



IAEA

Atoms for Peace and Development

الوكالة الدولية للطاقة الذرية

国际原子能机构

International Atomic Energy Agency

Agence internationale de l'énergie atomique

Международное агентство по атомной энергии

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In reply please refer to: **EVT2103198**

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The Secretariat of the International Atomic Energy Agency (IAEA) presents its compliments to the IAEA's Member States and has the honour to draw their attention to the **Technical Meeting on Development and Trends in Secondary Standards Dosimetry Laboratories (SSDLs) and Quality Management Systems (QMS)** (hereinafter referred to as "event") to be held at the IAEA's Headquarters in Vienna, Austria, from **29 May to 2 June 2023**.

The purpose of the event is to provide the participants with theoretical and practical information on the developments and trends in Secondary Standards Dosimetry Laboratories (SSDLs) and Quality Management System (QMS). Also, it will give the SSDL's staff members an opportunity to engage with representatives from PSDLs, especially during the workshop on "Strengthening Ionizing Radiation Metrology" and identify possible areas for future scientific collaboration.

The event will be held in English.

The attached Information Sheet provides further details of the event.

Member States are invited to designate one or more participants for this event. Member States are strongly encouraged to identify women participants.

The IAEA is generally not in a position to bear the travel and other costs of participants in the event. The IAEA has, however, limited funds at its disposal to help meet the cost of attendance of certain participants. Upon specific request, such assistance may be offered to normally one participant per country, provided that, in the IAEA's view, the participant will make an important contribution to the event. The application for financial support should be made at the time of designating the participants using the attached Grant Application Form (Form C).

It should be noted that compensation is not payable by the IAEA for any damage to or loss of personal property. The IAEA also does not provide health insurance coverage for participants in IAEA events. Arrangements for private insurance coverage on an individual basis should therefore be made. The IAEA will, however, provide insurance coverage for accidents and illnesses that clearly result from any work performed for the IAEA.

Designations should be submitted to the IAEA through the competent national authority (Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) not later than **3 February 2023** using the attached Participation Form (Form A). Completed and authorized Participation Forms should be sent either by email to: Official.Mail@iaea.org or by fax to: +43 1 26007 (no hard copies needed). Copies should be sent by email to the Scientific Secretary of the event, Ms Zakithi Msimang, Division of Human Health, Department of Nuclear Sciences and Applications (Email: Z.Msimang@iaea.org), and to the Administrative Secretary, Ms Simona-Mihaela Ciortan (Email: S.M.Ciortan@iaea.org). The Scientific Secretary of the event will liaise with the participants directly concerning further arrangements, including travel details, as appropriate, once official designations have been received.

Should Governments wish, in addition, to appoint one or more observers to assist and advise the designated participants, they are kindly requested to inform the IAEA of the names and contact details of any such observers by the above date. In accordance with the established rules, Governments are expected to bear the cost of attendance of any observers they may send to IAEA events. Compensation is not payable by the IAEA for any damage to or loss of observers' personal property or for illness, injury or death occurring while travelling to or in connection with their attendance at IAEA events.

The Secretariat of the International Atomic Energy Agency avails itself of this opportunity to renew to the IAEA's Member States the assurances of its highest consideration.



2022-12-23

Enclosures: Information Sheet
 Participation Form (Form A)
 Grant Application Form (Form C)



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International Atomic Energy Agency

Atoms for Peace and Development

Technical Meeting on the Developments and Trends in Secondary Standards Dosimetry Laboratories (SSDLs) and Quality Management System (QMS)

IAEA Headquarters, Vienna, Austria

29 May 2023 – 2 June 2023

Ref. No: EVT2103198

Information Sheet

Introduction

In 1976, the IAEA in collaboration with the WHO established the IAEA/WHO SSDL Network to ensure traceability of dosimetry. To date, the Network has 88 full members from 75 countries, 16 affiliated members and 5 collaborating organizations.

The International Bureau of Weights and Measures (BIPM) together with the Primary Standard Dosimetry Laboratories (PSDLs) ensure the realization of the fundamental dosimetry measurement quantities. They are the first link in the unbroken calibration chain required to maintain the traceability of all radiation measurements. Within the International Measurement System (IMS) for radiation metrology, the traceability of user reference instruments to primary standards is achieved either by direct calibration in a PSDL or, more commonly, in an SSDL with direct link to the BIPM, a PSDL or to the IAEA/WHO network of SSDLs.

Most countries have one SSDL or PSDL and few staff members working in this field. Therefore, the community is quite small, and it is not efficient for countries to organize national training for the professionals working in the field of ionizing radiation metrology. There are very limited activities that bring together the members from PSDLs and SSDLs. International guidance on dosimetry calibrations from the IAEA and with those providing primary reference calibrations is crucial especially for the SSDLs.

Recently, a lot of standards and guidance documents used by the calibrating laboratories were updated or developed. Members of the PSDL's are mostly behind the research that leads to changes in these standards. There is a need for scientific exchange at the international level for laboratories that are part of the IMS and are responsible for the dissemination of traceability in dosimetry.

Objectives

The event will provide the participants with theoretical and practical information on the developments and trends in Secondary Standards Dosimetry Laboratories (SSDLs) and Quality Management System (QMS). Also, it will give the SSDL's staff members an opportunity to engage with representatives from PSDLs, especially during the workshop on "Strengthening Ionizing Radiation Metrology" and identify possible areas for future scientific collaboration.

Target Audience

The event is intended for professionals engaged in dosimetry and calibration activities, such as radiation metrologists, physicists, or technicians at SSDLs. Candidates should be involved in calibration work and be familiar with IMS and basic calibration procedures.

Working Language(s)

The working language of the meeting will be English. All communications submitted must be in English.

Topics

- Reference dosimetry in radiation therapy
 - IAEA TRS 398 Update
 - High energy Photons
 - Electrons
 - Medium energy X ray
- Reference dosimetry in brachytherapy
 - New code of practice
- Reference dosimetry in diagnostic radiology
 - Status of international dosimetry protocols
- Reference dosimetry in radiation protection
 - Status of international guidance document
 - ISO 4037
 - ISO 6980
 - ISO 8769

- QMS in in line with ISO/IEC 17025

Participation and Registration

All persons wishing to participate in the event have to be designated by an IAEA Member State or should be members of organizations that have been invited to attend.

In order to be designated by an IAEA Member State, participants are requested to send the **Participation Form (Form A)** to their competent national authority (e.g. Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority) for onward transmission to the IAEA by **3 February 2023**. Participants who are members of an organization invited to attend are requested to send the **Participation Form (Form A)** through their organization to the IAEA by the above deadline.

Selected participants will be informed in due course on the procedures to be followed with regard to administrative and financial matters.

Participants are hereby informed that the personal data they submit will be processed in line with the [Agency's Personal Data and Privacy Policy](#) and is collected solely for the purpose(s) of reviewing and assessing the application and to complete logistical arrangements where required. The IAEA may also use the contact details of Applicants to inform them of the IAEA's scientific and technical publications, or the latest employment opportunities and current open vacancies at the IAEA. These secondary purposes are consistent with the IAEA's mandate.

Expenditures and Grants

No registration fee is charged to participants.

The IAEA is generally not in a position to bear the travel and other costs of participants in the event. The IAEA has, however, limited funds at its disposal to help meet the cost of attendance of certain participants. Upon specific request, such assistance may be offered to normally one participant per country, provided that, in the IAEA's view, the participant will make an important contribution to the event or will make an important contribution to his or her State's dosimetry services.

The application for financial support should be made using the **Grant Application Form (Form C)**, which has to be stamped, signed and submitted by the competent national authority to the IAEA together with the **Participation Form (Form A)** by **3 February 2023**.

Venue

The event will be held at the Vienna International Centre (VIC), where the IAEA's Headquarters are located and will start at 09:30 on Monday, 29 May 2023. Participants are advised to arrive at Checkpoint 1/Gate 1 of the VIC one hour before the start of the event on the first day to allow for timely registration. Participants will need to present an official photo identification document in order to be admitted to the VIC premises.

General information on the VIC and other practical details, such as a list of hotels offering a reduced rate for IAEA participants, are listed on the following IAEA web page:

www.iaea.org/events.

Please note that the IAEA is not able to assist participants with hotel bookings, nor can the IAEA assume responsibility for paying cancellation fees or for re-bookings and no shows.

Visas

Participants who require a visa to enter Austria should submit the necessary application to the nearest diplomatic or consular representative of Austria at least four weeks before they travel to Austria. Since Austria is a Schengen State, persons requiring a visa will have to apply for a Schengen visa. In States where Austria has no diplomatic mission, visas can be obtained from the consular authority of a Schengen Partner State representing Austria in the country in question.

IAEA Contacts

Scientific Secretary:

Ms Zakithi Msimang

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Administrative Secretary:

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Email: S.M.Ciortan@iaea.org

Subsequent correspondence on scientific matters should be sent to the Scientific Secretary/Secretaries and correspondence on other matters related to the event to the Administrative Secretary.

Participation Form

Technical Meeting on Development and Trends in Secondary Standards Dosimetry Laboratories (SSDLs) and Quality Management Systems (QMS)

IAEA Headquarters, Vienna, Austria

29 May to 2 June 2023

To be completed by the participant and sent to the competent national authority (e.g. Ministry of Foreign Affairs, Permanent Mission to the IAEA, or National Atomic Energy Authority) of his/her country for subsequent transmission to the International Atomic Energy Agency (IAEA) either by email to: OfficialMail@iaea.org or by fax to: +43 1 26007 (no hard copies needed). Please also send a copy by email to the Scientific Secretary, Ms Zakithi Msimang, Division of Human Health, Department of Nuclear Sciences and Applications (Email: Z.Msimang@iaea.org) and to the Administrative Secretary, Ms Simona-Mihaela Ciortan, (Email: S.M.Ciortan@iaea.org).

Participants who are members of an invited organization can submit this form to their organization for subsequent transmission to the IAEA.

Deadline for receipt by IAEA through official channels: 3 February 2023

Family name(s): (same as in passport)	First name(s): (same as in passport)	Mr/Ms
Institution:		
Full address:		
Tel. (Fax):		
Email:		
Nationality:	Representing following Member State/non-Member State/entity or invited organization:	
If/as applicable:		
Do you intend to submit a paper?	Yes	No
Would you prefer to present your paper as a poster?	Yes	No
Title:		

Participants are hereby informed that the personal data they submit will be processed in line with the [Agency's Personal Data and Privacy Policy](#) and is collected solely for the purpose(s) of reviewing and assessing the application and to complete logistical arrangements where required. Further information can be found in the [Data Processing Notice](#) concerning IAEA InTouch+ platform.

Grant Application Form

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Deadline for receipt by IAEA through official channels as per Conference Announcement: 3 February 2023

Family name(s): (same as in passport)	First name(s): (same as in passport)	Mr/Ms:
Mailing address:	Tel.:	
	Fax:	
	Email:	
Date of birth (yyyy/mm/dd):	Nationality:	

1. Education (post-secondary):

Name and place of institution	Field of study	Diploma or Degree	Years attended	
			from	to

2. Recent employment record (starting with your present post):

Name and place of employer/ organization	Title of your position	Type of work	Years attended	
			from	to

3. Description of work performed over the last three years:

4. Institute's/Member State's programme in field of event:

Date: _____ **Signature of applicant:** _____

Date: _____ **Name, signature and stamp of Ministry of Foreign Affairs, Permanent Mission to the IAEA or National Atomic Energy Authority**
