



# **Technical Meeting on Experience and Results in Implementing the Safety in Radiation Oncology Reporting and Learning System (SAFRON)**

**IAEA Headquarters  
Vienna, Austria**

**30 September–2 October 2019**

**Ref. No.: EVT1804989**

## **Information Sheet**

### **Introduction**

The event will focus on feedback from users of the SAFRON incident learning system and provide recommendations on the improvements to the system.

### **Objectives**

The SAFRON incident learning system was introduced in December 2012. Since its inception, four modifications and upgrades have been provided in an attempt to improve its use in the radiotherapy community, to prevent patient incidents in radiotherapy. This event will allow participants the opportunity to influence the next improvements to the system.

### **Target Audience**

SAFRON users and professional organizations interested in safety and quality in radiotherapy.

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

English

### **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 **12 August 2019**. 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 above deadline.

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

## **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.

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 **12 August 2019**.

## **Venue**

The event will be held at the Vienna International Centre (VIC) where the IAEA's Headquarters are located. Participants must make their own travel and accommodation arrangements.

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:

<http://www-pub.iaea.org/iaeaevents/GeneralInfo/Guide/VIC>.

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 in order to allow for timely registration. Participants will need to present an official photo identification document in order to be admitted to the VIC premises.

## **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.

# **Organization**

## **Scientific Secretary**

### **Ms Debbie Gilley**

Division of Radiation, Transport and Waste Safety  
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## **Administrative Secretary**

### **Ms Janine Foran**

Division of Radiation, Transport and Waste Safety  
Department of Nuclear Safety and Security  
International Atomic Energy Agency  
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AUSTRIA

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Fax: +43 1 26007

Email: [J.L.FORAN@iaea.org](mailto:J.L.FORAN@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

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IAEA Headquarters, Vienna, Austria

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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: [Official.Mail@iaea.org](mailto:Official.Mail@iaea.org) or by fax to: +43 1 26007 (no hard copies needed). Please also send a copy by email to the Scientific Secretary [D.Gilley@iaea.org](mailto:D.Gilley@iaea.org) and to the Administrative Secretary [J.L.FORAN@iaea.org](mailto:J.L.FORAN@iaea.org).

Please attach a passport copy or other document of identification (ID).

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: 12 August 2019**

Family name: (e.g. Smith)	Given name(s): (e.g. John)	Mr <input type="checkbox"/> Ms <input type="checkbox"/>
Institution:		
Full address (office):	Tel.: Mobile: Fax: Email:	
Title of position:		
Nationality:	Representing following Member State/non-Member State/entity or invited organization:	
Description of work relevant to the event:		
Requested IAEA funding: Yes <input type="checkbox"/> No <input type="checkbox"/>		

# Grant Application Form

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**Deadline for receipt by IAEA through official channels: 12 August 2019**

Family name: (e.g. Smith)	First name(s): (e.g. John)	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

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