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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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In reply please refer to: **RER6033-1702102**
Dial directly to extension: (+43 1) 2600-26306

2017-07-13

Subject: RER6033 Regional Training Course on Radiation Protection and Safety and Accident Prevention in Radiotherapy, Moscow, Russian Federation from 13 to 17 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 event is to increase the knowledge and practical skills of medical physicists working in radiotherapy in aspects related to safe delivery of high quality radiotherapy services, ensuring radiation protection of patient, staff and public, and preventing and managing incidents and accidents in radiotherapy departments.

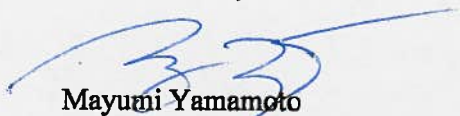
The Information Sheet and Logistical Arrangements available on the IAEA's InTouch+ platform provide further details, including technical and administrative aspects of the course. Selection of participants will be in accordance with IAEA procedures.

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 Moscow. 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 **30 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,



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



RER6033 Regional Training Course on Radiation Protection and Safety and Accident Prevention in Radiotherapy

Hosted by

The Government of Russian Federation

through the

Federal Medical-Biologic Agency Clinical Hospital No. 6

Moscow, Russian Federation

13 - 17 November 2017

Ref. No.: RER6033-1702102

Information Sheet

A. Purpose

The purpose of the event is to increase the knowledge and practical skills of medical physicists working in radiotherapy in aspects related to safe delivery of high quality radiotherapy services, ensuring radiation protection of patient, staff and public, and preventing and managing incidents and accidents in radiotherapy departments.

B. Working Language(s)

The working language of the event will be Russian.

C. Deadline for Nominations

Nominations received after **30 August 2017** will not be considered.

D. Scope and Nature

The course will consist of deductive lectures and practical sessions followed by discussions with the course participants. The course programme will include lectures on radiation protection and safety of patients, staff and public.

E. Participation

The meeting is open to 21 participants from Member States.

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.

F. Participants' Qualifications and Experience

The participants should be radiotherapy physicists working in radiation therapy departments. Fluency in written and spoken Russian is required.

This training course is not intended for radiation oncologists nor radiologists.

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, applicants may download the Nomination Form for the course from the IAEA's webpage. 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 to the Programme Management Officer for this project, Ms Mayumi Yamamoto, through IAEA Official Fax (+43-1-26007) or E-Mail (Official.Mail@iaea.org). Nominations which have not been routed through the established official channels cannot be considered.

Furthermore, please ensure to provide the dose records for the last 5 years in the attached form. Failure to do so will be considered as incomplete submission of application, and your nomination form may not be reviewed.

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

Programme Management Officer: Ms Mayumi Yamamoto

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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.

OCCUPATIONAL EXPOSURE HISTORY

Candidate's Name	
Employer	

Event Title	
Event Number	
Venue	
Dates	From: _____ To: _____

Are you covered under an individual monitoring programme in your country? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If yes,			
<ul style="list-style-type: none"> ▪ Starting date of the individual monitoring (mm/yyyy): ▪ please fill in the applicable fields below: 			
Quantity	Unit reported	Value during the previous five calendar years	Value during the current calendar year
Effective dose ⁽¹⁾			
Equivalent dose to the lens of the eyes			
Equivalent dose to the extremities or to the skin			
OEH data provided or confirmed by⁽²⁾:	Name: _____ Responsibility: _____ Signature: _____		

Candidate's Signature: _____

Date⁽³⁾: _____

⁽¹⁾ Effective dose due to external AND internal exposure. If another quantity is reported, please indicate name and unit.

⁽²⁾ The OEH data is to be provided or confirmed by the radiation protection officer, the candidate's supervisor, or the provider of the individual monitoring service.

⁽³⁾ This form should not be older than six months before the date of the event.