



**IAEA**

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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  
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National Liaison Officer/National Coordinator

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2019-01-23

Subject: Education Pre-Meeting Course- Foundations of Leadership in Radiation Oncology in conjunction with ESTRO 38, Milan, Italy from 26 to 28 April 2019

Dear National Liaison Officer/National Coordinator,

I am pleased to invite you to send nominations of suitable candidates to participate in the TC Sponsored Participation for Education Pre-Meeting Course - Foundations of Leadership in Radiation Oncology, which will take place in conjunction with ESTRO 38, and within the framework of the IAEA technical cooperation project RER6036, "Improving Radiotherapy Practices for Advanced Radiotherapy Technologies Including Quality Assurance and Quality Control". Selection of participants will be in accordance with IAEA procedures.

The purpose of the "Foundations for Leadership" course is to equip participants with the knowledge, skills and attributes viewed as the building blocks for effective leadership. The course is directed at professionals interested in developing expertise in leading teams for quality improvement, advocacy and in all situations where they might positively influence the future of our discipline within both local and international settings.

**COURSE DURATION:** 8 weeks with live pre-meeting workshop at ESTRO 38 (The selected participants should be able to attend both on-line programme and live sessions):

- Online programme to start on 20 March 2019
- Live sessions on 26 April 2019 and 2 lunch meetings

(<https://www.estro.org/congresses-meetings/articles/estro-38---pre-meeting-foundations-of-leadership>)

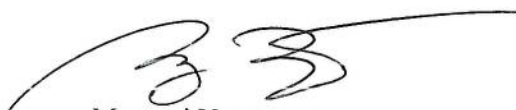
The target group for this joint ESTRO-CARO-RANZOR course is experienced professionals (radiation oncologists, clinical oncologist, medical physicists, and radiation therapy technologists) with managerial responsibilities and/or in leading positions. Potential attendees must be motivated to become effective leaders in their direct workplace and ideally within the wider health system, now and into the future. They should have good communication skills and be enthusiastic about learning in multi-disciplinary teams with participants they do not know. As the course will be conducted in English, participants should have sufficient proficiency to deliver and follow lectures and express themselves in this language without difficulty. Selection of participants will be in accordance with IAEA procedures.

The IAEA will provide selected participants with a round-trip air ticket based on the most direct and economical route between the airport nearest the participant's residence and Milan. 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 **22 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 course from the [IAEA's webpage](#). Completed forms must be endorsed by the relevant government authority and may be sent to the IAEA, preferably by email to Official Mail - IAEA Mail address [Official.Mail@iaea.org](mailto:Official.Mail@iaea.org), with copy to Ms Mayumi Yamamoto, [M.Yamamoto@iaea.org](mailto:M.Yamamoto@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 be 'Mayumi Yamamoto', with a long, sweeping horizontal line extending to the right.

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