

**IAEA**

International Atomic Energy Agency

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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** 07-06-2013**Addressee(s):**

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Reference: C7-RAS6065

Subject: IAEA/RCA Regional Training Course on Clinical Application of Stereotactic Body Radiation Therapy (SBRT), 2-6 December 2013, Seoul, Republic of Korea

Dear National RCA Representatives,

In accordance with the plan of activities of the RCA Programme in 2013, 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 2013** of suitable candidates for this event with the duly completed and endorsed nomination form. The event is also published in the In-Touch, so it is possible to submit the nominations through the In-Touch platform. Kindly note that the holding of the above Training Course will be subject to the official confirmation of the Government of the 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

Asia and the Pacific

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International Atomic Energy Agency

IAEA/RCA Regional Training Course on Clinical Application of Stereotactic Body Radiation Therapy (SBRT)

PROSPECTUS

Project Number

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

Place: Seoul, Republic of Korea

Dates: 2-6 December 2013

Deadline for

Nominations: **20 September 2013** (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 Republic of Korea through the Korea Institute of Radiological & Medical Sciences (KIRAMS)

Host Country

Organizer: Mr Chul-Koo Cho
Director General
Division of Medical Services
Korea Institute of Radiological and Medical Sciences (KIRAMS)
215-4 Gong Neung Dong, Nowon-Ku
SEOUL 139-706
KOREA, REPUBLIC OF
Tel: +82-2-970-2007, +82 2 9701263
Fax: +82 2 9701360
E-mail: chcho@kirams.re.kr

Language: English

Purpose: The purpose of this course is to provide training of radiation oncologists to be capable of implementing Stereotactic Body Radiation Therapy (SBRT) effectively and safely in the clinic. The emphasis is on introducing SBRT protocol with various indications for liver and lung cancer. 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.

Expected Output:

1. Enhanced capability for effective and safety implementation of Stereotactic Body Radiation Therapy for liver and lung cancer

2. Trained individuals who will become the trainers to conduct national training courses

Scope and Nature:

The course will be a total of 5 days in conjunction with the Korean Society for Radiation Oncology (KSORO) and will be financially supported by the IAEA. The first day will consist of 0.5 day of overview lecture and 0.5 day of hands-on/practical activity. The last four days will focus on lectures on SBRT for liver and lung cancer by experts from KIRAMS, Japan, and the KSORO lecturers. The emphasis is on introducing SBRT protocol with various indications for liver and lung cancer. 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.

The course will be limited to a maximum of approximately 28 attendees with the possibility of additional local attendees for the lecture part. Preference is given to those countries, which have already started or starting SBRT in near future, and need training in order to improve further and expand 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.

The course is based on the protocols, which are being developed/reviewed by experts from/invited by collaborator countries identified at the Project Planning Meeting in June 2012. The Draft protocols will be available soon, which will be utilized during the proposed RTC.

Participation:

The course will be limited to a maximum of two participants per country. Approximately, a total of 28 participants is expected, with the possibility of additional local participants in the lecture part. Preference is given to those countries, which have already started or starting SBRT in near future, and need training in order to improve further and expand SBRT. Participation is

expected from radiation oncologists in the participating member states of the RCA region. Each country may submit two nominations, one radiation oncologists and one medical physicists. As SBRT is a team work, it would be preferable to have both from same centres.

Participants'

Qualifications: All participants must have at least 3 years of experience as practicing radiation oncologists and 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. Both radiation oncologists and medical physicists working in the clinical setup will only be considered for this training course.

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 2013**. 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 the training venue 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.

SAMPLE FORM (2 PAGES): which can be downloaded from the website:
<http://www.iaea.org/technicalcooperation/How-to-take-part/train-course/index.html>



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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

nominate 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:		Place of birth:	
(as in passport)		Nationality:	
First name:		Passport No.:	
Complete mailing address (office):		Date of issue:	
Inst. Name:		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.)

PREVIOUS PARTICIPATION IN AN IAEA ACTIVITY:				
Has the candidate participated in a previous IAEA activity? If yes, please list each activity below: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>				
RELEVANCE OF THE TRAINING:				
How is the Government going to make use of the training received by the candidate at the course? <div style="border: 1px solid black; height: 20px; width: 100%;"></div>				
LANGUAGE CERTIFICATE:				
I, as a qualified language examiner, hereby certify that I have examined the above candidate and give the following information on his/her language qualification:				
(a) Mother tongue of the candidate	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
(b) Other languages	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
(c) Language of the course	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
Proficiency in the language of the course	Read	Write	Speak	Understand
	<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good
	<input type="checkbox"/> Average	<input type="checkbox"/> Average	<input type="checkbox"/> Average	<input type="checkbox"/> Average
	<input type="checkbox"/> Poor	<input type="checkbox"/> Poor	<input type="checkbox"/> Poor	<input type="checkbox"/> Poor
Date		Name (printed) and signature of examiner		
MEDICAL CERTIFICATE:				
I, as a qualified medical doctor, hereby certify that I have examined the above candidate and found him/her in good health, free from infectious diseases and able physically and mentally to carry out any relevant duties away from his/her home. <div style="border: 1px solid black; height: 20px; width: 100%;"></div>				
Date		Name (printed) and signature of examining physician		
GOVERNMENT STATEMENT:				
The nominating Government gives the following assurances:				
a) All information supplied in this form is complete and correct.				
b) Should the candidate's language qualification prove to be insufficient or should the candidate's state of health not correspond to the examining physician's statement, then the nominating Government will accept the responsibility for the consequences and any costs arising therefrom.				
c) 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 a participant while he/she is travelling to and from or attending the training course, and it, the nominating Government, undertakes the responsibility for such coverage.				
d) The position of the candidate will be retained for him/her and he/she will continue to receive during the training course a salary and related emoluments to enable him/her to meet his/her financial commitments in his/her home country.				
e) If selected, the nominee will conduct himself/herself in a manner compatible with his/her status as a participant and will refrain from engaging in any political and commercial activities.				
f) No facts are known to the Government regarding the reliability and character of the applicant 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 certifying Government official		

TC-3 E/Rev.7 (Mar. 01) Old forms (TA-3 E, TA-3 E/Rev.1-6) should be discarded and not used.



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.iaea.org/technicalcooperation/How-to-take-part/train-course/index.html>).
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
BANGLADESH	Mr. A.S.M. FIROZ
CHINA	Mr. LIU Yongde
INDIA	Dr. B. PURNIAH
INDONESIA	Dr. Anhar Riza ANTARIKSAWAN
KOREA, REP. OF	Mr. Dae-Ki KIM
MALAYSIA	Dr. Dahlan MOHD
MONGOLIA	Mr. Tseren DAMDINSUREN
MYANMAR	Dr.Khin Maung LATT
NEPAL	Mr Navin Kumar DEVKOTA
PAKISTAN	Mr. Waqar AHMAD
PHILIPPINES	Dr. Alumanda DELA ROSA
SRI LANKA	Mr. D.G.L. WICKRAMANAYAKA
THAILAND	Mr. Suthiweth SAENGCHANTARA
VIETNAM	Dr. Voung Huu TAN

Questionnaire to be filled out by nominees for participation in the regional training course 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?