



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

2018-01-31

Subject: Regional Workshop on Roles and Responsibilities in Radiation Protection in Medical Exposure from 23 April 2018 to 27 April 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 RER9147, "Enhancing Member States' Capabilities for Ensuring Radiation Protection of Individuals Undergoing Medical Exposure".

The purpose of the event is to review the existing framework for radiation protection in medicine in Member States, with focus on medical exposure (patients, carers and comforters, and volunteers in programs for biomedical research), and plan activities under the regional project RER9147 aimed to facilitate implementation of the national programs for radiation protection in medicine in line with the International BSS (GSR Part 3) and strengthen collaboration between radiation protection authorities, health authorities and professional societies in Member States.

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 Vienna. 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 **19 February 2018** through the IAEA's InTouch+ platform (<https://Intouchplus.iaea.org>). Should this not be possible, applicants may download the Nomination Form for the meeting 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
Project Management Officer
Division for Europe
Department of Technical Cooperation



Regional Workshop on Roles and Responsibilities for Radiation Protection in Medical Exposure

Hosted by

International Atomic Energy Agency

23-27 April 2018

Ref. No.: ME-RER9147-1800499

Information Sheet

A. Purpose

To review the existing framework for radiation protection in medicine in Member States, with focus on medical exposure (patients, carers and comforters, and volunteers in programs for biomedical research), and plan activities under the regional project RER 9147 aimed to facilitate implementation of the national programs for radiation protection in medicine in line with the International BSS (GSR Part 3) and strengthen collaboration between radiation protection authorities, health authorities and professional societies in Member States.

B. Working Language(s)

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

C. Deadline for Nominations

Nominations received after 19 February 2018 will not be considered.

D. Scope and Nature

The workshop will consist of presentations by experts, country presentations and interactive sessions. Expected outputs of the project RER9147 will be presented and discussed, and regional and country-specific actions to implement them will be planned.

E. Participation

The workshop is open to 40 participants representing designated counterparts or members of the implementation team of the regional project RER 9147. Before the workshop, a questionnaire will be distributed to describe the status of radiation protection and roles and responsibilities related to medical exposure, and only countries that demonstrate existence of legislative framework for radiation protection related to medical exposure will be accepted to participate. Each country is invited to nominate two participants who must match the profile described in the corresponding paragraph.

F. Participants' Qualifications and Experience

Two participants per country will be accepted. The first candidate should represent the relevant body appointed by the Government to take responsibility for implementation of the BSS requirements related to medical exposure (patients, carers and comforters and volunteers in programs for biomedical research), and should be directly involved in activities related to medical exposure. The second candidate should be radiological medical professional or medical physicist representing the relevant professional society of end-users involved in justification and optimization of medical exposure. Participants should have sufficient proficiency to understand and express themselves without difficulty in English.

G. Application Procedure

Candidates wishing to apply for this event should follow the steps below:-

1. Access the IAEA TALEO page (<https://iaea.taleo.net/>) 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 or TC-AIPS-PL4.Contact-point@iaea.org.

Should this not be possible, applicants may download the Nomination Form for the TN 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. 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 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.

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.