2018

Dear National Liaison Officer/National Coordinator,

I am pleased to inform you that the International Atomic Energy Agency (IAEA) is organizing the above event under the IAEA technical cooperation project RER9147, "Enhancing Member States' Capabilities for Ensuring Radiation Protection of Individuals Undergoing Medical Exposure".

The purpose of the event is to discuss issues and identify gaps related to radiation protection education and training of radiologists, radiographers, medical physicists and other health professionals involved in imaging procedures.

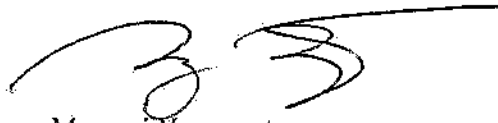
The attached Information Sheet and Logistical Arrangements provide further details, including technical and administrative aspects of the event. Selection of participants will be in accordance with IAEA procedures.

The IAEA will provide non-local participants with a round-trip air ticket based on the most direct and economical route between the airport nearest the participant's residence and Coimbra. Travel details will be agreed with the participants upon receipt of their official nomination. Participants will also receive an allowance from the IAEA sufficient to cover their costs of lodging, daily subsistence and miscellaneous expenses for the duration of the event in line with IAEA rules and procedures.

We would appreciate receiving your country's nominations by **31 August 2018** through the IAEA's InTouch+ platform (<https://Intouchplus.iaea.org>). Should this not be possible, applicants may download the Nomination Form for the course from the IAEA's webpage. Completed forms must be endorsed by the relevant government authority and may be sent to the IAEA, preferably by email to Official Mail - IAEA Mail address Official.Mail@iaea.org, with copy to Ms Mayumi Yamamoto M.Yamamoto@iaea.org. Please be advised that late nominations or replacements of participants after the closing date for nominations will not be accepted.

We look forward to receiving your early response.

Yours sincerely,

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

Mayumi Yamamoto
Programme Management Officer
Division for Europe
Department of Technical Cooperation

Enclosures: Information Sheet
Logistical Arrangements



Regional Workshop on Radiation Protection Education and Training of Health Professionals in Diagnostic and Interventional Radiology

Hosted by

The Government of Portugal

through the

Politécnico de Coimbra and Coimbra Health School

Coimbra, Portugal

22 - 24 October 2018

Ref. No.: ME-RER9147-1804541

Information Sheet

Purpose

The purpose of the event is to discuss issues and identify gaps related to radiation protection education and training of radiologists, radiographers, medical physicists and other health professionals involved in imaging procedures.

Working Language(s)

The working language(s) of the event will be English.

Deadline for Nominations

Nominations received after 31 August 2018 will not be considered.

Scope and Nature

The event will be organized in cooperation with the professional societies in Europe (ESR, EFRS, EFOMP), and will consist of presentations by experts, presentations by the participants, and discussions.

Participation

The event is open to 25 participants from Member States.

The workshop is open to approximately 25 participants from Member States participating in the TC regional project RER/9/147. The selection process will involve two phases. At the first, candidates with qualification as stipulated below should send nominations to the IAEA. Before the selection takes place, the nominated candidates will be asked to answer a questionnaire, aimed to understand how radiation protection of patients and staff is included in the programmes of education and training at different levels – basic university education, postgraduate education and clinical training, as well as continuous professional development, and what are the institutions involved in such training. The nominated candidates should be in position to represent the national perspective and actively contribute to the discussion and action planning.

Participants' Qualifications and Experience

The participants should be either directors of education and training programs for radiologists and/or radiographers at medical universities or medical colleges, or institutions involved in post-graduate training in radiation protection for health professionals. The participants should be strongly involved in designing education and training programs and improving knowledge, competence and skills of health professionals related to justified and optimised use of diagnostic and interventional imaging procedures. This workshop is not intended for regulatory officers.

As the event will be conducted in English, participants should have sufficient proficiency to follow and express themselves in this language without difficulty.

Application Procedure

Candidates wishing to apply for this event should follow the steps below:

1. Access the IAEA TALEO page (<https://iaea.taleo.net/careersection/ex/jobsearch.ftl>) and complete the Candidate Profile.
2. Be registered on the Nucleus page of the IAEA (<https://nucleus.iaea.org/>).
3. Through Nucleus, access the InTouch+ platform where the Profile is completed (My Profile tab) (<https://nucleus.iaea.org/Pages/InTouchPlus.aspx>).

NOTE: The email used for TALEO and Nucleus must be the same. If not, the candidate's profile will not appear complete.

4. On the InTouch + platform, under the 'My InTouch +' tab, the candidate needs to:
 - a. select the institute / organization that he/she works at / represents ('My Institute' section);
 - b. click on the link called 'Refresh Personal History Form' to update the system, *otherwise the nominations submitted will have these fields empty and it will not be possible to evaluate them during the selection of candidates* ('IAEA Recruitment Platform' section).

NOTE: Once the above steps are finalized, the candidate's profile will appear as completed and he/she can apply for Technical Cooperation events.

5. In the InTouch+ platform (<https://intouchplus.iaea.org>), in the 'Applications' tab, search by the event number provided in the invitation.

The help for each step is located at the top of the page. For additional help on how to register, create a profile and apply for an event, please refer to the online guide and training videos available under the following links: [how-to guide](#) and [training videos](#). Any issues or queries related to the new system can be addressed to InTouchPlus.Contact-Point@iaea.org or TC-AIPS-PL4.Contact-point@iaea.org.

Should this not be possible, applicants may download the Nomination Form for the ME from the IAEA website <https://www.iaea.org/services/technical-cooperation-programme/how-to-participate>.

Applications should contain sufficient information to establish that the nominees have the required qualifications. Please note that the information regarding LANGUAGE SKILLS, EDUCATION AND WORK EXPERIENCE is exported from TALEO. If an applicant's profile in TALEO is not updated, the information in INTOUCH+ for these sections appears as empty and the candidates cannot be evaluated. Completed applications need to be endorsed by the relevant national authority, i.e. the National Liaison Office and submitted through the established official channels.

Administrative and Financial Arrangements

Nominating authorities will be informed in due course of the names of the candidates who have been selected, and will at that time be informed of the procedure to be followed with regard to administrative and financial matters.

Selected participants will receive an allowance from the IAEA sufficient to cover their costs of lodging, daily subsistence and miscellaneous expenses. They will also receive either a round-trip air ticket based on the most direct and economical route between the airport nearest their residence and the airport nearest the duty station through the IAEA's travel agency American Express, or a travel grant, or they will be reimbursed travel by car/bus/train in accordance with IAEA rules for non-staff travel.

Disclaimer of Liability

The organizers of the event do not accept liability for the payment of any cost or compensation that may arise from damage to or loss of personal property, or from illness, injury, disability or death of a participant while he/she is travelling to and from or attending the course, and it is clearly understood that each Government, in approving his/her participation, undertakes responsibility for such coverage. Governments would be well advised to take out insurance against these risks.

Note for female participants

Any woman engaged by the IAEA for work or training should notify the IAEA on becoming aware that she is pregnant.

The Board of Governors of the IAEA approved new International Basic Safety Standards for Protection against Ionizing Radiation and for the Safety of Radiation Sources. The Standards deal specifically with the occupational exposure conditions of female workers by requiring, inter alia, that a female worker should, on becoming aware that she is pregnant, notify her employer in order that her working conditions may be modified, if necessary. This notification shall not be considered a reason to exclude her from work; however, her working conditions, with respect to occupational exposure shall be adapted with a view to ensuring that her embryo or foetus be afforded the same broad level of protection as required for members of the public.

IAEA Contacts

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