

EFOMP Guideline for New Special Interest Group (SIG)

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 website. 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 Chair and a SIG Vice-chair.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 Chair, Vice-chair, and Secretary elections. Operational proce-

dures 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 a 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.