



**First Coordination Meeting**  
**under the framework of TC project RER6040:**  
**Enhancing Radiotherapy Delivery Through Improved Use of**  
**Advanced Dosimetry and Radiotherapy Techniques**

**Hosted by**

**Faculty of Sciences, Department of Physics**  
**University of Novi Sad**  
**Novi Sad, Serbia**

**17 to 19 October 2022**

**Ref. No.: ME-RER6040-2205189**

## **Information Sheet**

### **Purpose**

The purpose of the event is to discuss and agree on the project workplan and activities for period 2023-2025.

### **Working Language(s)**

The working language(s) of the event will be **English**.

### **Deadline for Nominations**

Nominations received after **1 September 2022** will not be considered.

## **Project Background**

This project is built onto series of previous regional projects in supporting Member States which require assistance in the development of radiotherapy centres in their effort to provide safe and effective treatment of patients. The projects in the past have provided various training opportunities to radiotherapy practitioners from basic to specialized courses, and it is confirmed that there exists high demand to continue to provide such opportunities to meet their needs, and possibly to use online platforms. Almost all Member States in the region have nowadays at least one radiotherapy facility in the country, and ongoing support to keep up with technology development and its safe use continues to be high priority for the region.

## **Scope and Nature**

The meeting will cover:

- i) Review project background and objectives;
- ii) Presentation on country status by each participating member state;
- iii) Identify common problems and training needs in the region, and solutions;
- iv) Available tools for quality assurance (i.e. QUATRO audit, dosimetry audit, etc.);
- v) Discuss creation of RTT network;
- vi) Discuss and agree on the workplan and activities including the venues for future years.

## **Participation**

The event is open to designated national counterparts for RER6040.

## **Participants' Qualifications and Experience**

The candidates should be experienced radiation oncologists (RO), radiotherapy medical physicists (MP) or radiation therapists (RTT) who are designated by the respective country as a national counterpart for RER6040. Participants must be familiar with, and be able to present, the current national status in radiotherapy, including training needs. While physical participation is limited to one participant per country (designated project counterpart for RER6040 only), there may be possibilities for virtual participation for the second and third participant (if RO is designated as counterpart, MP and/or RTT may be able to participate virtually. In a same manner, if MP is designated as counterpart, RO and/or RTT may participate virtually.) The nomination forms are also required for virtual participants.

# Application Procedure

Candidates wishing to apply for this event should follow the steps below:

1. Access the InTouch+ home page (<https://intouchplus.iaea.org>) using the candidate's existing Nucleus username and password. If the candidate is not a registered Nucleus user, she/he must create a Nucleus account (<https://websso.iaea.org/IM/UserRegistrationPage.aspx>) before proceeding with the event application process below.
2. On the InTouch + platform, the candidate must:
  - a. Finalize or update her/his personal details, provide sufficient information to establish the required qualifications regarding education, language skills and work experience ('Profile' tab) and upload relevant supporting documents;
  - b. Search for the relevant technical cooperation event (EVT2205189) under the 'My Eligible Events' tab, answer the mandatory questions and lastly submit the application to the required authority.

**NOTE:** Completed applications need to be approved by the relevant national authority, i.e. the National Liaison Office, and submitted to the IAEA through the established official channels by the provided designation deadline.

For additional support on how to apply for an event, please refer to the [InTouch+ Help page](#). Any issues or queries related to InTouch+ can be addressed to [InTouchPlus.Contact-Point@iaea.org](mailto:InTouchPlus.Contact-Point@iaea.org).

Should online application submission not be possible, candidates may download the nomination form for the meeting from the [IAEA website](#).

**NOTE:** A medical certificate signed by a registered medical practitioner dated not more than four months prior to starting date of the event must be submitted by candidates when applying for a) events with a duration exceeding one month, and/or b) all candidates over the age of 65 regardless of the event duration.

## Administrative and Financial Arrangements

Nominating authorities will be informed in due course of the names of the candidates who have been selected, and will at that time be informed of the procedure to be followed with regard to administrative and financial matters.

Selected participants will receive an allowance from the IAEA sufficient to cover their costs of lodging, daily subsistence and miscellaneous expenses. They will also receive either a round-trip air ticket based on the most direct and economical route between the airport nearest their residence and the airport nearest the duty station through the IAEA's travel agency American Express, or a travel grant, or they will be reimbursed travel by car/bus/train in accordance with IAEA rules for non-staff travel.

## **Disclaimer of Liability**

The organizers of the event 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 approving his/her participation, undertakes responsibility for such coverage. Governments would be well advised to take out insurance against these risks.

## **Note for female participants**

Any woman engaged by the IAEA for work or training should notify the IAEA on becoming aware that she is pregnant.

The Board of Governors of the IAEA approved new International Basic Safety Standards for Protection against Ionizing Radiation and for the Safety of Radiation Sources. The Standards deal specifically with the occupational exposure conditions of female workers by requiring, inter alia, that a female worker should, on becoming aware that she is pregnant, notify her employer in order that her working conditions may be modified, if necessary. This notification shall not be considered a reason to exclude her from work; however, her working conditions, with respect to occupational exposure shall be adapted with a view to ensuring that her embryo or foetus be afforded the same broad level of protection as required for members of the public.

## **IAEA Contacts**

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