



***IAEA/RCA Final Project Meeting***

***RAS/6/053 - Improving Image Based Radiation Therapy for Common Cancers  
in the RCA Region***

**INFORMATION SHEET**

<b>Place</b>	Maebashi, Gunma, Japan	
<b>Dates</b>	<b>16 – 19 December 2014</b>	
<b>Deadline for Nominations</b>	<b>29 August 2014</b> (Please note that it will not be possible to consider the applications received after the deadline due to administrative reasons.)	
<b>Language</b>	English	
<b>Organizers</b>	The International Atomic Energy Agency (IAEA) in cooperation with the Government of Japan through the Gunma University Graduate School of Medicine.	
<b>Host Country Organizer</b>	Dr. Takashi NAKANO Professor, Department of Radiation Oncology, Gunma University Graduate School of Medicine 39-22, Showa-machi 3-chome Maebashi Gunma 371-8511  Tel : +81 27-220-8383 Fax : +81 27-220-8397 E-Mail: <a href="mailto:tnakano@gunma-u.ac.jp">tnakano@gunma-u.ac.jp</a>	
<b>IAEA Organizers</b>	Ms Mawieh Oulabi Programme Management Officer TCAP/IAEA Tel +43 1 2600 22318 E-mail: <a href="mailto:M.Oulabi@iaea.org">M.Oulabi@iaea.org</a>	Mr Eduardo Zubizarreta Division of Human Health NAHU/IAEA Tel: + 43 1 2600 22401 Email: <a href="mailto:E.H.Zubizarreta@iaea.org">E.H.Zubizarreta@iaea.org</a>
<b>Purpose</b>	The overall objective of the meeting is to review and assess the achievement of RAS/6/053 against the desired project outcomes and objectives, including national and regional activities.	

<b>Expected Outputs</b>	<p>The meeting will prepare a report of the achievement under the RAS/6/053 project, including:</p> <ul style="list-style-type: none"> <li>• a meeting report with extended abstracts on the work carried out at the regional and national levels;</li> <li>• a summary of the activities carried out, outputs produced and progress in achieving the desired project outcomes and objectives;</li> <li>• an analysis of problems, lessons learnt as well as mitigating measure for improvement of future projects implementation.</li> </ul>
<b>Scope and Nature</b>	<p>The meeting will make a detailed analysis of the activities carried out under RAS/6/053. It will highlight the main achievements and lessons learnt with regard to the regional cooperation framework of the project implementation. It will involve: NPCs providing presentations on progress and written summaries as well as analysing its strengths and weaknesses with a view to the sustainable continuation of this work in the participating countries.</p> <p>(i) NPCs providing a presentation and written summary of the project implementation progress and achievement of their national work plans, in connection with the framework of RAS/6/053 project;</p> <p>(ii) Review and discussion of regional activities undertaken during the project, including specific outputs and outcomes;</p>
<b>Background Information</b>	<p>This project is aimed at addressing this problem through strengthening the ability of RCA Member States to use of modern technology and evidence-based guidelines to match the increasing call for high quality radiotherapy in the coming decades.</p> <p>It is expected to provide adequate self-sufficiency and technical know-how in the clinical practice of image based radiation therapy for predominant cancers in the RCA region. The participating Member States are expected to create networks of information and meeting through better regional collaboration in education and research and thereby create sustainable mechanisms of information exchange, meeting radiotherapy personnel under their own responsibilities at the national level, e.g. establishment or strengthening of national centres of radiation oncology or a society for meeting of radiation oncology. Evidence-based radiotherapy can be adapted to regional and national needs and radiotherapy personnel, especially radiation oncologists, in the RCA Member States will adapt the new development in radiotherapy applications and will improve their daily practice.</p>
<b>Participation</b>	<p>The meeting will be attended by one participant from each participating country, and national nominations should be submitted accordingly. In principle, nominees should be National Project Coordinators (NPCs) officially designated for RAS/6/053, who is responsible for national implementation and coordination.</p>
<b>Participants' Qualifications</b>	<p>Candidates must be National Project Coordinators (NPCs), or in their absence, a senior staff of the project team, who is directly involved in the project implementation, may be nominated. <u>Each Member State may submit one nomination.</u></p>

## 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/>) or through the InTouch platform at: <http://intouch.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 **29 August 2014**. 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

## Security in the Field

It is **recommended** that the meeting participants complete the training *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 trainings 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.

Access to the training, further information and FAQ can be found under the following link, using Microsoft Internet Explorer:

<https://meeting.dss.un.org/consultants/index.php>

Once the candidate has completed the training 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 meeting 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 **Maebashi, Japan** and daily subsistence allowance 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 meeting, 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.