



Atoms for Peace

الوكالة الدولية للطاقة الذرية
国际原子能机构
International Atomic Energy Agency
Agence internationale de l'énergie atomique
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National Liaison Officer/National Coordinator

2018-03-19

Subject: First Coordination Meeting, Prague, Czech Republic from 6 June 2018 to 8 June 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 RER6038, “Applying Best Practices for Quality and Safety in Diagnostic Radiology”.

The purpose of the meeting is to discuss the needs and gaps in participating institutes, review the project work-plan and agree on the activities foreseen in the project.

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 Prague. 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 **6 April 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 Katherina Lydia Deufrains K.L.Deufrains@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,



Katherina Lydia Deufrains
Programme Management Officer
Division for Europe
Department of Technical Cooperation

Enclosures: Information Sheet



First Coordination Meeting of the Project RER6038 on "Applying Best Practices for Quality and Safety in Diagnostic Radiology".

Hosted by

The Government of Czech Republic

through the

National Radiation Protection Institute, Prague

6-8 June 2018

Ref. No.:RER6038 - 1801363

Information Sheet

A. Purpose

The purpose of the event is to discuss the needs and gaps in participating institutes, review the project work-plan and agree on the activities foreseen in the project.

B. Working Language(s)

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

C. Deadline for Nominations

Nominations received after **April 6, 2018** will not be considered.

D. Scope and Nature

The main aim of the project is to establish the proper basis for quality practices in Diagnostic Radiology, through strengthening of the quality framework, development of guidelines and education and training of the associated staff. The aim of this first workshop will be to identify the current status of the project participating institutes, in terms of infrastructures, human resources, quality management systems and quality control practices. This will be the input required to be discussed and agreed on the corresponding activities foreseen in the project.

As this event partially coincides with the 2018 World Congress on Medical Physics and Biomedical Engineering (Prague, June 3-8, 2018), the workshop participants could benefit from the exposure to state-of-the-art topics on Medical Physics and strengthen professional networking in the region.

E. Background Information

Diagnostic radiology represents one of the most valuable tools in modern medicine, where accurate and timely diagnosis is strongly linked to the effective treatment of any health condition. However, according to the latest United Nations Scientific Committee on the Effects of Atomic Radiation (UNSCEAR) reports, diagnostic radiology also entails a higher contribution to the population dose, due to the extremely high number of procedures performed globally.

Although usually radiology services are well established in Member States, formal quality practices are lacking, due to the lack of qualified staff in terms of relevant human resources. Furthermore, especially in developing countries, there is an apparent lack of relevant guidance for quality practices, quality assurance programmes and standardized procedures to monitor. This is due in some extent to the large number of radiology departments worldwide, in conjunction with the lack of competent professionals to undertake these tasks.

The Regional Project RER6038 on "Applying Best Practices for Quality and Safety in Diagnostic Radiology", builds on the previous RER6028 and RER6032 that were aiming to establish the proper basis for quality services in Diagnostic Radiology, through the development of guidance and the education and training of the associated staff to QA/QC and safety procedures.

F. Participation

The meeting is open to participants from TCEU Member States participating in the project RER6038 on "Applying Best Practices for Quality and Safety in Diagnostic Radiology".

Each country is invited to nominate **one participant** who must match the profile described in the corresponding paragraph, indicating the order of priority.

G. Participants' Qualifications and Experience

Noting that the scope of the workshop is related to enhancing patient care in diagnostic and interventional

radiology at the end user level, the participant should be the project counterpart or a suitable medical professional able to present the **current practice in terms of quality practices, infrastructure, human resources and gaps at the end user (clinical) level.**

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

H. Application Procedure

Candidates wishing to apply for this event should complete their applications on the InTouch+ platform (<https://Intouchplus.iaea.org>). Should this not be possible, nominations may be submitted on a [TC Nomination Form for Meetings](#). Applications should contain sufficient information to establish that the nominees have the required qualifications. Completed applications need to be endorsed by the relevant national authority, i.e. the National Liaison Office and submitted through the established official channels.

I. 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.

J. 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.

K. 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.

L. Organization

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Subsequent correspondence on scientific matters should be sent to the Programme Management Officer and correspondence on other matters related to the meeting to the Administrative Contact.