



IAEA

International Atomic Energy Agency

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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 13-07-2012

Addressee(s):

AS PER ATTACHED LIST

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Reference: C7-RAS6065

Subject: IAEA/RCA Training Course on Stereotactic Body Radiotherapy: Basic Concepts and Early Implementation, 3-7 December 2012, Singapore

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 20 September 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 Singapore.

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 Training Course on Stereotactic Body Radiotherapy: Basic Concepts and Early Implementation

PROSPECTUS

Project Number

and Title: Strengthening the Application of Stereotactic Body Radiation Therapy (SBRT) to Improve Cancer Treatment - RAS 6/065

Place: Singapore

Dates: 3-7 December 2012

Deadline for

Nominations: **20 September 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 Singapore

Host Country

Organizer: Dr. Daniel Tan Yat Harn
National Cancer Center
Room Num.: 9 Hospital drive
11 Hospital Drive
Singapore 169610
Singapore

Tel: 0065 6321 4210
Fax: 0065 6222 8675
E-mail: NTRTYH@NCCS.COM.SG

Language: English

Purpose: The purpose of the course is to provide to radiation oncologists and medical physicists with a comprehensive understanding of the clinical aspects of SBRT in order to enable safe and effective implementation or further development of a Stereotactic Body Radiotherapy (SBRT) program in their institutions.

Expected Output:

1. Comprehensive understanding of the basics of SBRT so as to have a successful implementation of a clinical SBRT program

2. Development of trained individuals who will become the trainer for the national courses

Scope and Nature:

The course will be of a total of 5 days and will be financially supported by the IAEA. The course will consist of lectures and hands-on practical activities by IAEA-supported experts and local personnel. The course will be limited to approximately 27 participants, including local participants, from 12 participating Member States that require to enhance national capacities on basic concepts and early implementation of SBRT. Several characteristics seems to make SBRT attractive to developing nations, including shortened treatment times with fewer fractions, which could then provide more cost-effective care .

Several key points that will be covered in the course include the radiobiological impact of delivering high-dose per fraction with inhomogeneous dose distribution for both tumors and normal tissues, the impact and management of uncertainties inherent with SBRT, practical skills with imaging/contouring/treatment planning/verification and delivery, as well as an overview of the evidence-base behind the application of SBRT for select clinical sites. In addition, experts will also share their experiences of setting up their SBRT program to provide participants with practical and realistic expectation of the tasks and challenges inherent in the implementation of a new SBRT program, including: requirements for setting up SBRT facility (technology/manpower/finance); the physics and dosimetry of SBRT and quality assurance in SBRT

Background Information:

There has been increasing attention to high-precision technologies like SBRT in recent years. The benefits of better treatment results with less complications as well as the relatively shorter radiation treatment time have made it a promising modality in the management of patients with certain cancer sites. However, varying levels of expertise exist within the RCA Member States and gaps have been identified regarding the implementation of this relatively new but promising radiotherapy technique which requires a certain level of knowledge for its safe and effective implementation. The course is meant to prepare professionals from Member States for safe and effective implementation of SBRT in clinical practice by providing them with the required skills and knowledge. Over the past decade, SBRT has emerged as a novel radiation modality with significant applications. SBRT results show excellent local control, with little toxicity and improved survival. Extreme accuracy and reproducibility in delivery of such treatment requires high level of training.

Participation:

Each country may submit two nominations: 1 radiation oncologist and 1 medical physicist. It is most preferred that a team of one radiation oncologist and one medical physicist are from the same institution.

Participants'

Qualifications: All participants must have at least 3 years of experience as practicing professionals in radiation oncology or medical physics. They should be members of departments that have the technology (or will soon acquire the technology) to be able to provide Stereotactic Body Radiation Therapy. Preference will be given to individuals who are members of the National Project Teams and who will likely be able to transfer knowledge and skills to other professionals at the national level. The participants must fill the attached questionnaire and submit with the nominations. Information provided in the questionnaire will be used in selecting participants.

Nomination

Procedure: 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.

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 **20 September 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/>

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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 **Singapore** 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.

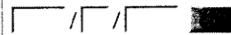
Applying for a training course

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**

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Project information



Download the Nomination Form for Training Course

As PDF

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As Word

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Guide for Vanbreda International Insurance Scheme

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

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[Disclaimer](#)

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



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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
BANGLADESH	Mr. A.S.M. FIROZ	+880 2 8141843
CHINA	Mr. LIU Yongde	+86 10 885 81516
INDONESIA	Dr. Anhar Riza ANTARIKSAWAN	+62 21 525 1110
MALAYSIA	Dr. Dahlan MOHD	+60 3 892523827
MONGOLIA	Mr. Tseren DAMDINSUREN	+976 11 329019
MYANMAR	Dr.Khin Maung LATT	+95 67404277
PAKISTAN	Mr. Waqar AHMAD	+92 51 920 4908
PHILIPPINES	Dr. Alumanda DELA ROSA	+63 2 920 1646
SINGAPORE	Mr. Kok Kiat ANG	+65 673 19 585
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

Permanent Missions RCA Member States

COUNTRY	FAX NUMBER
CHINA	370 6626
INDONESIA	479 05 57
MALAYSIA	505 79 42
MONGOLIA	535 280 720
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 nominees for participation in the regional training courses held under RAS6065

Name	:		
Institution	:		
Nature of position	:		
		Yes	No

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

Do you have experience with 3D Conformal Radiotherapy (3D-CRT)?

Are you familiar with at least the basic concepts of Stereotactic Body Radiation Therapy (SBRT)?

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

Are you able to transfer the knowledge and skills from the course and train on the national field?

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