PROJECT PROGRESS ASSESSMENT REPORT (PPAR)
Regional Projects

		Explanations
SECTION-1: BASIC INFORMATION		
Project Number and Title	IAEA/RCA RAS6096 Empowering Regional Collaboration among Radiotherapy Professionals through Online Clinical Networks (RCA)	
List of Participating Countries	Australia, Bangladesh, Cambodia, Cambodia, China, India, Indonesia, Japan, Republic of Korea, Lao P.D.R., Malaysia, Mongolia, Myanmar, Nepal, New Zealand, Pakistan, Philippines, Singapore, Sri Lanka, Viet Nam	
Report Compiled by	☐DTM[1] ☒ LCC[2] ☐ LPC[3] ☐ PC[4] ☐ PSC[5] Iain Ward Canterbury Regional Cancer and Haematology Service, New Zealand	
1st Year of Approval	2020	
Estimated Duration	4 years	
Expected End Date	Q4 2023	
Total Project Budget *(as per IAEA White Book)*	€201 000	
Reporting Period	January – December 2020	
Report Contributors		
Has there been any major change that affected the project?	☒ Yes ☐ No If yes, tick to specify nature of change(s): ☐DTM ☐ LCC ☐ LPC ☐ PC ☐ PSC ☐ CP[6] ☐ NLO[7] ☐ PMO[8] ☐ TO[9] ☒ Budget/funding; ☐ Other (*specify*) [Provide explanation]……	*The COIVD-19 pandemic resulted in cancellation of the physical First Coordination Meeting. It was scheduled for 6 – 9 April 2020 in Jakarta, but was held instead as a virtual meeting on 9, 15, 16 September 2020. The effects of this are a) some delay in implementing aspects of the project and b) significant underexpenditure of the budget.*
SECTION-2: OUTPUTS ACHIEVEMENT		
Output 1: Infrastructure for online regional network has been established and functional (including Secretariat, Host Organization(s), Software, Expert Pool) Indicators: 1a) Key components of infrastructure in place (Designation of Secretariat and Host Organization(s); Web Conferencing Software; Designation of Expert Pool)	☐ Completed ☐ On schedule ☒ Delayed ☐ Other (*specify*)	*1a) Expert pool has not yet been designated, due to decision of Project Leadership Team to delay commencement of educational component of VTBs; completion is anticipated by the end of Q1 2021*

1b) Percentage of VTBs with both an agenda circulated beforehand and minutes circulated to participants		*1b) 100% achievement for the two VTBs that were held in Nov & Dec 2020.*
Output 2: Radiotherapy Professionals and Trainees have been supported in making clinical decisions about patients **Indicators** 2a) Percentage of presenting oncologists, who feel clinical decision making was supported 2b) Number of MSs with participating Radiotherapy Professionals submitting cases per year 2c) Number of clinical cases presented per quarter	☐ Completed ☒ On schedule ☐ Delayed ☐ Other *2a) target 100%* *2b) target 6 by end of 2020* *2c) target 9 per quarter from Q3 2020*	 *2a) 100% achievement* *2b) 83% achievement; Radiotherapy Professionals from 5 MSs submitted cases in the first two months of VTB activity (commencement of VTBs was delayed because First Coordination Meeting delayed)* *2c) 67% achievement; 6 clinical cases presented in the first two months of VTB activity*
Output 3: Radiotherapy Professionals and Trainees participate in online educational activities which include other, non-medical aspects of radiotherapy **Indicators:** 3a) Percentage of VTBs each year that includes lectures 3b) Percentage of VTBs each year that include an educational presentation by a presenter from a target country 3c) Percentage of meeting participants who feel educational lectures during VTBs were relevant to their practice setting	☐ Completed ☐ On schedule ☒ Delayed ☐ Other *(specify)* *A Project Leadership Team (PLT), consisting of representatives of participating MSs, was established to coordinate the clinical and educational components of VTBs. The PLT advised that the greatest value of the VTBs was the discussion of clinical cases and that allocating time to didactic sessions would detract from this. It was decided to focus on clinical case discussion and to schedule separate educational sessions, once software for plan comparison and contour review is available (procurement underway)*	 *3a) 0%* *3b) 0%* *3c) 0%*
Output 4: Radiotherapy Professionals and Trainees participate in online educational activities which include other, non-medical aspects of radiotherapy. **Indicator:**	☐ Completed ☒ On schedule ☐ Delayed ☐ Other Expansion to non-medical Radiotherapy Professionals will occur in the second half of the project.	

4a) Frequency of additional online educational activities	*4a) target quarterly by Q4 2023*	

SECTION-3: EQUIPMENT & HUMAN RESOURCES		
Based on TC Input categories, rate overall contribution towards achievement of project Outputs of Procurement and Human Resources capacity building Activities implemented thus far		
Equipment (EQ)/ Sub-Contract (SC)	☐ Not Applicable ☐ Very Good ☒ Good ☐ Fair ☐ Poor 　1) "Webconferencing annual license" not required, as IAEA license for MS Teams is being used 　2) "A platform allowing improved presentation of radiological and radiotherapy planning images" in IAEA procurement process	
Expert Missions (EM)	☐ Not Applicable ☐ Very Good ☐ Good ☐ Fair ☒ Poor EM have not taken place because of COVID-19 travel restrictions; some may be able to take place as restrictions are eased, but virtual EM will be considered	
Fellowships (FE)	☒ Not Applicable ☐ Very Good ☐ Good ☐ Fair ☐ Poor	
Scientific Visits (SV)	☒ Not Applicable ☐ Very Good ☐ Good ☐ Fair ☐ Poor	
Training Courses (TC)	☒ Not Applicable ☐ Very Good ☐ Good ☐ Fair ☐ Poor	
Meetings (MT)/ Workshops (WS)	☐ Not Applicable ☐ Very Good ☒ Good ☐ Fair ☐ Poor 　1) First Coordination Meeting conducted virtually but behind schedule due to COVID-19 　2) ASPRONET Virtual Tumour Boards commenced but behind schedule due to COVID-19	

SECTION-4: COMMENT AND RECOMMENDATIONS BY DTM/ LC/ LPC/ PC/ PSC		
Rating by DTM/ LC/ LPC/ PC/ PSC	Your project performance: ☐ Very Good ☒ Good ☐ Fair ☐ Poor ☐ Very Poor Although delays have resulted from COVID-19, the Virtual Tumour Boards are functioning well with good engagement of LMIC radiation oncologists. Educational components of the project have not yet been implemented, but are planned once appropriate software has been procured. This is anticipated in 2021. The support received from the Agency: ☐ Very Good ☒ Good ☐ Fair ☐ Poor ☐ Very Poor Very good support form the TOs	
Lessons learned	Early planning of procurement is necessary; not enough time was allowed for in the project for planning procurement in order to meet IAEA deadlines. The Virtual format for the First Coordination (Kick-Off) Meeting worked well and should be considered, even in non-pandemic circumastances. However, large virtual meetings function best when the participants already know each other, so they may be less suitable for kick-off meetings.	
Recommendation(s) by DTM/ LC/ LPC/ PC/ PSC to:	☒PMO: The IAEA should continue to use virtual meetings in the current pandemic environment and should consider continuing using them for project coordination meetings. The following should be considered in organizing virtual meetings: - They function best when the participants already know each other, so they may be less suitable for kick-off meetings	

	- They are not suitable for parallel work, such as breakout groups and out-of-meeting work (e.g. writing SOPs and reports). This meant that a significant amount of work was still to be completed at the close of this meeting.. ☒TO: The Moodle platform on CLP4NET should continue to be developed to support case presentation and archiving to support educational use. ☒Government(s): NRs should facilitate discussion at the national level to address issues with network connectivity for VTBs and to clarify requirements with regard to patient privacy and medicaolegal liability for VTB recommendations. ☐CP Management ☐Other (specify)	

SECTION-5: OUTCOME PROGRESS: *(1st column prefilled)*		
Outcome Statement … Outcome Indicator(s) …	☐ Achieved ☐ To be achieved as planned (on schedule) ☒ Delayed ☐ Other (*specify*) Project commencement was delayed because of the requirement to cancel the planned physical First Coordination Meeting and to replace it with a virtual meeting. This resulted in VTBs commencing in Q4 2020, rather than Q3. The target of monthly VTBs is now being achieved.	

SECTION-6: SUBMISSION BY DTM/ LC/ LPC/ PC/ PSC		
Submission by DTM/ LC/ LPC/ PC/ PSC	Date: 29 Jan 2021	*Day, Month and Year*
	Remarks:	

SECTION-7: FEEDBACK BY IAEA ON THE REPORT		
Comments by TO(s)	☐ Very Good ☐ Good ☐ Fair ☐ Poor ☐ Very Poor [Provide explanation]……	*Rating and feedback from TO(s) on the report*
Comments by PMO	☐ Very Good ☐ Good ☐ Fair ☐ Poor ☐ Very Poor [Provide explanation]……	*Rating and feedback from PMO(s) on the report*

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[1]**DTM**: Designated Team Member
[3]**LPC**: Lead Project Coordinator
[5]**PSC**: Project Scientific Consultant
[7] **NLO**: National Liaison Officer
[9]**TO**: Technical Officer

[2]**LCC**: Lead Country Coordinator
[4]**PC**: Project Coordinator
[6]**CP**: Counterpart
[8]**PMO**: Programme Management Officer