



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

Page 1 of 13 total pages

Date 1-11-2011

Addressee(s):

AS PER ATTACHED LIST

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Reference: C7-RAS6053

Subject: IAEA/RCA Training Course on Image Based Radiotherapy (Uro-genital) , 5-9 March 2012, Maebashi, Gunma, Japan

Dear National RCA Representatives,

In accordance with the plan of activities of the RCA Programme in 2012, 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 sheet.

Please inform us **not later than 9 January 2012** of suitable candidates for this event with the duly completed and endorsed nomination form. Kindly note that the holding of the above Training Course will be subject to the official confirmation of the Government of Japan.

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

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International Atomic Energy Agency

IAEA/RCA Training Course on Image Based Radiotherapy (Uro-genital)

PROSPECTUS

Project Number

and Title: Improving Image Based Radiation Therapy for Common Cancers in the RCA Region – RAS6053

Place: Maebashi, Gunma, Japan

Dates: 5-9 March 2012

Deadline for

Nominations: **9 January 2012** (Please note that it will not be possible to consider the applications received after the deadline due to administrative reasons.)

Organizers: The International Atomic Energy Agency (IAEA) in cooperation with the Government of Japan through Gunma University Graduate School of Medicine.

Host Country

Organizer: Dr. Takashi NAKANO (T628815)
Professor,
Department of Radiation Oncology,
Gunma University Graduate School of Medicine
39-22, Showa-machi 3-chome
Maebashi
Gunma 371-8511
Tel : +81 27-220-8380
Fax : +81 27-220-8397
E-mail : tnakano@med.gunma-u.ac.jp

Language: English

Purpose: The purpose of this course is to provide training of radiation oncologists and medical physicists so that they are capable of implementing basic image-based 3-D conformal radiation therapy (CRT) effectively and safely. The emphasis is on advancing from 2-D radiation therapy (RT) to 3-D CRT although some components of the course will also include a discussion on IMRT. This regional training course is intended to provide a basis for national training programs so that those attending this course can organize and provide training in their home countries. This training will focus on the 3D-CRT for uro-genital cancers, mainly prostate cancer and uterine cervical cancer.

| | |
|--------------------------------------|--|
| Expected Output: | Trained individuals who will become the trainers for national training courses to improve technical knowledge and skills for effective implementation of improved treatment technologies advancing from 2-D radiation therapy to 3-D conformal, imaged-based radiation therapy. |
| Scope and Nature: | The course will be conducted in a total of 5 days. It will consist of 2.5 days of overview lectures, 1.5 days of hands-on/practical activity, and 1 day of general discussion/workshop. The training course will be led by IAEA-supported and local personnel. The training course will be limited to approximately 25 participants with the possibility of additional local participants. |
| Background Information: | The course is based on the curriculum outline that has been developed by an IAEA expert consultants' meeting in August 2010 using IAEA TECDOC-1588 as the basic background information. |
| Participation: | The training is open to two participants per country. Participation is expected from radiation oncologists and medical physicists in the member states of the RCA region. It is most preferred that a team of one radiation oncologist and one medical physicist are from the same institution. |
| Participants' Qualifications: | <p>All participants must 1) have <u>at least 3 years of experience</u> as practicing professionals in radiation oncology or medical physics, 2) have experience with some form of 3D CRT in any site, and 3) be familiar with at least the basic concepts of IMRT. They should be members of departments that have the technology (or will soon acquire the technology) to be able to provide 3-D conformal radiation therapy. Preference will be given to individuals who are members of the National Project Teams and able to transfer knowledge and skills to other professionals at the national level.</p> <p><u>The participants must fill the attached questionnaire and submit with the nominations. Information provided in the questionnaire will be used in selecting participants.</u></p> |
| Nomination Procedure: | <p>Nominations (including those of local participants) should be submitted on the standard IAEA Application Form for Training Courses (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.</p> <p>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.</p> |

Applications must be received by the International Atomic Energy Agency, P. O. Box 100, A-1400 Vienna Austria, not later than **9 January 2012**. 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 training course 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 Maebashi, Gunma, Japan and a stipend sufficient to cover the cost of their accommodation, food, and minor incidentals. Shipment of accumulated training course materials to the participants' home countries is not the responsibility of the IAEA.

The organizers of the training course 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 » As training course participant

Participating in the TC programme as a training course participant

The Agency organizes interregional and regional training courses and supports national training courses in cooperation with its Member States. Training courses are offered in different fields of peaceful uses and application of nuclear energy and nuclear technology.

The Agency takes the major responsibility for actual administration of the training courses, provision of a scientific adviser, lecturers and if applicable, of equipment. Generally invitation letters announcing these courses to relevant Member States and giving all necessary details about them are issued by the Agency.

The host country provides the Course Director and local support for training courses administration.

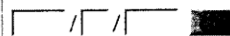
Applying for a training course

The IAEA application forms for training course participants must be submitted to the Agency through governmental channels and priority is given to requests associated with projects of direct benefit to the Member States.

Department of
**TECHNICAL
COOPERATION**

[TC Feedback](#) | [TC Glossary](#)

Project information



Download the Nomination Form for Training Course

As PDF

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As Word

[\[English\]](#) [\[French\]](#)
[\[Spanish\]](#)

Guide for Vanbreda International Insurance Scheme

[\[English\]](#) [\[French\]](#)
[\[Spanish\]](#)

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<http://www-tc.iaea.org/tcweb/participation/astraine/default.asp>



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WAGRAMER STRASSE 5, P.O. Box 100, A-1400 VIENNA (AUSTRIA)
TELEPHONE (+43 1) 2600, FACSIMILE: (+43 1) 26007
E-MAIL: Official.Mail@iaea.org, TC WEB SITE: http://www-tc.iaea.org

NOMINATION FOR TRAINING COURSE

Note: This form cannot be used to apply for a fellowship or scientific visit

The Government of _____ nominates the following candidate for the **Training Course** on (indicate short title, place, dates, project/course number):

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

EDUCATION (commencing with secondary school)

| Years attended | | Name and place of institution | Field of study | Diploma or degree |
|----------------|----|-------------------------------|----------------|-------------------|
| from | to | | | |
| | | | | |
| | | | | |
| | | | | |

RECENT EMPLOYMENT RECORD

| Years of service | | Name and place of employer/organization | Title of position | Type of work |
|------------------|----|---|-------------------|--------------|
| from | to | | | |
| | | | | |
| | | | | |

DESCRIPTION OF WORK

Type of work done by the candidate during the past 3 years (Please attach list of any material the candidate may have published)

Is the candidate covered under a radiation surveillance programme in his/her home country? ☐ yes ☐ no

Has the candidate been, or will he/she be, involved in any IAEA-supported Technical Co-operation project?
(Please identify project and describe the nature of the candidate's involvement.)



REGIONAL COOPERATIVE AGREEMENT (RCA)

INSTRUCTIONS FOR SUBMISSION OF APPLICATIONS FOR PARTICIPATION IN RCA REGIONAL TRAINING COURSES.

Purpose of these instructions

The RCA Secretariat has been facing numerous difficulties in selecting participants for RCA Regional Training Courses and making administrative arrangements for their participation, due to lack of sufficient information about the nominees. The purpose of these Instructions is to assist the nominees of RCA Regional Training Courses to provide the information needed by the RCA Secretariat for the above purposes.

Purpose of RCA Regional Training Courses

The purpose of the RCA Regional Training Courses is to provide skills and knowledge required by the participants from the RCA Member States to implement planned activities that would lead to achieving the objectives of the project under which the Training Course is held. The participants should be members of the National Project Teams engaged in implementing the relevant project, under the leadership of the National Project Coordinators. Those who are not actively engaged in project activities would not be eligible for participation. (Please see Sections 3.3 and 3.4 of RCA Guidelines and Operating Rules for further information on the responsibilities of National Project Coordinators and National Project Teams.)

Instructions

1. The information requested should be typed (preferred) or printed legibly in ink. (The Nomination Forms can be downloaded from the IAEA TC web-site <http://www-tc.iaea.org/tcweb/default.asp> if necessary).
2. Please provide sufficient information to indicate that you have the qualifications specified in the Prospectus of the Training Course. Proper descriptions of the work you are engaged in and the relevance of this training are essential in this regard. You may use additional pages as annexes if necessary.
3. Please make sure the completed Nomination Forms are submitted to the IAEA before the deadline stipulated in the Prospectus. It would not be possible to consider late nominations due to administrative reasons.
4. Please attach a copy of the BSTIF (Basic Security in the Field) certificate to your application. The details can be found in the Prospectus of the Training Course.
5. Please pay special attention to the following
 - a) Description of Work

The description of work should include the activities you are engaged in relation to the RCA project under which this Training Course is conducted. The information provided should be sufficient to indicate that you are actively engaged in implementing project activities in your country.

b) Relevance of the Training

Please indicate how this training will enable you to implement the activities of the project under which the Training Course is held, according to the National Work Plan of the project.

c) Contact Details

Please provide current and accurate contact details including your FAX and phone numbers and the e-mail address. Your name should be as it appears in your Passport. Inaccurate or illegible contact details and other information would prevent us from contacting you and making the necessary arrangements for your participation in the Training Course.

6. The Language Certificate and the Medical Certificate are mandatory
7. The Government Statement should be signed by the National RCA Representative or a person authorized by your Government to request Technical Cooperation support from the IAEA.



REGIONAL COOPERATIVE AGREEMENT (RCA)
Nomination of participants for RCA Regional Training Courses

Approval of the National RCA Representative

In accordance with Section 4.2 (p) of the RCA Guidelines and Operating Rules*, I hereby approve the nomination ofwho has been selected in consultation with the National Project Coordinator for participation in the RCA Regional Training Course on. The nominee is employed in a work area related to this Training Course and is a member of the National Project Team of the RCA Project under which this Training Course is held.

Name:

Signature:

Date:

*** Section 4.2 (p) of RCA Guidelines and Operating Rules**

4.2 Appointment, Roles and Responsibilities of National RCA Representatives

(p) Nominate suitably qualified persons for participation in RCA events and activities in consultation with the respective National Project Coordinators and ensure that they are employed in appropriately related work areas, and are members of the Project Teams;

National RCA Representatives

| COUNTRY | NAME | FAX NUMBER |
|----------------------------|-----------------------------|-------------------|
| AUSTRALIA | Dr. Ron HUTCHINGS | +61 29717 6111 |
| BANGLADESH | Mr. A.S.M. Firoz | +880 2 8141843 |
| CHINA | Mr. LIU Yongde | +86 10 885 81516 |
| INDIA | Dr. B. PURNIAH | +91 22 2250 5151 |
| INDONESIA | Dr. Anhar Riza ANTARIKSAWAN | +62 21 525 1110 |
| JAPAN | Mr. Takashi Hatori | + 81 3 550 18000 |
| KOREA, REP. OF | Mr. Seo Gon KO | + 822 2100 6706 |
| MALAYSIA | Dr. Dahlan MOHD | +60 3 892523827 |
| MYANMAR | Dr.Khin Maung LATT | +95 67404277 |
| NEW ZEALAND | Dr. Frank BRUHN | +64 4 570 1444 |
| PAKISTAN | Dr. Asif SALAHUDDIN | +92 51 920 4908 |
| PHILIPPINES | Dr. Alumanda DELA ROSA | +63 2 920 1646 |
| SINGAPORE | Mr. Kok Kiat ANG | +65 673 19 446 |
| SRI LANKA | Mr. D.G.L. WICKRAMANAYAKA | +94 11 2533448 |
| THAILAND | Dr. Chaivat TOSKULKAO | +662 561 4069 |
| VIETNAM | Dr. Voung Huu TAN | +84 4 3942 2756 |
| RCA Regional Office | Dr. M-K Lee | +82 42 864 1626 |

Permanent Missions RCA Member States

| COUNTRY | FAX NUMBER |
|--|---------------------|
| AUSTRALIA | 504 1178 |
| CHINA | 370 6626 |
| INDIA | 505 92 19 |
| INDONESIA | 479 05 57 |
| JAPAN | 263 6749 |
| KOREA, REP. OF | 478-1013 |
| MALAYSIA | 505 79 42 |
| NEW ZEALAND | 505 3020 |
| PAKISTAN | 367 1831 / 368 7376 |
| PHILIPPINES | 533240124 |
| SRI LANKA | 5037993 |
| THAILAND | 4782907 |
| VIETNAM | 3680754 |
| Permanent Missions Outside Vienna | |
| BANGLADESH | +41 22 738 4616 |
| MYANMAR | +49 30 20 61 57 20 |
| SINGAPORE | +41 22 796 8078 |

**Questionnaire to be Filled Out by the Nominees for Participation in the
Regional Training Courses held under RAS/6/053**

Name:

Institution:

Nature of position:

1) Do you have at least 3 years of experience as a practicing professional in radiation oncology or medical physics?

Yes or No

2) Do you have experience with some form of CT radiotherapy planning in any site?

Yes or No

3) Are you familiar with at least the basic concepts of 3D CRT?

Yes or No

4) Are you from a department which has equipment capable of planning and delivering quality assured 3D CRT or is expected to acquire these in the near future?

Yes or No

5) Are you able to transfer the knowledge and skills from the course and train on national level?

Yes or No

6) Are you a member of the National Project Team formed under the project?

Yes or No