EUROPEAN FEDERATION OF ORGANISATIONS FOR MEDICAL PHYSICS

EFOMP MANUAL

An Operational Guide

Version January 2022

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European Federation of Organisations for Medical Physics

1. Introduction

1.1 Introduction

In most European countries there are national societies that have medical physicists as their principal category of membership. One medical physics society in each European member state can be recognised by EFOMP as a National Member Organisation (NMO) (see Annex 11).

The European Federation of Organisations in Medical Physics (EFOMP) was founded in May 1980 in London to serve as an umbrella organisation for all NMOs. The current membership covers 35 36 national organisations which together represent more than 9000 medical physicists and clinical engineers working in the field of medical physics.

1.2 Aims

- To foster and coordinate the activities of NMOs, collaborating with national and international organisations.
- To encourage exchange and dissemination of professional and scientific information, and exchange of medical physicists between countries.
- To develop guidelines for education and training programmes,
- To make recommendations on the responsibilities, organisational relationships and roles of medical physicists,
- To encourage the formation of NMOs where they do not exist.
- To work for Europe-wide recognition of medical physics as a regulated profession in all member states as well as medical physics as a healthcare profession.

1.3 Mission Statement

The mission of EFOMP is:

- to harmonize and advance medical physics both in its professional clinical and scientific expression throughout Europe,
- to strengthen and make more effective the activities of the NMOs by bringing about and maintaining systematic exchange of professional and scientific information, by the formulation of common policies, and by promoting education and training programmes.

1.4 Accomplishment of the Mission

The objectives for accomplishing the mission are:

- fostering and coordinating the activities of NMOs in the field of medical physics and collaborating, where appropriate ,with national and international organisations, particularly the International Organisation for Medical Physics;
- encouraging exchanges between the NMOs and disseminating professional and scientific information through publications and meetings;
- encouraging scholarship and the exchange of medical physicists between countries;
- proposing guidelines for education and training programmes including cooperation with institutions active in this field;
- making recommendations on the appropriate general responsibilities, organisational relationships and roles of workers in the field of medical physics;

- encouraging the formation of NMOs where such organisations do not exist.

2. Motto

The moto developed and used by EFOMP to underline the important work of medical physics societies in healthcare is *"Applying physics to healthcare for the benefit of patients, staff and public"*.

3. Structure

3.1 Structure of EFOMP

EFOMP is a federation (association) under Dutch law.

3.2 The federation

The EFOMP office is located at the following address:
Mercatorlaan 1200
3528 BL Utrecht

Chamber of Commerce number: registered No/KvK code 81359691

Definitions:

- Council: this is the meeting of Members. At this Council has to formally approve the Accounts, receive reports from the President and Secretary General, appoint officers, appoint an Auditor, and pass any resolutions affecting the federation.
- Members: these are the approved delegates of the NMO's
- Governing Committee: this is the group of officers
- Executive Committee: this is a composition of the president, vice-president, Secretary General and treasurer.

3.3 The Federation

It consists of National Member Organisations (NMOs) which are national societies in Europe representing medical physics. The definition of such a society is given in the preamble to the Internal Regulations (Annex 1).

Each country can only be represented by one NMO. When a country has more than one eligible society there must be a formal arrangement as to which will represent the country as its NMO. The process for doing this is set out in Annex 11.

The governing body of EFOMP is its Council. This consists of representatives of the NMOs; the number of representatives that each NMO is entitled to send to Council is set out in the Internal Regulations.

The Officers meet, usually twice a year, as a governing committee. Its remit is to manage the affairs of EFOMP and prepare papers for Council.

Council is responsible for electing the Officers of EFOMP.

3.4 Officers

The Officers consist of 4 executive officers and the chairs of EFOMP's committees.

The Executive Officers are President, past-President (vice-President), Secretary-General and Treasurer. Currently the chairs of the following committees are also officers: Communications & Publications, Education & Training, European Matters, Professional Matters, Projects and Scientific.

The election process and term of office of Officers is set out in Annex 2 and follows that defined in the Memorandum and Articles. The terms of reference of the Officers and committees is given in Annex 3.

3.5 Company members

EFOMP is keen that manufacturers and suppliers of equipment or services used by the medical physics community should be involved in its activities. To this end it has created a class of membership called Company Member.

To become a Company Member of EFOMP an application electronic form available on the EFOMP website[1] (Companies section) should be completed. The applications is automatically received by the the Secretary General[2] with a copy to the President[3],Communications and Publications committee[4] and EFOMP administration office[5]. Alternatively this can be done using a formal letter of application. The letter should give details of the person who is authorised by the Company to be the official contact with EFOMP and should also give information about where to send an invoice for the payment of the annual Company Membership fee.

Acceptance (or Rejection) will be notified by the Secretary General of EFOMP to the Company contact person. In case of acceptance the invoice will be created by EFOMP administration office and will be sent to Company contact person. Once accepted, the Company will pay partial fee for that year for the number of months remaining in that calendar year. To continue the membership, the Company will further pay full annual fee for the following years.

Company membership of EFOMP entitles the Member to the following benefits:

1. Company Members will be invited to attend the biennial European Congress of Medical Physics.
2. Company Members can attend the Annual EFOMP Council meeting as an observer, where they can speak at the discretion of the President but will not be entitled to vote.
3. Company Members will be acknowledged on the EFOMP website and a link to their own website can be included free of charge.
4. Company Members can submit short information papers on product development and related scientific topics for publication in the EMP News at the discretion of the editor in chief.
5. Company members may publish educational papers in EMP News free of charge subject to prior agreement with the Editor.
6. Company members will receive a discount on published rates for any adverts placed in electronic Medical Physics News.
7. Company Members will receive, for information only, a copy of all approved EFOMP Policy Statements and Protocols.

[1] www.efomp.org
[2] secretary@efomp.org
[3] president@efomp.org
[4] pubcommittee@efomp.org
[5] Efomp-financial@cantrijn.nl

8. Company Members can submit to the Secretary General any suggestions regarding the enhancement of their collaboration, or that of the industry generally, with EFOMP. These will be discussed by the Officers at their next meeting and a response will be sent to the Company contact person.
9. Company Members can place electronic job advertisements on EFOMP website free of charge. A job advertisement includes a link on the EFOMP homepage and storage of a PDF document of the full advertisement text.

Additional information on price list for advertisement in EFOMP publications and short information and educational papers to be published in the EMPnews and website will be provided by EFOMP Communications & Publications committee[4]. In case of advertisements in EMPnews the invoice will be created by EFOMP administration office and will be sent to the Company contact person.

3.6 Individual Associate Members

EFOMP wishes to involve in its activities as many medical physicists and individuals with an interest in medical physics as possible. At the same time, it reiterates that EFOMP is a federation of NMOs and it does not wish to weaken that aspect of its structure. To this end it has created a class of membership called Individual Associate Member.

Individual Associate Members are recruited from medical physicists, and individuals with an interest in medical physics from around the world.

To become an Individual Associate Member an application should be made using on-line form available on the EFOMP website[6] and an annual subscription fee must be paid.

The annual subscription fee rate will be determined by EFOMP Council from time to time. Any failure to pay this subscription may lead to termination of Membership.

Individual Associate Membership of EFOMP entitles the Individual Associate Member to the following benefits:

1. Individual Members will have access to EFOMP`s e-learning platform.

Individual membership is meant to be renewed every year. An interrupted Individual Membership serving only to get discounts for particular EFOMP events is not allowed.

Individual associate members cannot attend or vote in Council meetings nor join EFOMP committees, based on their individual associate membership.

4. Supporting Bodies

4.1 Advisory Committees

The EFOMP governing committee runs Advisory Committees to the Council. EFOMP's work in the field as specified by the different terms of reference shall be conducted by the different committees on behalf of the Council of the Federation.

Currently the committees are:

- Communications & Publications
- Education & Training
- European Matters

- Professional Matters
- Projects
- Scientific

The terms of reference of these committees is given in Annex 3.

New committees may be set up by Council on the advice of the governing committee. The protocol by which a committee is formed and operates is given in Annex 2.

4.2 Special Interest Group (SIG)

A SIG consists of individual medical physicists with an interest in a particular field. The SIGs operates under the umbrella of an advisory committee which is responsible for monitoring the activity of the SIG and reporting on its activities to Council through the governing committee. SIGs can be set up with the approval of the governing committee. The terms of reference of SIGs is given in Annex 4.

4.3 Working Groups

These are groups of individuals given a specific task. The groups will be short-lived. Normally it will be set up by a SIG to facilitate its work, but it may also be created by an Advisory Committee or the governing committee. Where the creation of a Working Group has financial implications, approval must be obtained from the Treasurer. The terms of reference of Working Groups is given in Annex 4.

4.4 EFOMP Examination Board

The EFOMP Examination Board (EEB) is set up in accordance with paragraph 2 of article 49b of Chapter IIIA of Directive 2013/55/EU in order to assist NMOs to agree on a common training test by certifying that a medical physicist has reached the competence level to act independently. This will be recognised by the award of a diploma.

Additionally the EEB will provide an attestation certificate to those medical physicists that have reached the Medical Physics Expert (MPE) level to be recognised by the relevant competent authorities of the EU MS, according to the EU Directive 2013/59/EURATOM laying down the basic safety standards for protection against the dangers arising from exposure to ionising radiation (EU BSS).The terms of reference of the EEB are given in Annex 12.

4.5 European School for the Medical Physics Experts

There is a strong demand for new education and training courses in medical physics following the publication of the European Commission (EC) Guidelines on Medical Physics Expert (MPE) report No. 174 [1] and the European Union Basic Safety Standards Directive 2013/59/EURATOM (EU BSS) [2], as well as the rapid development of medical techniques based on ionising radiation, growth of hospitals and the continuous need to produce competent health professionals in medical physics.

EFOMP has set up an organisation to facilitate further courses under the title of the EFOMP School for the Medical Physics Experts (ESMPE). The terms of reference and other related procedures are presented in the ESMPE Quality Manual which can be found in Annex 13.

5. Publications

5.1 Policy Statements

Among the main aims and purposes of the Federation as defined in the Internal Regulations are "proposing and developing guidelines for education, training and accreditation programmes; and making recommendations on the appropriate general responsibilities, organisational relationships and roles of workers in the field of medical physics." One way in which it does this, is by the publication of Policy Statements.

Council, on the advice of the governing committee, will approve the formation of a group of experts usually led by the chair of the appropriate Advisory Committee. The group will have a remit defined by the committee, approved by governing committee and Council, to produce a document which shall include in its title the phrase "*EFOMP Policy Statement No. ??"*

A draft of Policy statement is sent to Officers for their approval (1 week period), after this it is sent to NMOs and P residents for comments (3 week period). Before publication the policy statement must be seen by the NMO`s council delegates and approved by a majority of those NMO`s council delegates who voted (1 month period).

Policy statements will be published in the European Journal of Medical Physics (EJMP) and displayed on the EFOMP website. They will not undergo peer-review but will be seen by the journal editor before publication.

It is the responsibility of the governing committee, though the Secretary General, to identify which Policy Statements may need updating.

5.2 Other documents

EFOMP may create or take part in the development of other documents that further the aims of the Federation. In general, documents fall into 4 categories:

- Declarations and Policy Statements, i.e. formal announcements and short papers that describe policies and procedures on key topics.
- Position Documents, i.e. short papers expressing views that will both inform and stimulate debate.
- Guidelines and Recommendations, i.e. monographs on education and training, staffing, equipment and other topics.
- Technical Reports, i.e. reports on specific scientific topics that are prepared by experts.

All documents must receive the approval of the NMOs before EFOMP can be recognized as a sponsoring body. These documents will be placed on the EFOMP website but may be published in journals other than EJMP.

5.3 Journals

EFOMP is currently sponsoring four journals:

- *Clinical and Physiological Measurements*[4] owned by IPEM (The Institute of Physics and Engineering in Medicine);
- *European Radiology*[5] owned by ESR (European Society of Radiology);
- *Physica Medica: European Journal of Medical Physics*[6] owned by AIFM (Italian Association of Medical Physics);

[4] http://www.iop.org/EJ/journal/0967-3334
[5] https://link.springer.com/journal/330
[6] www.physicamedica.com

- *Physics in Medicine and* Biology[7] owned by IPEM.

This sponsorship does not have any financial consequences for EFOMP; sponsorship means that EFOMP is associated with prestigious journals.

For European Radiology the Federation is entitled to publish up to 3 pages per year (together or separated) to promote the Federation and its meetings. These pages are neither citable nor official journal pages – they are advertising pages, and should not contain long texts solely. It is the responsibility of the Publications & Communications Committee to ensure that these are used.

The official journal of EFOMP is Physica Medica: European Journal of Medical Physics.

5.4 Physica Medica: European Journal of Medical Physics (EJMP)

The Federation grants the Publisher, currently Elsevier, the right to indicate that the Federation is associated with the EJMP and that it is the only official journal of the Federation. The notice: **The Official Journal of the European Federation of Organizations for Medical Physics**, along with the seal or other trademark representing the Federation, as designated by the Federation, shall be printed on the cover of, and in other prominent locations within, the Journal.

The Associazione Italiana di Fisica Medica is the owner of the trademark rights and copyright in the Journal.

The formal agreement with the publisher concerning EJMP and the journal editor are to be found in Annex 5.

5.5 Website and Social media accounts

The official website of EFOMP is www.efomp.org. The content of the website is managed by the Communications & Publications Committee. EFOMP also has a presence on LinkedIn[8], Twitter[9], Facebook[10] and Instagram[11].

5.6 European Medical Physics News (EMPN)

The European Medical Physics News is published by the EFOMP Communications & Publications Committee four times per year. All member organizations, individual and company members are invited to contribute. Contributions should be sent to the Communications & Publications Committee.

EFOMP has no responsibility or liability for the content of articles submitted by third parties and published in European Medical Physics News. EFOMP will not be liable in relation to the contents of, or use of, or otherwise in connection with, this publication: for any indirect, special or consequential loss; or for any business losses, loss of revenue, income, profits or anticipated savings, loss of contracts or business relationships, loss of reputation or goodwill, or loss or corruption of information or data. These limitations of liability apply even if EFOMP has been expressly advised of the potential loss.

EMPN is circulated electronically to subscribers as well as the NMOs delegates.

[7] http://www.iop.org/EJ/journal/PMB
[8] https://www.linkedin.com/company/efomp
[9] www.twitter.com/EFOMP_org
[10] https://www.facebook.com/ECMP2018/
[11] https://www.instagram.com/efompweb/

5.7 Copyright

The legal position is that to publish a presentation or other material on the website then the simplest solution is to have the agreement of the owner of the copyright. EFOMP does not have the right to publish a presentation simply because it was given at an EFOMP meeting. Normally this agreement would cover a specific use of the material, e.g. for it to appear on the website. It does not transfer ownership of copyright to EFOMP, so were it to be used by EFOMP in a substantially different way EFOMP would again need to seek permission, see also Annex 5.

6. Relations with External Bodies

6.1 Memorandum of Understanding

EFOMP recognises the value of developing strong working relationships with other societies working in the field of medical physics or related subjects. To this end it has signed a Memorandum of Understanding with a number of organisations. These can be found in Annex 6

6.2 Representatives

EFOMP is very grateful to those who represent it on a wide range of external committees. This helps to ensure that EFOMP's voice is heard in a wide range of relevant forums. The choice of these representatives is largely a pragmatic one; they may already be a member of the committee, the person has ready geographic access to committee meetings, or they are present or past officers of EFOMP. There is an expectation from EFOMP that such persons will, when appropriate, present the views of EFOMP and will report to EFOMP on the activities of their committee. In turn EFOMP may provide financial assistance towards expenses incurred.

The term of service of an EFOMP representative is typically 2 years (except for organisations with a different representative term duration).

The choice of representatives and their duties with respect to EFOMP are set out in Annex 6.

There is a specific protocol for representatives on the Council of the International Organisation for Medical Physics and this is to be found in Annex 6.

6.3 Compensation

A number of persons are spending a lot of their time in preparing, reviewing, editing documents participating in meeting and making presentations for projects on behalf of EFOMP.

For projects where funding is available, compensation is provided to these persons. This compensation cannot be fixed for all the projects, it is flexible and decided once the level funding is known, see Annex 7.

6.4 Reviewing IAEA Documents

EFOMP and the IAEA have signed an agreement for collaboration. An area of collaboration is the reviewing and endorsement, by EFOMP, of documents produced by the IAEA, that fall within the scope and activities of EFOMP.

The usual time frame for reviewing such documents is around two calendar months. The period of two months is not enough to send the document to the NMOs. For this reason the procedure in Annex 6 has been adopted so as to reflect as much as possible the opinion of the NMOs.

7. Finance

7.1 Financial Regulations and Procedures

EFOMP is committed to conducting its affairs in a responsible, honest and ethical manner. The Financial Regulations and Procedures are one manifestation of that commitment.

The officers of EFOMP are the ultimate authority for the approval of financial matters. This authority may be delegated by specific regulations approved by Council.

The Treasurer shall be responsible for overseeing the financial activities, reflecting the advice received from the Finance Officer.

The Financial Regulations set out the overall framework for financial matters and there are specific procedures for the following aspects:

- bank accounts,
- books of accounts and records;
- payments,
- receipts,
- contracts,
- investments.

The Financial Regulations and procedures are set out in Annex 7.

7.3 Financial Year and Auditors

The financial year for EFOMP is January 1 to December 31. Auditors are appointed at the Council

7.4 Bank Accounts

The bank used by EFOMP is HSBC. Two authorised signatures are required for every transaction and Council has appointed the President and Treasurer as the nominated administrators of the accounts who can authorise transfers between these accounts.

7.5 Budgets

Expenditure for professional and scientific activities is through financial year budget allocation. The budget is prepared by the Treasurer. Committee Chairs are invited to present a budget request every year in the spring to cover expenditure in the following year. After discussion by a group consisting of the President, Secretary General and Treasurer, committee allocations are incorporated into the overall budget. Budgets are also set for the President, Past (or Vice) President and Secretary General. Further allocations are made to give financial support to EFOMP Officers, both for attendance at the Council meeting and the Officers' meetings, administrative support from Cantrijn, bank and other administrative charges (company registration, tax, currency fluctuations etc.). Budget proposals are presented to Council for approval. Once approved, budget holders can plan to spend their allocations from January of the following year.

7.6 Annual Accounts

The annual accounts are prepared and audited under the responsibility of the treasurer. They are approved by the Council. They are submitted to the Chamber of Commerce.

7.7 Expenses

Expenses are paid for Officers and other persons acting on behalf of EFOMP and following approval by the Treasurer.

The policy, procedure and expenses form are given in Annex 8.

7.8 Liability of EFOMP and the governing committee members.

There is liability insurance for the governing committee members of the federation.

8. Awards, Honours and Bursaries

8.1 EFOMP ECMP Award for Medical Physicists

The purpose of this award is to make it possible for a medical physicist who is at an early stage of his/her career and who is a member of a National Member Organization of EFOMP to participate in the European Congress of Medical Physics (ECMP). The value of the award will be the registration fee to attend the congress. Travel and subsistence costs are normally the responsibility of the applicant and not funded by EFOMP. Applications for the award are handled by the Education & Training Committee.

8.2 Medal and Honorary Membership

One of the underlying principles of EFOMP's Internal Regulations is to strengthen medical physics in Europe by fostering and coordinating the activities of NMO's, and EFOMP recognizes that individual members of NMO's contribute to this aim by their outstanding work in various areas. To encourage individuals to participate in the development of medical physics in Europe, EFOMP has created two awards:

- the EFOMP Medal Recognizing an individual's outstanding and internationally acknowledged contribution to the advancement of medical physics;
- the EFOMP Honorary Membership Recognizing an individual who through his/her career has contributed to advancements in research, education and training or organizational affairs and professional activities in medical physics in Europe.

Nominations for these awards are normally requested alternatively in the year of the ECMP. They will be awarded at the ECMP. Details of the award process are given in Annex 9.

9. Administration

9.1 Meetings

The agendas and papers for the governing committee are prepared by the Secretary General in conjunction with the President. Officers are requested to submit items to be dealt with at the meeting on the approved form. The Secretary General sends out the agenda and papers in electronic format (by email). Minutes of the meetings are drawn up under the responsibility of the Secretary-General. Draft minutes and a list of Actions are checked and approved by the Secretary General and President and then sent out by under the responsibility of the Secretary General.

9.2 Venues for Meetings

Meetings will be hosted by an NMO. Both Officers and Council meetings are normally held in conjunction with a scientific meeting run by the NMO.

9.3 Chamber of Commerce NL

Annual accounts must be submitted to the Chamber of Commerce every year. In addition, mention must be made of any changes to the officers, the location of the registered office and any other information available to the Chamber of Commerce.

The Secretary General has the responsibility for ensuring all the returns and notifications are duly completed, although all governing committee members have a responsibility. The governing committee members report is incorporated as part of the Annual Accounts and the Secretary General is responsible for drafting the report in consultation with the President. The governing committee has to approve the report before submission to Council.

9.4 Archives

The archives are held at the EFOMP office, Mercatorlaan 1200 3528 BL Utrecht and are the responsibility of the Secretary General.

10. Responsibilities of Officers

Officers are requested to abide by a Code of Conduct and complete a Register of Interests. The purpose of the register is to place on record potential conflicts of interest. In addition, the Code of Conduct asks governing committee members and Officers to declare any relevant interests in the course of EFOMP business.

The register of interests will be accessible to Members and to members of the public, upon request to the Secretary General.

ANNEX 1

STATUTES OF THE EUROPEAN FEDERATION OF ORGANISATIONS FOR MEDICAL PHYSICS

Introduction

1. In most European countries there are national organisations for medical physicists (Medical Physics Experts, MPE) which:
    a. have members whose most important defined category of members are persons:
        - who are qualified with a university degree or equivalent in physics, mathematics, computer science, physical chemistry, mechanical engineering, electrical engineering and other relevant scientific studies, and collaborate with medical staff in hospitals, universities or research institutes, and
    b. bear the responsibility to implement and support the professional character of the work of their profession as clinical physicists and to encourage and promote the application of the principles of physics in practice and scientific activities designed to improve diagnostic and therapeutic outcomes and the safety of patients, employees and other persons.

Their activities and field of expertise will be described in this deed with the comprehensive general expression: clinical physics.

2. These national organisations consider that their activities will be strengthened and made more effective by the establishment and maintenance of a systematic exchange of professional and scientific information, and by the formulation of common policies on the responsibilities and duties of their managers and on training programmes and so on.

Article 1

Definitions

The following meanings are deemed to apply in these articles:

- General Council - the body of the Federation formed by members of the Federation with voting rights;
- Board - The Board of the Federation;

- In writing - by letter, fax or email, or conveyed by any other usual means of communication, which may be received electronically or in writing, provided that the identity of the sender can be established with sufficient certainty;
- Articles - the articles of the Federation;
- Federation - the legal person to which the Articles relate;

Article 2

Name, seat, duration and definition

1. The Federation bears the name: European Federation of Organisations for Medical Physics, abbreviated to 'EFOMP'.
2. It has its seat in the municipality of Utrecht.

3. The Federation is formed for an indefinite period of time.

Article 3

Objects

1. The objects of the Federation are to:
    a. harmonise and promote clinical physics to the highest level, both in its clinical and scientific expression throughout Europe;
    b. strengthen and increase the effectiveness of the activities of member and related national organisations by establishing and maintaining a systematic exchange of professional and scientific information, by formulating common policies and by promoting education and training programmes;
    c. support and coordinate the activities of its members and cooperate with national and international organisations;
    d. promote, by means of its national members, the application of scientific principles, concepts, methods and techniques in order to develop better diagnostic and therapeutic procedures;
    e. contribute to the safe use of ionising and non-ionising radiation, also by promoting a positive safety culture in hospitals, with respect to patients, staff and visitors;
    f. further the development of the profession;
    g. stimulate the exchange of professional and scientific information between the national members by means of publications and meetings such as congresses;
    h. stimulate scholarships and the exchange of clinical physicists between countries;
    i. promote the common interests of members and in connection therewith, defend them both in and out of court where necessary;
    j. represent the members both nationally and internationally;

all in the broadest sense of the word.

2. The Federation will attempt to achieve these objects by, among other things:
    a. promoting the improvement of the quality of the work of the affiliated members;
    b. consulting on issues that are of interest to members in the broadest sense;
    c. providing guidance to members;

d. promoting the education of employees of the members;
e. promoting scientific guidance of the members;
f. promoting consultation and cooperation between institutions;
g. providing information;
h. advising governments and organisations or institutions in the field of healthcare;
i. all other lawful means.

Article 4

Funds

1. The funds of the Federation are obtained from:
    a. membership fees;
    b. gifts, bequests and testamentary dispositions;
    c. donations;
    d. grants;
    e. funds;
    f. all other income and revenues.
2. Testamentary dispositions may solely be accepted by the Board under the benefit of inventory.

Article 5

Members and honorary members

1. The following can be members of the Federation:
    - (national) organisations active in the field of clinical physics, provided that only one organisation per country can be a member;
2. The following can be honorary members of the Federation:
    - natural persons appointed as such for special merit to the Federation;

    However, an honorary member has no obligation to pay membership fees and has no voting rights.
3. Members and honorary members must meet the requirements for membership. These requirements are set out in more detail in the Internal Regulations.
4. The procedure for accession of members and honorary members to the Federation is described in the Internal Regulations (EFOMP Manual).
5. The decision for admittance will be taken by the General Council.

Article 6

Extraordinary members

1. Extraordinary members may be:
    a. companies and organisations active in the field of clinical physics.
    b. associated natural persons (Individual Associate Members) admitted as such by the Federation.
    c. associated national organisations that are admitted as such by the Federation.
2. The procedure for accession of extraordinary members to the Federation is described in the Internal Regulations.
3. The decision for admittance as extraordinary member will be taken by the General Council.
4. Extraordinary members will not have any rights or obligations other than those granted and imposed on them by or pursuant to the Articles and/or the Internal Regulations. Extraordinary members are not members as referred to in Title 2, Book 2 of the Netherlands Civil Code.

Article 7

End of Membership

1. Membership ends:
    a. when the member ceases to exist;
    b. upon termination by the member;
    c. upon termination on behalf of the Federation; This may occur when a member has ceased to meet the requirements for membership set out in the Articles and/or the Internal Regulations, when the member fails to meet its obligations towards the Federation, as well as when the Federation cannot reasonably be required to continue the membership;
    d. due to disqualification. This can only be pronounced when a member acts contrary to the Articles, regulations or decisions of the Federation or unreasonably prejudices the Federation.
2. Notice of termination by a member must be given by means of registered letter to the secretariat of the Board at the end of a federation year with a notice period of six months. A member may, however, terminate their membership immediately if they cannot reasonably be required to continue it.
3. Termination on behalf of the Federation, as well as disqualification, will be effected on the proposal of the Board by the General Council with a majority of at least two-thirds (2/3rd) of the votes validly cast at the meeting. The party concerned will be notified as soon as possible of the decision in writing, stating the reasons for the decision and the date on which termination or disqualification took place. The notice convening a meeting at which a proposal for termination or disqualification is made must have been circulated at least four weeks in advance.
4. The Board is authorised to suspend a member at any time if grounds for termination or disqualification are present. A suspension that is not followed by a decision of termination or disqualification within three months will end with the expiry of that period.
5. When the membership ends during the course of a federation year, the annual membership fee remains due in its entirety.

Article 8

The provisions of Article 7 will apply mutatis mutandis to extraordinary members and honorary members.

Article 9

Delegates

Each member appoints one or more delegates, in accordance with the provisions of Article 20(2), who are respectively delegated to the General Council.

Article 10

Contribution

1. Members and extraordinary members are obliged to pay an annual membership fee to be determined by the General Council. For this purpose, in accordance with the provisions of Article 20, they may be divided into categories paying different fees.
2. A member is not authorised to exclude a decision by which the obligations of the members of a financial nature have been made more onerous by terminating their membership. The provisions of the previous sentence also apply mutatis mutandis to extraordinary members.

Article 11

Governing Board and Executive Board

1. The Federation is managed by a Board of which the Executive Board is part.
2. The Board of the Federation consists of natural persons being the chairs of the various committees (Officers), and a President, Vice President, Treasurer and General Secretary. The General Council determines the number of Board members. Members of the Board are elected by the General Council.
3. The Executive Board of the Federation consists of three or more natural persons, including a President, Vice/Past President, Secretary General and Treasurer. The procedure for absence or inability to act is described in the Internal Regulations.
4. If the Board consists of less than the set number of Board members, it will nevertheless retain its powers, without prejudice to the Board's obligation to have the vacancy filled.
5. The duration of the appointment of a board member is provided for in the Internal Regulations.
6. A person can perform the function of Treasurer as well as Secretary General.

Article 12

End of board membership

1. Each board member may be suspended or dismissed at any time by the General Council. A suspension that is not followed by a dismissal decision within three months will end with the expiry of that period. The Board may for urgent reasons suspend a board member pending the decision of the next General Council.
2. The board membership also ends:
    a. insofar as it concerns a representative of a member;
        - due to the termination of the position of representative of a member or;
        - due to the termination of the membership of the member of which the relevant board member is the representative;
    b. due to retirement from the Board;
    c. due to retirement by rotation;
    d. if a board member is declared bankrupt, an arrangement under the debt rescheduling scheme for natural persons is declared applicable to them or if they obtain a suspension of payments;
    e. in the event of absence from the General Council for more than three (3) years without permission of the General Council.

Article 13

Administrative authority and representation

1. The Board is authorised to perform all legal acts, with no exceptions. The Board is therefore also authorised to conclude agreements to acquire, alienate or encumber property subject to registration and to enter into agreements under which the Federation commits itself as guarantor or joint and several

debtor or warrants performance by a third party or provides security for the debt of a third party, subject to the prior approval of the General Council, which approval may only be granted by a majority of at least three-quarters of the votes validly cast at the meeting. Without this permission, the Federation will not be legally bound.

2. The Federation will be represented either by the President or their deputy together with the Secretary General or their deputy.
3. The Executive Board is charged with the management of the Federation to the extent that this management is not assigned to the Board. In carrying out its duties, the Executive Board will comply with the guidelines laid down for this purpose in the regulations or by the Board.

Article 14

Committees

The General Council and the Board may be assisted in their duties by one or more committees.

Article 15

Director/support person/official secretary

1. The Board may be assisted in its duties by a director and/or other support person or an official secretary, to be appointed by the Board.
2. The duties and powers of the director or support person or official secretary will be governed by the Internal Regulations (EFOMP Manual).

Article 16

Annual report, accountability and budget.

1. The Board is required to keep records of the Federation's financial position and of all matters regarding the Federation's activities in accordance with the requirements arising from those activities, to keep accounts in such a way, and to keep the relevant books, documents and other data carriers in such a way, that the Federation's rights and obligations are at all times apparent therefrom.
2. At a General Council to be held within six months after the end of a federation year, unless this period is extended by the General Council, the Board will publish its report on this federation year and, on submission of a balance sheet and a statement of income and expenditure, will render account of its management in that year.
3. The Federation's annual financial statements must be audited by a certified public accountant.
4. Approval by the General Council of the report will discharge the Board from liability.
5. The Board is obliged to retain the documents referred to in paragraphs 1 and 2 for the period prescribed by law, currently seven years.
6. Before the end of each year, the Board will submit a budget for the coming federation year to the General Council for approval.
7. The General Council at which the budget referred to in paragraph 6 is adopted will also determine the annual membership fee.

Article 17

General Council

1. The Board convenes the General Council when the President deems it desirable or when it is obliged to do so by law or the Articles.
2. The members, extraordinary members and honorary members will be summoned to the meeting in writing at least twenty (21) days in advance, stating the agenda. This period may be shorter if agreed.
3. Furthermore, at the written request of at least one tenth (1/10) of the number of members, the Board is obliged to convene a General Council within a period of no more than eight (8) weeks. If the request is not complied with within fourteen days, the parties making the request may themselves convene the General Council in the manner in which the Board convenes the General Council.
4. Furthermore, each board member has access to the General Council. The executive officers have an advisory vote, but no voting rights. In the event of a tie, the vote of the President will be decisive.

Article 18

Minutes will be kept of a General Council by the Secretary General or another person designated for that purpose by the President, which will be adopted at the same meeting or at a subsequent meeting.

Article 19

1. The General Council is chaired by the President or the Vice/Past President. If both are absent or unable to attend, another board member to be appointed by the Board will act as President. If the appointment of a President is not provided for in this way either, the meeting itself will appoint a President.
2. The President's resolution pronounced at the General Council on the outcome of a vote is decisive. The same applies to the content of an adopted resolution insofar as votes were cast on an unwritten proposal.
3. However, if the accuracy of the resolution referred to in the second paragraph is immediately challenged, then a new vote takes place if desired by the majority of the meeting or, if the original vote was not taken by roll call or by ballot, a delegate present. The legal consequences of the original vote cease to apply as a result of this new vote.

Article 20

Access and Voting Rights

1. The President, at least three delegates, as well as at least three members as referred to in Article 6, may invite other persons to attend the meeting.
2. Each member, as referred to in Article 5, designates one or more members of the national organisation as delegate, with the number of delegates to be designated being dependent on the number of members for which the national organisation pays contributions to the Federation, i.e.:
    - each national organisation with a minimum of one (1) and a maximum of one hundred (100) members in that organisation will designate one delegate;
    - each national organisation with a minimum of one hundred and one (101) and a maximum of four hundred (400) members in that organisation will designate two (2) delegates;
    - each national organisation with a minimum of four hundred and one (401) members in that organisation will designate three (3) delegates.
3. Each delegate will have one vote.
4. Extraordinary members have an advisory vote.
5. A delegate can designate a replacement delegate per meeting.

Article 21

Decision-Making

1. Unless the Articles or the law provide otherwise, all resolutions of the bodies of the Federation will be taken by an absolute majority of the votes cast, with at least one-third (1/3rd) of the members represented. If no one has received an absolute majority in a vote of persons, a second ballot will take place between the two persons receiving the largest number of votes. In the event of a tied vote, a third ballot will be held. If the votes are again tied, the proposal is rejected.
2. Matters will be voted on in writing or digitally about persons, and orally or digitally about matters, unless the meeting decides otherwise at the proposal of the president. Blank and incorrectly entered votes do not count.
3. A representative may also exercise their voting right by electronic means of communication, provided that the representative can be identified by the electronic means of communication, can directly take note of the proceedings at the meeting and can exercise their voting right. Furthermore, the representative must be able to take part in the deliberations by the electronic means of communication.

Article 22

Amendment of the Articles and Dissolution of the Federation

1. Decisions to amend these Articles or to dissolve the Federation can only be taken with at least three-quarters of the valid votes cast at a General Council.
2. Those who have issued the notice convening the General Council to consider a proposal to amend the Articles or to dissolve the Federation must deposit or publish a copy of that proposal, containing the verbatim text of the proposed amendment, in a suitable place for inspection by the members and the extraordinary members at least five days before the meeting until after the day on which the meeting is held.
3. The notice convening the meeting must state the proposal to amend the Articles or to dissolve the Federation, as well as the place where the proposal is available for inspection by the members and extraordinary members, or where it has been published.
4. The notice convening a General Council at which a proposal to amend the Articles or to dissolve the Federation must have been circulated at least four weeks in advance.
5. An amendment to the Articles will not take effect until after a notarial deed has been drawn up. Each board member or a person authorised by the General Council is authorised to execute the deed on presentation of an extract from the minutes of the meeting.

Article 23

1. In the event of the dissolution of the Federation, the Executive Board will be in charge of the liquidation, unless the General Council appoints other liquidators. During the liquidation, the provisions of these Articles will continue to apply to the extent possible.
2. Any credit balance will accrue to the members, unless it is designated for another purpose when the resolution to dissolve the Federation is taken.

Article 24

Federation Year

The federation year coincides with the calendar year.

Article 25

Regulations

The General Council is authorised, at the proposal of the Board, to adopt or amend instructions for all such persons and regulations for all such matters as it deems necessary. The instructions and regulations may not contain any provisions that conflict with these Articles or the law.

Article 26

Final Provision

The General Council has all powers that are not assigned by law or the Articles to other bodies.

Article 27

Binding Decisions

1. The Federation may enter into obligations at the expense of its members by virtue of agreements to be concluded with third parties. A resolution of the Board as referred to in the previous sentence requires the approval of the General Council.
2. The members are obliged to cooperate in:
    a. the execution of all obligations entered into by the Federation towards third parties;
    b. all activities of the Federation in support of the objects, as provided for by instruction or regulations, or as decided by the General Council;
    c. the implementation of the established common policy in the medical field, in the organisational field and in the client-related field;
    d. compliance with the quality standards laid down by the General Council in the areas referred to in subparagraph (c) and with the time limits within which these standards must be attained, the monitoring of these standards and their enforcement.
3. The Federation may stipulate rights for the benefit of its members; it may claim fulfillment of the stipulated rights.
4. The General Council may decide to extend the subjects referred to in paragraph 2 of this Article.
5. Decisions binding on the members will be made known as soon as possible by means of written notification to the members.

Article 23

Transitional provision

The first financial year of the Federation will run until the thirty-first of December, two thousand and twenty one. This Article expires after the end of the first financial year.

Final statement

Furthermore, the person appearing declared that no executive officers have been appointed yet, but that this will take place as soon as possible.

Finally, the person appearing declared that the Board consists for the first time of two (2) executive officers and that a minimum of four (4) executive officers will be appointed as soon as possible after the formation.

First Executive Board

The first Board consists of two (2) executive officers. The following are appointed as executive officers for the first time:

1. Mr. Patrick Gilligan, as President;
2. Mr. Jaroslav Ptáček, as Secretary General/Treasurer.

Address

The address of the Federation is: Mercatorlaan 1200, 3528 BL Utrecht.

ANNEX 2

ADMINISTRATION

Advisory Committees

The EFOMP Governing committee runs advisory committees to the Council. EFOMP's work in the field as specified by the different terms of reference shall be conducted by the different committees on behalf of the Council of the Federation.

Each committee is formed and operates as follows:

1. Each committee should also have a Chair and an elected Vice-Chairperson. The post of the Vice Chairperson to be for one year, at the end of which he/she will automatically take the post of Committee Chairperson for the next two years. At the end of the term of office as Committee Chairperson to take the post of Committee Past Chairperson for one year. In this way a person elected as Committee Vice Chairperson will serve for four years on a committee and this will ensure continuation of the work of the c

ommittee when a changeover of the Chairperson occurs.

2. Each NMO to appoint representatives on each committee who will actively participate in the work of the committee. In this way the interests of the NMO will be safeguarded and the work of the committee will become more efficient and timely, since it will consist of more active members.

The work of each committee is carried out mainly by electronic means. Should a face-to-face meeting be required approval must be obtained from the President.

3. Each committee to elect among its members a Committee Secretary for a three year term of office. In this way the work of each committee will be documented and each committee member will have a record of the actions he/she is obliged to undertake in between meetings (virtual or face to face). Also the Officers will have a more detailed record of the work of each committee.

4. Committee members who do not attend or give apologies for three consecutive meetings will no longer be considered members of that committee.

Voting Procedure for the Election of Officers and vice-Chairs

PROCEDURE INITIATION

Five months prior to the Annual Council meeting the EFOMP Secretary General will inform the NMOs and Council of the necessity to hold elections and request nominations for the posts that will become vacant at the end of the year.

Nominations should be submitted to the Secretary General within two months from the nominations' call by the President of the NMO, together with:

- a formal letter of nomination including the name and affiliation of the nominee, and the
- names of the Proposer and Seconder of the nomination.
- a letter from the candidate accepting his/her nomination
- a statement (up to 500 words) by the candidate in relation to the post for which he/she is nominated demonstrating a knowledge and interest in the field and highlighting any other experience which makes them suitable for the post.
- a short Curriculum Vitae of the candidate (limited to 3 pages A4).

SCRUTINY OF THE SUBMITTED NOMINATIONS BY THE NOMINATION'S COMMITTEE

1. The Nominating Committee (NC) shall consist of the EFOMP Officers Governing committee. The Chair shall be the President.

2. The purpose of the NC is not to inhibit the Delegates' choice of Officers or Committee Vice-Chairpersons, but to ensure that suitable nominations are made by the NMOs, that the supporting paperwork is in order and that those nominated are willing and eligible to stand. The Committee shall put forward to Council the names of the eligible nominees for each of the posts to be filled.

VOTING PROCEDURE

1. Appointment of Tellers.

   The Officer's Governing committee will appoint two tellers to receive and count the votes.

2. Issue and Return of Voting Papers.

   The Secretary General will issue a ballot paper to each Council member eligible to vote at least two months prior to the Annual Council Meeting, together with information about each candidate in a format approved by the Nominating Committee. The voting paper will list all the candidates standing for each post. Voting papers will normally be issued and returned to the tellers by email. Voting papers must be returned to the two tellers no later than by a date specified by the S-G which must be at least 14 days after the issue of the voting papers.

3. Recording and Counting Votes.

   Council members eligible to vote should record on the voting paper their order of preference (or ranking - 1, 2, 3 etc.) for each candidate for a particular post. A majority of votes (more than 50% of valid votes) is required to be cast for a particular candidate for that candidate to be declared the winner. Council members are only required to declare their first preference for their vote to be valid - declaration of second and subsequent preferences is optional.

4. First Round.

   The first preference votes are counted and if one candidate receives a majority of first preference votes then he or she is declared the winner.

5. Second Round.

   If no candidate is identified as the winner in the first round then the candidate with the least number of first preference votes is eliminated and the second preference votes of that candidate are distributed between the remaining candidates adding to their first preference votes. If one candidate now receives a majority of votes cast (first and second preferences) then he or she is declared the winner.

6. Third and Subsequent Rounds.

   If no candidate in the second round obtains a majority of the votes cast then the above procedure is repeated, with the candidate with the least number of total (first and second preference) votes cast eliminated and their next preference votes distributed amongst the remaining candidates, and this procedure is repeated until one candidate receives an outright majority.

7. Tied Votes.

   In the event of a tie (equal number of votes for two candidates) then the candidate with the highest number of first preference votes is deemed elected.

8. Eligible Council Voting Members.

   The Secretary General will issue to the tellers a list of current Council members who are eligible to vote.

9. Quorum.

   For the elections to be valid, the number of valid returned ballot papers must meet the required quorum for a Council meeting.

10. Tellers.

    The tellers will count votes separately but confer and agree on eligibility and spoilt papers. They will report whether the quorum condition has been met and the winner of the election for each contested post, together with the overall number of votes cast for each candidate, to the President and the Secretary General, who will inform the candidates and Council members of the outcome.

11. Confidentiality.

    The tellers will not disclose the votes of any individual Council member (except, if required, to Council members appointed under section 12 below).

12. Appeal and Re-counts.

Any candidate may request a recount. An appeal will only be allowed on procedural grounds. The President will appoint two Council members to investigate and report their findings to Council. The Council's decision is final.

Accreditation of CPD Activities

WHAT IS CPD?

EFOMP defines CPD (Continuing Professional Development) in their document Policy Statement no. 10: "Recommended Guidelines on National Schemes for Continuing Professional Development of Medical Physicists", as follows:

- CPD is the planned acquisition of knowledge, experience and skills (both technical and personal) required for professional practice throughout one's working life.
- CPD is an ethical and moral obligation for each medical physicist throughout their professional career in order to maintain the highest possible professional standards.

WHAT IS ACCREDITATION?

In this document accreditation is the evaluation of an educational activity organized by an external agency, based on previously established criteria and standards. If the evaluation passes a set of specified number of points, the activity is accredited.

EFOMP AND CPD ACCREDITATION

The role of EFOMP in the accreditation process ceased in November 2016 when responsibility was handed over to the European Governing committee for the Accreditation in Medical Physics (EBAMP).

ANNEX 3

TERMS OF REFERENCE

EFOMP OFFICER

Job Description

Post	● **Vice President** ● **President of EFOMP and President of EFOMP Company** ● **Past President**
Appointment Process	**Vice President:** Nominated by an NMO and elected by Council **President:** Automatic after one year as Vice President **Past President:** Automatic after three years as President
Tenure	**Vice President:** One year. Not eligible for re-election **President:** Three years. Not eligible for re-election **Past President:** Two Years. Not eligible for re-election
Responsible to:	To Council
Accountable to:	To Council
Duties	**Vice President** ● Stand in for the President when the President is not available. ● Assist the President with his/her duties **President** ● Presides at the Officers' and Council meetings ● Legal representative of EFOMP ● Represents EFOMP at European and International conferences and at meetings with European and International collaborating organisations and societies. **Past President** ● Stand in for the President when the President is not available. ● Assist the President with his/her duties ● Provides advice to the EFOMP Officers

Post	● **Assistant Secretary General** ● **Secretary General** ● **Past Secretary General**
Appointment Process	**Assistant Secretary General**: Nominated by an NMO. Elected by Council. **Secretary General**: Automatic after one year as Assistant Secretary General **Past Secretary General**: Automatic after three years as Secretary General
Tenure	**Assistant Secretary General**: One year. Not eligible for re-election **Secretary General:** Three years. Not eligible for re-election **Past Secretary General**: One year. Not eligible for re-election
Responsible to:	EFOMP President via Officers meeting.
Accountable to:	EFOMP Council
Duties	**Assistant Secretary General** ● Stand in for Secretary General when the Secretary General is not available. ● Assist the Secretary General with his/her duties **Secretary General** 1. Keep NMO's data up to date: ● Call for data update via the National Member Organisations Information System (NIS) which is accessible at EFOMP website ● Request NMO's constitution when appropriate ● Keep the list of Presidents and Delegates inside the NIS and send biannually to Officers and Council ● Keep the list of Committee Members and send biannually to Officers and Council ● Keep the list of EFOMP representatives Members and send biannually to Officers 2. Dispatch / forward emails, requests, and any other info to the appropriate person(s): cc all officers 3. Keep track of on-going discussions to be included in Council and/or Officers Meeting Agenda 4. Prepare draft Council and Officers agenda - to be approved by President 5. Immediately after the place and term of the Council is fixed sent an invitation to attend the Council to: • NMOs, Presidents and Delegates • Medal and Honorary Members • Company Members. 6. Ask NMO Delegates for their attendance plans to the Council (3 months before). 7. Invitation to attend Council together with agenda and any available attachments sent at least 2 months in advance to: • NMOs, Presidents and Delegates • Medal and Honorary Members • Company Members. 8. Revise minutes of OM and Council as soon as draft Council minutes are approved by the President. 9. Officers Meeting - the Secretary General: ● 3 months before OM asks Officers to provide Officer Reports (in an agreed format) in 4 weeks time;

	● 2 months before OM create the draft Agenda based on Officer Reports and sent it to the President; ● 1 month before OM Agenda, Officer Reports and additional documents are available and circulated (Officers). ● 1 month after the OM the minutes are sent to Officers 10. Council Meeting - t he Secretary General: ● 3 months before CM asks Officers to provide Office Reports (in an agreed format) in 4 weeks time; ● 3 months before CM ask NMOs to provide their NMO report to be presented during CM in 4 weeks time; ● 2 months before CM create the draft Agenda based on Officer Reports and sent it to the President; ● 1 month before CM Agenda, Officer Reports and additional documents are available and circulated (NMOs and Officers) ● 2 months after the CM, the minutes are sent to Presidents and Delegates after being approved by the Governing Committee
	11. Call for nominations for Vice-President, Treasurer, Secretary General : ● launch a call for nominations during February each year; ● nomination should reach the Secretary General by 15th May; ● nomination should be circulated to Officers for comments for a week; ● call to Delegates for e-mail vote between end of May and end of June; ● results sent to NMOs Presidents and Officers by the end of July. 12. Call for nominations for Vice-Chairs: ● The call will be launched beginning of October ● leaving 1.5 month for NMOs to nominate their candidates means that it`ll be finished by the half of November; ● a postal ballot among delegates will start immediately after, ending in the half of December; ● new officers will take office on the 1st January 13. Call for invitation to host Council 2 years in advance (request accommodation and meals support for officers as well as council dinner support from the host country). 14. Call for invitation to host biennial European Congress of Medical Physics. Deadline such that invitation can be discussion at the OM prior to Council. 15. Call for nominations to EEB governing committee (in the last year of the term of service of the recent EEB governing committee). The call is addressed to NMOs, the period for nominations is 2 months. 16. Call to host in-between congress officers meeting (request accommodation and meals support for officers) - deadline such that invitation can be discussion at the OM prior to Council: • for Spring meeting the call should be launched one month before the preceding Spring meeting (2 months call); • for the Autumn meeting for the year when ECMP is not organized the call should be launched one month before the preceding Autumn meeting (2 months call). 17. Biennially (in a year before European Congress of Medical Physics) call for award and EFOMP medal nominations (alternatively Medal and

	Honorary Member; call for nomination by the end of March); nominees submitted to Council for vote. 18. Asks all NMO with Formal agreement on EJMP affiliation for their plans for the upcoming year in terms of number of members to pay for and continuation of the Formal agreement (during Autumn each year). 19. As requested by the President, send any letter on his behalf. 20. On request from officers, send any information, questionnaire, etc to NMO's Presidents and Delegates with a note stating who is supposed to answer whenever any action is required. 21. Whenever an information is sent to NMO's, request an announcement to be placed on the web site in the news section in case some NMO's did not receive it. 22. Update EFOMP data in various international publications (as long as it is free of charge and does not imply subscription). 23. Collect officers accommodation needs and travel plan when appropriate to make a bulk reservation and solve other "domestic" problems. 24. Handle any "hot potato" on behalf of EFOMP with as much diplomacy as possible. **Past Secretary General** ● Stand in for Secretary General when the Secretary General is not available. ● Assist the Secretary General with his/her duties

Post	Treasurer
Appointment Process	Nominated by an NMO. Elected by Council.
Tenure	3 years. Eligible for re-election.
Responsible to:	EFOMP President via Officers Meeting.
Accountable to:	EFOMP Council
Duties	1. In conjunction with other Officers, agree the annual budget of EFOMP. This will require negotiations with committee chairs as to their annual budgets. 2. Prepare information on the financial position of EFOMP for the two Officers' meetings and for 3. Prepare annual accounts for the federation. 4. Collect annual subscriptions from NMOs and Company Members 5. Approve financial claims made by officers and others working for EFOMP. 6. Advise EFOMP on investments. 7. Advise the President on requests for financial support not previously agreed within the budget.

OTHER POSITIONS

Post	• **EFOMP`s Committee chair**
Appointment Process	**Vice-chair:** Nominated by an NMO and elected by Council **Chair:** Automatic after one year as Vice-chair **Past-chair:** Automatic after two years as Chair
Tenure	**Vice-chair:** One year. Not eligible for re-election **Chair:** Two years. Eligible for re-election (once) **Past-chair:** One year. Not eligible for re-election
Responsible to:	EFOMP President via Officers Meeting.
Accountable to:	EFOMP Council
Duties	1. see the terms of reference in Annex 3 2. Vice-chair: • stand in for the chair when the chair is not available • assist the chair with his/her duties 3. Past-chair: • stand in for the chair when the chair is not available • assist the chair with his/her duties • provides advice to the EFOMP officers

Post	Internet Manager
Appointment Process	● Nominated by the EFOMP President ● Approved by the EFOMP Governing committee.
Tenure	3 years. Eligible for a second mandate.
Responsible to:	EFOMP President and EFOMP Chair of the CP Com via Officers Meeting.
Accountable to:	EFOMP Governing committee
Duties	1. The administration of the Social networks. ● keeping the social media channels updated with relevant content from EFOMP ● highlighting specific areas of EFOMP's work ● monitoring and responding to comments and enquiries that come in via these channels if possible ● forwarding requests to the EFOMP Chairs, EEB and ESMPE chair and EFOMP President and Secretary General ● promoting the work of other organisations (through 'retweets' or 'reshares') as appropriate especially the ones EFOMP is having an MoU with ● promoting the work of National Member Organisations as appropriate ● promoting specific activities such as meetings, congresses, events, job openings ● sharing information about the EFOMP Company members as appropriate 2. The administration of all the communications aspects of EFOMP in the EFOMP website on a daily/weekly basis. 3. Publish job advertisements/vacancies via the website digital platform. 4. Liaise with NMOs for publishing events organized by NMOs, other European or International Organisations and of interest for the EFOMP via the website digital platform. 5. Update of what on the current website is under the headings of Latest news, latest documents, etc. 6. Liaise with the web developer team for the administration and maintenance of the EFOMP website. 7. Manage booth allocation at various meetings with EFOMP involvement (ECR, ESTRO, EANM, WC, etc.) and organize rota to man the booth on site. 8. Coordinate the promoting material (leaflets, flyers, posters), advertisements, booths in various congresses, material to be delivered to the booths, ensure that the material has arrived, share photos on social media and /or website. Keep also a record of all EFOMP activities and promote them accordingly.

Post	NMO Representative
Appointment Process	Formal nomination by the NMO
Tenure	As determined by the NMO
Responsible to:	The NMO through its governance procedure
Accountable to:	The NMO through its governance procedure
Responsibilities	1. To act at all times in accordance with the Internal Regulations of EFOMP. 2. To attend the annual General Meeting meeting of EFOMP 3. To solicit your NMO's views and opinions on issues to be discussed at the General Meeting and to express those views at General Meeting. 4. To contribute items to the agenda of the Council meeting 5. To report back to the NMO, though its governance process, on issues discussed at Council meetings 6. To produce and deliver to Council an annual report on issues facing the NMO that are of relevance to EFOMP 7. To participate in voting, either electronically or in person. 8. To advise the EFOMP Governing committee on its future strategy. 9. To assist in the nomination of officers, members of committees and working groups of EFOMP.

Terms of Reference

Communications and Publications Committee

PREAMBLE

The Communication and Publications (CP) Committee is an advisory committee to EFOMP Council. Work in the field of communication and publication matters shall be conducted by the CP Committee on behalf of the Council of the Federation.

COMPOSITION

The CP Committee shall comprise:

- the Chairperson,
- the Vice Chairperson or Past Chairperson,
- the Internet Manager,
- the Secretary,
- the President of EFOMP,
- members appointed by NMOs.

- the conveners of the CP Special Interest Groups

Nominations of NMO members are done by NMO president directly through the committee chair.

The Vice Chairperson of the Committee will be elected by the EFOMP Council and will serve for one year. He/she will then become Committee Chairperson for two years. Upon completion of this term of office he/she will become Past Chairperson for a further one year.

The members of the Committee will elect one of their members as the Secretary for a three year term of office.

TERMS OF REFERENCE

The CP Committee is responsible to the Council of the Federation for the representation and promotion of the application of physical sciences to medicine in the public. This includes:

- Management of the EFOMP website and social media accounts.
- Publication of the European Medical Physics News in electronic form.
- Responsibility for the publication of EFOMP policies and presentational material on the structure and activities of EFOMP.
- Maintaining contact to journals recognised as official journals of EFOMP.
- Support for public relations activities and for the dissemination of information on EFOMP educational activities and seminars to enhance the education, competence and continuing professional development of medical physicists across Europe.
- Promoting international links among NMOs and other professional bodies.
- Deals with any request for advertisement in EFOMP publications and website - after the request is finalized, the invoice is created by EFOMP administration office, who isresponsible for sending it to the person requesting advertisement. The rates are charged according to the Price list for advertisement in EFOMP publications and digital communication channels (website and social media).

COMMITTEE OPERATION

The work of the CP Committee is conducted mainly through Working Groups (WG), except the management of the EFOMP Website. These should be no more in number than is sufficient to meet the committee's responsibilities efficiently. The committee will keep their number and composition under review. Proposals for new WGs will be subject to the approval of the Officers.

The CP Committee will have the power to co-opt others into the WGs when deemed necessary.

The work of the CP Committee and its WGs shall be conducted mainly via email. A quorum is 30 % of its membership.

The Secretary of the committee keeps minutes of all the meetings of the committee (Virtual and Physical) and submits a copy to the Officers, when these have been approved by the committee.

Education & Training Committee

PREAMBLE

The Education and Training (ET) Committee is an advisory committee to Council. Work in the field of education and training shall be conducted by the ET Committee on behalf of the Council of the Federation.

COMPOSITION

The ET Committee shall comprise:

- the Chairperson,
- the Vice Chairperson or Past Chairperson,
- the Secretary,
- the Chairperson of the Professional Matters Committee,
- the Chairperson of the Science Committee,
- members appointed by NMOs,
- the conveners of the ET Special Interest Groups
- the Council of EFOMP may invite, as appropriate, relevant outside bodies to appoint a liaison officer to the committee.

Nominations of NMO members are done by NMO president directly through the committee chair.

The Vice Chairperson of the Committee will be elected by the EFOMP Council and will serve for one year. He/she will then become Committee Chairperson for two years. Upon completion of this term of office he/she will become Past Chairperson for a further one year.

The members of the Committee will elect one of their members as the Secretary for a three year term of office.

TERMS OF REFERENCE

The ET Committee is responsible to the Council of the Federation for encouraging National Member Organisations to facilitate practitioners' attainment of competence and excellence in the application of physical sciences to medicine. It is also responsible for coordinating across the National Member Organisations the establishment and maintenance of the means of recognition of competence and excellence of those working as medical physicists. This includes:

- Specification of acceptable education training and continuing professional development schemes.
- Responsibility in conjunction with the Scientific Committee for the organisation of EFOMP educational activities and seminars to enhance the education, competence and continuing professional development of medical physicists across Europe.
- Formation of training links with other professional bodies (e.g. AAMP, ESTRO, ESR, ESMRMB, EANM)
- Management of the EFOMP Travel Award and educational bursaries.
- Contributing to the Education, Training and CPD of other Healthcare Professions in cooperation with the corresponding committees of the respective professions.
- Under the umbrella of the Education and Training Committee a number of Special Interest Groups (SIG) will operate. These will consist of individual medical physicists with special interest in a particular field of Education and Training in Medical Physics. For details see the document Special Interest Groups Composition and Terms of Reference.

COMMITTEE OPERATION

The work of the ET Committee is conducted mainly through Working Groups (WG). These should be no more in number than is sufficient to meet the committee's responsibilities efficiently. The committee will keep their number and composition under review. Proposals for new WGs will be subject to the approval of the Officers.

The ET Committee will have the power to co-opt others onto the WGs when deemed necessary.

The work of the ET Committee and its WGs shall be conducted mainly via email. A quorum is 30 % of its membership.

The Secretary of the committee keeps minutes of all the meetings of the committee (Virtual and Physical) and submits a copy to the Officers when these have been approved by the committee.

European Union Matters Committee

PREAMBLE

The European Union Matters (EUM) Committee is an advisory committee to Council. Work in the field of European Union matters shall be conducted by the EUM Committee on behalf of the Council of EFOMP.

COMPOSITION

The EUM Committee shall comprise:

- the Chairperson,
- the Vice Chairperson or Past Chairperson,
- the Secretary,
- members appointed by NMOs,
- the conveners of the EUM Special Interest Groups
- the Council of EFOMP may invite, as appropriate, relevant outside bodies to appoint a liaison officer to the committee.

Nominations of NMO members are done by NMO president directly through the committee chair.

The Vice Chairperson of the Committee will be elected by the EFOMP Council and will serve for one year. He/she will then become Committee Chairperson for two years. Upon completion of this term of office he/she will become Past Chairperson for a further one year.

The members of the Committee will elect one of their members as the Secretary for a three year term of office.

TERMS OF REFERENCE

The EUM Committee is responsible to the Council of the Federation for the representation of the interest of the Federation to the various bodies of the European Union. This includes:

- To follow developments within the European Union in relation to medical physics and report to the Officers on any important matters.
- To identify key Members of the European Parliament, Commission and other European Union employees and inform them about the policies of EFOMP on matters handled form time to time by them.
- To formulate proposals addressed to appropriate bodies of the European Union on matters related to medical physics.
- To disseminate relevant information to the NMOs to be used to inform their national delegates to the appropriate bodies of the European Union.

COMMITTEE OPERATION

The work of the EUM Committee is conducted mainly through Working Groups (WG). These should be no more in number than is sufficient to meet the committee's responsibilities efficiently. The committee will keep their number and composition under review. Proposals for new WGs will be subject to the approval of the Officers.

The EUM Committee will have the power to co-opt others onto the WGs when deemed necessary.

The work of the EUM Committee and its WGs shall be conducted mainly via email. A quorum is 30 % of its membership.

The Secretary of the committee keeps minutes of all the meetings of the committee (Virtual and Physical) and submits a copy to the Officers when these have been approved by the committee.

Professional Matters Committee

PREAMBLE

The Professional Matters (PM) Committee is an advisory committee to Council. Work in the field of professional matters shall be conducted by the PM Committee on behalf of the Council of EFOMP.

COMPOSITION

The PM Committee shall comprise:

- the Chairperson,
- the Vice Chairperson or Past Chairperson,
- the Secretary,
- members appointed by NMOs,
- the conveners of the PM Special Interest Groups
- the Council of EFOMP may invite, as appropriate, relevant outside bodies to appoint a liaison officer to the committee.

Nominations of NMO members are done by NMO president directly through the committee chair.

The Vice Chairperson of the Committee will be elected by the EFOMP Council and will serve for one year. He/she will then become Committee Chairperson for two years. Upon completion of this term of office he/she will become Past Chairperson for a further one year.

The members of the Committee will elect one of their members as the Secretary for a three year term of office.

TERMS OF REFERENCE

- To work towards the recognition of medical physics as a Profession by the European Union.
- To encourage Member Organisations to set up Registration Schemes that conform to the EFOMP Policy Statement on Registration.
- To advise NMOs on compliance with the EFOMP Policy Statements.
- To promote the ideas of the Policy Statements especially in the areas of staffing levels, initial training and continuing professional development (CPD) in cooperation with the ET Committee.

- To provide advice on the registration process and maintain statistics on the Registration Schemes operated by NMOs.
- To advise the President about situations where EFOMP is asked to comment on the quality of training in the country of a Member Organisation.
- To liaise with medical physics organisations outside the EFOMP structure on matters relating to training, CPD and registration.

COMMITTEE OPERATION

The work of the PM Committee is conducted mainly through Working Groups (WG). These should be no more in number than is sufficient to meet the Committee's responsibilities efficiently. The committee will keep their number and composition under review. Proposals for new WGs will be subject to the approval of the Officers.

The PM Committee will have the power to co-opt others onto the WGs when deemed necessary.

The work of the PM Committee and its WGs shall be conducted mainly via email. A quorum is 30 % of its membership.

The Secretary of the committee keeps minutes of all the meetings of the committee (Virtual and Physical) and submits a copy to the Officers when these have been approved by the committee.

PROCEDURE for approval of National Registration Schemes by EFOMP

INTRODUCTION

EFOMP has recently publicized its updated recommendations concerning national registration schemes (PS 6.1), guidelines on national schemes for Continuing Professional Development (PS 10.1), education and training (PS 12.1) and the role, responsibilities and status of medical physicists and medical physics experts (PS 7.1 and PS 16). In the case of the areas covering the application of ionizing radiation in healthcare, the qualifications framework and recognition requirements for Medical Physics Experts has been laid out in RP 174. It has to be taken into account however, that not all medical physicists are working in the domains where ionizing radiation is used. This is why EFOMP Policy Statement 12.1 extended the ideas of RP174 to all Medical Physics specialties. Nevertheless the field of radiation protection (and likewise the principles of dosimetry) should not be unknown to any medical physicist and the essence of a medical physicist is that they can adapt to any clinical specialty of interest.

CRITERIA FOR ADMISSION TO AN EDUCATION AND TRAINING PROGRAMME

This document deals with the procedure and the criteria for approval of a national registration scheme. The most important criteria are the admission requirements and the contents of the edu-cation and training programme.

According to RP 174 and EFOMP Policy Statement 12.1 a medical physicist should have an EQF level 6 (e.g. bachelor degree) in physics or equivalent (e.g., appropriate engineering) and an EQF level 7 (e.g. master degree) in medical physics or equivalent (e.g., physics or engineering Masters plus the knowledge and skills normally found in a Medical Physics masters). This refers to the Educational Stage as described in EFOMP Policy Statements 6.1 and 12.1 and this phase has to be part of the national registration scheme.

STRUCTURE AND CONTENTS OF AN EDUCATION AND TRAINING PROGRAMME

Further education and training of the MPE comprises two phases. In the first phase the candidate MPE is made familiar with the clinical environment and their knowledge of the medical physics do-main is both broadened and starts to be deepened in a chosen specialty (e.g., radiation oncology, diagnostic and interventional radiology, nuclear medicine, audiology, neurology). This leads to the Clinical Competence Stage described in PS 6.1 and PS 12.1 and has to be recognizable and well-described section of the education and training programme (approximately 2 years full-time equivalent).

The second phase of the education and training programme focuses more deeply on the chosen specialty and comprises a further 2 years of theoretical education and clinical experience. This phase of the education and training programme has to be stated clearly, however some overlap with the first phase is quite natural. Completion of the second phase finally leads to the Medical Physics Expert recognition in the chosen specialty.

The education and training programmes for both phases comprise themes like theoretical devel-opment, professional attitude, reporting and presentation, clinical skills and social competences (ref. CanMEDS). According to RP 174 high-level radiation protection certification (e.g., level 3 in the Netherlands) by the competent authority or equivalent is obligatory in the case of ionizing radiations, although this may be recommended for all physicists.

MAIN CRITERIA FOR ACCEPTANCE OF A NATIONAL REGISTRATION SCHEME

EFOMP PS 6.1 mentions 8 criteria for approval of a national registration scheme. These are sum-marized here.

1. The national registration scheme must provide a clear statement of its aims (including the level of recognition).

2. A Registration Council or equivalent must be in charge. (The presence of an EFOMP delegate in the Council may be considered).

3. Clear criteria of scientific knowledge and practical competencies for registration must be avail-able (see also 'Criteria for admission to an education and training programme and its contents').

4. Education and training programme complying with EFOMP recommendations and in the case of specialties involving ionizing radiation must be in accordance with RP 174.

5. The national registration scheme must define specialty areas (not limited to specialties involving ionizing radiation as explained in PS 12.1).

6. A regular re-registration based on continuous professional development (CPD) scheme for registered MPE must be available including criteria for re-registration (e.g. number of credits).

7. Agreed Rules of Professional Conduct in line with the EFOMP Policy Statement 11 must be in place and acted upon.

8. Professional misconduct must be defined, as must be a procedure for disciplinary action if needed.

PROCEDURE FOR APPROVAL OF NATIONAL REGISTRATION SCHEMES

The procedure for approval of a national registration scheme by EFOMP comprises five steps.

1. The procedure starts when a completed request for approval form is sent to the chair of the EFOMP Professional Matters Committee. This form is designed to give answers to questions related to the 8 criteria mentioned in the previous paragraph and is signed by the president of the submitting NMO.

2. The PMC chair checks if the form is filled in completely and signed by the president of the NMO. Accepted forms are distributed among the PMC members for evaluation and judgment.

3. PMC members do evaluation on the basis of the 8 criteria mentioned previously. When all cri-teria are met the PMC member recommends approval of the submitted NRS. When one of the criteria fails, approval is rejected. Evaluation is carried out using a prepared NRS evaluation form. The degree of fulfilment of the criteria will be judged by the EFOMP Professional Matters Committee members, taking in consideration the additional information concerning implemen-tation of these criteria regarding the registration scheme, as provided by the applicant.

   PMC members are not to judge the application of their own NMO. In the case of the chair's NMO, his/her duties are taken over by the vice-chair.

4. PMC members report their findings within 6 weeks and give their final judgment (approved or rejected) to the PMC chair. The PMC chair assembles all reports and writes a summary. If the final judgement from the PMC members is rejection, the PMC chair contacts the NMO presi-dent in order to discuss further steps and provide recommendations for improvement.

5. In the case of approval from the PMC members, the PMC chair sends the report to the EFOMP Governing committee (i.e. the General Secretary) for formal approval by EFOMP. EFOMP Governing committee members may accept or reject the recommendation of the PMC chair within 6 weeks. The

Secretary General informs the NMO president about its decision. The approval has a validation time of 10 years after which the NMO has to apply for renewal of the approval.

LITERATURE

PS 6.1 S. Christofides, J. Isidoro, C. Pesznyak, L. Bumbure, F. Cremers and W. F.O. Schmidt. The European Federation of Organisations for Medical Physics Policy Statement No. 6.1: Recom-mended Guidelines on National Registration Schemes for Medical Physicists. Physica Medica 32 (2016) 1-6.

PS 7.1 S. Evans, S. Christofides and M. Brambilla. The European Federation of Organisations for Medical Physics. Policy Statement No. 7.1: The roles, responsibilities and status of the medical physicist including the criteria for the staffing levels in a Medical Physics Department approved by EFOMP Council on 5th February 2016. Physica Medica 32 (2016) 533-540

PS 10.1 S. Christofides, J. Isidoro, C. Pesznyak, F. Cremers, R. Figueira, C. Swol, S. Evans, A. Torresin. The European Federation of Organisations for Medical Physics Policy Statement No. 10.1: Recommended Guidelines on National Schemes for Continuing Professional Development of Medical Physicists. Physica Medica 32 (2016) 7–11.

PS 12.1 C.J. Caruana, S. Christofides and G.H. Hartmann. European Federation of Organisations for Medical Physics (EFOMP) Policy Statement 12.1: Recommendations on Medical Physics Edu-cation and Training in Europe 2014. Physica Medica 30 (2014) 598-603.

PS 16 C. J. Caruana, V. Tsapaki, J. Damilakis, M. Brambilla, G. Martín Martín, A. Dimov, H. Bos-mans, G. Egan, K. Bacher, B. McClean. EFOMP policy statement 16: The role and competences of medical physicists and medical physics experts under 2013/59/EURATOM. Physica Medica 48 (2018) 162-168.

RP 174 EC. (2014) RP174 European Guidelines on Medical Physics Expert. DOI:10.2833/18393

CanMEDS J. Frank, The CanMEDS project: The Royal College of Physicians and Surgeons of Canada moves medical education into the 21st century (https://www.researchgate.net/publication/271702100_A_history_of_CanMEDS_-_chapter_from_Royal_College_of_Physicians_of_Canada_75th_Anniversary_history).

NATIONAL REGISTRATION SCHEME EVALUATION FORM					
Country		NMO			
Contact person		NMO president			
E-mail address		E-mail address		Date	
Medical Physics subspecialties for which the registration applies [1])					

	Criterion	yes/no	Remarks by the NMO	Note by PMC member
1.	A clear statement of the aims of the scheme including the levels of recognition is available.			
2.	A properly constituted Registration Council is installed and functioning.			
3.	A complete set of criteria concerning scientific knowledge and practical competencies is defined and used for registration. [2])			
4.	An education & training programme can be provided that is consistent with the EFOMP policy statement on education and training (EFOMP PS 6.1) and the EU guideline (RP 174).			
5.	The Registration Council maintains a list of registered MPE's.			
6.	Registration is renewed at least every five years based on evidence of continuing activity in relevant areas (EFOMP PS 10.1).			
7.	Rules of Professional Conduct are devised and enforced by the NMO (EFOMP PS 11).			
8.	The NMO has drafted regulations for Professional Misconduct, which includes a procedure for notification and disciplinary action.			

[1]) Examples of expert areas are radiotherapy, diagnostic and Interventional radiology, nuclear medicine, hospital physics etc.).

[2]) It is recommended that these are in line with the learning outcomes prescribed in RP174 at the appropriate level in order to meet the requirements of paragraph 2 of article 49a of Directive 2013/55/EU)

Member of Professional Matters Committee			NMO	
Judgment	Approved or rejected		Date	
Explanation				
Recommendation				

VALIDATION PERIOD Validation period is 10 years with re-evaluation after 5 years.

Projects Committee

PREAMBLE

The Projects Committee is an advisory committee to EFOMP Council. Work related to project proposals and implementation shall be conducted by the Projects Committee on behalf of the Council of EFOMP.

COMPOSITION

The Projects Committee shall comprise:

- the Chairperson,
- the Vice Chairperson or Past Chairperson,
- the Secretary,
- members appointed by NMOs,
- the conveners of the Projects Special Interest Groups
- the Council of EFOMP may invite, as appropriate, relevant outside bodies to appoint a liaison officers to the committee.

Nominations of NMO members are done by NMO president directly through the committee chair.

The Vice Chairperson of the committee will be elected by the EFOMP Council and will serve for one year. He/she will then become Committee Chairperson for two years. Upon completion of this term of office he/she will become Past Chairperson for a further one year.

The members of the Committee will elect one of their members as the Secretary for a three year term of office.

TERMS OF REFERENCE

The Projects Committee is responsible to the Council of the Federation for participating in the implementation of projects and supporting the participation of medical physics institutions for improving research in medical physics and the professional status of medical physicists in Europe and Internationally. This includes:

- Following and participating in the work of EIBIR of which EFOMP is a shareholder.
- Preparing and submitting project proposals under the European Framework programmes.
- Represent EFOMP at IAEA projects for which EFOMP is invited to participate.
- To prepare and maintain a list of institutions in NMO’s countries that conduct research relevant to the aims and objectives of EFOMP.
- To distribute information to medical physics institutions on research calls.
- To prepare and maintain a list of medical physicists that work in research.

COMMITTEE OPERATION

The work of the Projects Committee is conducted mainly through Working Groups (WG). These should be no more in number than is sufficient to meet the Committee's responsibilities efficiently. The committee will keep their number and composition under review. Proposals for new WGs will be subject to the approval of the Officers.

The Projects Committee will have the power to co-opt others onto the WGs when deemed necessary.

The work of the Projects Committee and its WGs shall be conducted mainly via email. A quorum is 30 % of its membership.

The Secretary of the committee keeps minutes of all the meetings of the committee (Virtual and Physical) and submits a copy to the Officers, when these have been approved by the committee.

Guidelines on the Participation of EFOMP in Projects

Approved by EFOMP Council on 15th January 2015

INTRODUCTION

Although EFOMP's aims and mission statement do not explicitly call for EFOMP to be involved in projects, one way of satisfying a number of these aims and help in EFOMP's mission is to be involved in projects that lead to the publication of reports and scientific journal articles that support these objectives. Publications will be particularly pertinent when they contain a strong European dimension. Previous publications, having such a perspective, in which EFOMP has been involved, include reports that are sponsored and published by the European Commission.

EFOMP's involvement in projects is overseen by the Projects Committee. The terms of reference of the Projects Committee are to be found above.

The Projects Committee is responsible to the Council of EFOMP for participating in the implementation of projects and supporting the participation of medical physics institutions for improving research in medical physics and the professional status of medical physicists in Europe and internationally.

Most of the key points of the terms of reference are quite specific and have little need for guidelines. Guidelines are required, however, to identify what constitutes suitable content or tasks in projects.

GUIDELINES

Only projects that either have no ethical dimension or have, or will apply to have, ethical approval will be considered. However, since EFOMP was founded to serve as an umbrella organisation for NMOs, the various cultural and national characteristics and sensitivities of different members of the NMOs must also be considered. These qualities are not always satisfied by ethical considerations, or the perception that there are no ethical dimensions. To ensure these qualities are respected, and also that the reputation of EFOMP is maintained, EFOMP will not be involved in projects, or support the participation of medical physics institutions in projects, where such involvement could bring the reputation of EFOMP into question. Projects that EFOMP will not support include those involving:

- experimentation on live animals or the sacrifice of animals purely for the purposes of the research,
- any form of discrimination implied or otherwise perceived,
- denigration of medical physics as a profession or of any person living or dead.

Notwithstanding the above exclusions, and these will always take precedence, projects that the Projects Committee will actively pursue to engage in and support include those that:

- improve the status of the medical physicist in Europe and internationally
- improve the education and training of the medical physicist; e.g. the Medical Physics Expert and the Radiation Protection Expert,
- improve the education and training of medical and other healthcare professionals in medical disciplines involving ionising and non-ionising radiation,
- pursue scientific research that could have a positive impact on healthcare,
- advance the radiological safety of patients, staff and members of the public.

It is recognised that the above list of exclusions and inclusions are not exhaustive and they may develop further if new insights are brought to the attention of EFOMP.

Engagement in projects, on behalf of EFOMP, is undertaken by members of the Projects Committee who consist of EFOMP Officers, or past Officers, and delegated representatives from NMOs. Other expert specialists, known to the Projects Committee and agreed by the chairperson of this committee, may also be appointed to join a project team, particularly where there is a perceived gap in the experience required of the team to be most effective in pursuance of any project tendering process. It is also recognised that women bring many positive advantages to the workforce such as different insights and values, motivation and methods of working. Furthermore, their involvement in the workplace is important for human rights and social justice. Positive encouragement for women to work on projects is therefore strongly supported by EFOMP. The financial implications to EFOMP for engaging in a project will also be considered and the Treasurer and President of EFOMP will be consulted before agreeing to the terms and conditions of a project.

The policy and methods for endorsement of projects

The aim of the policy is to establish criteria and priorities for endorsing, supporting, or joining projects. The internal guideline specifies the process when EFOMP is asked to endorse projects.

TYPES OF THE PROJECT ENDORSEMENT

1) **General endorsement**

Reason of an application	enhance the status of the project
EFOMP motivation to support	raise EFOMP visibility and get up-dated information about ongoing projects
Possible impact on EFOMP organization	None
Financial obligations	None
EFOMP action	a single statement of endorsement

EFOMP is asked to make a single statement of an endorsement. The main reason for seeking such a support could be the enhancement of the status of the project as a whole and get information about the project. The motivation for EFOMP to endorse such a project could also be to raise a visibility in surroundings were EFOMP is considered less known. The president of EFOMP signs a letter of an endorsement.

2) **Endorsement with involvement**

Reason of an application	enhance the status of the project
EFOMP motivation to support	raise EFOMP visibility, influence outcome, get information, establish connection with other stakeholders or bodies
Possible impact on EFOMP organization	limited amount of work, a financial support (travel)
Financial obligations	<500 EUR
EFOMP action	appointing an EFOMP representative, a statement of support

EFOMP is asked to take part in an advisory governing committee or a project steering committee etc. EFOMP is requested to put in work – however a limited amount. Financial support could be zero or a support for travel costs and subsidiaries. The President of EFOMP allocates a person that represents EFOMP. The motivation

could be that EFOMP wants be able to influence the outcome or to be able to liaise with other stakeholder or bodies.

3) Endorsement with a participation

Reason of an application	EFOMP in form of an expert person is needed
EFOMP motivation to support	raise EFOMP visibility, influence outcome, get information, establish connection with other stakeholders or bodies, a medical physics support
Possible impact on EFOMP organization	limited amount of work, financial support (travel)
Financial obligations	<1000 EUR
EFOMP action	appointing an EFOMP expert, statement of a support

EFOMP could be needed in the projects in the form of expertise or a financial support, but EFOMP is not part of the project. There is no agreement signed and there are no juridical implications for EFOMP. EFOMP could be considered a stakeholder among several. The motivation for this could be to ensure that the interests of EFOMP is included and that medical physics issues are covered correctly.

4) Full endorsement

Reason of an application	the presence of EFOMP as organization is needed
EFOMP motivation to support	raise EFOMP visibility, influence outcome, get information, establish connection with other stakeholders or bodies, a medical physics support, gain financial resources from the project
Possible impact on EFOMP organization	increased amount of work, substantial financial support (travel), juridical implications
Financial obligations	Specified in the budget of the project when external budget
EFOMP action	appointing an EFOMP expert/s, statement of a support, signing a single-person, consortium, inter-organizational, etc. agreements

Economical and organizational issues affect the possibility to join as a full member of a project financed by e.g. EU or other institution. Joining may have strong juridical implications. The resources requested by a partner could be substantial. This requires EFOMP to sign agreements with an officer with full juridical implications. Projects may require that a partner makes financial contributions if the project is not fully financed – this is the case for some EU projects.

CRITERIA FOR PROJECT EVALUATION

Aims and Outcome

The project has a clear impact and connection to the medical physics profession, research, or radiation protection. e Project aims are relevant for the type of project. There is a clear outcome (research papers, European guidelines, information, valuable new contacts, financial resources etc.) to be expected with a clearly stated timeline and following progress with realistic and measurable milestones.

Communication

The project follows a principle of transparency and it is made visible through webpage, workshops, conferences, policies, journals, etc. accordingly.

Coordinator and Partners

The coordinator and project members/partners are clearly stated. The project does not include organizations which are in contradiction to the EFOMP Internal Regulations. The coordinator and other project members are experts in a specific field.

Work methods

The project includes collaboration with relevant experts, organisations and shareholders, and the project management is organized in an efficient way, including the steering committee etc.

Feasibility

The probability for a successful outcome which is based on the aim of the project is high.

THE INTERNAL PROCESS FOR ENDORSEMENT OF PROJECTS

The request

The project leader must send a written request for a support. A template "Request for EFOMP endorsement[12]" must be used.

Procedure

1. The request for support is sent to the SG who checks that the documentation is complete.
2. SG sends the request to the Chair of the Projects committee, who establishes an "advisory" group consisting of at least 2 Projects committee members.
3. If needed, the advisory committee communicates with the applicant to clarify any unclear issues. When the application contains all necessary information, the Advisory committee members have 2 weeks to prepare a recommendation for the EFOMP governing committee
4. The Chair of the Projects committee prepares and sends a recommendation to SG, who will then request the EFOMP governing committee for approval (in 2 weeks time).
5. SG prepares the answer using the EFOMP template for letter "EFOMP endorsement letter for projects."

   The decision letter should contain one of the following statements:
   Approval

   - A General endorsement
     - EFOMP endorses the "project name" based on the subject, purpose and possible outcomes without giving exclusive endorsement to the presented project regarding similar other activities or projects that may exist. Members of the EFOMP Governing

[12] www.efomp.org

committee may be involved in similar projects in their own organizations where they are employed. EFOMP requests to make the endorsement visible in reports and websites in connection to the project.

- An endorsement with the involvement
    - EFOMP endorse and is willing to take part in the advisory committee/etc. in the "project name" based on the subject, purpose and possible outcomes without giving exclusive endorsement to the presented project regarding similar other activities or projects that may exist. Members of the EFOMP Governing committee may be involved in similar projects in their own organizations where they are employed. EFOMP requests to make the endorsement visible in reports and websites in connection to the project.
      Financial constraints should be kept in mind before approval.

- An endorsement with the participation
    - EFOMP endorse and is willing to take part in the "project name" based on the subject, purpose and possible outcomes without giving exclusive endorsement to the presented project regarding similar other activities or projects that may exist. Members of the EFOMP Governing committee may be involved in similar projects in their own organizations where they are employed. EFOMP requests to make the endorsement visible in reports and websites in connection to the project.
      Financial constraints should be kept in mind before approval.

- A full endorsement
    - EFOMP is willing to take part in the "project name" as full members in the project consortium and are looking forward to further discussions of the project plan and contract. Please note that members of the EFOMP Governing committee may be involved in similar projects in their own organizations where they are employed. Financial constraints should be kept in mind before approval.

Refusal
"EFOMP will not endorse the "project name" because of the subject, purpose and possible outcomes."or "Based on the documentation received the EFOMP governing committee decided not to endorse the /project name/."

6. Support documents are stored in the document repository.
7. The remaining administrative work for project type 3) and 4) is performed.

References:

1. Form template: REQUEST FOR AN EFOMP ENDORSEMENT
EFOMP requires time to process proposals. See the table below that indicates the time needed for EFOMP to give an answer.

Name:	
Affiliation:	
Contact information:	

Requested support	Endorsement within	Answer
A general endorsement – i.e. a single letter of endorsement from EFOMP	1 month	
An endorsement with an involvement – i.e. EFOMP is asked to take part in an advisory governing committee or a project steering committee etc.	1 month	
An endorsement with participation – i.e. EFOMP contribution is needed in the project in the formof an expertise or financial support, but EFOMP is not a part of the project.	2 months	
A full endorsement – EFOMP is requested to join as a full member of the project financed by e.g. EU or other institution.	3 months	

Please note that for a **full endorsement** please contact EFOMP as soon as possible.
Please fill in the table below with as much information as possible.

Names and affiliation of the coordinator and project members/partners:	
The project aims and outcome:	
Timeline of the project:	
Method for communicating for the project and project outcome:	
Approximate budget for the project and a possible financial support to EFOMP:	
Other important conditions regarding the project work:	

Before sending please attach any documentation that supports your request.

Scientific Committee

PREAMBLE

The Scientific Committee is an advisory committee to EFOMP Council. Scientific work shall be conducted by the Scientific Committee on behalf of the Council of EFOMP.

COMPOSITION

The Scientific Committee shall comprise:

- the Chairperson,

- the Vice Chairperson or Past Chairperson,
- the Secretary,
- members appointed by NMOs,
- the conveners of the Scientific Special Interest Groups,
- the Council of EFOMP may invite, as appropriate, relevant outside bodies to appoint a liaison officer to the committee.

Nominations of NMO members are done directly through the committee chair.

The Vice Chairperson of the Committee will be elected by the EFOMP Council and will serve for one year. He/she will then become Committee Chairperson for two years. Upon completion of this term of office he/she will become Past Chairperson for a further one year.

The members of the Committee will elect one of their members as the Secretary for a three year term of office.

TERMS OF REFERENCE

The Scientific Committee is responsible to the Council of the Federation for the furtherance of the science of medical physics. It encourages NMOs to facilitate meetings and workshops for the exchange of information and to participate in the production of documentation relating to good practice and the advancement of medical physics in Europe. This includes:

- Encouraging exchange and dissemination of scientific information on medical physics between countries.
- Organising the biennial European Congress of Medical Physics.
- Formation of scientific links with NMOs and other professional bodies (e.g. AAMP, ESTRO, ESMRMB, ESR, EANM, EORTC, EURADOS, IAEA, WHO, etc).
- Assisting with the organisation of scientific workshops and sessions at other major European meetings (e.g. ECR, EANM, ESTRO, ESMRMB, EANM, IAEA, WHO, etc).

In cooperation with ET committee:

- Advising NMOs and other bodies on appropriate scientific standards and good practice in medical physics.
- Fostering research and development in medical physics.

Under the umbrella of the Science Committee a number of Special Interest Groups (SIG) will operate. These will consist of individual medical physicists with special interest in a particular medical physics field. For details see Annex 4.

COMMITTEE OPERATION

The work of the Science Committee is conducted mainly through Working Groups (WG). These should be no more in number than is sufficient to meet the Committee's responsibilities efficiently. The committee will keep their number and composition under review. Proposals for new WGs will be subject to the approval of the Officers.

The Science Committee will have the power to co-opt others onto the WGs when deemed necessary.

The work of the Science Committee and its WGs shall be conducted mainly via email. A quorum is 30 % of its membership.

The Secretary of the committee keeps minutes of all the meetings of the committee (Virtual and Physical) and submits a copy to the Officers when these have been approved by the committee.

ANNEX 4

SIGs AND WORKING GROUPS

Terms of Reference of SIGS

PREAMBLE

Each Special Interest Group (SIG) will operate under the umbrella of one of the EFOMP Committees. Each SIG will consist of individual medical physicists with an interest in the field of the particular SIG.

MEMBERSHIP

Any medical physicist is entitled to apply to become a member of any SIG by completing the application form available on the EFOMP website after the announcement of the start of a recruiting period.

BENEFITS

Each paid up member of a SIG is entitled to:

- Be elected as an Officer of that SIG
- Participate in the events organised by that SIG at a reduced fee
- Receive free of charge all the documents prepared by that SIG

COMPOSITION

Each SIG shall comprise of:

- Any number of Individual medical physicists with an interest in the field of the SIG.
- Liaison officers nominated by NMOs that have a similar SIG within their organisation to facilitate collaboration and common activities.

The members of each SIG elect their SIG Committee that comprises of a Convener and Secretary and any other Officer the SIG deems necessary for its smooth functioning.

Each SIG has the freedom to decide on its operational procedures, provided that these do not contravene the EFOMP Internal Regulations.

The Convener of each SIG is automatically a member of the EFOMP Committee under which the SIG operates and is responsible for reporting on the activities of the SIG.

TERMS OF REFERENCE

Each SIG is responsible to the EFOMP Committee under which it operates in pursuing the interest of its members. These include:

- Organisation of sessions at the biennial European Congress of Medical Physics.
- Organisation of courses, seminars and workshops of interest to its members.
- Preparation and dissemination of codes of practice and other scientific documents of interest to its members (after approval from the EFOMP Council).
- Setting up their own Blog for communicating with their members

SIG COMMITTEE OPERATION

The work of each SIG Committee shall be conducted mainly via email.

The Secretary of the SIG keeps minutes of all meetings of the SIG committee (Virtual and Physical) and submits a copy to the Chairperson of the EFOMP Committee under which the SIG operates, when these have been approved by the SIG Committee.

EFOMP Guideline for New Special Interest Groups (SIGs)

A SIG is based on a project, research finding, technology development or any specific topic of interest relevant for the medical physics community. A SIG is meant to be established as a long-lived structure with 3 years reapproval period. The proposal of a new SIG has to follow these general guidelines:

1. Initiation: The SIG creation is proposed by a group of physicists and sent to the relevant EFOMP committee chair(s). The minimum size of the group is three members. Each member of the group must be an EFOMP member or must be a member of an EFOMP NMO.

2. Proposal template: The SIG proposal has to be described in the SIG form template (see ref 1) and must include in annex a list of "founding" members from different NMOs. It must also propose a parent EFOMP Committee, which will be in charge of the supervision of the SIG. A SIG can be attached or have connections with several EFOMP committees, but there can be only *one* "parent committee" of the SIG.

3. Proposal approval: The chair of the parent committee will transmit the proposal to the EFOMP Board for approval in order to officially establish a new SIG. The approval of a SIG is given for 3 years, after which a proposal for the continuation of SIG activities must be sent to and approved by the EFOMP Board. The procedure is the same as for a new SIG proposal (see ref 1). Both parent committee and EFOMP board can condition the approval by additional regulations regarding their role and competencies towards the SIG.

4. Announcement of the SIG creation: When the proposal has been approved by the EFOMP Board, the announcement of the proposed SIG (according to the information in the SIG form) will be sent to NMOs for information and will be published on the EFOMP web site. This will allow additional candidates to apply to join the SIG. In addition, NMOs that have a structured group working in the same area may nominate a representative. Interested EFOMP committees may also nominate SIG representatives. The membership is approved by the parent committee in cooperation with the SIG's proposing group.

5. Kick-off meeting: One month after the SIG creation announcement, a kick-off meeting will be arranged, and invitations sent to all approved members. The kick-off meeting will be organized as a t-conf, using EFOMP resources.
The objectives of the kick-off meeting are:
- To define the internal rules of operation of the SIG.
- To elect a Steering Committee (SC).

- To organize the elections of a SIG Board, composed of a SIG Secretary, a SIG Convener and a SIG Vice-convener.
The number of SC members is decided during the kick-off meeting. The minimum number of SC members is three.

6. Steering Committee responsibility: The Steering Committee (SC) is in charge of the definition of the operational procedures within the SIG, supervises SIG recruitment, approves membership and organises Convener, Vice-convener, and Secretary elections. Operational procedures will be transmitted to the parent committee, in order to make sure they do not contravene the EFOMP constitution.

7. Board responsibility: The Board of the SIG has general responsibility for running the SIG: organising the SIG activities, receiving the applications, keeping financial records, organising communication among the SIG members, consultants and observers, and parent committee chairs.

8. Duration of the mandates: The term of the SIG Steering Committee and SIG Board is 3 years (renewable once). Elections should therefore be organized *every 3 years* within SIG members *at the time of the ballot*. The SIG Secretary is in charge of preparing, launching and monitoring the ballot. The results should be communicated immediately to the parent committee Chair.

9. Reporting: The SIG must provide regular progress reporting (at least once a year) by email. Reports are prepared by the SIG Board, approved by the SC and then submitted to all SIG members, the chair and secretary of parent committee(s) who will convey the progress report among the EFOMP Board members. The progress report must declare how the SIG has adhered to the planned objectives, methods, milestones and deadlines.

10. Publication: The publication channels of the SIG are the EFOMP website, EMP News, and Physica Medica (European Journal of Medical Physics).

11. Permanent recruitment process: The recruitment of members is a permanent process, and will remain announced on the EFOMP website. All membership applications must be sent directly to the Secretary of the SIG, who will ask the SIG's Steering Committee members for the approval of a candidate. Additional criteria can be applied on candidates by the SIG, provided they do not contravene the EFOMP constitution.

12. Finances: The SIG can be financed from the budget of the parent committee. The allocated amount of resources is based on the request made by the Chair of the SIG to the Chair of the parent committee. The SIG will keep all financial records related to the spending. The SIG's Steering Committee is responsible for reasonable spending. A yearly financial report should be prepared by the SIG Secretary and approved by the SIG SC before submission to the parent committee Chair.

References:

1. Form template: PROPOSAL FOR A NEW SPECIAL INTEREST GROUP

Name of SIG[1]:	
Parent Committee(s)[2]:	

Keywords[3]:	
Expected outcome[4]:	
Target audience[5]:	
Rationale[6]:	
Coordination[7]:	

This proposal form must be filled by the EFOMP parent committee chair.

Legend

1) **Name of SIG**
2) **Parent Committee(s) -** Relevant EFOMP Committee.
3) **Keywords -** include at least 3 keywords.
4) **Expected outcome** - Description of the relevant results expected from the SIG.
5) **Target audience -** e.g. Medical Physicists, Vendors.
6) **Rationale -** What is the justification and need for the proposed SIG.
7) **Coordination -** The parent committee chair has to specify if there is a coordination or collaboration with other EFOMP Committees, WGs, SIGs and/or scientific organisations.

EFOMP Working Groups

PREAMBLE

A working group (WG) is a group of individuals given a very specific task to carry out. The group will be short-lived. WGs will be set up by a parent body which may be a SIG, an advisory committee or the Governing committee.

COMPOSITION

Approval of the Governing committee must be obtained before a WG is set up.

The membership of a WG will be proposed by the parent body. Additional members will require the approval of the parent body.

The WG will have a Convenor and Secretary who are usually elected from its membership.

TERMS OF REFERENCE

The specific term of reference of the WG will be provided by the parent body. Changes to this can only be made by agreement with the parent body.

The WG will normally have a fixed working life. Any extension to the period for which the group has been set up will normally require the agreement of the parent body.

The WG will not agree to any actions with a financial cost without the prior approval of the Treasurer.

The secretary of the WG will provide regular progress reports to the parent body.

Each WG has the freedom to decide on its operational procedures, provided that these do not contravene the EFOMP Internal Regulations.

EFOMP Guideline for New Working Groups (WG)

The proposal of a new WG under the umbrella of the relevant EFOMP Committee(s) has to follow these general guidelines:

1. **Initiation:** Relevant EFOMP committee chair can propose a new WG based on a project, research finding, technology development or other specific topic of interest relevant for the medical physics community.
2. **Proposal template:** The WG proposal has to be described in the WG form template (see ref 1) by the chair of the proposed WG parent committee.
3. **Proposal approval:** The chair of the parent committee will ask the EFOMP Governing committee (through SG) for approval in order to officially establish a new WG.
4. **Recruitment of members:** When the proposal has been approved by the EFOMP Governing committee, the announcement of the proposed WG (according to the WG form information) will be sent to NMOs for information and published on the EFOMP website for a period of three months in order to get notified by

the potential WG member candidates within the medical physics community. Based on the interested candidates and the suggestions from the parent committee chair and the proposed WG chair, the EFOMP Governing committee will approve the WG members. The process of obtaining an approval is as follows:

- the parent committee chair requests SG to ask the EFOMP governing committee for comments on the proposed composition
- after all arising issues are solved the parent committee chair requests SG to ask the EFOMP governing committee for an approval.

WG members have to form an efficient and balanced composition of expertise and professional coverage.

Some general rules in the member recruitment need to be followed:

a. *The geographical distribution of the active members is crucial in order to widely represent the European community.*
b. *The chair of the parent committee may seek potential participants to WGs from the members of the EFOMP parent committee with appropriate expertise and professional profile.*
c. *Joint WGs with other scientific organizations can be proposed as long as the participation from the different societies is well balanced.*
d. *"Members" identifies the active core of the WG. Other participants are indicated as "consultants" or "observers".*

The composition is announced to NMOs by SG just after the WG is approved by the EFOMP Governing committee.

5. **Chair responsibility:** The chair of the new WG has general responsibility for the organisation of the activities and the communication among the WG members, consultants and observers, and parent committee chair.

6. **Reporting:** WG must provide regular progress reporting at least twice a year by email. The reporting must be submitted to all WG members, the chair of parent committee and secretary of the parent committee who will convey the progress report among the EFOMP Governing committee members. The progress report must declare how the WG has adhered to the planned objectives, methods, milestones and deadlines.

7. **Publication:** The publication channel of the WG final report is EFOMP website, EMPNews and Physica Medica (European Journal of Medical Physics). The final publication version must be approved by the EFOMP Governing committee.

8. **Joint WGs:** If the WG type will be a joint WG, it must follow EFOMP basic rules for collaboration in joint WGs between EFOMP and other scientific organisations. This includes in particular: member recruitment, reporting and publication policy. The EFOMP Joint WG report review and approval procedure has been determined separately (see ref 2).

References:

1. Form template: PROPOSAL FOR A NEW WORKING GROUP (WG)

Name of WG[1]:	
Parent Committee(s)[2]:	
Keywords[3]:	
Chair(s)[4]:	
Expected outcome[5]:	

Target audience[6]:	
Rationale[7]:	
Coordination[8]:	

Category:	WGs are classified into the following categories depending on their topic and purpose. Please choose the most appropriate.
	New Horizons. The topic involves new scientific developments, methods, technology or clinical applications that have not yet emerged into clinical practice.
	State of Art. The topic involves codes of practice, protocols, recommendations or guidelines for activity which are expected to become enduring practice.
	Focus Area. The topic involves certain specific area of clinical interest, modality or method which may include a technical or methodological challenge to be solved.
	Educational or Informational. The topic involves education or informing the members in a relevant area of clinical practise, technology, methods, research or training.
	Consensus Document. The topic involves a consensus of the medical physics community on a certain area of interest that the EFOMP will endorse. This category may include e.g. safety issues or professional issues.

Members[9]:	
Consultants/Observers[10]:	
Funding[11]:	
Timeline[12]:	
Proposed outline of the final report[13]:	

Legend

1) **Name of WG** - Including an indication of the WG type - i.e. if the WG will be a Joint WG.
2) **Parent Committee(s)** - Relevant EFOMP Committee.
3) **Keywords** - include at least 3 keywords.
4) **Chair(s)** - The chair of the parent committee will propose the chair of the WG.
5) **Expected outcome** - Description of the relevant results expected from the WG.
6) **Target audience** - e.g. Medical Physicists, Vendors.
7) **Rationale** - What is the justification and need for the proposed WG.
8) **Coordination** - The parent committee chair has to specify if there is a coordination or collaboration with other EFOMP Committees, WGs and/or scientific organisations.
9) **Members** - Proposed list of active members based on the feedback on the WG announcement from NMOs, potentially interested experts within the medical physics community and the EFOMP Governing committee will be composed by the parent committee chair together with the proposed WG chair. The proposed member list has to be approved by the EFOMP Governing committee. WG members have to create an efficient and optimal composition of expertise and professional coverage. WG members can be updated also later if and when needed.

10) **Consultants/Observers** - Proposed other WG participants who are indicated as consultants or observers. The parent committee chair together with the proposed WG chair will identify possible consultants/observers.
11) **Funding** - Description of the WG funding needs (meetings, etc.) and how the finances will be acquired and managed. This part is optional and can also be zero.
12) **Timeline** - WG timetable described by main milestones and reporting. Interim progress reporting must be provided at least in 6 months intervals.
13) **Proposed outline of the final report** - What should be included in order to reach the planned outcome.

EFOMP Joint WG report review and approval procedure

This chart describes the generic review and approval process of the reports produced by EFOMP Joint Working Groups, between EFOMP and other scientific organisations. The number of reviewers can be decided independently but should be at least two for each organisation. The defined time frames should ensure that the publication of the final WG reports can be done within one year from the original draft (when it is approved for review).

Process chart describing the Joint WG report review and approval process between EFOMP and partner scientific organisation.

Basic Rules For Collaboration In Joint WGs Between EFOMP And Other Scientific Organisations

Recruitment of the WG members:

Each Joint WG scientific partner organisation is committed to seek mutual agreement on the recruitment of WG members and possible member updates. EFOMP Science Committee members have been profiled according to the scientific and professional focus within subfields of medical physics and related disciplines. Therefore, the Chair of EFOMP Science Committee may seek potential participants to WGs from the members of the Science Committee with appropriate profile. This will not limit the possibility to propose also other experts to WGs in order to create an efficient and optimal composition of expertise and professional coverage. Within EFOMP, this may involve potential experts within its National Member Organisations.

Progress reporting:

Joint WG must provide regular progress reporting at least twice a year by email. The reporting must be submitted to all WG members. Within EFOMP, the reporting must also be submitted to the Chair of EFOMP Science Committee and secretary of the Committee who may convey the information among the EFOMP Governing committee members with agreed mutual confidentiality between the Joint WG partner organisations. The progress report must declare how the WG has adhered to the planned objectives, methods, milestones and deadlines.

Publication of the outcome:

Each Joint WG scientific partner organisation is entitled to publish the final approved report document in their preferred media channel in order to disseminate the information to their members and shareholders. For EFOMP, the publication channel is EFOMP website, Physica Medica (European Journal of Medical Physics), or both. The final publication version must be approved by each Joint WG scientific partner organization. For EFOMP, this means approval of the publication by the EFOMP Governing committee (based on the earlier comments given by the EFOMP Joint WG members) which is mediated to the Joint WG members by the Chair of the EFOMP Science Committee.

ANNEX 5

PUBLICATIONS

COPYRIGHT

There are copyright implications in publishing speakers' presentations on the EFOMP website. The following advice has been extracted from http://www.ipo.gov.uk/copy.htm, the UK government's patent office website.

WHAT IS COPYRIGHT?

Copyright allows a person to protect their original material and stops others from using their work without their permission.

Copyright does not protect ideas for a work. It is only when the work itself is fixed, for example in writing, that copyright automatically protects it.

WHEN IS A WORK COPYRIGHTED?

There is no official registration system for copyright in the United Kingdom and most other parts of the world. There are no forms to fill in and no fees to pay to get copyright protection.

As long as a person has created and fixed, for example in writing, an original work they will have copyright protection without having to do anything to establish this. It is a requirement of various international conventions on copyright that copyright should be automatic with no need to register.

WHAT IS COVERED BY COPYRIGHT?

Copyright applies to any medium. This means that one must not reproduce copyright protected work in another medium without permission. This includes, publishing photographs on the internet, making a sound recording of a book, a painting of a photograph and so on. Most works must be original to have copyright protection. One would not normally need to seek permission to use less than a substantial part of a copyright protected work.

WHO OWNS THE COPYRIGHT TO A PIECE OF WORK?

In the case of written (including software and databases), theatrical, musical or artistic (including photographic) works, the author or creator of the work is also the first owner of any copyright in it. The only exception to this is where the work is made by an employee in the course of his or her employment. In some situations two or more people may be joint authors and joint owners of copyright.

WHO OWNS THE COPYRIGHT IF EFOMP HAS COMMISSIONED THE PERSON TO PRODUCE IT?

When one asks or commissions another person or organisation to create a copyright work, the first legal owner of copyright is the person or organisation that created the work and not the commissioner, unless it has otherwise been agreed in writing.

It is therefore sensible for an agreement about a commission to cover ownership of this future copyright if it is desired that the commissioner, rather than the creator, should be the owner. The agreement must be in writing

and signed by or on behalf of the creator to be effective. Commissioning contracts can also cover who is licensed to use the copyright material to be created.

HOW CAN EFOMP PUBLISH COPYRIGHTED MATERIAL ON THE WEBSITE?

Economic rights give the copyright owner the opportunity to make commercial gain from the exploitation of his/her work. It gives them the right to take legal action to stop others from exploiting their copyright, and to claim damages Copyright owners generally have the right to authorise or prohibit the following things in relation to their works:

- copying the work in any way. For example, photocopying, reproducing a printed page by handwriting, typing or scanning into a computer, and taping live or recorded music are all forms of copying
- issuing copies of the work to the public

As a copyright owner, it is for that person to decide whether and how to license use of their work.

An exclusive licence could be granted, but this enables the licensee to use the copyright work to the exclusion of all others, including the copyright owner. Any licence agreed can relate to one or more of the economic rights and can also be limited in time or any other way. It is a contractual agreement between the copyright owner and user. Sometimes people may be able to argue that a copyright work is subject to an implied licence even when there has been no agreement about a licence.

THE INTERNATIONAL POSITION

The Netherlands is a member of many international agreements including the Berne Convention, where the national law of each country automatically protects copyright works which are eligible for protection, under the rules of other countries who have signed these agreements.

Most countries, including all western European, the USA and Russia, now belong to the Berne Convention. Under this agreement, one does not have to mark ones work in any way for automatic protection to apply. However, it is sensible to mark the work with the international © symbol, followed by the name of the copyright owner and year in which the work was created. Usually copyright work will be protected abroad automatically in the same way that it is protected in the Netherlands.

SUMMARY

If EFOMP wishes to publish a speaker's presentation on our website then the simplest solution is have their agreement as the owner of the copyright. EFOMP does not have the right to publish the talk simply because it was given at an EFOMP meeting, or if it had first been published elsewhere. Normally that agreement would cover a specific use of the material, e.g. for it to appear on the EFOMP website. It does not transfer ownership of copyright to EFOMP, so were EFOMP to use it in a substantially different way it would again need to seek permission.

To facilitate the obtaining of copyright permission EFOMP has drawn up the form below.

European Federation of Organisations for Medical Physics

Transfer of Copyright Agreement

This form must be signed and returned to the EFOMP office

Publishers and authors share a common interest in the protection of copyright, preventing plagiarism, and unlawful use etc. In order assist with this, and to enable ease of future distribution of information, you are asked to transfer copyright for the article to be published on the EFOMP website, to EFOMP. Please fill out the form below, and return to the address at the end of the form.

Title

Author(s)

Copyright to the above article is hereby transferred to the European Federation of Organisations for Medical Physics (EFOMP), effective when the article is accepted for publication on the EFOMP website. This transfer also applies to data submitted in machine-readable form.

Name and Title

Institution or company

Address _____

_____

Email: _____ Tel: _____

Signature and date

Please tick a box below:

I am sole author

I am signing on behalf of all co-authors

Note that if the Article was prepared as part of a Named Author's duties for their institution this Agreement must be signed by their institution as Author.

Rights of the author

- The authors reserve the following:
- All proprietary rights other than copyright, such as patent rights.
- The right to use all or part of this article in future work prepared by or on behalf of the author.
- The right to make copies of the article for personal, classroom or other non-commercial use outside of their employing institution.
- The right to present the article at a conference or meeting and hand out copies to delegates.
- The right to prepare derivative works.
- The right to extend the article into book length form.
- The right to re-use parts of the article in other works.
- The Author(s) assert their moral rights under the terms of the Copyright Designs and Patents Act 1988 to be identified as the Author(s) of the Article.

Author warranties

- In signing, you certify that:
- This contribution is your original work.
- This article has not been published before and is not under consideration for publication elsewhere.
- That you have obtained permission for and acknowledged the source of any excerpts from other copyright works where appropriate.
- To the best of your knowledge this article contains no statements which are libellous, unlawful nor contains anything which violates any personal or proprietary rights of any other person or entity.
- If the article was prepared with other authors, that you have informed the co-authors of the terms of this copyright transfer, and that you are signing on their behalf as their agent and represent that you are authorised to do so.

ANNEX 6

RELATIONSHIPS WITH EXTERNAL BODIES

Policy on EFOMP Representatives on External Organisations

The approval of the Officers is normally required before a person is invited to become a representative.

Each person nominated should receive a letter from the Secretary General (or President) inviting them to act as EFOMP representative on a particular external committee.

The letter should specify:

- The external committee
- The period for which the person will be appointed.
- The chair of the EFOMP committee to which they should report. It will be the responsibility of that Chair to ensure that the representative is aware of EFOMP's position on the issues relevant to that committee and to assure that these views are being put forward to the external committee.
- What communications they are expected to have with EFOMP (e.g. send agenda, minutes and a short report on the meeting).
- Any arrangements for expenses (prior agreement with the Treasurer being needed).

An annual report detailing the interactions they have had with the Society/Organisation where they represent EFOMP Communications from representatives will form part of that EFOMP committee's report to the Officers' meeting.The annual report will be included in the documentation of the Officers Meetings.

The Secretary General should keep a list of EFOMP representatives on external committees which should normally be displayed on the website. The list should be reviewed annually at the Spring Officers' meeting.

References:

1. Form template: ANNUAL REPORT

EFOMP requests that all EFOMP representatives and chairpersons of EFOMP Working Groups/ Special Interest Groups (WGs and SIGs) submit an annual report to the EFOMP governing committee detailing the interactions they have had with the Society/Organisation/Project/WG/SIG The purpose of the report is to keep the EFOMP governing committee and council informed about any relevant activities during the last reporting period. This report will also serve as an informative document for future EFOMP representatives/governing committee/council members/WG and SIG chairs.

Please fill in this form giving as much detail as possible.

Date	
Annual Council	
Name of EFOMP representative or chairperson of an EFOMP WG/SIG	
Name of EFOMP WG/SIG where you are the chairperson	
Name of working group, project, committee and the organisation in which EFOMP is represented	
Explain your role (observer/advisor/chair of committee etc)	

Date when you started representing EFOMP or chairing an EFOMP WG/SIG	
Period described in the report	
Give details on how often you have met or had interactions with this Society/Organisation/Project/ W G/SIG over the last 12 months	
Give details on the organisation main points of contact (name and e-mail address) where you represent EFOMP	
In the space below, please give a report (300-600) words on the main activities with this Society/Organisation/Project/ WG/SIG over the last 12 months. Please feel free to add any relevant information that you feel could be useful to EFOMP.	

If you have any queries, please do not hesitate to contact us at: secretary@efomp.org

EFOMP Representatives to IOMP Administrative Council

Procedure for Appointment

PREAMBLE

According to Paragraph 4.1.4. of the Statutes of the International Organisation for Medical Physics (IOMP) each IOMP Regional Organisation can be represented at the IOMP Administrative Council by two representatives who shall have one vote each unless they are already a voting member.

This document explains the procedure by which EFOMP appoints these representatives.

INTRODUCTION

The IOMP Administrative Council meets several times a year virtually and once every three years face to face at the occasion of the World Congress on Medical Physics and Biomedical Engineering.

It is desirable that EFOMP is represented at the IOMP Administrative Council at the highest possible level.

Since the term of office of the EFOMP President is also three years, and to have a continuity in the EFOMP representation to the IOMP Administrative Council, the procedure described below is adopted for the appointment of the two EFOMP representatives to the IOMP Administrative Council.

PROCEDURE OF APPOINTMENT

The President of EFOMP will be one of the two EFOMP Representatives to the IOMP Administrative Council.

When the Vice President of EFOMP takes up office then he/she will become the second EFOMP Representative to the IOMP Administrative Council, replacing the outgoing EFOMP Past President.

The Secretary General will notify the changeover of the EFOMP representatives to the IOMP Administrative Council to the IOMP President, to the NMO Presidents, and ensure that it is recorded on the EFOMP website.

EFOMP Procedure for Reviewing IAEA Documents

The President of EFOMP will act as the focal point for this process:

1. He will receive the document form the IAEA and send it to the EFOMP Officers for reviewing.

2. The Chairpersons of all the Committees are encouraged to review the document themselves as well as distribute it to their members for reviewing within a set period of one month if they feel that the document is within the terms of reference of their committee.

3. The members that have the expertise of the content of the document will send their reviewing comments to their chairpersons within the period of three weeks.

4. The chairpersons will then collate the reviewing comments from their core members and themselves and send these to the President within a timeframe of two weeks.

5. The President will collate the reviewing comments from the committees and if he reviewed the document himself collate his comments as well and send the document and the collated reviewing comments to the Officer's for the final decision of endorsing the document or not.

6. The Officers will have to inform the President within two weeks from receiving the document and the collated comments, of their decision of endorsing the document or not with a justification of their decision.

7. The President will collate the responses from the Officers in the form of a report and send this to the IAEA within the total period of two months from the time the document was first received from the IAEA.

EFOMP Endorsement

Organizers can apply for the endorsement of events using the application form below.

ENDORSED EVENT - APPLICATION FORM

Contact person:	
Phone:	
E-mail:	
Institution/Society:	
Address:	
Postcode:	
Town:	
Country:	
Event website:	

I hereby apply for endorsement by EFOMP of the following scientific event, of interest for EFOMP scientific scope. I attach the following documents and info:

- Conference agenda
- Preliminary Programme (with indication of speakers and titles)

I agree to mention EFOMP as one of the endorsing Societies/Federations and to add a link of EFOMP website (www.efomp.org) on the Conference website.

I acknowledge that if the application is approved, I will be granted to put the EFOMP logo (provided by EFOMP) on the Conference website, and that I will be allowed also to put the EFOMP logo in the Conference flyer after sending the flyer to EFOMP for approval.

I affirm that all the info and material produced to EFOMP for this application are true and that no useful related info has been omitted.

Signature Date:

MEMORANDUM OF UNDERSTANDING

For the list of Memoranda of Understanding see EFOMP webpage – EU & International Matters section.

ANNEX 7

FINANCE

EFOMP generates its income mainly through NMO member and company subscription. Further income is raised through Physica Medica and advertisement in EMP News and Web. Occasionally funds are received through European projects.

EXPENDITURE

Expenditure for professional and scientific activities is through an annual (Jan – Dec) budget allocation. The budget is prepared by the Treasurer. Committee Chairs are invited to present a budget request every year in the spring to cover expenditure in the following year. After discussion by a group consisting of the President, Secretary General, and Treasurer committee allocations are incorporated into the overall budget. Budgets are also set for the President, Past (or Vice) President and Secretary General. Further allocations are made to give financial support to EFOMP Officers, both for attendance at the Council meeting and the Officers' meetings, administrative support from IPEM, bank and other administrative charges (company registration, tax, currency fluctuations etc.). Budget proposals are presented to Council for approval. Once approved, budget holders can plan to spend their allocations from January of the following year.

GUIDELINES FOR BUDGET HOLDERS (COMMITTEE CHAIRS, PRESIDENT, PAST PRESIDENT & SECRETARY GENERAL)

1. Expenses are paid for Officers and other persons acting on behalf of EFOMP and following approval by the Treasurer.

2. Person claiming expenditure must be an NMO member (unless authorised by EFOMP)

3. EFOMP will not financially support specifically arranged SIG or Working Group meetings.

4. If Working Groups are formed to support the work involved in an EU Contract these will be supported financially.

5. Budget holders should aim to spend within their budget allocation.

6. Any "overspend" should first be discussed and agreed with the President and Treasurer.

7. Any "underspend" will be seen by NMOs as poor management of funding and so should be avoided

8. Any activity that requires funds (such as representing EFOMP in scientific and professional meeting) must be approved by the budget holder. An EFOMP Expenditure Request Form (available from the EFOMP office) should be used.

9. Any claims for expenditure that has not been approved will not be processed by EFOMP.

REIMBURSEMENT

EFOMP reimburses actual expenditure when attending meetings described above. Expenditure on travelling, accommodation and subsistence should be kept as low as reasonably practicable. Normally standard/economy fares should be claimed and advantage taken of special packages/Apex type fares.

Car travel will be paid € 0,19 per km. Fines for any motoring offences, including parking tickets will not be reimbursed.

Use of taxis should be justified on value for money grounds but may take account of urgency, baggage, journey times compared to alternatives and relevant health and safety.

All expenses claimed must be supported by receipts /invoices which should be attached to a completed Expenses Claim Form (available on the web site) and sent to: EFOMP, Mercatorlaan 1200 3528 BL Utrecht, the Netherlands. To expedite payment scanned copies may be emailed prior to the originals being mailed. Claims should be made within 3 months of any meeting attended.

HONORARIA

EFOMP appreciates the effort that people are putting into projects on its behalf. However Governing committee members are not employees of EFOMP, but participate in projects voluntarily and should not expect to be paid. So EFOMP's officers will not receive payment from EFOMP for their participation in projects.

ANNEX 8

CONFERENCES

European Congress of Medical Physics

INTRODUCTION

The main purpose of the European Congress of Medical Physics (ECMP) is to advance and disseminate medical physics and medical technology knowledge and promote the medical physics profession in Europe and worldwide.

INVITATION TO BID

All EFOMP National Member Organisations in good standing or a regional group (cooperation of two or more national organisations) are invited to bid to host the ECMP.

SUMMARY OF THE ECMP

The ECMP is organized by a Congress Program Committee (CPC) in cooperation with a Local Organizing Committee (LOC). The CPC comprises a Chair and 6 members. EFOMP designates the chair of the CPC. EFOMP's governing committee nominates 5 members and the host society nominates 1 member. Members nominated by EFOMP who have served 3 times are replaced by EFOMP, unless they become chair. The CPC establishes a Scientific Governing committee to develop the scientific programme and scientific activities of the congress. It is the role of the Scientific Governing committee to select and invite speakers, review and evaluate the papers submitted and inform authors about the decision of the review process. The CPC will also be responsible for global public relations and communications, industry relations and fundraising at a European level and promotion of the congress through EFOMP channels.

The host national member organisation establishes the LOC. The LOC comprises a chair and 6 members. The chair of the LOC will be designated by the host society. The host society nominates 5 LOC members and EFOMP nominates 1 member. The LOC is responsible for the choice of the venue, social events, the preparation, printing and distribution of preliminary announcements and flyers for the promotion of the congress, the printing and the distribution of preliminary and final programs and proceedings, registration and hotel accommodation processes and the development and updating of the ECMP website. The LOC will also be responsible for local/regional fundraising and marketing and local/regional public relations and communications.

The LOC will update the CPC regularly on the progress of its organization. The cooperation between EFOMP and the LOC is formally arranged in a contract. The LOC submits a draft financial report of the congress that provides sufficient information on the revenues and expenses related to the organization of the congress to the CPC at least 60 days before the Congress. The LOC submits its final financial report to the CPC within 60 days after the Congress.

The LOC should receive the draft scientific programme at various time intervals from the CPC. The local organisers may, if they wish, propose sessions on aspects of medical physics of particular interest for their country. This should be done in consultation with the CPC. The LOC may not make any changes to the scientific programme without prior consultation with the CPC. The President of the Congress will be appointed after discussion of the chair of the CPC with the host society.

TIME

The congress is a biennial event, rotating among various countries in Europe. The congress is held at the end of August or in September. The congress is held over 3 days, Thursday to Saturday. Satellite meetings can be organized the day before or after the congress (Wednesday or Sunday respectively).

BID DOCUMENTATION

Prospective hosts of the ECMP must submit a bid in **electronic form** to the Secretary-General, secretary@efomp.org) by 30th November in the year before ECMP.

The bid must include:

1. A formal expression of interest to host the ECMP. The lead partner, if more than one organisation is involved, should be defined.

2. Name and CV of the chairman of the LOC.

3. Full bid proposal. The full proposal should include at least the following:

- dates and duration,
- location,
- characteristics of the congress centre i.e. number and size of rooms, poster space, exhibition (expected size and facilities), facilities for lunch, breaks and welcome reception, audio-visual services.
- access (airport connections and public transportation),
- hotel infrastructure with typical price range,
- social events,
- draft budget including proposed registration fees scheme and any special arrangements for grants
- how the host society will manage the financial arrangements (for example, employment of a professional events management company)
- support from country, city or other authorities
- proposed arrangements for profit share and loss responsibility.

4. 1-2 pages summary of the bid (this will be distributed to governing committee).

5. Supporting Documents (Optional)

Registration fees for EFOMP officers should be waived. Hotel expenses of the 10 EFOMP officers, expenses for a meeting room for EFOMP officers and members of the CPC and expenses for a council dinner should be included in the budget. Expenses for a meeting room for the council meeting with a projector and audio equipment should also be included in the budget.

TIMETABLE AND SELECTION PROCEDURE

1. Deadline for receipt of bids by Secretary-General: November 30rd of the year before the ECMP.

2. Summary of each bid and recommendations of Review Group sent to EFOMP governing committee: by January 31st of the year of ECMP.

3. Contract signed: within 3 months.

4.

REVIEW GROUP

The membership of the review group will be EFOMP's immediate past or vice president, EFOMP's secretary general and the chairman of the Education and Training committee. The review group may request additional information from a bidder or suggest changes. The review group submits an evaluation report to EFOMP governing committee with recommendations. EFOMP governing committee may reject recommendations made by review group. EFOMP governing committee will make the final selection of the site of the ECMP.

CONTRACT

A contract between EFOMP and the host of the annual congress is signed, which specifies mutual obligations and rights.

LANGUAGE

The official language of the ECMP is English.

LOGO

EFOMP's logo must appear on all programs and other documents connected with the ECMP.

ENQUIRIES

All enquires about requirements and procedure should be sent to the Secretary-General:

email: secretary@efomp.org.

EFOMP Workshop at ECR

INTRODUCTION

EFOMP is normally invited to organise a workshop at ECR. This usually consists of two sessions each having 3 speakers, with 30 minutes for each presentation. The two sessions run back-to-back with a 30 minute coffee break between them. In addition to the speakers, two moderators must be identified for each session. These are usually the President, vice- President, Chair of Scientific Committee and Chair of the ECR Physics sub-committee. However this may need to be changed if any of these are not attending ECR.

TIMESCALE

In January/February the EFOMP Scientific Committee should decide on preliminary suggestions as to the workshop title and possible speakers.

At ECR the chair of the EFOMP Scientific Committee, EFOMP President and vice-President (or their representatives) meet with the ECR physics sub-committee to discuss the suggested workshop title. Note, it is the responsibility of EFOMP to organise the workshop.

The ECR Scientific Programme Committee will contact the EFOMP President at the beginning of April. A draft programme will be requested for submission to the Programme Planning Committee who usually meet at the end of April. It is the responsibility of Scientific Committee to produce this programme although they will liaise closely with the EFOMP President. This draft programme will contain the names of all the speakers. The speakers should have been contacted for their agreement in principle but, as the ECR Programme Planning Committee may change speakers, no definite commitment can be made at this stage. Note when selecting speakers that the ECR will reimburse overseas speakers for three nights' hotel accommodation but offers no support for travel costs.

Towards the end of May the President will receive a letter detailing what, if any, changes should be made to the draft programme.

At the beginning of June EFOMP will be informed of the final programme and asked to confirm that the speakers will be attending.

The official invitation to the speakers is sent out by the ECR Programme Planning Committee in July.

The moderators will be contacted by the ECR organisers with information as to how to run the session.

EFOMP Support of Meetings, Congresses and Courses

Guidelines for National Member Organisations

INTRODUCTION

One of EFOMP's aims is:

Encouraging exchanges between the National Member Organisations and disseminating professional and scientific information through publications and meetings

The sponsorship of meetings and congresses is central to the achievement of this aim. The purpose of these Guidelines is to help National Member Organisations (NMOs) to obtain EFOMP sponsorship for their events by setting out the steps that they need to take and the conditions that must be fulfilled.

Note that there are detailed guidelines on the requirements for the biennial European Congress on Medical Physics.

TYPES OF EFOMP SPONSORSHIP

Type of Sponsorship	Meaning
Organised by EFOMP	EFOMP organizes the meeting usually in cooperation with the local.
Co-organised by EFOMP	EFOMP is a major partner in the organisation of the event, and shares the responsibility for the arrangements with the other co-organiser(s).
Scientifically supported by EFOMP	Organisation of the meeting is primarily the responsibility of the meeting organiser. EFOMP provides support through publicity and promotion, and plays a significant part in the scientific organisation of the event. No financial support is provided
Recognised by EFOMP	EFOMP is one of several sponsors for the event.

TYPES OF EVENT

These Guidelines are intended to be applicable to most events which National Member Organisations would wish to stage, and where participation in the event may be of interest to a wider audience. The events will include:

- Scientific meetings, congresses and workshops, intended to disseminate the results of current research and development, and to stimulate collaboration in research and development
- Training courses, schools or other events whose purpose is primarily educational

Note that the biennial EFOMP Congresses are the subject of specific guidelines, which also explain the process by which the venue will be selected.

REQUIREMENTS FOR EFOMP SPONSORSHIP

EFOMP must ensure that all events with which its name is associated are consistent with its overall aims of promoting excellence in the application of physical science to medicine. The conditions for EFOMP sponsorship of an event are intended to achieve this, by requiring a voice, particularly in those aspects of the organisation of the event which affect quality.

EFOMP also has the aim of co-ordinating the work of national member organisations, to make the best use of their efforts and to avoid programme clashes wherever possible.

The procedure for obtaining EFOMP sponsorship of an event, outlined below, sets out to achieve these aims.

GUIDELINES

1. Notification to EFOMP and Requests for Sponsorship

EFOMP must be notified of a meeting for which the NMO requests sponsorship as early as possible in the planning process. The notice must include at least the following information:

- Title of the event
- Proposed date and venue
- Purpose of the event
- Outline programme
- Level of EFOMP involvement requested or envisaged.

If further information regarding the event is available, this should be sent as well.

If EFOMP's involvement may have financial consequences either for EFOMP or for the NMO, a detailed budget for the event must be provided.

For scientific meetings, congresses, and workshops, the notice should be sent to the Chairman of the Scientific Committee.

For training courses, schools or other events whose purpose is primarily educational, the notice should be sent to the Chairman of the Education Training and Professional Committee.

For events where EU Support is required, the notice should be sent to the Chairman of the Committee on European Union Matters.

In all cases, a copy of the notice should also be sent to the President of EFOMP.

Names and addresses for these officers are available on the EFOMP Website at www.efomp.org, or from the EFOMP Office in Utrecht.

2. EFOMP Participation in the Planning of the Event

In the case of meetings organised by EFOMP, the Chairman of the relevant Committee will establish an appropriate programme and organisation committee. This will normally include representation from the local event organisers, but the committee will be responsible to EFOMP.

In the case of events where EFOMP is either co-organiser or sponsor, EFOMP will nominate a representative or representatives of EFOMP to serve on the event's programme and organising

committee(s). The nomination will normally be subject to ratification by the EFOMP Officers at their next scheduled meeting.

BENEFITS TO EFOMP MEMBERS

Organisers of meeting supported by EFOMP are expected to offer similar registration concessions to members of other EFOMP National Member Organisations as to their own members. This includes concessions such as discounted registration fees, inclusive proceedings publications etc.

EFOMP recognised events should entitle delegates to CPD points according to their national CPD scheme and the recommendations made in Policy Statement no. 10.

ANNEX 9

AWARDS

Medal and Honorary Membership Nomination Procedures

GENERAL

The formal procedure for nominations is similar for both the EFOMP Medal and EFOMP Honorary Membership. Officers have responsibility for the administration of the EFOMP Awards and Honours Programme. An EFOMP Awards and Honours Task-Group comprising the President, Vice-President and Secretary General, chaired by the Vice-President, is appointed to manage the Awards Programme, particularly soliciting nominations from NMO's. Officers will select one candidate from the nominations submitted for each award, and recommend this decision to Council for approval.

PROCEDURE

1. Every NMO is invited, by a letter sent by the Secretary General, to provide a single nomination for the award. Requests for the EFOMP Medal and Honorary Membership will be made alternatively in the year of the ECMP. Nominations need to include a short CV, comprising a description of the career of the nominee as a medical physicist, and two supporting reports from leading medical physicists, at least one of whom should be from outside the proposing NMO.
2. The Task-Group will review all the documentation against the Award criteria and will prepare the nominations for submission to Officers.
3. A secret ballot of Officers will be held and each Officer will rank the nominations in order of preference. In the case of a tie for first preference, a second ballot will be held. If this second ballot also results in a tie, the Chair of the Task-Group will take the final decision.
4. If the Task-Group comes to the conclusion that no candidate meets the Award Criteria, Officers will recommend to Council that no award be made.
5. The recommendation will be put to Council A short CV of the nominee is to be included in the submission to Council.
6. The Chair of the Task-Group is responsible for notifying the successful candidate, and for making the necessary arrangements with the candidate for presentation of the award.
7. The Chair of the Task-Group is responsible for making appropriate arrangements for the presentation of EFOMP awards. The Honorary Membership will be awarded at the Council meeting and the EFOMP medal at the ECMP.
8. The Task-Group is responsible for reviewing the appropriateness of the Award Criteria and the procedure for selecting candidates, and to develop the EFOMP Award Programme.

ANNEX 10

CODE OF CONDUCT AND REGISTER OF INTERESTS FOR MEMBERS OF THE GOVERNING COMMITTEE

INTRODUCTION

1. The Governing committee has agreed to a voluntary Code of Conduct for Governing committee members and Officers and to a register of interests.
2. The purpose of the register is to place on record potential conflicts of interest. In addition, the Code of Conduct asks Governing committee members and Officers to declare any relevant interests in the course of EFOMP business.
3. The register of interests should be accessible to Members and to members of the public.,

CODE OF CONDUCT FOR GOVERNING COMMITTEE MEMBERS

1. Membership of the EFOMP Governing committee carries with it the responsibilities of upholding the aims of the EFOMP (as laid down in the Memoranda and Articles of Association) and also those of the Internal Regulations.
2. In order that both the public and NMOs may have confidence in the effectiveness and impartiality of the Governing committee, members undertake:
   - to make themselves available for service on the Governing committee and those of its committees and working parties to which they may be elected or appointed;
   - to take decisions in EFOMP's interest without favour to any individual body corporate or other association;
   - to avoid placing themselves under obligation to any individual or organisation which might affect their ability to act impartially and objectively as members of the EFOMP Governing committee;
   - to declare in the EFOMP register of interests their membership of other bodies or organisations in accordance with the Governing committee's guidance on this matter;
   - to declare relevant interests or prior knowledge in the course of the EFOMP business, and/or to take steps to avoid such interests or knowledge giving rise to a conflict of interest;
   - to serve without seeking personal gain or preferment;
   - to avoid bias on grounds of race, disability, lifestyle, culture, beliefs, colour, gender, sexuality or age;
   - to be open about the decisions and actions they take as EFOMP Governing committee members, restricting information only when the principles of confidentiality or law demand it;
   - to observe the confidentiality of information identified as confidential which they receive as a privilege of Governing committee membership;
   - to distinguish clearly, when speaking or writing, between personal views and those of the EFOMP Governing committee;
   - to support the above principles by leadership and example.

CODE OF CONDUCT FOR OFFICERS

1. Officers are expected to avoid any conflict of interest arising out of their association with EFOMP and their association with any organisations, individuals or suppliers connected with EFOMP.

2. They are expected to abide by the Finance Management Instructions in the management of any external contracts.

GUIDANCE ON REGISTER OF INTERESTS

1. It is expected that Governing committee Members and Officers will adhere to EFOMP's Code of Conduct. Elected and appointed Officers (including those fulfilling casual vacancies), are expected to indicate their commitment to the Code by signing a statement and returning it to the EFOMP office.
2. Members of the EFOMP Governing committee are expected to act impartially and objectively, and to take steps to avoid any conflict of interest arising as a result of their membership of, or association with, other organisations or individuals. In order that this should be clearly apparent, the EFOMP Governing committee has established a Register of Interests. Like the Code of Conduct itself, declaration of interests in the Register is voluntary, but the EFOMP Governing committee expects that its Officers will make such declaration.
3. It is impossible to draw up an exhaustive list of organisations, still less of individuals, association with which might, under certain circumstances, be considered to bring about a possible conflict of interest.

In general, the EFOMP Governing committee believes that Members of the Governing committee and Officers should declare membership of, association with, or financial interest in any organisation if, in the view of the Officer, a conflict of interest or the appearance of such a conflict could arise.

It is proposed that the following interests need **NOT** be declared:

a) Posts held in the ordinary course of employment or practice.
b) Ordinary membership of professional bodies.
c) Fellowship of professional bodies or specialist scientific bodies.
d) Membership of local community organisations.

It is proposed that the following interests **SHOULD** be declared:

e) Any Office held in a professional or scientific body, specialist society, Medical Royal Colleges or any body in the public, private or voluntary sector.
f) Consultancies, directorships or advisory positions if they relate to a medical, healthcare, pharmaceutical or scientific company or organisation, public body or political party, or any company that seeks work in the healthcare sector.
g) Financial interests in, or other potential sources of income from, medical, healthcare, pharmaceutical or scientific companies or organisations, although investments in funds or other investment vehicles managed by an independent third party (e.g. unit trusts, investment trusts, pension funds, ISA's etc) need not be declared.
h) Business interests where relevant to the activities of EFOMP.
i) Any other public appointments which are not held in the ordinary course of employment or practice.

4. In case of doubt, members of the Governing committee may seek the advice of the Secretary General what memberships, associations or interests they should declare.
5. The Secretary General will be responsible for keeping the Register of Interests. Members of the Governing committee and staff should amend their entries in the register as soon as possible following any change in their circumstances, and will, in any event, be invited to update their entries each year (following the Council).
6. The Register will be reviewed by theSecretary General, the Chairman of the Governing committee, and the EFOMP auditors annually and they will take appropriate action.

CONNECTED PERSONS

1. Governing committee Members and Officers are expected to register the relevant business interests and offices of connected persons in addition to their own. Connected persons are defined by the Statement of Recommended Practice as:

    - members of the same family or household who may be able to influence, or be influenced by the Governing committee Member or Officer,
    - any business partner of a Governing committee Member or Officer,
    - trustees of non-charitable trusts, the beneficiaries of which are Officers or persons connected with an Officer.

OFFICERS OF EFOMP

DECLARATION OF INTERESTS

1. Offices held in a professional body, specialist society, medical charity, or similar body in the public, private or voluntary sector:

   • **None** *(please tick box, or list interests below, using attached sheets if necessary)*

2. Consultancies, directorships or advisory positions if they relate to a medical, healthcare or pharmaceutical company or organisation, public body or political party, or any company that seeks work in the healthcare sector:

   • **None** *(please tick box, or list interests below, using attached sheets if necessary)*

3. Financial interests in, or other potential sources of income from medical, healthcare or pharmaceutical companies or organisations:

   • **None** *(please tick box, or list interests below, using attached sheets if necessary)*

4. Non-personal financial support from industry i.e. payment which benefits a department for which an Officer is responsible, but is not received by the Officer personally (e.g. a grant towards the running of a unit, a Fellowship or other payment to sponsor a post, the commissioning of research or consultancy work etc):

   • **None** *(please tick box, or list interests below, using attached sheets if necessary)*

5. Offices held on Governing committees or in senior positions of employment, consultancies, advisory positions with existing or potential suppliers to, or recipients of funds from, EFOMP.

   • **None** *(please tick box, or list interests below, using attached sheets if necessary)*

6. Any other public appointments

   • **None** *(please tick box, or list interests below, using attached sheets if necessary)*

7. Any other interests which should be declared

   • **None** *(please tick box, or list interests below, using attached sheets if necessary)*

I declare the interests listed above of myself and relevant persons connected to me, and confirm that these interests will not influence my actions as an Officer of EFOMP.

I confirm that I have read and understood the Code of Conduct for Officers of EFOMP, including the Guidance on the Register of Interests.

I agree to abide by the Code.

Signed: ……

Name: …… Date:…….

CRITERIA FOR RECOGNITION OF A NATIONAL MEDICAL PHYSICS SOCIETY

INTRODUCTION

In the Internal Regulations of EFOMP a medical physics society is defined as one in which the principal defined category of members are persons:-qualified with a University degree or equivalent in physics, mathematics, computing sciences, physical chemistry, mechanical, electrical or electronic engineering and other appropriate natural sciences, and working in alliance with medical staff in hospitals, universities or research Institutes, and which carries the responsibility of guiding and supporting the professional character of the work of their members and encouraging and promulgating the scientific work of their members.

The EFOMP Internal Regulations only allows one such medical physics society to be recognised as the National Member Organisation (NMO) for a country. Where a country has two medical physics societies seeking to be recognised as the NMO EFOMP Governing committee needs to reach a decision on which one it will recommend to Council as the NMO. This policy describes the process that it will use.

CRITERIA FOR RECOGNITION

On the basis of the guidance in the Internal Regulations given in the introduction there are two broad criteria against which a society will be judged:

Does the society represent medical physicists? Not only should it meet the membership criteria but also demonstrate that its governance procedures are such that it allows members to take an active part in the work of the society as, for example, being eligible for election as an officer/President.

Is the society actively promoting medical physics in the country? For example, does it hold an annual meeting, is it providing educational courses, is it seeking to influence governmental policy affecting the profession?

PROCESS FOR RESOLVING COMPETING CLAIMS

When there are two societies seeking to be recognised as a country's NMO the Governing committee will request that they submit the usual documents requested from an NMO according to the Internal Regulatons; copies of their rules, constitutions or statutes, and a statement giving names and work places of officers, the number of members, and the activities of the society. In addition they should provide evidence that they are actively promoting medical physics in their country.

The Governing committee will appoint a membership group consisting of the secretary general, vice-president/ past president and the Chair of the Professional Matters Committee to examine these documents. If any of these officers belong to the NMO then they should withdraw from the group and be replaced by another officer. In the event that both societies meet the above criteria then the membership governing committee should take such steps as it thinks appropriate to get the two societies to combine. If this fails then the membership group should advise the Governing committee as to which society should be appointed as the NMO. It should also advise whether the other society should be offered Affiliate membership.

The societies will be informed of the outcome by the secretary general.

APPEALS

An appeal may be made but only on issues that the society feels have not been understood by the Governing committee. They may not submit additional information at this stage. The appeal will be considered by the President and the chairs of Education and Training and EU Matters committees. Their decision is final.

The decision will be confirmed at the next meeting of EFOMP Council where the society will be formally recognised as the NMO.

RECONSIDERATION OF DECISION

After 2 years the affiliate society may request EFOMP to reconsider its decision. This request should be supported by evidence that the appellant society has significantly strengthened its case to be recognised as the NMO. This evidence will be considered by the membership group who will advise the Governing committee. If the Governing committee is of the view that there has been a change then the process for resolving competing claims described above will be undertaken. There will be no appeal against the Governing committee's decision.

ANNEX 12

EFOMP EXAMINATION GOVERNING COMMITTEE

For the Terms of Reference see EFOMP webpage - EEB section.

ANNEX 13

EUROPEAN SCHOOL FOR THE MEDICAL PHYSICS EXPERTS

For the Quality Manual see EFOMP webpage - ESMPE section.

ANNEX 14

GENERAL DATA PROTECTION REGULATION

Confidentiality and Data Protection agreement

Purpose

This document is intended for people who make an unpaid, professional contribution to EFOMP ('EFOMP volunteers') who process personal information relating to officers, committee members, or other EFOMP contacts, on behalf of EFOMP. EFOMP remains legally the 'data controller' for this data, and so needs to be assured that it is handled appropriately by others acting on its behalf.

The agreement sets out the requirements and responsibilities of those who have access to such information and ensures that all parties concerned understand their confidentiality obligations, and the consequences of breach of these obligations.

Scope

This agreement must be signed by all those who process personal data in the course of their volunteer role for EFOMP as:

- Officers
- Committee members
- Any other role in which a volunteer processes personal data.

Confidentiality agreement

This document applies to all personal data and business information you process in the course of your role for EFOMP. The relevant provisions also apply after your relationship with EFOMP has ended.

1. I hereby undertake not to use, nor disclose to any unauthorised person, any confidential information relating to or received from EFOMP for any reason unless expressly authorised by EFOMP or required by law. I understand that this applies both during the term of my voluntary work and after its termination.
2. Information is confidential information if it is clearly marked as such or by its very nature is evidently confidential. This includes but is not limited to financial information and other information held on EFOMP representatives.
3. I understand that the use and disclosure of all information about living, identifiable individuals is governed by the Data Protection Act. I will not use or disclose any personal data I acquire during my work for any purpose that is or may be incompatible with the purposes of that work.
4. I understand that I am required to keep all confidential and personal data securely, and undertake to follow all relevant local procedures in doing so, as described in Annex A
5. I undertake to ensure that all records provided or created for the purposes of this agreement, including any back-up records, are passed back to EFOMP or deleted as directed as described in Annex A, once I have received confirmation that the task I was using them for has been satisfactorily completed.
6. I understand that all information and personal data supplied by EFOMP, used directly or indirectly in the performance of my duties shall remain at all times the property of EFOMP.
7. I understand that breach of these obligations may lead to membership disciplinary proceedings and possibly to legal proceedings.

Annex A

Processing personal data

Volunteers are reminded of the following requirements for the protection of personal data that they are processing on behalf of EFOMP:

- Members should use the EFOMP website workspace to read and store documents, whenever possible.
- If using emails to share documents containing personal data, they should be sent using an encrypted system
- Laptops and other mobile devices containing personal data must be both encrypted and password protected
- Laptops must have a privacy screen in place if they are used in a public place such as a train.
- Documents and storage devices such as memory sticks, containing personal data should always be individually password-protected.

Disposal of personal data:

- If paper copies of personal data have been used, they should be disposed of through a confidential waste disposal service.
- Alternatively, hard copies should be cross-shredded before disposal.
- Electronic documents should be deleted as soon as the task for which you are using them has been completed. You should go to the 'Trash' folder and permanently delete the file.
- If you subsequently sell/dispose of any computer or portable media (e.g. laptops, USBs, mobile phones, blackberries) that you have used for EFOMP business, please check that it has been cleared of all personal data

Privacy Policy

1. Overview

The European Federation of Organisations for Medical Physics (EFOMP) is committed to protecting your privacy. This privacy notice explains how EFOMP will use any personal information we collect from you.

2. What Information we collect about you

This section shows groups of people whom we collect information about. It then details (for each group) how we collect your data; what we use your personal information for; the legal basis for processing; how long we keep it; categories of personal data; and who we share your data with.

2.1 EFOMP Membership Applicants (National – Affiliate – Company membership)

2.1.1 How we collect your data

We collect data about the National Member Organisation/Company starting at the point of recruitment where we will collect the data from the NMO/Company directly via an application form and supporting documents. You have the opportunity to add to this base data by contacting the office. We also update this data through your subsequent contact with us.

2.1.2 Purposes of the processing

Personal information which you supply to us may be used:

- To administer your application for membership

2.1.3 Legal basis for processing

We process your personal data under the legitimate interest basis for processing.

2.1.4 Legitimate Interest

Applicants expect this processing to take place so that they can be admitted to Membership.

2.1.5 Data retention period

We will keep electronic copies of your application form, while you remain an EFOMP member plus 2 years; or if you are not successful for a period of 2 years.

In addition we will keep a record of the NMO/Company details, membership and financial history on the EFOMP database while you remain an EFOMP member; until we have no longer a legal basis for processing this data.

2.1.6 Categories of personal data

We will keep the following categories of personal data.

Personal details:

- Name of the NMO president, vice president, secretary general, treasurer and EFOMP delegates/ Company responsible
- Work/home Email Address
- Work/home Telephone Number
- Mobile Telephone Number.
- Name of the NMO/Company
- NMO/Company Address
- Professional Information
- Interest Information

Membership Information:

- Membership Application Form & Supporting Documents

2.1.7 Who we share your data with

We share some of your data with other organisations and individuals who process data on EFOMP's behalf (Data Processors). The use of the data we share is strictly limited, by contract, to those purposes.

2.1.7.1 With our IT Software & IT Support Service Providers

We share your personal data that we hold with our IT providers and IT support Service Providers to ensure that you get the best possible service.

2.2 National Member Organisations/Companies

2.2.1 How we collect your data

We collect data about you in a variety of ways, starting at the point of recruitment where we will collect the data from you directly via an application form and supporting documents. You have the opportunity to add to this base data by contacting the office. We also update this data through your subsequent contact with us.

2.2.2 Purposes of the processing

Personal information which you supply to us may be used in a number of ways

- To administer your membership.
- To administer the annual renewal of the membership
- To send you the EFOMP newsletter, EFOMP protocols and policy statements
- To send you details of meetings, conferences, events , EFOMP school editions (ESMPE), and EFOMP examinations (EEB) that we think you may be interested in.
- To send you details of services that we think you may be interested in.
- To send you details of committees, working groups, special interest groups, networks that you may be interested in
- To contact you about and administer complaints.
- To provide anonymised workforce data to government and other policy makers.

2.2.3 Legal basis for processing

We process your personal data, with the exception of financial information under the legitimate interest basis for processing. Financial information is processed under the legal basis for processing.

2.2.4 Legitimate interest

Members expect this processing to take place so that they can receive the published membership benefits.

2.2.5 Data retention period

We will keep electronic copies of your application form, while you remain an EFOMP member plus 2 years. In addition we will keep a record of your personal details, membership and financial history on our database while you remain an EFOMP member; until we have no longer a legal basis for processing this data.

We will keep financial information of our finance system for 6 years in accordance with our legal obligations.

2.2.6 Categories of personal data

We will keep the following categories of personal data.

Personal Details:

- Name of the NMO president, vice president, secretary general, treasurer and EFOMP delegates/ Company responsible
- Email Address
- Telephone Number
- Mobile Telephone Number.
- Name of the NMO/Company
- NMO/Company Address
- Professional Information
- Interest Information

Membership Information:

- Membership History
- Membership Application Form & Supporting Documents
- Membership Invoices and Payment information

2.2.7 Who we share your data with

We share some of your data with other organisations and individuals who process data on EFOMP's behalf (Data Processors). The use of the data we share is strictly limited, by contract, to those purposes.

2.2.7.1 With EFOMP website Emailing list

We add your name and preferred email address to website emailing list, so that we can send you the EFOMP announcements; newsletters; updates; details of upcoming meetings, conferences, events , EFOMP school editions (ESMPE), and EFOMP examinations (EEB) that you might be interested in ; and details of services that we think you might be interested in.

2.2.7.2 With EFOMP IT Software & IT Support Service Providers

We share your personal data that we hold with our IT providers and IT support Service Providers to ensure that you get the best possible service.

2.3 EFOMP Officers

2.3.1 How we collect your data

We collect data about you in a variety of ways, starting at the point where you apply to be an Officer where we will collect the data from you directly. We also update this data through your subsequent contact with us.

2.3.2 Purposes of the processing

Personal information which you supply will be used to enable us you to fulfil your duties of an Officer.

2.3.3 Legal basis for processing

We process your information under the legal requirement for processing for current Officer s and under legitimate interest for former Officers

2.3.4 Legitimate Interest

We keep details of former Officers for historical purposes.

2.3.5 Data retention period

We will keep an electronic record of your personal details on our database in perpetuity to keep a history of EFOMP.

2.3.6 Categories of personal data

Personal Details:

- Name
- Name of NMO
- Home Address
- Work Address
- Home Email Address
- Work Email Address
- Home Telephone Number
- Work Telephone Number
- Mobile Telephone Number.
- Name of Employer
- Employer Address
- Date of Birth
- Gender
- Professional Information
- Interest Information

2.3.7 Who we share your data with

We share some of your data with other organisations and individuals who process data on EFOMP's behalf (Data Processors). The use of the data we share is strictly limited, by contract, to those purposes.

2.3.7.1 Chamber of Commerce NL

We share you details with the Chamber of Commerce so that we can meet our legal requirements.

2.3.7.2 With EFOMP website Emailing list

We add your name and preferred email address to website emailing list you can exchange information related to your duties of an Officer.

2.3.7.3 With our IT Software & IT Support Service Providers

We share your personal data that we hold with our IT and IT support Service Providers to ensure that you get the best possible service.

2.4 EFOMP Working Group, Special Interest Group and Committee Members

2.4.1 How we collect your data

We collect data about you in a variety of ways, starting at the point of application where we will collect the data from you directly. You have the opportunity to add to this base data, by contacting the chair of an EFOMP advisory committee or the office through your NMO. We also update this data through your subsequent contact with us.

2.4.2 Purposes of the processing

Personal information which you supply will be used to:

- To arrange committee meetings
- To circulate committee agendas, papers, minutes and progress reports
- To keep a history of EFOMP's committee members

2.4.3 Legal basis for processing

We process your personal data under the legitimate interest basis for processing.

2.4.4 Legitimate Interest

Committee members expect this this processing to take place so that they can achieve the objectives of the committee.

2.4.5 Data retention period

We will keep an electronic record of your committee term in perpetuity on our Database, this is to retain the history of EFOMP. In addition we will keep committee agendas, papers and minutes will be kept in accordance with the data retention policy for that committee.

2.4.6 Categories of personal data

Personal Details:

- Name
- Email Address
- Name of NMO

Committee Information:

- Committee Name
- Committee Role
- Term of Office
- Committee Application Form and Supporting Documents
- Committee Agenda, Papers and Minutes

2.4.7 Who we share your data with

We share some of your data with other organisations and individuals who process data on EFOMP's behalf (Data Processors). The use of the data we share is strictly limited, by contract, to those purposes.

2.4.7.1 With other Members

We share you email contact details and the committee minutes with other members on the same committee. In some case we may share you name with all members, so that they know who is working on EFOMP committee on their behalf. In addition committee minutes may be shared with other EFOMP committees as required.

2.4.7.2 With EFOMP website Emailing list

We add your name and preferred email address to website emailing list, so that you can receive committee agendas, papers, minutes, progress reports and arrange committee meetings.

2.4.7.3 With our IT Software & IT Support Service Providers

We share your personal data that we hold with our IT and IT support Service Providers to ensure that you get the best possible service.

2.4.7.4 With Members of the Public and partner organisations

We share your name, organisation and location with members of the public and partner organisations if the output of the working group is a report, book, guidance or any other attributable printed matter.

2.5 EFOMP External Representatives

2.5.1 How we collect your data

We collect data about you in a variety of ways, starting at the point of application where we will collect the data from you directly. You have the opportunity to add to this base data, by contacting the office. We also update this data through your subsequent contact with us.

2.5.2 Purposes of the processing

Personal information which you supply will be used to:

- To keep a history of EFOMP's External Representatives
- To pay expenses

2.5.3 Legal basis for processing

We process your personal data under the legitimate interest basis for processing, except financial data, which is processed under the legal basis for processing

2.5.4 Legitimate Interest

External representatives expect this processing to take place so that they can achieve the objectives of the external group and have their expenses paid by EFOMP.

2.5.5 Data retention period

We will keep an electronic record of your external representation for EFOMP in perpetuity, for historical purposes.

We keep a copy of any reports that you have submitted in accordance with our document retention policy.

We will also keep your expense claims and a record of your financial history (expenses paid) on our finance system for 6 years in accordance with our legal obligations.

2.5.6 Categories of personal data

Personal Details:

- Name
- Email address
- Name of NMO
- Role
- Term of Office
- Expense Payments

External Representatives Information:

- Reports to EFOMP Committees on progress
- Details of external group
- Details of expense claims

2.5.7 Who we share your data with

We share some of your data with other organisations and individuals who process data on EFOMP's behalf (Data Processors). The use of the data we share is strictly limited, by contract, to those purposes.

2.5.7.1 With the External Group and partner organisations

We share your email address with members of the external groups and partner organisations so that they can send you details of meetings, agendas, papers and minutes.

2.5.7.2 With the EFOMP Governing committee Members

We share your reports with EFOMP governing committee members

2.5.7.3 With our IT Software & IT Support Service Providers

We share your personal data that we hold with our IT and IT support Service Providers to ensure that you get the best possible service.

2.6 EFOMP Newsletter Subscribers (European Medical Physics News)

2.6.1 How we collect your data

We collect data about you in a variety of ways, starting at the point of application where we will collect the data from you directly. You have the opportunity to add to this base data, by using our website portal. We also update this data through your subsequent contact with us, including but not limited to the annual renewal process.

2.6.2 Purposes of the processing

Personal information which you supply will be used to:

- To administer your application for a newsletter subscription.
- To send you/provide the newsletter regarding EFOMP's activities and items of interest

2.6.3 Legal Basis for processing

We process your personal data under the legitimate interest basis for processing. Subscribers expect this processing to take place so that they can receive the newsletters.

2.6.4 Data Retention period

We will keep a record of your personal details and registration on our website database while you remain an EMPnews subscriber until we have no longer a legal basis for processing this data.

2.6.5 Consent

You have the right to withdraw your consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal. You may unsubscribe from our newsletters by clicking on the "unsubscribe" link located on the bottom of our e-mails.

2.6.6 Categories of Personal Data

The categories of personal data that we process are:

- Subscription History
- Subscription Application form
- Name
- Email Address
- Institution
- Country
- Professional Information

2.6.6.1 With our IT Software & IT Support Service Providers

We share your personal data that we hold with our IT and IT support Service Providers to ensure that you get the best possible service.

2.6.7 Legal basis for processing

We process your information under the consent basis for processing.

2.7 People who contact us by Email

2.7.1 How we collect your data

We collect data about you in a variety of ways, starting at the point of your email to us where we will collect the data from you directly. You have the opportunity to add to this base data, by contacting the office. We also update this data through your subsequent contact with us.

2.7.2 Purposes of the processing

Personal information which you supply will be used to:

- To respond to your email

2.7.3 Legal Basis for processing

We process your information under the legitimate interest basis for processing.

2.7.4 Legitimate Interest

People who send email expect this processing to take place so that they can have a response to their email.

2.7.5 Data Retention period

We will keep the email correspondence until the subject of the email has been addressed by us and for no longer than 3 years.

2.7.6 Categories of Personal Data

- Name
- Email address.
- Contents of your email and our responses.

2.7.7 Who we share your data with

We share some of your data with other organisations and individuals who process data on EFOMP's behalf (Data Processors). The use of the data we share is strictly limited, by contract, to those purposes

2.7.7.1 With our Contributors

We may share the contents of your emails with one or more Contributor such as Committee, WIG, SIG, ESMPE, and EEB governing committee members so that we can provide the best response we can to your email.

2.7.7.2 With our IT Software & IT Support Service Providers

We share your personal data that we hold with our IT and IT support Service Providers to ensure that you get the best possible service

2.8 People who book on an EFOMP Event (congress/meeting/school edition, examinations)

2.8.1 How we collect your data

We collect data about you in a variety of ways, starting at the point where you book on an Event (congress/meeting/ school edition/examinations) and we will collect the data from you directly. We also update this data through your subsequent contact with us.

2.8.2 Using your personal information

Personal information which you supply will be used to:

- To administer your attendance at an Event
- To provide other delegates and exhibitors a delegate list, if you consent to this
- To send you details of future Events
- To process payments for your Registration

2.8.3 Legal Basis for processing

We process your information, with the exception of financial information and marketing information under the legitimate interest basis for processing, since delegates will expect this processing to take place so that they can attend the Event.

We will process your financial information under the Legal basis for processing; and Marketing information will be provided under the consent basis for processing

2.8.4 Legitimate Interest

People who book on an EFOMP Event expect this processing to take place so that they can receive information about the event.

2.8.5 Data Retention period

We will keep an electronic record of your booking, invoices and payment records on our database for 2 years; until we have no longer a legal basis for processing this data.

We will also keep your invoices and payment records on our finance system for 6 years in accordance with our legal obligations

2.8.6 Categories of Personal Data

We will keep the following categories of personal data.

Personal Details:

- Name
- Name of NMO
- Home Address
- Work Address
- Home Email Address
- Work Email Address
- Home Telephone Number
- Work Telephone Number
- Mobile Telephone Number.
- Name of Employer
- Employer Address
- Date of Birth
- Gender
- Professional Information
- Interest Information

Conference Information:

- Name of Event
- Dates of Event
- Dietary Requirements
- Access Requirements
- Payment Information

2.8.7 Who we share your data with

We share some of your data with other organisations and individuals who process data on EFOMP's behalf (Data Processors). The use of the data we share is strictly limited, by contract, to those purposes.

2.8.7.1 With our Exhibitors and other Delegates

We will provide our exhibitors and delegates with a list of delegates, including; name, city if you consent to this.

2.8.8 With our IT Software & IT Support Service Providers

We share your personal data that we hold with our IT and IT support Service Providers to ensure that you get the best possible service.

2.8.8.1 With the General Public

We share limited personal data (name, job title, name of NMO, the name and date of the event, photos) via the EFOMP website and other communications channels (social media, newsletter).

2.9 People who are an Invited Contributor at an EFOMP Event (ESMPE,EEB)

2.9.1 How we will collect your data

We collect data about you in a variety of ways, starting at the point you either contact us or we first contact you regarding invitation to an Event (ESMPE, EEB) either as a speaker or an assessor and we will collect the data from you directly. We also update this data through your subsequent contact with us.

2.9.2 Purposes of the processing

Personal information which you supply will be used:

- To administer your attendance at the event
- To market the event
- To pay expenses
- To share knowledge

2.9.3 Legal basis for processing

We process your personal information, with the exception of financial information under the legitimate interest basis for processing.

We will process your financial information under the Legal basis for processing

2.9.4 Legitimate Interest

People who participate at an EFOMP Event expect this this processing to take place so that they can receive information about the event and share their knowledge.

2.9.5 Data retention period

We will keep your personal details in the form of speaker abstracts, contributor biographies and copies of the event program in perpetuity.

We will also keep your expense claims and a record of your financial history (payments) on our finance system for 6 years in accordance with our legal obligations.

2.9.6 Categories of personal data

We will keep the following categories of personal data.

Personal Details:

- Name
- Name of NMO
- Work Address
- Home Email Address
- Work Email Address
- Work Telephone Number
- Mobile Telephone Number.
- Name of Employer
- Employer Address
- Date of Birth
- Gender
- Professional Information
- Interest Information

Speaker Details:

- Name of talk
- Name of Event
- Date of Event
- Abstract
- Copy of Presentation
- Speaker Biography
- Copy of Program
- Dietary requirements

2.9.7 Who we share your data with

We share some of your data with other organisations and individuals who process data on EFOMP's behalf (Data Processors). The use of the data we share is strictly limited, by contract, to those purposes

2.9.7.1 With the Exhibitors and Delegates

We will share limited personal data (your name and your abstract) with exhibitors and delegates via the event pack and on our website

2.9.7.2 With our IT Software & IT Support Service Providers

We share your personal data that we hold with our IT and IT support Service Providers to ensure that you get the best possible service.

2.9.7.3 With the General Public

We share limited personal data (name, job title, employer, photos) via the EFOMP website and other communications channels (social media, newsletter).

2.10 People who apply for EFOMP awards and grants

2.10.1 How we collect your data

We collect data about you in a variety of ways, starting at the point where you apply for an award or grant, where we will collect the data from you directly. We also update this data through your subsequent contact with us.

2.10.2 Purposes of the processing

Personal information which you supply will be used

- To communicate with you regarding the grant/award
- To pay grants and awards
- To pay any expenses

2.10.3 Legal basis for processing

We process your information, with the exception of financial information under the legitimate interest basis for processing.

We will process your financial information under the Legal basis for processing

2.10.4 Legitimate interest

People who apply for EFOMP grants/awards expect this processing to take place so that they can tell people about their award/grant.

2.10.5 Data retention period

We will keep an electronic copy of your application until the award decision has been made. If you are successful we will keep the application until both parties have completed their obligations regarding the award, in addition we will keep limited information your name, the year of the award and the name of the award in perpetuity.

We will keep minimum details of your grant/award on our database/website in perpetuity as this forms part of the history of EFOMP.

We will also keep your expense claims and grant /award payments and a record of your financial history (payments) on our finance system for 6 years in accordance with our legal obligations.

2.10.6 Categories of personal data

We will keep the following categories of personal data.

Personal Details:

- Name
- Name of NMO
- Work Address
- Home Email Address
- Work Email Address
- Work Telephone Number
- Mobile Telephone Number.
- Name of Employer
- Employer Address
- Date of Birth
- Gender
- Professional Information
- Interest Information

Grant/Award Details:

- Name of Award
- Date of Award
- Amount of Award
- Bank Details for payment of award

2.10.7 Who we share your data with

We share some of your data with other organisations and individuals who process data on EFOMP's behalf (Data Processors). The use of the data we share is strictly limited, by contract, to those purposes.

2.10.7.1 With our IT Software & IT Support Service Providers

We share your personal data that we hold with our IT and IT support Service Providers to ensure that you get the best possible service.

2.10.7.2 With the General Public

We share limited personal data (name, job title, employer, name of the NMO, the name and date of the grant/award, photos) via the EFOMP website and other communications channels (social media, newsletter).

2.11 People who provide images and photographs

2.11.1 How we collect your data

We collect data about you in a variety of ways, starting at the point where you agree to provide an image or photograph. We also update this data through your subsequent contact with us.

2.11.2 Purposes of the processing

Personal information (images/photographs) which you supply will be used

- To create EFOMP materials (e.g. posters, leaflets)
- To promote EFOMP via EFOMP's media - Newsletter, Website or social networks
- To promote EFOMP via other media.

2.11.3 Legal basis for processing

We process your information under the consent basis for processing.

2.11.4 Consent

You have the right to withdraw your consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.

2.11.5 Data retention period

We will keep your image while this remains useful to EFOMP, unless you withdraw your consent.

2.11.6 Categories of personal data

We will keep the following categories of personal data.

Personal Details:

- Name
- Email Address

Image Details:

- The Image
- Date of Image
- Date of Consent

2.11.7 Who we share your data with

We share some of your data with other organisations and individuals who process data on EFOMP's behalf (Data Processors). The use of the data we share is strictly limited, by contract, to those purposes.

2.11.7.1 With third party to Promote EFOMP

We share some of your data (images) with other organisations (Free of charge) to promote EFOMP.

2.11.7.2 With our IT Software & IT Support Service Providers

We share your personal data that we hold with our IT and IT support Service Providers to ensure that you get the best possible service.

2.12 Professional Contacts

2.12.1 How we collect your data

We collect data about you in a variety of ways, starting at the point you either first contact us or we first contact you regarding a professional collaboration.

2.12.2 Purposes of the processing

Personal information which you supply will be used to enable us you to contact you about our collaboration.

2.12.3 Legal basis for processing

We process your information under the legitimate interest basis for processing your data

2.12.4 Legitimate Interest

Professional Contacts expect us to keep their data so that we can contact them regarding current or new professional collaborations.

2.12.5 Data retention period

We will keep an electronic record of you while we have a relationship with you + 3 years.

2.12.6 Categories of personal data

Personal Details:

- Name
- Name of NMO
- Work Address
- Work Email Address
- Work Telephone Number
- Work Mobile Number
- Name of Employer
- Employer Address

2.12.7 Who we share your data with

We share some of your data with other organisations and individuals who process data on EFOMP's behalf (Data Processors). The use of the data we share is strictly limited, by contract, to those purposes.

2.12.7.1 With our IT Software & IT Support Service Providers

We share your personal data that we hold with our IT and IT support Service Providers to ensure that you get the best possible service.

3. How we will keep your data safe

We take appropriate security measures, including to ensure that we keep your information secure, accurate and up to date, and that we only keep it for as long as is reasonable and necessary.

4. Contact about this privacy policy

For Questions or comments about this privacy policy or if you would like us to update data we have about you, please contact our Office by email office@efomp.org

5. Changes to this privacy notice

This notice was last updated on the 25th May 2018. EFOMP may amend this privacy notice from time to time to keep it up-to-date or to comply with legal requirements without any prior notice to you.