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International Atomic Energy Agency  
Agence internationale de l'énergie atomique  
Международное агентство по атомной энергии  
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National Liaison Officer/National Coordinator

2017-07-12

**Subject:** Consultative Meeting of Policy-Decision Makers on the Establishment of a National Strategy for Education and Training of Radiation Therapy Technologists (RTTs), Brussels, Belgium, from 6 to 7 November 2017

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 RER6033, "Strengthening Knowledge of Radiation Therapy Professionals (Radiation Oncologists, Medical Physicists and Radiation Therapy Technologists)".

The purpose of the meeting is to follow up with policy-decision makers on the initiatives taken by Member States to establish a National Strategy for Education and Training of Radiation Therapy Technologists (radiation therapists, RTTs). This meeting is intended for policy-decision makers at the level of Ministry of Health and/or Ministry of Education responsible for education and training (undergraduate and postgraduate) of health professionals, as well as decision-makers involved in assessment, planning and improvement of national radiotherapy services.

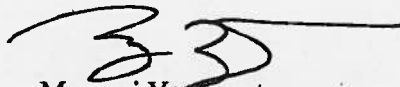
The Information Sheet and Logistical Arrangements available on the IAEA's InTouch+ platform provide further details, including technical and administrative aspects of the course. Selection of participants will be in accordance with IAEA procedures.

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 Brussels. 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 course in line with IAEA rules and procedures.

We would appreciate receiving your country's nominations by **25 August 2017** 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, fax or mail. 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 be 'Mayumi Yamamoto', with a long horizontal stroke extending to the right.

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



# **RER6033 TC Consultative Meeting of Policy-Decision Makers on the Establishment of a National Strategy for Education and Training of Radiation Therapy Technologists (RTTs)**

Hosted by

The Government of Belgium

through the

European Society for Therapeutic Radiology and Oncology (ESTRO)

Brussels, Belgium

6 – 7 November 2017

Ref. No.: RER6033-1702281

## **Information Sheet**

### **A. Purpose**

The purpose of the meeting is to follow up with policy-decision makers on the initiatives taken by Member States to establish a National Strategy for Education and Training of Radiation Therapy Technologists (radiation therapists, RTTs).

This meeting is intended for policy-decision makers at the level of Ministry of Health and/or Ministry of Education responsible for education and training (undergraduate and postgraduate) of health professionals, as well as decision-makers involved in assessment, planning and improvement of national radiotherapy services.

## **B. Working Language(s)**

The working language of the event will be English.

## **C. Deadline for Nominations**

Nominations received after **25 August 2017** will not be considered.

## **D. Scope and Nature**

The meeting will be organized in plenary sessions. Experts will provide presentations on the IAEA and ESTRO requirements and documents on education and training of RTTs, address the need for establishing national strategy for RTT education and training and discuss the importance of RTTs' education for safe and quality radiotherapy.

Representatives from Ministries of Health of Member States that made relevant achievements towards the establishment of a National Strategy for Education and Training of RTTs and the development of radiotherapy services at a national level will share their experience and provide overviews of the challenges and solutions.

## **E. Participation**

The meeting is open to 64 participants from Member States (two (2) participants per country).

## **F. Participants' Qualifications and Experience**

Candidates should be (1) policy-decision makers at the level of Ministry of Health and/or Ministry of Education responsible for education and training (undergraduate and postgraduate) of health professionals, and (2) senior decision-makers involved in assessment, planning and improvement of national radiotherapy services with at least 15 years' experience in the field of radiation oncology (radiation oncologist).

In case only one representative per country is available for participation, it should be a policy-decision maker at the level of Ministry of Health.

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.

## **G. 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.

## **H. 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.

## **I. 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.

## **J. 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.

## **K. 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.**