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International Atomic Energy Agency

الوكالة الدولية للطاقة الذرية

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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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Date 16-07-2012

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Addressee(s):

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Reference: C1-RAS6053

Subject: IAEA/RCA Mid-term Project Review Meeting of RAS6053, 26 - 29 November 2012, Kuala Lumpur, Malaysia

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 25 September 2012** of suitable candidates for this event with the duly completed and endorsed nomination form. Kindly note that the holding of the above Workshop will be subject to the official confirmation of the Government of Malaysia.

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 Mid-term Project Review Meeting of RAS6053

INFORMATION SHEET

**Project Number
and Title:**

RAS/6/053 – Improvement of Image Based Radiation Therapy for
Common Cancers in the RCA Region (RCA)

Place:

Kuala Lumpur, Malaysia

Dates:

26 - 29 November 2012

**Deadline for
Nominations:**

25 September 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 Malaysia

Local Organizer:

Assoc.Prof. Dr. Fuad Ismail
Head, Department of Radiotherapy & Oncology
Universiti Kebangsaan Malaysia Medical Centre
Tel : +60-3-91455555 Ext 5660, 5661
Fax : +60-3-91738908
E-mail : fuad2305@yahoo.com

Purpose:

The overall objectives of the meeting are to:

- review and assess the progress implementation and achievement of RAS6053 against the desired project outcomes and objectives;
- review and update project work plan, national and regional activities, as well as develop follow up action plan.

**Expected
Outputs:**

The meeting will prepare a report of the achievement under the RAS6053 project, including:

- a meeting report with extended abstracts on the status of work carried out at the regional and national levels;
- a summary of the activities carried out, outputs produced and progress in achieving the desired project outcomes and objectives.
- an analysis of problems, lessons learnt as well as mitigating measure for improvement of project implementation.

- a revised and updated project work plan and activities, including a follow up action plan and milestones for project implementation.

Scope and Nature:

The meeting will make a detailed analysis of the activities carried out under RAS6053 during the first half of project implementation. It will highlight the main achievements and lessons learnt with regard to the regional cooperation framework of the project implementation. It will involve:

- (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 RAS6053 project;
- (ii) review and discussion of regional activities undertaken in the first half of project implementation, including specific outputs and outcomes and analysing its strengths and weaknesses;
- (iii) review of project work plan and activities and make necessary adjustment;
- (iv) development of a follow up action plan and milestones for project implementation.

Background Information:

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. 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 training through better regional collaboration in education and research and thereby create sustainable mechanisms of information exchange, training 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 training of radiation oncology. Evidenced-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.

Participation:

The Meeting will be attended by one participant from each participating countries, and national nomination should be submitted accordingly. In principle, nominees should be National Project

Coordinators (NPCs) officially designated for RAS6053, who is responsible for national implementation and coordination.

**Participants’
Qualifications:**

National Project Coordinator (NPCs). In an absence of NPC, a senior staff of the project team, who is directly involved in the project implementation, may be nominated. Each Member State may submit one nomination.

**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 **25 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 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 **Kuala Lumpur, Malaysia** 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.



Department of Technical Cooperation

<http://tc.iaea.org>

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

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

[\[PDF\]](#) [\[Word\]](#)

**Guide for Vanbreda
International
Insurance Scheme**

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

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**IAEA**

International Atomic Energy Agency

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. ☐ 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: ☐ yes ☐ 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? ☐ yes ☐ no**Involvement in IAEA-supported activities** (Please mark any previous activities)☐ Expert Mission ☐ Training Course ☐ Workshop/Meeting ☐ Fellowship/Scientific Visit ☐ Research Contract**STATEMENT**

The nominating authority gives the following assurances:

- All information supplied in this form is complete and correct;
- 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;
- 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;
- 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;
- 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

P-2 TCHP MW/REV.4 (JUNE 05)

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Permanent Missions RCA Member States

COUNTRY	FAX NUMBER
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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