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International Atomic Energy Agency

Agence Internationale de l'énergie atomique

Международное агентство по атомной энергии

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2013-08-14

**Subject:** Invitation to a Regional Workshop on Harmonizing Quality Audit in Radiotherapy and Promoting the Concept of Audit in Member States, Vienna, Austria, 16-18 December 2013

Dear National Liaison Officer,

I am pleased to invite you to send nominations of suitable candidates to participate in the above-mentioned workshop under the framework of TC Project RER/6/023 – Strengthening Medical Physics in Radiation Medicine. The purpose of the workshop and related information are outlined in the attached Prospectus.

For candidates who are selected by the IAEA, the Agency will cover the cost of return international travel from the home country to Vienna, Austria and provide Daily Subsistence Allowance (DSA) for the duration of the workshop in line with Agency rules and procedures.

Please submit duly completed Nomination Form for Meetings/Workshops by the latest **10 October 2013**. Please note that nominations received after the closing date will not be considered.

The completed nomination forms should be submitted to the IAEA online through the Technical Cooperation Department's InTouch system (<http://intouch.iaea.org>). Should this not be possible, forms may be sent to the Programme Management Officer for this project, Mr Ivan Videnovic, through IAEA Official Fax (+43-1-26007) or E-Mail (Official.Mail@iaea.org).

Yours sincerely,

Manase Peter Salema

Director

Division for Europe

Department of Technical Cooperation

Enclosures: Prospectus  
Nomination Form

# International Atomic Energy Agency

## Regional Workshop on Harmonizing Quality Audit in Radiotherapy and Promoting the Concept of Audit in Member States

### PROSPECTUS

<b>Project Number &amp; Title:</b>	RER/6/023 Strengthening Medical Physics in Radiation Medicine
<b>Place (City, Country):</b>	Vienna, Austria
<b>Dates:</b>	16 – 18 December 2013
<b>Deadline for Nominations:</b>	<b>10 October 2013</b>
<b>Organizers:</b>	The International Atomic Energy Agency (IAEA)
<b>Language:</b>	English
<b>Purpose:</b>	One of the workshop objectives is to ascertain the harmonization of quality audit in radiotherapy (QUATRO-physics) and to gain better understanding of the audit purposes, its focus and scope, and ways of implementation. The workshop will gather participants from different regions to discuss the mechanisms for implementation of dosimetry audits at the national level. The participants will receive information regarding the IAEA recommendations on establishing national audit systems for dosimetry in radiotherapy.
<b>Expected Output(s):</b>	The participants will gain better understanding of the operations of national networks for quality audit in radiotherapy and will have the opportunity to strengthen regional networking in this area. The information gathered during the workshop will be utilized in defining best approach relevant to activities of regional TC projects on quality assurance (QA) in radiotherapy including QUATRO-physics, in the next TC cycles.
<b>Scope and Nature:</b>	The workshop will include presentations by the IAEA staff and international experts on the various aspects of design and operation of dosimetry audits in radiotherapy. Input by the workshop participants will be sought on the status of quality audit in radiotherapy in their respective countries. The workshop will review the development of the methodology, establishment and operation of dosimetry audit in radiotherapy from basic to advanced levels.

**Background Information:** It is widely recognized that quality audits constitute an important part of quality assurance programmes in radiotherapy. Although several national dosimetry audit networks exist, currently, access of radiotherapy centres to the audit is still insufficient. About 1/3 of world radiotherapy centres operate radiotherapy services without their beams checked by an independent body. Better availability of the dosimetry audit is necessary for improving dosimetry practices in radiotherapy and increasing safety of patients undergoing radiation treatments. Dosimetry audits should be made available to the largest possible number of radiotherapy centres in the world because the advantages for a radiotherapy centre to participate in the audit are considerable. When broadly implemented, quality audits in radiotherapy dosimetry will significantly contribute to improving the quality of dosimetry practices in radiotherapy world-wide. Proper dosimetry practices are critical for safe and effective cancer treatment.

**Participation:** The workshop is open to radiotherapy physicists involved in national QA programmes for radiotherapy from Member States participating in TC regional project RER/6/023.

**Participants' Qualifications:** The participants should be senior specialists in medical radiation physics and knowledgeable of the national QA programmes in radiotherapy in their country.

**Nomination Procedure:** Nominations should be submitted to the IAEA online through the Technical Cooperation Department's InTouch system (<http://intouch.iaea.org>). Should this not be possible, nominations may be submitted on the standard IAEA Application Form for Meeting / Workshop (available on the IAEA website: <http://www.iaea.org/>). Completed forms should be endorsed by relevant national authorities and returned to the Agency through the official channels, i.e. the designated National Liaison Office for IAEA Matters.

The completed nomination forms should be sent to the Programme Management Officer for this project, Mr Ivan Videnovic, through IAEA Official Fax (+43-1-26007) or E-Mail ([Official.Mail@iaea.org](mailto:Official.Mail@iaea.org)), not later than **10 October 2013**. Nominations received after this date or which have not been routed through the established official channels cannot be considered.

**Administrative and Financial Arrangements:** Nominating Governments will be informed in due course of the names of the candidates who have been selected and will, at that time, be given full details of the procedures to be followed with regard to administrative and financial matters.

Selected participants from countries eligible to receive technical assistance will be provided with a round trip economy class air ticket from their home countries to **Vienna, Austria**, and a Daily Subsistence Allowance (DSA) at the prevailing UN Rate. Shipment of accumulated workshop materials to the participants' home countries is not the responsibility of the

IAEA.

The organizers of the workshop 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 workshop, and it is clearly understood that each Government, in nominating participants, undertakes responsibility for such coverage. Governments would be well advised to take out insurance against these risks.