



IAEA

Atoms for Peace and Development

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

Vienna International Centre, PO Box 100, 1400 Vienna, Austria

Phone: (+43 1) 2600 • Fax: (+43 1) 26007

Email: Official.Mail@iaea.org • Internet: <https://www.iaea.org>

National Liaison Officers /

National Coordinators

In reply please refer to: TN-INT6063-2104266

Dial directly to extension: (+43 1) 2600-26306

2021-09-29

Subject: Interregional Training Course on Quality Assurance Teams for Radiation Oncology, Vienna, Austria, from 17 to 21 January 2022

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 INT6063, “Improving Quality of Radiotherapy, Nuclear Medicine and Radiology Services Through the Implementation of Quality Management Programs”.

The purpose of the event is to present the auditing methodology based on the IAEA report “Comprehensive Audits of Radiotherapy Practices. A Tool for Quality Improvement – Quality Assurance Team for Radiation Oncology (QUATRO)” for radiotherapy practitioners, who would conduct comprehensive audits of radiotherapy practices in the IAEA Member States.

The attached Information Sheet provides further details, including technical and administrative aspects of the event. Selection of participants will be in accordance with IAEA procedures. Member States are strongly encouraged to identify suitable women participants.

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 event in line with IAEA rules and procedures.

We would appreciate receiving your country’s nominations by **31 October 2021** 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, with copy to Ms Mayumi Yamamoto 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 read 'M. Yamamoto', enclosed in a light gray rectangular box.

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

Enclosure: Information Sheet