



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 31-01-2012

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Addressee(s):

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Reference: C1-RAS6065

Subject: IAEA/RCA Project Planning Meeting, 11-15 June 2012, Seoul, Republic of Korea

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 Information Sheet.

Please inform us **not later than 29 March 2012** of suitable candidates for this event with the duly completed and endorsed nomination form. Kindly note that the holding of the above Meeting will be subject to the official confirmation of the Government of Republic of Korea.

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 Project Planning Meeting

INFORMATION SHEET

**Project Number
and Title:**

RAS/6/065 - Strengthening the Application of Stereotactic Body Radiation Therapy to Improve Cancer Treatment (RCA)

Place:

Seoul, Republic of Korea

Dates:

11-15 June 2012

**Deadline for
Nominations:**

March 29, 2012 (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 Republic of Korea through the Korea Institute of Radiological & Medical Sciences

**Host Country
Organizer:**

Dr. Chul-koo Cho
Korea Institute of Radiological & Medical Sciences (KIRAMS)
215-4 Gongneung-Dong, Nowon-Ge
Seoul 139-706
Republic of Korea

Purpose:

The overall objectives of the meeting are to:

- review and assess the current status of stereotactic body radiation therapy in the Asia and Pacific Region, the interest and available resources and facilities of participating Member States
- review and discuss the project design; revise and finalize the detailed work plan and activities to be implemented under the project RAS6065.

Expected Outputs:

The meeting will prepare a detailed work plan for implementation of the new project RAS6065, including:

- (1) a summary report of the current development of stereotactic body radiation therapy in the RCA region; including available resources and facilities, interest and needs of the Member States;

- (2) detailed Regional work plan and national work plans;
- (3) draft of the prospectus for the regional training courses and information sheets for regional meetings, with potential host countries identified;
- (4) compilation of required expert missions, list of essential procurement items and justification; and
- (5) meeting report including results, conclusion and follow up action derived from the deliberation.

**Scope and
Nature:**

The meeting will discuss the new project RAS6065. It will detail the work plan and activities for facilitating its implementation. This includes:

- (1) review and preparation of the regional work plan as well as national work plans in reference to the regional project; and
- (2) development of implementation strategies to enhance national capacities, knowledge and skills in using SBRT for improvement of cancer treatment.

**Background
Information:**

Cancer is one of the most rapidly growing diseases in the RCA region. However, the existing infrastructure of developing countries is far behind to successfully cope with this increasing threat not only to public health but also national economies. Technological advancement in radiation therapy has dramatically increased survival rate, reduced the side effect of radiation treatment, and enhanced the quality of life after recovery. However, the developing countries do not benefit from this advancement due to lack of radiotherapy machines and insufficient number of specialized medical staff. Upon pursuing the improvement of the situation, timely training is significant because the investment on human resource does not bring out an immediate result, unlike the investment on equipment and facility.

Unlike the previous RCA regional projects, this project focuses on fractionation in radiotherapy. It deals with SBRT (Stereotactic Body Radiation Therapy), another type of advanced radiation therapy technique delivering one or just a few fractions of high-dose radiation with accurate targeting, which enhances quality of life for cancer patients by reducing treatment duration. Although SBRT is a very effective treatment tool, developing countries with limited resources cannot benefit from it due to lack of equipment and insufficient numbers of specialized doctors. Therefore, it is necessary to develop human resources in Stereotactic Body Radiation Therapy (SBRT) by sharing expertise within the Region in order to properly respond to the growing demand for cancer treatment and to overcome the poor situation of limited resources.

Participation: National Project Coordinators (NPCs) or alternate NPCs in the NPCs' absence. Each Member State may submit one nomination

Participants' Qualifications: Candidates must be National Project Coordinators (NPCs), or in their absence, alternative NPCs who are experienced Radiation Oncologists. The candidates should have been involved in activities in this field at national 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 **March 29, 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 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 the meeting venue 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.



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



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

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**Guide for Vanbreda
International
Insurance Scheme**

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[\[Spanish\]](#)



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: _____
First name: _____	Nationality: _____
Complete mailing address (office):	Passport No.: _____
Inst. Name: _____	Date of issue: _____
Street: _____	Place of issue: _____
P.O. Box: _____ Post Code: _____	Valid until: _____
Town/City: _____	Telephone (office): _____
Region/District: _____	Telephone (home): _____
Country: _____	Fax: _____
Airport/town nearest to residence:	e-mail: _____
	WEB page: _____
	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. <input type="checkbox"/> 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: <input type="checkbox"/> yes <input type="checkbox"/> 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? <input type="checkbox"/> yes <input type="checkbox"/> no	
Involvement in IAEA-supported activities (Please mark any previous activities)	
<input type="checkbox"/> Expert Mission <input type="checkbox"/> Training Course <input type="checkbox"/> Workshop/Meeting <input type="checkbox"/> Fellowship/Scientific Visit <input type="checkbox"/> Research Contract	
STATEMENT	
The nominating authority gives the following assurances:	
a) All information supplied in this form is complete and correct;	
b) 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;	
c) 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;	
d) 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;	
e) 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 _____

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National RCA Representatives

COUNTRY	NAME	FAX NUMBER
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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
MONGOLIA	535 280 720
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
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