



**IAEA**

International Atomic Energy Agency

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

## FAX Cover Sheet

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Date 18-08-2011

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Addressee(s):

AS PER ATTACHED LIST

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Reference: C1-RAS6038

**Subject: IAEA/RCA Project Review Meeting, 6-9 December 2011, Hanoi, Vietnam**

Dear National RCA Representatives,

In accordance with the plan of activities of the RCA Programme in 2011, I am inviting your Government to submit nominations for the above-mentioned event, details of which and requirements for participation are given in the attached Information Sheet.

Please inform us **not later than 30 September 2011** of suitable candidates for this event with the duly completed and endorsed nomination form.

Thank you for your cooperation.

Best regards,

Kesrat Sukasam  
RCA Focal Person  
Division for Asia and the Pacific

**In case of incomplete transmission, please call +43 1 2600 ext 24295**

**Asia and the Pacific**

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# **International Atomic Energy Agency**

## **IAEA/RCA Project Review Meeting**

### **INFORMATION SHEET**

**Project Number  
and Title:**

RAS6038 – Strengthening Medical Physics through Education and Training (RCA)

**Place:**

Hanoi, Vietnam

**Dates:**

6-9 December 2011

**Deadline for  
Nominations:**

**30 September 2011** (Please note that it will not be possible to consider the applications received after the deadline due to administrative reasons.)

**Language:**

English

**Organizers:**

The International Atomic Energy Agency (IAEA) in cooperation with the Government of Vietnam

**Host Country  
Organizer:**

Mr. Phan Sy An  
Medical University  
01 Ton That Tung Str., Hanoi, Vietnam  
Tel: 84 4 8693781  
Fax: 84 4 8691607  
Email: [anbich2000@yahoo.com](mailto:anbich2000@yahoo.com)

**Purpose:**

The purpose of the Project Review Meeting is to review and evaluate the progress in the project made so far by the Member States and to discuss and agree on the proposed future activities and work plan to ensure successful implementation of the current project and its sustainability. Further the meeting will devote time to discussing the needs in medical physics that could be proposed a a new RCA project for the 2014-15 cycle.

**Expected  
Outputs:**

The main outputs of the meeting will be information from the Member States on the current status of implementation of the project, a revised project regional work plan with associated national work plans, complete with specific defined activities and an agreed set of recommended goals and activities for a future proposed regional project. Specifically:

- A meeting report with extended abstracts on the status of work carried out in participating countries within the framework of the RCA project.
- A revised project work plan and national work plans, with specific activities, required resources and time frame clearly defined.
- Recommendations for future goals and activities for a regional project in medical physics

**Scope and Nature:**

The overall objective of the meeting is to review and assess the status of project implementation for subsequent development and revision of the project work plan. This will involve:

(i) National Project Coordinators (NPCs) to provide a presentation of their countries implementation and achievements of their national work plans, in connection with the framework of this RAS project;

(ii) Reports from IAEA and experts to give an overview of activities, including a review of clinical training material and pilot activities

(iii) NPCs, IAEA staff and experts to discuss the above focussing on:  
a) review and assessment of progress achieved under this project against its Logical Framework Matrix; b) analyse the strengths and weaknesses of the project implementation and design; c) sustainable continuation of work in participating countries and d) identifying follow up actions and required resources for future implementation at the regional and national level, including the status of applications to participate in the pilot programme. .

(iv) Discussion forum lead by the LCC with the Member States on the perceived needs in medical physics in the region and recommendations for a possible future project. This will focus a discussion leading to the drafting of a set of agreed recommendations.

**Background Information:**

Consistent with the work plan of RAS6038 the drafting of clinical training guides has been completed for all specialities and pilot training programmes have been underway also in all specialities for those member states that have applied and been accepted. Regional training courses have been conducted. The first pilot in medical physics clinical training in radiotherapy has been completed and the associated guide has been reviewed in the light of this and other experience. Some delays in implementation of the project (including the regional training programme for 2011) have occurred due to uncertainty about the duration of the project. (also mentioned in the LLC report) This has recently been resolved with the project now to run its full originally approved course. Further it has been

encouraged to plan for a new RCA project on medical physics in the 2014-2015 cycle.

**Participation:**

National Project Coordinators (NPCs) or a member of the national project team in an absence of the NPCs

**Participants' Qualifications:**

Candidates must be National Project Coordinators (NPCs) or in their absence a member of the national project team who is familiar with the development of medical physics at the national and/or regional level.

**Nomination Procedure:**

Nominations (**including those of local participants**) should be submitted on the standard IAEA Nomination Form for Meeting/Workshop and National Consultant (available on the IAEA web-site: <http://www.iaea.org/>). Completed forms should be endorsed by relevant national authorities and returned to the Agency through official channels, i.e. the office of the National RCA Representative.

The applications should contain sufficient information to establish the nominees have the required qualifications. The nominated candidate may not be selected if sufficient information is not provided.

Applications must be received by the International Atomic Energy Agency, P. O. Box 100, A-1400 Vienna Austria, not later than **30 September 2011**. Nominations received after this date or which have not been routed through established official channels, cannot be considered.

Advanced nominations through facsimile (+43-1-2600-7), or e-mail (Official@iaea.org) are welcomed. The facsimile / e-mail should contain the following basic information about the candidate: name, date of birth, academic qualifications, and current position including the exact nature of the duties carried out, proficiency in English and full contact address including telephone/email/facsimile numbers.

**Training on Basic Security in the Field (BSITF):**

It is recommended that the meeting participants complete the courses *Basic Security in the Field: Safety, Health and Welfare (BSITF)* and *Advanced Security in the Field (ASITF)*, prior to traveling to locations where UN security phases are in effect. The aim of these courses is to educate participants on how best to avoid or minimize potential dangers and threats, and to show what individuals can do if they find themselves in insecure situations.

The courses are available on the following UN websites that can be accessed using Microsoft Internet Explorer:

- BSITF: <http://dss.un.org/BSITF/>
- ASITF: <http://dss.un.org/ASITF/>

If you have difficulty using the websites, a CD-ROM can be obtained from your IAEA National Liaison Officer or from IAEA.

Once the candidate has completed the courses and passed the accompanying exams, certificates will be generated automatically and must be printed for submission to the IAEA (either as an e-mail attachment or by fax). Copies of the certificate should be kept by the candidate for his / her records, as they are valid for a period of three years.

**Administrative  
and Financial  
Arrangements:**

Nominating Governments will be informed in due course of the names of the candidates who have been selected and will, at that time, be given full details on the procedures to be followed with regard to administrative and financial matters.

Selected participants from countries eligible to receive technical assistance will be provided with a round trip economy class air ticket from their home countries to Hanoi, Vietnam and a stipend sufficient to cover the cost of their accommodation, food, and minor incidentals. Shipment of accumulated meeting materials to the participants' home countries is not the responsibility of the IAEA.

The organizers of the meeting 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 nominating participants, undertakes responsibility for such coverage. Governments would be well advised to take out insurance against these risks.



Department of Technical Cooperation

<http://tc.iaea.org>

**You are in :** TC Home » Participation » In meetings/ workshops

## Participation in meetings/workshops or as a national consultant

The Agency organizes meetings and workshops under its Technical Cooperation programme, and also arranges for missions of individuals from recipient Member States (national consultants) to Agency headquarters or other locations.

The purpose of meetings/workshops typically is to work out a set of recommendations and advice on or analyses of particular aspects of individual projects or of specific programmatic areas. The purpose of a national consultant assignment typically is to gain familiarity with Agency practices and procedures or to hold consultations on one (or more) specific project(s).

Participation in meetings/workshops and in national consultant assignments is upon invitation only.



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### Project information

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**Download the  
Nomination Form for  
Meeting/  
Workshop/ National  
Consultant**

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International  
Insurance Scheme**

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**IAEA**

International Atomic Energy Agency

**NOMINATION FOR MEETING/WORKSHOP and NATIONAL CONSULTANT**

Note: This form is only to be used for Technical Cooperation Meetings/Workshops and National Consultant missions.

The Government (nominating authority) of \_\_\_\_\_ (country)  
nominates the person indicated below for the following event (please specify title, place, dates, project number):

<input type="checkbox"/> Female <input type="checkbox"/> Male		Date of birth:
Family name (as in passport):		Place of birth:
		Nationality:
First name:		Passport No.:
Complete mailing address (office):		Date of issue:
Inst. Name:		Place of issue:
		Valid until:
Street:		Telephone (office):
P.O. Box:	Post Code:	Telephone (home):
Town/City:		Fax:
Region/District:		e-mail:
Country:		WEB page:
Airport/town nearest to residence:		Emergency Phone:

**Main academic/technical qualification:****Language Ability**The nominating authority confirms that the nominee is proficient in the language in which the event is held. ☐ yes**Current employment**

Name and place of employer/organization:

Title of position:

Type of work:

**Description of work** (Past work done by the nominee which is relevant to the Meeting/Workshop/National Consultancy)

**Health (mandatory for health insurance purposes)** Is the nominee in general good health: ☐ yes ☐ no  
The nominee is only covered under the health insurance policy if he/she does not have a medical condition which excludes him/her from travelling and performing this assignment:

A medical certificate is required for any nominee over 60 years of age, stating that he/she is in good health and able to undertake the mission

Is the nominee covered under a radiation surveillance programme? ☐ yes ☐ no**Involvement in IAEA-supported activities** (Please mark any previous activities)☐ Expert Mission   ☐ Training Course   ☐ Workshop/Meeting   ☐ Fellowship/Scientific Visit   ☐ Research Contract**STATEMENT**

The nominating authority gives the following assurances:

- All information supplied in this form is complete and correct;
- It is noted that the sponsoring organization(s), host country(ies) and host institution(s) do not accept liability for the payment of any costs or compensation arising from damage to or loss of personal property, or from illness, injury, disability or death of the nominee while he/she is travelling to and from or attending the Meeting/Workshop/National Consultancy and it, the nominating authority, undertakes the responsibility for such coverage;
- The position of the nominee will be retained for him/her and he/she will continue to receive during the Meeting/Workshop/National Consultancy a salary and related emoluments to enable him/her to meet his/her financial commitments in his/her home country;
- The selected nominee will conduct himself/herself in a manner compatible with his/her status as a participant in an IAEA event and will refrain from engaging in any political and commercial activities;
- No facts are known to the nominating authority regarding the reliability and character of the nominee which would obstruct giving him/her access to nuclear installations or institutions where ionizing radiation is used;

Date

Name and title (printed) and signature of nominating authority official

P-2 TCHP/MW/REV.4 (JUNE 05)

Wagramer Strasse 5, P.O. Box 100, A-1400 Vienna (Austria)

Tel: (+43 1) 2600, Fax: (+43 1) 26007, Email: Official.Mail@iaea.org, TC Web site: <http://www-tc.iaea.org>



### National RCA Representatives

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KOREA, REP. OF	Dr. Jae Shik SHIN	+82 2 2100 6971
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VIETNAM	Dr. Bui Van TUAN	+84 4 3942 4133
RCA Regional Office	Dr. M-K Lee	+82 42 864 1626

### Permanent Missions RCA Member States

COUNTRY	FAX NUMBER
<b>AUSTRALIA</b>	504 1178
<b>CHINA</b>	370 6626
<b>INDIA</b>	505 92 19
<b>INDONESIA</b>	479 05 57
<b>JAPAN</b>	263 6749
<b>KOREA, REP. OF</b>	478-1013
<b>MALAYSIA</b>	505 79 42
<b>MONGOLIA</b>	535 280 720
<b>PAKISTAN</b>	367 1831 / 368 7376
<b>PHILIPPINES</b>	533240124
<b>SRI LANKA</b>	5037993
<b>THAILAND</b>	4782907
<b>VIETNAM</b>	3680754
<b>Permanent Missions Outside Vienna</b>	
<b>BANGLADESH</b>	+41 22 738 4616
<b>MYANMAR</b>	+49 30 20 61 57 20
<b>SINGAPORE</b>	+41 22 796 8078