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International Atomic Energy Agency  
Agence internationale de l'énergie atomique  
Международное агентство по атомной энергии  
Organismo Internacional de Energía Atómica

Vienna International Centre, PO Box 100, 1400 Vienna, Austria  
Phone: (+43 1) 2600 • Fax: (+43 1) 26007  
Email: [Official.Mail@iaea.org](mailto:Official.Mail@iaea.org) • Internet: <https://www.iaea.org>

In reply please refer to: **ME-RER6038-1900302**  
Dial directly to extension: (+43 1) 2600-26647

National Liaison Officers /  
National Coordinators

2019-04-25

Subject: Regional Meeting on Strengthening Quality and Safety in Pediatric Radiology, Tartu, Estonia, from 18 to 21 September 2019

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 event is to discuss and share knowledge on how to improve safe and effective imaging in pediatric radiology.

The attached Information Sheet provides 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 Tartu. 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 **30 May 2019** 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, by email to Official Mail - IAEA Mail address [Official.Mail@iaea.org](mailto:Official.Mail@iaea.org), with copy to Ms Katherina Deufrains [K.L.Deufrains@iaea.org](mailto: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,

A handwritten signature in black ink, appearing to read 'K. Deufrains', with a long, sweeping horizontal stroke extending to the right.

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

Enclosure: Information Sheet



# **Regional Meeting on Strengthening Quality and Safety in Pediatric Radiology**

**Hosted by**

The Government of Estonia

**through the**

Environmental Board

Tartu, Estonia

**18 September 2019 – 21 September 2019**

**Ref. No.:** ME-RER6038-1900302

## **Information Sheet**

### **Purpose**

The purpose of the event is to discuss and share knowledge on how to improve safe and effective imaging in pediatric radiology.

### **Working Language(s)**

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

### **Deadline for Nominations**

Nominations received after **30 May 2019** will not be considered.

## **Project Background**

Medical imaging has a vital role in medical care of children. However, inappropriate use may result in unnecessary and preventable radiation risks for children, and a balanced approach is needed. This topic has become more important in the last decade because of new uses of CT and other radiation imaging in children, and many studies that indicate that radiation doses to children are not always properly justified and optimized. Pediatric radiologists, radiographers and medical physicists working with children need to have knowledge and awareness on methods for proper selection of procedures and best practices in performing them to obtain diagnostic information with the least possible radiation dose. Effective communication between healthcare professionals, patients and parents plays an important role in preventing inappropriate procedures and achieving maximum effectiveness. Education and training have been recognized to be an important factor to ensure quality and safety, and this meeting aims to help improve the practice.

The event is organised in the framework of the Regional project RER6038, aiming to establish a proper basis for quality services in diagnostic radiology, through the education and training of the associated staff to QA/QC and safety procedures.

## **Scope and Nature**

The meeting will consist of two parts. On the first day, 18 September, the participants will attend a pre-conference training course on improving safe and effective imaging care of children that will consist of lectures on appropriate use of radiation imaging for children and pregnant patients, optimization of imaging protocols, patient dose monitoring, quality assurance, quality audit, and risk communication. On the next three days (19-21 September 2019) the participant will attend the 2nd Baltic Conference on Pediatric Radiology and will learn good clinical practice in imaging of children with different clinical indications. The meeting is organized in collaboration with the Radiology Societies of Estonia, Latvia and Lithuania, and with contribution from Image Gently and EuroSafe Imaging.

## **Participation**

The event is open to 25 participants from Member States.

The meeting is open to 25 participants from TCEU Member States participating in the project RER6038 “Applying Best Practices for Quality and Safety in Diagnostic Radiology”. Each country is invited to nominate one or more participants who must match the profile described in the corresponding paragraph, indicating the order of priority.

## Participants' Qualifications and Experience

Participants should be pediatric radiologists, radiographers, or medical physicists working in pediatric imaging. Preference will be given to candidates from teaching medical centres, who may further disseminate the acquired knowledge to their peers and trainees in their respective countries. The nomination should contain sufficient information to ascertain the nominees have the required qualifications. This course is not intended for regulators, inspectors and other candidates, not involved in daily clinical work. As the training will be conducted in English, participants should have sufficient proficiency to follow lectures 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](mailto:InTouchPlus.Contact-Point@iaea.org) or [TC-AIPS-PL4.Contact-point@iaea.org](mailto: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**

Programme Management Officer (responsible for substantive matters):

Ms Katherina Deufrains  
Division for Europe  
Department of Technical Cooperation  
International Atomic Energy Agency  
Vienna International Centre  
PO Box 100  
1400 VIENNA  
AUSTRIA  
Tel.: +43 1 2600 26647  
Fax: +43 1 26007  
Email: [K.L.Deufrains@iaea.org](mailto:K.L.Deufrains@iaea.org)

Administrative Contact (responsible for administrative matters):

Ms Marina Vetter  
Division for Europe  
Department of Technical Cooperation  
International Atomic Energy Agency  
Vienna International Centre  
PO Box 100  
1400 VIENNA  
AUSTRIA  
Tel.: +43 1 2600 22314  
Fax: +43 1 26007  
Email: [M.Vetter@iaea.org](mailto:M.Vetter@iaea.org)