



IAEA

International Atomic Energy Agency

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Международное агентство по атомной энергии

Organismo Internacional de Energía Atómica

FAX Cover Sheet

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Reference: C1-RAS6062

Subject: IAEA/RCA Project Planning Meeting, 27-30 August 2012, Hidaka, Saitama, 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 Information Sheet.

Please inform us **not later than 22 June 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 Japan.

Thank you for your cooperation.

Best regards,

Kesrat Sukasam
RCA Focal Person
Division for Asia and the Pacific

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International Atomic Energy Agency

IAEA/RCA Project Planning Meeting

INFORMATION SHEET

- Project Number and Title:** RAS/6/062 - Supporting 3D Image-Guided Brachytherapy Services (RCA)
- Place:** Hidaka, Saitama, Japan
- Dates:** 27-30 August 2012
- Deadline for Nominations:** **22 June 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 Japan.
- Host Country Organizer:** Shingo Kato M.D., Ph.D.
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- Purpose:** The overall objectives of the meeting are to:
- review the current status of 3D Image-Guided Brachytherapy Services in RCA MSs; identify and address the gaps and needs for effective regional cooperation
 - discuss and finalize the details of the activities stipulated in the work plan to be implemented under the project RAS6062.
- Expected Outputs:** The meeting will discuss, review, and update a regional work plan and national work plans for implementation of the new project RAS6062, taking into account results of the survey on 3D image-guided brachytherapy in the RCA region. The followings outputs are expected:

- a meeting report of the Project Planning Meeting, including a summary of the current status 3D image-guided brachytherapy in the RCA region;
- detailed regional work plan and agreed national work plans for implementation;
- draft of the prospectus for regional training courses and information sheets for regional meetings, with schedules and potential host countries identified;
- consolidated list of expert missions required by the participating Member States, detailing/providing the scope of the expert missions and tentative schedules;
- list of essential procurement items with justification;
- strategies for implementation of technical cooperation among developing countries (TCDC), suggesting which countries could provide expertise on which activities/tasks.

Scope and Nature:

The meeting will discuss the new RCA project RAS6062 for the TC cycle 2012-13. It will conclude on the regional work plan and activities for facilitating its implementation, including:

- analysis and discussion of the findings of the survey on 3D image-guided brachytherapy in the RCA region (current status and needs);
- review and discussion of the regional project work plan and activities; discussion and agreement on of the model national work plans with reference to the regional work plan of the project;
- development of a strategy to upgrade the national capability, MS skills and essential infrastructure; strengthening the cooperation network among participating Member States;
- discussion on the training needs of the RCA Member States and strategies for effective regional cooperation among the participating countries and potential partners.

Background Information:

Incidence of cancer is rapidly increasing worldwide, and in the future it is expected to pose a threat not only to the health and well-being of the global population but also to the national economies, especially of countries with limited resources. Recent developments in the field of radiotherapy have significantly improved effectiveness of cancer treatment. Cervical cancer, head and neck cancer, and prostate cancer are among the predominant cancers in our region. Intracavitary or interstitial brachytherapy is an essential component of curative and palliative management of these diseases. Traditionally brachytherapy have been performed using conventional two-dimensional (2D) X-ray-

based treatment planning with dose prescription and reporting to specific points (e.g. points A/B, rectal/bladder reference points defined by the International Commission on Radiation Units and Measurements in intracavitary brachytherapy for cervical cancer). However, the treatment planning based on reference points is not the optimum method as it can lead to under- or overestimation of dose received by organs at risk and is not always representative of the dose delivered to the tumour. Thus, achievement of the most desirable treatment outcome in terms of local control and organs at risk complications might be compromised. Recently, 3D image-based approach (either computed tomography (CT) or magnetic resonance imaging (MRI)) is increasingly being used for treatment planning in brachytherapy. Sectional imaging provides more accurate information on the spatial relationship of the radioactive sources, the tumour, and organs at risk (OARs). Treatment planning using 3D images also allows for more precise assessment of doses received by the tumour and organs at risk, using such tools as 3D dose distribution and dose-volume histograms. Another important advantage is possibility of optimization of the treatment plan for the individual patient. Several large mono-institutional clinical studies have reported improved local tumour control and decreased side effects and complications rate using 3D image-guided brachytherapy. Therefore, the introduction of this novel method will improve the quality of brachytherapy in the developing countries in the region and lead to the benefit of the cancer patients receiving such treatment in the region.

Participation:

The meeting will be attended by all RCA member states participating in this RAS6062 project. The participants should be National Project Coordinators (NPCs) or alternate NPCs (in the NPCs' absence), who are officially designated by the government for responsible of project implementation at the country level. Each Member State may submit one nomination.

Participants' Qualifications:

Candidates must be National Project Coordinators (NPCs), or in their absence, alternative NPCs who have technical knowledge and experience related to 3D image-guided brachytherapy. The candidates should have been involved in activities in this field at national level.

Nomination Procedure:

Nominations 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 **22 June 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 **Hidaka, Saitama, Japan** 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

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Permanent Missions of 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
PAKISTAN	367 1831 / 368 7376
PHILIPPINES	533240124
SRI LANKA	5037993
THAILAND	4782907
VIETNAM	3680754
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