



**EUROPEAN FEDERATION OF ORGANISATIONS FOR  
MEDICAL PHYSICS**

# **EFOMP MANUAL**

**An Operational Guide**

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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 34 national organisations which together represent more than 8000 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 motto 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 consists of two entities; “a Company” limited by guarantee in England and Wales and “the Federation” that acts as a professional society. The Officers of EFOMP are the directors of the Company and the members of the Council of EFOMP are the members of the Company.

### 3.2 The Company

In January 2008 EFOMP was registered with Companies House<sup>1</sup> as a private company, limited by guarantee, with no share capital. Its Company Number is 06480149 and its registered office is:

European Federation of Organisations for Medical Physics  
 Fairmount House  
 230 Tadcaster Road  
 York  
 North Yorkshire  
 YO24 1ES

All official correspondence from EFOMP, be it letters or emails, should acknowledge its status as a company by having in the correspondence, usually at the foot of the letter/email, the following:

**“European Federation of Organisations for Medical Physics,**

**A Company Limited by Guarantee in England and Wales Registered Number 6480149”**

As a company under UK law, EFOMP has a Memorandum of Association and Articles of Association. These two documents are shown in Annex 1.

The Articles of Association are the regulations by which the company operates. The Memorandum is a legal document stating that those signing it wish to form a company. The Articles take precedence over what is stated in the Constitution.

The company is “limited by guarantee”. Effectively this means that if, for whatever reason, it fails then the liability of the directors for any resulting costs is limited to the amount specified in the Articles.

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<sup>1</sup> <http://www.companieshouse.gov.uk>

It is a legal requirement to submit our accounts to Companies House annually, in the prescribed form. This must be done by the date specified on the Companies House website. It is the responsibility of the Treasurer to ensure that this is done.

The directors of the company are bound by the legal requirements under UK law. The duties and responsibilities of directors are set out in Annex 10.

#### **Definitions:**

- Directors - these are the Officers of EFOMP.
- Board - this is the group of Directors.
- Members - these are the approved delegates of the NMOs (see below).
- Council - this is the meeting of Members.
- Company Annual General Meeting (AGM) - this is a legal requirement and must be held annually. At this Council has to formally approve the Accounts, receive reports from the Chairman and General Secretary, appoint directors, appoint an Auditor, and pass any resolutions affecting the company.

### **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 Constitution (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 Annexe 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 Constitution. These representatives are also members of the Company and, as such, their election is defined in the Articles of the company.

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

Council meets annually and deals with all issues except those affecting the legal status of the Company. 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: Education & Training, Professional Matters, European Matters, Communication & Publications, Scientific, and Projects.

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 a formal letter of application should be sent to the President<sup>2</sup> of EFOMP with a copy to the Secretary General<sup>3</sup>. 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. Application can also be made on-line using the form available on the EFOMP website<sup>4</sup>.

Acceptance (or Rejection) will be notified by the President of EFOMP to the Company contact person by means of a formal letter.

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 make presentations to introduce new products at a special session at the biennial European Congress of Medical Physics.
3. Company Members can attend the Annual EFOMP Council meeting as an observer, where they can speak at the discretion of the Chair but will not be entitled to vote.
4. Company Members will be acknowledged on the EFOMP website and a link to their own website can be included free of charge.
5. Company Members can submit short information papers on product development and related scientific topics for publication in the electronic Medical Physics News at the discretion of the editor. Adverts will be charged at the current published rate less a discount of 25 %, papers will be published Free of Charge subject to prior agreement with the editor.
6. Company Members will receive, for information only, a copy of all approved EFOMP Policy Statements.
7. 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.

## 4. Supporting Bodies

### 4.1 Advisory Committees

The EFOMP Board 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:

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<sup>2</sup> [president@efomp.org](mailto:president@efomp.org)

<sup>3</sup> [secretary@efomp.org](mailto:secretary@efomp.org)

<sup>4</sup> [www.efomp.org](http://www.efomp.org)

- Education & Training
- Professional Matters
- European Matters
- Communications & Publications
- Scientific
- Projects

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 Board of Officers. 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 Board. SIGs can be set up with the approval of the Board. 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 Board. 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 Constitution 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 Board, 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 Board and Council, to produce a document which shall include in its title the phrase “EFOMP Policy Statement No. ??”

Before publication the policy statement must be seen and approved by a majority of NMOs.

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 Board, through 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*<sup>5</sup> owned by IPEM (The Institute of Physics and Engineering in Medicine);
- *European Radiology*<sup>6</sup> owned by ESR (European Society of Radiology );

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<sup>5</sup> <http://www.iop.org/EJ/journal/0967-3334>

- *Physica Medica: European Journal of Medical Physics*<sup>7</sup> owned by AIFM (Italian Association of Medical Physics);
- *Physics in Medicine and Biology*<sup>8</sup> 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**

The official website for the Federation is at [www.efomp.org](http://www.efomp.org). The content of the website is managed by the Publications & Communications Committee. EFOMP also has a presence on LinkedIn<sup>9</sup>, Twitter<sup>10</sup>, and Facebook.

#### **5.6 European Medical Physics News (EMPN)**

EFOMP publishes biannually the European Medical Physics News. All member organizations and individual members are invited to contribute. Contributions should be sent to the Publications & Communications Committee.

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

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<sup>6</sup> <https://link.springer.com/journal/330>

<sup>7</sup> [www.physicamedica.com](http://www.physicamedica.com)

<sup>8</sup> <http://www.iop.org/EJ/journal/PMB>

<sup>9</sup> <https://www.linkedin.com/company/efomp>

<sup>10</sup> [www.twitter.com/EFOMP\\_org](http://www.twitter.com/EFOMP_org)

## **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 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 Directors 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.

### **7.2 Company Secretary**

Council appoints a Company Secretary to both manage the accounts and provide advice to the Treasurer, Board and Council.

### **7.3 Financial Year and Auditors**

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

### **7.4 Bank Accounts.**

The bank used by EFOMP is HSBC.

Two authorised signatures are required for every transaction and Council has appointed the Company Secretary and the 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, Treasurer and Company Secretary, 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.

## **7.6 Annual Accounts**

Annual Accounts are prepared by the Company Secretary and audited. They are agreed by the Council and accepted at the Company AGM. They are submitted to Companies House.

## **7.7 Expenses**

Expenses are paid for Officers, the Company Secretary 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 Directors.**

The law does not permit a company to exempt a director from, or to indemnify him/her against, any liability he/she may have in respect of any negligence, default, breach of duty or breach of trust in relation to the company. However, a company is permitted to indemnify a director against costs, etc. incurred by him/her in certain circumstances, for example if a court rules that he/she is acquitted of a claim or where he/she was found to be in default but not dishonest or unreasonable.

See Annex 10 for more details on the liability of directors.

# **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 Constitution 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 Board and AGMs are prepared by the General Secretary in conjunction with the President. Officers are requested to submit items to be dealt with at the meeting on the approved form. The General Secretary sends out the agenda and papers in electronic format (by email). Minutes of the meetings are taken by the Company Secretary. Draft minutes and a list of Actions are checked and approved by the General Secretary and Chair and then sent out by the Secretary.

### **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 Companies House**

An Annual Return, Director's Report and Annual Accounts for each company have to be filed each year with Companies House. There are penalties for late returns. Notification has also to be made of any changes in Directors, location of the Registered Office and any other of the information held by Companies House.

The Company Secretary has the responsibility for ensuring all the returns and notifications are duly completed, although all Directors have a responsibility.

The Director's report is incorporated as part of the Annual Accounts and the Secretary is responsible for drafting the report in consultation with the President and the Board has to approve the report before submission to Council at the AGM. The Auditors also have to approve the report.

### **9.4 Archives**

The archives are held at Fairmount House, 230 Tadcaster Road, York (The Registered Office of EFOMP) and are the responsibility of the General Secretary.

## **10. Responsibilities of Officers and Directors**

All officers are also directors of the company and have statutory responsibilities. Guidance is given in Annex 7.

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 Board 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 General Secretary.

# **ANNEX 1**

## **MEMORANDUM & ARTICLES AND CONSTITUTION**

**THE COMPANIES ACT 1985**

**COMPANY LIMITED BY GUARANTEE**

**AND NOT HAVING A SHARE CAPITAL**

**EUROPEAN FEDERATION OF ORGANISATIONS FOR MEDICAL PHYSICS**

**(EFOMP)**

**MEMORANDUM AND ARTICLES OF ASSOCIATION**

Incorporated: 22<sup>nd</sup> January 2008

No: 06480149

**THE COMPANIES ACT 1985**

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**COMPANY LIMITED BY GUARANTEE  
AND NOT HAVING A SHARE CAPITAL**

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**MEMORANDUM OF ASSOCIATION  
OF  
EUROPEAN FEDERATION OF ORGANISATIONS FOR MEDICAL PHYSICS  
(EFOMP)**

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1. The name of the Company (hereinafter called "the Company") shall be European Federation of Organisations for Medical Physics. The short form of the name shall be EFOMP.
2. The Registered Office of the Company will be situated in England.
3. The objects for which the Company is established are:
  - (a) to harmonize and advance medical physics to the utmost level both in its professional clinical and scientific expression throughout Europe.
  - (b) to strengthen and make more effective the activities of the National Member Organisations and affiliated organisations 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.

In furtherance of the above objects but not further or otherwise the Company shall have powers:

- (i) To raise funds and invite and receive contributions from any person, firm or Company by way of donation and otherwise.
- (ii) To purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights or privileges which the Company may think necessary or convenient for the promotion of the primary objects, and to construct, maintain and alter any building or erections necessary or convenient for the work of the Company
- (iii) To sell, let, mortgage, dispose of or turn to account all or any of the property or assets of the Company as may be thought expedient with a view to the promotion of primary objects.
- (iv) To undertake and execute any charitable trusts which may lawfully be undertaken by the Company and may be conducive to the primary objects.
- (v) To borrow or raise money for the purposes of the Company on such terms and on such security as may be thought fit.

- (vi) To invest the monies of the Company not immediately required for its purposes in or upon such investments securities or property as may be thought fit, subject nevertheless to such conditions (if any) and such consents (if any) as may for the time being be imposed or required by law and subject also as hereinafter provided.
- (vii) To establish and support or aid in the establishment and support of any charitable bodies and to subscribe or guarantee money for charitable purposes in any way connected with the primary objects or calculated to further the same.
- (viii) To do all such other things as are necessary to the attainment of the primary objects or any of them.

**PROVIDED THAT:**

- (A) In case the Company shall take or hold any property which may be subject to any trusts, the Company shall only deal with or invest the same in such manner as allowed by law, having regard to such trust.
- (B) The Company shall not support with its funds any object, or endeavour to impose on or procure to be observed by its members or others any regulation, restriction or condition which if an object of the Company would make it a Trade Union and the Company's objects shall not extend to the regulation of relations between workers and employers or organisations of workers and organisations of employers.
- (C) The income and property of the Company whencesoever derived shall be applied solely towards the promotion of the objects of the Company as set forth in this Memorandum of Association, and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the Company.
- (D) Nothing herein shall prevent the payment, in good faith, of reasonable and proper remuneration to any officer or servant of the Company or to any member of the Company in return for any services actually rendered to the Company, nor prevent the payment of interest at a rate of 1 per cent. per annum less than the base rate of the Company's Bankers or 2 per cent, whichever is the greater, on money lent or reasonable and proper rent for premises demised or let by any member of the Company, but so that no member of the Board shall be appointed to any salaried office of the Company or any office of the Company paid by fees, and that no remuneration or other benefit in money or money's worth shall be given by the Company to any member of the Board except repayment of reasonable out-of-pocket expenses and interest at the rate aforesaid.
- (E) No such addition, alteration or amendment shall be made to or in the provisions of the Memorandum or Articles of Association for the time being in force, as shall make EFOMP a company to which Section 30 of the Companies Act 1985 does not apply.
- (F) The liability of the members is limited.
- (G) Every member of the Company undertakes to contribute to the assets of the Company, in the event of the same being wound up while he is a member, or within one year after he ceases to

be a member, for payment of the debts and liabilities of the Company contracted before he ceases to be a member, and of the costs, charges and expenses of winding-up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding £10.

- (H) If upon the winding-up or dissolution of the Company there remains, after the satisfaction of all its debts liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Company, but shall be given or transferred to some other institution or institutions or Trust having charitable objects compatible with the objects of the Company, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Company under or by virtue of Clause 4 hereof, such institution or institutions to be determined by members of the Company at or before the time of dissolution, and if and so far as effect cannot be given to such provision, then to some charitable object.

WE, the several persons whose names, addresses and descriptions are subscribed, are desirous of being formed into a Company in pursuance of this Memorandum of Association.

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NAMES AND ADDRESSES OF SUBSCRIBERS

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A. National Delegate

D. National Delegate

B. National Delegate

E. National Delegate

C. National Delegate

F. National Delegate

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DATED October 2006.

Witness to the above Signatures:

S.O.M.E. Other, Fairmount House, 230 Tadcaster Road, York, YO24 1ES

**THE COMPANIES ACT 1985**

**COMPANY LIMITED BY GUARANTEE  
AND NOT HAVING A SHARE CAPITAL**

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**ARTICLES OF ASSOCIATION**

**OF**

**EUROPEAN FEDERATION OF ORGANISATIONS FOR MEDICAL PHYSICS  
(EFOMP)**

**INTERPRETATION**

1. In these regulations:

*"the Act"* means the Companies Act 1985 including any statutory modification or re-enactment thereof for the time being in force.

*"the articles"* means the articles of the company.

*"the Chairman"* means the President of the European Federation of Organisations for Medical Physics.

*"clear days"* in relation to the period of a notice means that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect.

*"the Board"* means the persons appointed to be directors of the Company.

*"executed"* includes any mode of execution.

*"office"* means the registered office of the company.

*"Officers"* means the Chairman of the Board, the Secretary and the Finance Director.

*"the seal"* means the common seal of the company.

*"Secretary"* means the secretary of the company or any other person appointed to perform the duties of the secretary of the company, including a joint, assistant or deputy secretary.

*"Finance Director"* means the member of the Board appointed to be Treasurer of the Federation

*"the United Kingdom"* means Great Britain and Northern Ireland.

*"National Member Organisations"* means the Organisation in each European country responsible for the professional and scientific work of Medical Physics.

Unless the context otherwise requires, words or expressions contained in these regulations bear the same meaning as in the Act but excluding any statutory modification thereof not in force when these regulations become binding on the company.

2. The company is established for the purpose expressed in the Memorandum of Association.

## **MEMBERS**

3. The number of members with which the company proposes to be registered is 6 but the Board may from time to time register an increase.
4. Subscribers to the Memorandum of Association and such other persons as the Board shall in accordance with the provisions hereinafter contained admit to membership shall be members of the company.
5. (i) All duly appointed National Delegates of the EFOMP's National Member Organisations shall be members of the company. Each member shall have one vote at general meetings of the company. National Delegates will cease to be members of the company when they are replaced by new National Delegates appointed by their National Member Organisations.  
  
(ii) No other classes of member of EFOMP shall be entitled to be members of the company, but may attend and speak at general meetings of the company but may not vote.

## **GENERAL MEETINGS**

6. All general meetings other than annual general meetings shall be called extraordinary general meetings.
7. General meetings are those meetings referred to in the EFOMP Constitution as Council Meetings and may be held at such time and place as determined by the members.
8. The Board may call general meetings or, on the requisition of 12 members of the company, pursuant to the provisions of the Act, and shall forthwith proceed to convene an extraordinary general meeting for a date not later than eight weeks after receipt of the requisition.

## **NOTICE OF GENERAL MEETINGS**

9. An annual general meeting and an extraordinary general meeting called for the passing of a special resolution or a resolution appointing a person as a member of the Board shall be called by at least twenty-one clear days' notice. All other extraordinary general meetings shall be called by at least fourteen clear days' notice but a general meeting maybe called by shorter notice if it is so agreed:
  - (a) in the case of an annual general meeting, by all the members entitled to attend and vote thereat; and
  - (b) in the case of any other meeting by a majority in number of the members having a right to attend and vote being a majority together holding not less than ninety-five per cent of the total voting rights at the meeting of all the members.

The notice shall specify the time and place of the meeting and the general nature of the business to be transacted and, in the case of an annual general meeting, shall specify the meeting as such.

The notice shall be given to all the members and to the Board and auditors.

10. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.

## **PROCEEDINGS AT GENERAL MEETINGS**

11. No business shall be transacted at any meeting unless a quorum is present. Members or proxies for members representing at least one third of the National Member Organisations of EFOMP, shall be a quorum.
12. If such a quorum is not present within half-an-hour from the time appointed for the meeting, or if during a meeting such a quorum ceases to be present, the meeting shall stand adjourned until such time and place as the directors may determine.
13. The Chairman, the Vice Chairman or in their absence some other Board member nominated by the Board shall preside as Chairman of the meeting, but if neither the Chairman, the Vice Chairman nor such other Board member (if any) be present within fifteen minutes after the time appointed for holding the meeting and willing to act, the Board members present shall elect one of their number to be Chairman and, if there is only one Board member present and willing to act, he shall be Chairman.
14. If no Board member is willing to act as Chairman, or if no Board member is present within fifteen minutes after the time appointed for holding the meeting, the members present and entitled to vote shall choose one of their number to be Chairman.
15. A Board member shall, notwithstanding that he is not a member (although he may act as a proxy for a member), be entitled to attend and speak at any general meeting.
16. The Chairman may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for fourteen days or more, at least seven clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.
17. A resolution put to the vote of a meeting shall be decided on a show of hands unless before, or on the declaration of the result of, the show of hands a poll is duly demanded. Subject to the provisions of the Act, a poll may be demanded:
  - (a) by the Chairman; or
  - (b) by at least five members present having the right to vote at the meeting; or

(c) by a member or members representing not less than one-fifth of the total voting rights of all the members having the right to vote at the meeting;

and a demand by a person as proxy for a member shall be the same as a demand by the member.

18. Unless a poll is duly demanded a declaration by the Chairman that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
19. The demand for a poll may, before the poll is taken, be withdrawn but only with the consent of the Chairman and a demand so withdrawn shall not be taken to have invalidated the result of a show of hands declared before the demand was made.
20. A poll shall be taken as the Chairman directs and he may appoint scrutineers (who need not be members) and fix a time and place for declaring the result of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
21. In the case of an equality of votes, whether on a show of hands or on a poll, the Chairman shall be entitled to a casting vote in addition to any other vote he may have.
22. A poll demanded on the election of a Chairman or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken either forthwith or at such time and place as the Chairman directs not being more than thirty days after the poll is demanded. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll was demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.
23. No notice need be given of a poll not taken forthwith if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In any other case at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.
24. A resolution in writing executed by or on behalf of each member who would have been entitled to vote upon it if it had been proposed at a general meeting at which he was present shall be as effectual as if it had been passed at a general meeting duly convened and held and may consist of several instruments in the like form each executed by or on behalf of one or more members.

## **VOTES OF MEMBERS**

25. On a show of hands every member present in person shall have one vote. On a poll every member present in person or by proxy shall have one vote.
26. A member in respect of whom an order has been made by any court having jurisdiction (whether in the United Kingdom or elsewhere) in matters concerning mental disorder may vote, whether on a show of hands or on a poll, by his receiver, curator bonis or other person

authorised in that behalf appointed by that court, and any such receiver, curator bonis or other person may, on a poll, vote by proxy. Evidence to the satisfaction of the Board of the authority of the person claiming to exercise the right to vote shall be deposited at the office, or at such other place as is specified in accordance with the articles for the deposit of instruments of proxy, not less than forty-eight hours before the time appointed for holding the meeting or adjourned meeting at which the right to vote is to be exercised and in default the right to vote shall not be exercisable.

27. No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the Chairman whose decision shall be final and conclusive.
28. An instrument appointing a proxy shall be in writing, executed by or on behalf of the appointor and shall be in the following form (or in a form as near thereto as circumstances allow or in any other form which is usual or which the Board may approve):

I/We, [Name(s)] , of [Place]  
 , being a member/members  
of the above-named company, hereby appoint [Name]  
of [Organisation / Place] , or failing him, [Name]  
of Organisation / Place as my/our proxy to vote in my/our name[s] and on  
my/our behalf at the annual/extraordinary general meeting of the company to be held on  
[dd/mmm/yyyy] , and at any adjournment thereof.  
Signed on [dd/mmm/yyyy]

29. Where it is desired to afford members an opportunity of instructing the proxy how he shall act the instrument appointing a proxy shall be in the following form (or in a form as near thereto as circumstances allow or in any other form which is usual or which the directors may approve):

I/We, [Name(s)] , of [Place]  
 , being a member/members  
of the above-named company, hereby appoint [Name]  
of [Organisation / Place] , or failing him, [Name]  
of Organisation / Place as my/our proxy to vote in my/our name[s] and on  
my/our behalf at the annual/extraordinary general meeting of the company to be held on

[dd/mmm/yyyy]

, and at any adjournment thereof.

This form is to be used in respect of the resolutions mentioned below as follows:

Resolution No.1 \*for / \*against

Resolution No.2 \*for / \*against.

\* Strike out whichever is not desired.

Unless otherwise instructed, the proxy may vote as he thinks fit or abstain from voting.

Signed on [dd/mmm/yyyy]

30. The instrument appointing a proxy and any authority under which it is executed or a copy of such authority certified notarially or in some other way approved by the Board may:

- (a) be deposited at the office or at such other place within the United Kingdom as is specified in the notice convening the meeting or in any instrument of proxy sent out by the company in relation to the meeting not less than forty-eight hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote; or
- (b) in the case of a poll taken more than forty-eight hours after it is demanded, be deposited as aforesaid after the poll has been demanded and not less than twenty-four hours before the time appointed for the taking of the poll; or
- (c) where the poll is not taken forthwith but is taken not more than forty-eight hours after it was demanded, be delivered at the meeting at which the poll was demanded to the Chairman or to the Secretary or to any member of the Board;

and an instrument of proxy which is not deposited or delivered in a manner so permitted shall be invalid.

An instrument of proxy may be delivered by electronic mail to an electronic address authorised by the Board and notified to members, provided that it contains an authenticated electronic signature, is sent with a receipt request, and receipt of acknowledgement is made.

31. A vote given or poll demanded by proxy or by the duly authorised representative of a corporation shall be valid notwithstanding the previous determination of the authority of the person voting or demanding a poll unless notice of the determination was received by the company at the office or at such other place at which the instrument of proxy was duly deposited before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.

## **NUMBER OF THE BOARD**

32. Unless otherwise determined by ordinary resolution, the number of Board members shall not be less than six nor more than twelve.

## **THE BOARD**

33. The first members of the Board shall be:

Wolfgang Schlegel  
Alberto Del Geurra  
Renato Padovani  
Peter F. Sharp  
Markus Buchgeister  
Stelios Christofides  
Marta Radwanski  
Kjeld J. Olsen  
Eduardo Guibelalde

34. Subject to the provisions of the Act Board members shall be indemnified out of the funds of the company at the discretion of the Board against all costs, charges, losses, damages, and expenses which they shall respectively incur or be put to on account of any act, deed, matter or thing which shall be executed, done or permitted by them respectively in good faith in or about the execution of their duties.

## **POWERS OF THE BOARD**

35. Subject to the provisions of the Act, the Memorandum and Articles and to any directions given by special resolution, the business of the company shall be managed by the Board who may exercise all the powers of the company. No alteration of the Memorandum or Articles and no such direction shall invalidate any prior act of the Board which would have been valid if that alteration had not been made or that direction had no been given. The powers given by this regulation shall not be limited by any special power given to the Board by the articles and a meeting of the Board at which a quorum is present may exercise all powers exercisable by the Board.
36. The Board may, by power of attorney or otherwise, appoint any person to be the agent of the company for such purposes and on such conditions as they determine.

## **APPOINTMENT AND RETIREMENT OF THE BOARD**

37. At the first annual general meeting all Board members shall retire from office, and at every subsequent annual general meeting one-third of the Board members who are subject to retirement by rotation or, if their number is not three or a multiple of three, the number nearest to one-third shall retire from office; but, if there is only one Board member who is subject to retirement by rotation, he shall retire.

38. Subject to the provisions of the Act, the Board members to retire by rotation shall be those who have been longest in office since their last appointment or reappointment, but as between persons who become or were last re-appointed Board members on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.
39. If the company, at the meeting at which a Board member retires by rotation, does not fill the vacancy the retiring Board member shall, if willing to act, be deemed to have been re-appointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the reappointment of the Board member is put to the meeting and lost.
41. Not less than seven nor more than twenty-eight clear days before the date appointed for holding a general meeting notice shall be given to all who are entitled to receive notice of the meeting of any person (other than a Board member retiring by rotation at the meeting) who is recommended for appointment or re-appointment as a Board member at the meeting or in respect of whom notice has been duly given to the company of the intention to propose him at the meeting for appointment or reappointment as a Board member. The notice shall give the particulars of that person which would, if he were so appointed or re-appointed, be required to be included in the company's register of Board members.
42. Subject as aforesaid, in paragraphs 40 and 41, the company may by ordinary resolution appoint a person who is willing to act to be a Board member either to fill a vacancy or as an additional Board member and may also determine the rotation in which any additional Board members are to retire.
43. Subject as aforesaid, in paragraphs 40 and 41, the Board may appoint a person who is willing to act to be a Board member, either to fill a vacancy or as an additional Board member, provided that the appointment does not cause the number of Board members to exceed any number fixed by or in accordance with the articles as the maximum number of Board members. A Board member so appointed shall hold office only until the next following annual general meeting and shall not be taken into account in determining the Board members who are to retire by rotation at the meeting. If not re-appointed at such annual general meeting, he shall vacate office at the conclusion thereof.
44. Subject as aforesaid, a Board member who retires at an annual general meeting may, if willing to act, be re-appointed. If he is not re-appointed, he shall retain office until the meeting appoints someone in his place, or if it does not do so, until the end of the calendar year.

#### **DISQUALIFICATION AND REMOVAL OF BOARD MEMBERS**

45. The office of a Board member shall be vacated if:
  - (a) he ceases to be a Board member by virtue of any provision of the Act or he becomes prohibited by law from being a Board member; or
  - (b) he becomes bankrupt or makes any arrangement or composition with his creditors generally; or
  - (c) he is, or may be, suffering from mental disorder and either:

- (i) he is admitted to hospital in pursuance of an application for admission for treatment under the Mental Health Act 1983 or, in Scotland, an application for admission under the Mental Health (Scotland) Act 1960, or
  - (ii) an order is made by a court having jurisdiction (whether in the United Kingdom or elsewhere) in matters concerning mental disorder for his detention or for the appointment of a receiver, curator bonis or other person to exercise powers with respect to his property or affairs, or
- (d) he resigns his office by notice to the company; or
- (e) he shall for more than three consecutive meetings of the Board have been absent without permission of the Board from meetings of the Board held during that period and the Board resolves that his office be vacated.

## **OFFICERS**

46.

- (a) The Board shall elect from their own body a Chairman, an Honorary Secretary and an Honorary Treasurer each of whom shall hold office until the first annual general meeting of the Company, and shall be eligible for re-election to the office so vacated so long as he remains a member of the Board.
- (b) The first Chairman (president) shall be Professor Dr Wolfgang Schlegel, the first Vice Chairman (vice president), Professor Alberto Del Guerra, the first Honorary Secretary (secretary-general), Dr Renato Padovani and the first Honorary Treasurer, Professor Peter F. Sharp.
- (c) The holders of those offices shall constitute a committee of the Board and shall carry out the duties and exercise the powers from time to time assigned to them by the Board.
- (d) Any casual vacancy occurring among the Officers shall be filled by the Board.

## **PROCEEDINGS OF THE BOARD**

47. Subject to the provisions of the articles and the EFOMP Constitution, the Board may regulate its proceedings as it thinks fit. If there is any conflict between the Articles and the EFOMP Constitution, the articles shall prevail. A Board member may, and the Honorary Secretary at the request of a Board member shall, call a meeting of the Board. Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes, the Chairman shall have a second or casting vote.
48. The quorum for the transaction of the business of the Board shall be six or two-thirds of the Board whichever is the greater.
49. The continuing Board members or a sole continuing Board member may act notwithstanding any vacancies in their number, but, if the number of Board members is less than the number

fixed as the quorum, the continuing Board members or Board member may act only for the purpose of filling vacancies or of calling a general meeting.

50. The Chairman unless he is unwilling to do so, shall preside at every meeting of the Board at which he is present. But if the Chairman is not present or unwilling to preside or is not present within five minutes after the time appointed for the meeting, the Board members present may appoint one of their number to be Chairman of the meeting.
51. All acts done by a meeting of the Board or the Officers, or by a person acting as a Board member shall, notwithstanding that it be afterwards discovered that there was a defect in the appointment of any Board member or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a Board member and had been entitled to vote.
52. A resolution in writing signed by all the Board entitled to receive notice of a meeting of the Board or of the Officers shall be as valid and effectual as if it had been passed at a meeting of the Board or (as the case may be) the Officers duly convened and held and may consist of several documents in the like form each signed by one or more Board members or Officers.

#### **MINUTES**

53. The Board shall cause minutes to be made in books kept for the purpose:-
  - (a) of all appointments of officers made by the Board; and
  - (b) of all proceedings at meetings of the company, and of the Board, and of the Officers, including the names of the Board members present at each such meeting.

#### **THE SEAL**

54. The seal shall only be used by the authority of the Board or of the Officers. The Board may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by two Board members.

#### **ACCOUNTS**

55. The Board shall cause accounting records to be kept in accordance with Section 221 of the Companies Act 1985. Once at least in every year the accounts of the company shall be examined and the correctness of the income and expenditure and balance sheet ascertained by one or more registered auditors or auditor or a qualified independent examiner

#### **NOTICES**

56. Any notice to be given to or by any person pursuant to the articles shall be in writing except that a notice calling a meeting of the Board need not be in writing.

57. The company may give any notice to a member either personally or by sending it by post in a prepaid envelope addressed to the member at his registered address or by leaving it at that address, or by email to the last received email address.
58. A member present, either in person or by proxy, at any meeting of the company shall be deemed to have received notice of the meeting and, where requisite, of the purposes for which it was called.
59. Proof that an envelope containing a notice was properly addressed, prepaid and posted by first class post shall be conclusive evidence that the notice was given. A notice shall, unless the contrary is proved, be deemed to be given at the expiration of forty-eight hours after the envelope containing it was posted, or email sent.

#### **INDEMNITY**

60. Subject to the provisions of the Act but without prejudice to any indemnity to which a member of the Board may otherwise be entitled, every member of the Board or other officer or auditor of the company shall be indemnified out of the assets of the company against any liability incurred by him in defending any proceedings, whether civil or criminal, in which judgement is given in his favour or in which he is acquitted or in connection with any application in which relief is granted to him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the company.

#### **WINDING-UP**

61. The provisions of clause (H) of the Memorandum of Association shall have effect as if the same were repeated in these Articles.

#### **ALTERATION OF THE MEMORANDUM AND ARTICLES OF ASSOCIATION**

62. Any alteration of any Article shall be subject to the provisions of the Memorandum and in particular clause (E) thereof and no alteration shall be made which would have the effect of altering the not-for-profit status of the company.

# **CONSTITUTION**

## **OF THE EUROPEAN FEDERATION OF ORGANISATIONS FOR MEDICAL PHYSICS**

Approved by Postal Ballot June 1998,  
Amended at the Council Meeting, Patras, 1999  
Amended at the Council Meeting, Krakow, 2008  
Amended at the Council Meeting, Munich, 2009  
Amended by Council vote, June 2010  
Amended at the Council meeting, Marburg, 2015

### **PREAMBLE**

1. In most European countries there are National Organisations for Medical Physics that:
  - a. have members whose 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
  - b. carry the responsibility of guiding and supporting the professional character of the work of their members and encouraging and promulgating the application of the principles of physics to the practice and scientific work aiming at better diagnostic and therapeutic results and the safety of patients, workers and members of the public.

Their activities and field of work will be described in this document by the comprehensive expression: Medical Physics.

2. These National Organisations believe that their activities will be strengthened and made more effective by establishing and maintaining a systematic exchange of professional and scientific information, and by the formulation of common policies on the responsibilities and roles of their members and on training programmes, etc.
3. For these reasons the EUROPEAN FEDERATION OF ORGANISATIONS FOR MEDICAL PHYSICS was set up in May 1980 in London.
4. On the 22nd January 2008 the EUROPEAN FEDERATION OF ORGANISATIONS FOR MEDICAL PHYSICS became a Company Limited by Guarantee registered in England and Wales (Registered Number 6480149).

## **Section A: Name, scope and extent of activities.**

### **Article 1**

The Society bears the name "EUROPEAN FEDERATION OF ORGANISATIONS FOR MEDICAL PHYSICS" (EFOMP), hereinafter called "the Federation". The Company Limited by Guarantee is hereinafter called "the Company".

### **Article 2**

The Federation extends its activities throughout Europe. The national boundaries adopted shall be those of member states represented at the United Nations Organisation. The European region of the World Health Organisation will be recognised as guidance for the geographical interpretation of Europe.

### **Article 3**

The Federation may remain in existence for an unlimited period and the voluntary dissolution of the Federation shall be approved only in accordance with the Articles of this Constitution.

## **Section B: Aims and purposes.**

### **Article 4**

1. The aims and purposes of the Federation include:
  - a. fostering and coordinating the activities of National Member Organisations in the field of Medical Physics and collaborating where appropriate with national and international organisations;
  - b. promoting, through the National Member Organisations, the application of the principles, concepts, methods and techniques of physics to medicine, advancing better diagnostic and therapeutic procedures;
  - c. contributing, through the National Member Organisations, to the safe application of ionising and non-ionising radiations and other physical agents in medicine by fostering a positive safety culture in hospitals, involving patients, staff and members of the public;
  - d. fostering and coordinating the activities of National Member Organisations in the field of Medical Physics and collaborating where appropriate with national and international organisations;
  - e. contributing to the advancement of Medical Physics and to the elevation of the standards of practice of the profession;
  - f. encouraging exchanges between the National Member Organisations and disseminating professional and scientific information through publications and meetings;

- g. encouraging scholarships and the exchange of Medical Physicists between countries;
  - h. proposing and developing guidelines for education, training, continuous professional development, registration and certification programmes;
  - i. organising, directly or in conjunction with National Member Organisations, events for education, training and continuous professional development in the field of Medical Physics
  - j. making recommendations on the appropriate general responsibilities, organisational relationships and roles of professionals in the field of Medical Physics;
  - k. encouraging the formation of organisations for Medical Physics where such organisations do not exist;
  - l. liaising with the European Union on professional, scientific and training matters;
  - m. participating in research projects related to medical physics scientific, educational and professional matters;
  - n. aiming for the recognition of the medical physics profession by the European Union and thus assisting in the mobility of medical physicists across the European Union Member States; and,
  - o. supporting the requirements of the Council Directive 2013/59/EURATOM that medical physicists have a high level of competence and clear definition of responsibilities and tasks and that medical physics experts are recognised by the competent authorities.
2. The activities of the Federation are not aimed at profit.

## **Section C: Membership.**

### **Article 5**

Membership of the Federation shall consist of:

- a. National Membership,
- b. Honorary Membership,
- c. Additional categories of membership created according to Article 8 (see Appendix).

### **Article 6**

1. The Organisation in each European country responsible for the professional and scientific work of Medical Physics may apply for National Membership of the Federation. Only one National Member Organisation will be admitted for each country.
2. Organisations will be admitted to National Membership of the Federation by the Council, if approved by a majority of two-thirds of the votes of members of the Council present and expressed.

3. Organisations applying for National Membership of the Federation must submit 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 Organisation.
4. Organisations may withdraw from National Membership of the Federation on six months notice.
5. Cancellation of National Membership may be decided by the Council with a majority of two thirds of the votes of members of the Council present and expressed. Before voting, the Council must have stated the reasons for proposing cancellation in writing and must have invited the Member Organisation to present a case opposing such cancellation in writing or orally.
6. The Board may remove a Member Organisation from membership of the Company if it is more than two years in arrears with its subscription, despite two warnings in writing.

#### **Article 7**

Individuals who have made a significant special contribution to the advancement of Medical Physics are eligible for admission to the Federation as Honorary Members, subject to the approval of the Council.

#### **Article 8**

At its discretion, the Council may create additional categories of membership with associated conditions and may amend or dissolve the membership categories so created. The additional membership categories for the time being in force shall be defined in an appendix of this constitution.

## Section D: Administration.

### Article 9

1. The Council is the Constitutional Body of the Federation and directs the activities of the Federation.
2. The Council comprises up to three delegates appointed by each Member Organisation (as defined in Article 11(3)) and the Officers of the Council.
3. The Officers of the Council are: The President, The Vice President, The Secretary-General, The Treasurer and the Chairpersons of the Committees approved by Council.
4. The terms of office of the members of the Board are:

<b>Board Officer</b>	<b>Normal term of Office, years</b>
President	3
Vice-President	3 (1+2)
Treasurer	3
Secretary-General	3
Chairs of committees	2

5. The Council will elect a Vice President, who will normally succeed to the post of President after one year. The post of Vice President will normally be filled by the Immediate Past President for the two years immediately following the end of the President's term of office.
6. The Council will elect a Committee Vice Chairperson, who will normally succeed to the post of Chairperson after a year. The outgoing Committee Chairperson will serve as Committee Past Chairperson for a year.
7. Officers of the Council can invite individuals, in particular Honorary Members and representatives of co-operating organisations, to attend Council as observers.
8. In the event that an Officer resigns his post before the end of his term of office, the Officers may appoint a substitute to fill the post until the next available Council meeting.

### Article 10

1. Each National Member Organisation shall officially appoint its delegates to the Council through a letter to the Secretary-General. A delegate so appointed shall be considered as a duly appointed representative of the National Member Organisation, until the National Member Organisation revokes the appointment through a letter to the Secretary-General.
2. The Council normally meets once per year.
3. The Council shall be summoned in extraordinary session by the President upon the written request of 12 members or upon the request of the Board of Directors as defined in the Articles of Association.

4. If a delegate is unable to attend a meeting of the Council, the delegate may designate a proxy, in accordance with the Articles of Association and the Secretary-General must be notified of such designation before the meeting.
5. The Secretary-General shall maintain communication with Member Organisations and with appointed delegates.
6. The Officers of Council shall prepare agendas, papers and budgets for circulation to delegates. Copies shall be sent to member Organisations 21 days before the meeting.

## **Section E: Council business.**

### **Article 11**

1. The Council is the supreme authority of the Federation and in particular has power to:
  - a. adopt or modify the Constitution of the Federation;
  - b. elect the President, the Vice President, the Secretary-General, the Treasurer and the Vice Chairpersons of the Committees;
  - c. decide on the admission of National Organisations to Membership;
  - d. decide on the admission of individuals to Honorary Membership;
  - e. terminate Membership of Member Organisations;
  - f. dissolve the Federation;
  - g. establish the annual membership subscription, and
  - h. set up committees for specific defined matters;
  - i. set up foundations or other appropriate legal bodies to facilitate realising the aims and purposes of the Federation.
2. The Council has the responsibilities of furthering the aims and purposes of the Federation, and managing its financial affairs.
3. Each National Member Organisation shall be represented in Council by either one, two or three delegates, according to their National Membership: a membership from 1-100 entitles to 1 delegate, a membership from 101- 400 entitles to 2 delegates and a membership of 401 or more entitles to 3 delegates. Each delegate shall have one vote. Honorary Members have no vote. Officers have no votes, unless voting results in a tie, in which case the President has a casting vote.
4. A Council can make valid proceedings if a quorum exists. A quorum exists if one third of all possible National Member Organisations are represented by delegates, or proxies, at Council. If Council cannot make valid proceedings, i.e. there is no quorum in Council, Officers have the option to defer decisions to the next meeting of Council or they can decide to have a postal ballot (postal ballot also includes electronic ballot). However, if in such a case 5 members present request it, then a postal ballot must be held.

A postal ballot is compulsory for changes of the constitution, dissolution of the Federation, elections of Officers and Committee Vice-Chairs. For the purpose of these elections, an electronic ballot is equivalent to a postal ballot. A postal ballot shall operate without any quorum restriction. The Secretary- General shall specify the date on which the postal ballot will be counted.

5. Issues related to Council business are decided either by agreement in Council, or by a majority vote among Council members present at a valid meeting or as prescribed elsewhere in the Constitution. Council shall vote if requested by at least 5 members present.
6. Excluding matters relating to the dissolution of the Federation changes in its Constitution or Membership, the Officers of the Council have the power to act where prompt action is deemed necessary in their judgement. This shall include the power to establish ad hoc committees for specified purposes. Such actions shall be reported by mail to Council members and placed on the agenda for formal approval at the next Council meeting.

## **Section F: Financial resources.**

### **Article 12**

The financial resources of the Federation consist of:

- a. subscriptions paid by National Member Organisations and additional categories of members;
- b. gifts, bequests and legacies;
- c. subsidies and grants;
- d. any other resources or revenues which may result from the Federation's activities or investments.

### **Article 13**

Subscriptions shall be fixed by the Council. Subscriptions for National Member Organisations shall normally be directly proportional to the number of their ordinary members. However, in case of difficulty National Member Organisations may apply to the Treasurer. At Officers' discretion, relief from all or part of the subscription may be granted. Honorary Members are not required to pay any subscription.

### **Article 14**

The accounting period shall be the calendar year. The Treasurer shall report annually to Council on financial matters. The membership of organisations who have not paid the proper dues for two consecutive years can be terminated by Council.

### **Article 15**

In the event of the Federation being dissolved, assets remaining after discharge of all debts shall be transferred to a body or bodies having aims similar to those of the Federation.

## Appendix: Additional Categories of Membership

This appendix lists additional categories of EFOMP membership, created under Article 5c of the constitution. These will be in force with effect from the date stated above until such time as the Council of EFOMP agrees a further revision.

Membership Category	Conditions			
	Eligibility for Category	Privileges in Council	Privileges in Committees	Subscription
<b>Affiliate Membership</b>	National Organisations seeking closer link to EFOMP which do not meet all conditions of Article 5a.	Attend and speak but not vote.	Attend and speak but not vote.	Half the rate set by Council for National Member Organisations meeting all conditions of Article 5. Eligible for subscription relief as for National Member Organisations (Article 13).
<b>Company Membership</b>	Companies active in the field of medical devices.	Attend and speak but not vote.	Attend and speak but not vote.	Rate set by Council. Not eligible for subscription relief.

## **ANNEX 2**

### **ADMINISTRATION**

#### **Advisory Committees**

The EFOMP Board 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 committee when a changeover of the Chairperson occurs.
2. Each NMO to appoint a representative 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 member 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.

#### **Voting Procedure for the Election of Officers and vice-Chairs**

##### **PROCEDURE INITIATION**

Five months prior to the Annual Council meeting the EFOMP Secretary General (S-G) 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 S-G within two months from the nominations' call by the President of the NMO using the Nominations Form, together with:

- 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 Board. 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 Board will appoint two tellers to receive and count the votes.
2. Issue and Return of Voting Papers. The Secretary General (S-G) 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 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 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 till 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 S-G 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 S-G, 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 Board for the Accreditation in Medical Physics (EBAMP).

# ANNEX 3

## TERMS OF REFERENCE

### EFOMP OFFICER

#### Job Description

<b>Post</b>	<ul style="list-style-type: none"> <li>• <b>Vice President</b></li> <li>• <b>President of EFOMP and President of EFOMP Company</b></li> <li>• <b>Past President</b></li> </ul>
<b>Appointment Process</b>	<p><b>Vice President:</b> Nominated by an NMO and elected by Council</p> <p><b>President:</b> Automatic after one year as Vice President</p> <p><b>Past President:</b> Automatic after three years as President</p> <p><b>Company President:</b> Elected Annually at the Company AGM</p>
<b>Tenure</b>	<p><b>Vice President:</b> One year. Not eligible for re-election</p> <p><b>President:</b> Three years. Not eligible for re-election</p> <p><b>Past President:</b> Two Years. Not eligible for re-election</p> <p><b>Company President:</b> Normally the same as for the President. Elected Annually at the Company AGM.</p>
<b>Responsible to:</b>	To Council and Company AGM
<b>Accountable to:</b>	To Council and Company AGM
<b>Duties</b>	<p><b>Vice President</b></p> <ul style="list-style-type: none"> <li>• Stand in for the President when the President is not available.</li> <li>• Assist the President with his/her duties</li> </ul> <p><b>President</b></p> <ul style="list-style-type: none"> <li>• Presides at the Officers' and Council meetings</li> </ul>

	<ul style="list-style-type: none"> <li>• Legal representative of EFOMP</li> <li>• Represents EFOMP at European and International conferences and at meetings with European and International collaborating organisations and societies.</li> </ul> <p><b>Past President</b></p> <ul style="list-style-type: none"> <li>• Stand in for the President when the President is not available.</li> <li>• Assist the President with his/her duties</li> <li>• Provides advice to the EFOMP Officers</li> </ul> <p><b>Company President</b></p> <ul style="list-style-type: none"> <li>• Presides at the Company Board and Annual General meetings</li> <li>• Legal representative of the Company</li> </ul>
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<b>Post</b>	<ul style="list-style-type: none"> <li>• <b>Assistant Secretary General</b></li> <li>• <b>Secretary General</b></li> <li>• <b>Past Secretary General</b></li> </ul>
<b>Appointment Process</b>	<p><b>Assistant Secretary General:</b> Nominated by an NMO. Elected by Council.</p> <p><b>Secretary General:</b> Automatic after one year as Assistant Secretary General</p> <p><b>Past Secretary General:</b> Automatic after three years as Secretary General</p>
<b>Tenure</b>	<p><b>Assistant Secretary General:</b> On year. Not eligible for re-election</p> <p><b>Secretary General:</b> Three years. Not eligible for re-election</p> <p><b>Past Secretary General:</b> One year. Not eligible for re-election</p>
<b>Responsible to:</b>	EFOMP President via Officers Meeting.
<b>Accountable to:</b>	EFOMP Council
<b>Duties</b>	<p><b>Assistant Secretary General</b></p> <ul style="list-style-type: none"> <li>• Stand in for Secretary General when the Secretary General is not</li> </ul>

available.

- Assist the Secretary General with his/her duties

### **Secretary General**

1. Keep NMO's data up to date:
  - Call for data update & send changes to communication committee
  - Call for website update
  - Request NMO's constitution when appropriate
  - Keep the list of president and delegates and send regularly to Officers
  - Keep the list of Committee Members and send regularly to Officers
  - Keep the list of EFOMP Representatives Members and send regularly 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 discussion to be included in Council and/or OM Agenda
4. Draft Council and Officers agenda- to be approved by President
5. Invitation to attend Council together with agenda and any available attachments sent at least 2 months in advance to:
  1. NMO's, Presidents and Delegates
  2. Medal and Honorary Members
  3. Industrial Members
6. Revise minutes of OM and Council as soon as draft Council minutes are approved by President.
7. Officers Meeting: The SG:
  - 3 months before OM asks Officers to indicate in 4 weeks time the topics to be included in the Agenda;
  - 2 months before draft agenda is ready and SG asks Officers to

	<p>provide Officer Reports (in the agreed format) in 4 weeks time;</p> <ul style="list-style-type: none"> <li>• Agenda, Officer Reports, documents are available and circulate 1 month before OM.</li> </ul> <p>8. Council Meeting The SG:</p> <ul style="list-style-type: none"> <li>• 3 months before CM asks Officers to indicate in 4 weeks time the topics to be included in the Agenda;</li> <li>• 2 months before draft agenda is ready and sent to NMOs Delegates and SG asks Officers to provide Officer Reports in 4 weeks time;</li> <li>• Agenda, Officer Reports, documents are available and sent to NMOs and Officers 1 month before CM.</li> </ul>
	<p>9. Call for nominations for Vice-President, Treasurer, Secretary General and Vice-Chair (February each year)</p> <ul style="list-style-type: none"> <li>• Nomination should reach the SG by 15<sup>th</sup> May</li> <li>• Nomination should be circulated to Officers for comments for a week</li> <li>• Call to Delegates for e-mail vote between end of May and end of June</li> <li>• Results sent to NMOs Presidents and Officers by the end of July</li> </ul> <p>10. 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 )</p> <p>11. Call for invitation to host biennial European Congress of Medical Physics. Deadline such that invitation can be discussion at the OM prior to Council</p> <p>12. 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</p> <p>13. Call for award and EFOMP medal nominations (every year alternatively Medal and Honorary Member; call for nomination every year by end of March); nominees submitted to Council for vote.</p> <p>14. As requested by the President, send any letter on his behalf</p> <p>15. On request from officers, send any information, questionnaire, etc to NMO's Presidents and Delegates with a note stating who is</p>

	<p>supposed to answer whenever any action is required</p> <p>16. 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</p> <p>17. Update EFOMP data in various international publications (as long as it is free of charge and does not imply subscription)</p> <p>18. Manage booth allocation at various meeting with EFOMP involvement (ECR , WC , etc) and organize rota to man the booth on site</p> <p>19. Collect officers accommodation needs and travel plan when appropriate to make a bulk reservation and solve other "domestic" problems</p> <p>20. Handle any 'hot potato' on behalf of EFOMP with as much diplomacy as possible.</p> <p><b>Past Secretary General</b></p> <ul style="list-style-type: none"> <li>• Stand in for Secretary General when the Secretary General is not available.</li> <li>• Assist the Secretary General with his/her duties</li> </ul>
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<b>Post</b>	<ul style="list-style-type: none"> <li>• <b>Treasurer</b></li> <li>• <b>Finance Director of EFOMP (A company limited by guarantee).</b></li> </ul>
<b>Appointment Process</b>	<p><b>Treasurer:</b> Nominated by an NMO. Elected by Council.</p> <p><b>Finance Director:</b> The Treasurer of EFOMP is normally the Finance Director. Elected annually at the Company AGM.</p>
<b>Tenure</b>	<p><b>Treasurer:</b> 3 years. Eligible for re-election.</p> <p><b>Finance Director:</b> Elected at Company AGM. Term of office normally same as that of Treasurer.</p>
<b>Responsible to:</b>	<p><b>Treasurer:</b> EFOMP President via Officers Meeting.</p> <p><b>Finance Director:</b> EFOMP Company President and Board of EFOMP.</p>
<b>Accountable to:</b>	<p><b>Treasurer:</b> EFOMP Council</p>

	<b>Finance Director:</b> Company Members of EFOMP
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Take the legal responsibility for the financial management of EFOMP as laid down in UK law governing companies.</li> <li>• In conjunction with other Officers and the Company Secretary, agree the annual budget of EFOMP. This will require negotiations with committee chairs as to their annual budgets.</li> <li>• Prepare information on the financial position of EFOMP for the two Officers' meetings and for Council</li> <li>• In collaboration with the Company Secretary, prepare annual accounts for Companies House.</li> <li>• Collect annual subscriptions from NMOs and Company Members</li> <li>• Approve financial claims made by officers and others working for EFOMP.</li> <li>• Advise EFOMP on investments.</li> <li>• Advise the President on requests for financial support not previously agreed within the budget.</li> </ul>

<b>Post</b>	<b>Company Secretary</b>
<b>Appointment Process</b>	Part of support contract provided by IPEM
<b>Tenure</b>	Duration of contract with IPEM
<b>Responsible to:</b>	President
<b>Accountable to:</b>	Treasurer and Secretary General
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Maintain financial records, including bank accounts, issue subscription and other invoices, prepare payments (subject to Treasurer's approval) and receive remittances</li> <li>• Prepare Annual Accounts and Directors' Report</li> <li>• Liaise with auditors</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist the Treasurer in preparing Annual Budgets and other financial reports</li> <li>• Support the Treasurer in giving advice on investments</li> <li>• Ensure compliance with company legislation and regulatory regime</li> <li>• Provide advice on company governance</li> <li>• Record and prepare minutes for Directors' Meeting, Company AGM and Council meetings</li> <li>• Provide archiving facilities</li> </ul>
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<b>Post</b>	<b>Internet Manager</b>
<b>Appointment Process</b>	<ul style="list-style-type: none"> <li>• Nominated by the EFOMP President</li> <li>• Approved by the EFOMP Board.</li> </ul>
<b>Tenure</b>	<p>3 years.</p> <p>Eligible for a second mandate.</p>
<b>Responsible to:</b>	EFOMP President and EFOMP Chair of the Pub Com via Officers Meeting.
<b>Accountable to:</b>	EFOMP Board
<b>Duties</b>	<ol style="list-style-type: none"> <li>1. The administration of the Social networks</li> <li>2. The administration of all the communications aspects of EFOMP in the EFOMP website on a daily/weekly basis.</li> <li>3. Posting of job advertisements/vacancies</li> <li>4. Relationship with NMOs for posting events organized by NMOs, other European or International Organisations and of interest for the EFOMP</li> <li>5. Posting of announcement of Company members</li> <li>6. Update of what on the current website is under the headings of Latest news, latest documents, jobs, events, etc.</li> <li>7. Relationship with the Technical support for the administration and</li> </ol>

	<p>maintenance of the EFOMP website</p> <p>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.</p>
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<b>Post</b>	<b>NMO Representative</b>
<b>Appointment Process</b>	Formal nomination by the NMO
<b>Tenure</b>	As determined by the NMO
<b>Responsible to:</b>	The NMO through its governance procedure
<b>Accountable to:</b>	The NMO through its governance procedure
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• To be a member of the Company limited by guarantee and, as such, to be bound by the Memorandum and Articles of the company.</li> <li>• To act at all times in accordance with the Constitution of EFOMP.</li> <li>• To attend the AGM of the Company</li> <li>• To attend the annual Council meeting of EFOMP</li> <li>• To solicit your NMO's views and opinions on issues to be discussed at the Council meeting and to express those views at Council.</li> <li>• To contribute items to the agenda of the Council meeting</li> <li>• To report back to the NMO, through its governance process, on issues discussed at Council meetings</li> <li>• To produce and deliver to Council an annual report on issues facing the NMO that are of relevance to EFOMP</li> <li>• To participate in voting, either electronically or in person.</li> <li>• To advise the EFOMP Board on its future strategy.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• To assist in the nomination of officers, members of committees and working groups of EFOMP.</li></ul> |
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## **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 Secretary
- The President of EFOMP
- One member appointed by each NMO, preferably one of its delegates to Council

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 including a database of the addresses of the officers and delegates of the NMOs as provided by them.
- 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.

## **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 onto 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
- One member appointed by each NMO, preferably one of its delegates to Council
- The Council of EFOMP may invite, as appropriate, relevant outside bodies to appoint a liaison officer to the committee.

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 co-ordinating 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
- One member appointed by each NMO, preferably one of its delegates to Council
- The Council of EFOMP may invite, as appropriate, relevant outside bodies to appoint a liaison officer to the committee.

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 from 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
- One member appointed by each NMO, preferably one of its delegates to Council
- The Council of EFOMP may invite, as appropriate, relevant outside bodies to appoint a liaison officer to the committee.

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.

## **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
- One member appointed by each NMO, preferably one of its delegates to Council
- The Council of EFOMP may invite, as appropriate, relevant outside bodies to appoint a liaison officers to the committee.

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 15<sup>th</sup> 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.

## **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
- One member appointed by each NMO, preferably one of its delegates to Council
- 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.

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, 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 become a member of any SIG by completing the application form available on the EFOMP website ([www.efomp.org](http://www.efomp.org)).

##### **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 constitution.

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 the 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.

## **Working Group**

### **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 Board.

### **COMPOSITION**

Approval of the Board 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 constitution.

## **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 UK 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 one's 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 UK.

## **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
- I am an employee of the UK, claiming Crown Copyright but I affirm the author warranties

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. If all Named Authors are employees of the US Government and the Article was prepared as part of their duties the Article is not eligible for copyright and one of the Named Authors should sign below to confirm this fact. If at least one of the Named Authors is not a US Government employee the above should be signed.

I .....

(print name.....) confirm that all Named Authors are employees of the US Government and the Article was prepared as part of their duties and consequently the Article is not eligible for copyright.

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**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.

#### **Crown Copyright**

- UK Government employees may elect to transfer copyright

UK Government employees wishing to claim Crown Copyright should mark the appropriate box and sign the form to affirm the author warranties.

Return to:

EFOMP  
Fairmount House  
230 Tadcaster Road  
York  
YO24 1ES

Email: [ian@ipem.ac.uk](mailto:ian@ipem.ac.uk)

Tel: 01904 610821                      Fax: 01904 612279

**PHYSICA MEDICA: EUROPEAN JOURNAL OF MEDICAL PHYSICS**

Note: Copies of contracts involving EJMP are filed at the EFOMP Office.

## **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 General Secretary (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).

Communications from representatives will form part of that EFOMP committee's report to the Officers' meeting.

The General Secretary 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.

# **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 from 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.

## **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, Treasurer and Company Secretary, 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, the Company Secretary 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 Company Secretary) 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 at the sterling equivalent of £0.25 per mile (£0.16 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, Fairmount House, 230, Tadcaster Road, York, YO24 1ES, UK. 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 Board 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 board 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 Board to develop the scientific programme and scientific activities of the congress. It is the role of the Scientific Board 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 30<sup>th</sup> 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 board).
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 30 of the year before the ECMP.
2. Summary of each bid and recommendations of Review Group sent to EFOMP board: by January 31 of the year of ECMP.
3. Contract signed: within 3 months.

### **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's board with recommendations. EFOMP board may reject recommendations made by review group. EFOMP board 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](mailto: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](http://www.efomp.org), or from the EFOMP Office in York.

## 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**

## **DIRECTORS**

### **CODE OF CONDUCT AND REGISTER OF INTERESTS FOR MEMBERS OF THE BOARD**

#### **INTRODUCTION**

1. The Board has agreed to a voluntary Code of Conduct for Board 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 Board 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, upon request to the Company Secretary.

#### **CODE OF CONDUCT FOR BOARD MEMBERS**

1. Membership of the EFOMP Board 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 Constitution.
2. In order that both the public and NMOs may have confidence in the effectiveness and impartiality of the Board, members undertake:
  - to make themselves available for service on the Board 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 Board;
  - to declare in the EFOMP register of interests their membership of other bodies or organisations in accordance with the Board'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 Board 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 Board membership;
  - to distinguish clearly, when speaking or writing, between personal views and those of the EFOMP Board;

- 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 Board 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 Company Secretary.
2. Members of the EFOMP Board 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 Board has established a Register of Interests. Like the Code of Conduct itself, declaration of interests in the Register is voluntary, but the EFOMP Board 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 Board believes that Members of the Board 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 Board may seek the advice of the Company Secretary regarding what memberships, associations or interests they should declare.
  - 5. The Company Secretary will be responsible for keeping the Register of Interests. Members of the Board 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 AGM).
  - 6. The Register will be reviewed by the Company Secretary, the Chairman of the Board, and the EFOMP auditors annually and they will take appropriate action.

## **CONNECTED PERSONS**

- 1. Board 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 Board Member or Officer,
  - any business partner of a Board 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 Boards 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:.....

## Guidance for Directors of EFOMP

Extracts from the Companies Act 2006<sup>11</sup>

### 1. Eligibility

A Director must not have been disqualified from acting as a company director (unless the court has given them permission to act for a particular company);

A director must not be an undischarged bankrupt (unless they have been given permission by the court to act for a particular company); and

### 2. Duties

Paragraphs 170 to 180 taken directly for Companies Act 2006.

#### 170 Scope and nature of general duties

(1) The general duties specified in sections 171 to 177 are owed by a director of a company to the company.

(2) A person who ceases to be a director continues to be subject:

(a) to the duty in section 175 (duty to avoid conflicts of interest) as regards the exploitation of any property, information or opportunity of which he became aware at a time when he was a director, and

(b) to the duty in section 176 (duty not to accept benefits from third parties) as regards things done or omitted by him before he ceased to be a director.

To that extent those duties apply to a former director as to a director, subject to any necessary adaptations.

(3) The general duties are based on certain common law rules and equitable principles as they apply in relation to directors and have effect in place of those rules and principles as regards the duties owed to a company by a director.

(4) The general duties shall be interpreted and applied in the same way as common law rules or equitable principles, and regard shall be had to the corresponding common law rules and equitable principles in interpreting and applying the general duties.

#### 171 Duty to act within powers

A director of a company must:

(a) act in accordance with the company's constitution, and

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<sup>11</sup> [http://www.opsi.gov.uk/ACTS/acts2006/pdf/ukpga\\_20060046\\_en.pdf](http://www.opsi.gov.uk/ACTS/acts2006/pdf/ukpga_20060046_en.pdf)

(b) only exercise powers for the purposes for which they are conferred.

### **172 Duty to promote the success of the company**

(1) A director of a company must act in the way he considers, in good faith, would be most likely to promote the success of the company for the benefit of its members as a whole, and in doing so have regard (amongst other matters) to:

- (a) the likely consequences of any decision in the long term,
- (b) the interests of the company's employees,
- (c) the need to foster the company's business relationships with suppliers, customers and others,
- (d) the impact of the company's operations on the community and the environment,
- (e) the desirability of the company maintaining a reputation for high standards of business conduct, and
- (f) the need to act fairly as between members of the company.

(2) Where or to the extent that the purposes of the company consist of or include purposes other than the benefit of its members, subsection (1) has effect as if the reference to promoting the success of the company for the benefit of its members were to achieving those purposes.

(3) The duty imposed by this section has effect subject to any enactment or rule of law requiring directors, in certain circumstances, to consider or act in the interests of creditors of the company.

### **173 Duty to exercise independent judgment**

(1) A director of a company must exercise independent judgment.

(2) This duty is not infringed by his acting—

- (a) in accordance with an agreement duly entered into by the company that restricts the future exercise of discretion by its directors, or
- (b) in a way authorised by the company's constitution.

### **174 Duty to exercise reasonable care, skill and diligence**

(1) A director of a company must exercise reasonable care, skill and diligence.

(2) This means the care, skill and diligence that would be exercised by a reasonably diligent person with:

- (a) the general knowledge, skill and experience that may reasonably be expected of a person carrying out the functions carried out by the director in relation to the company, and

(b) the general knowledge, skill and experience that the director has.

### **175 Duty to avoid conflicts of interest**

(1) A director of a company must avoid a situation in which he has, or can have, a direct or indirect interest that conflicts, or possibly may conflict, with the interests of the company.

(2) This applies in particular to the exploitation of any property, information or opportunity (and it is immaterial whether the company could take advantage of the property, information or opportunity).

(3) This duty does not apply to a conflict of interest arising in relation to a transaction or arrangement with the company.

(4) This duty is not infringed:

(a) if the situation cannot reasonably be regarded as likely to give rise to a conflict of interest; or

(b) if the matter has been authorised by the directors.

(5) Authorisation may be given by the directors:

(a) where the company is a private company and nothing in the company's constitution invalidates such authorisation, by the matter being proposed to and authorised by the directors;  
or

(b) Omitted

(6) The authorisation is effective only if:

(a) any requirement as to the quorum at the meeting at which the matter is considered is met without counting the director in question or any other interested director, and

(b) the matter was agreed to without their voting or would have been agreed to if their votes had not been counted.

(7) Any reference in this section to a conflict of interest includes a conflict of interest and duty and a conflict of duties.

### **176 Duty not to accept benefits from third parties**

(1) A director of a company must not accept a benefit from a third party conferred by reason of:

(a) his being a director, or

(b) his doing (or not doing) anything as director.

(2) A "third party" means a person other than the company, an associated body corporate or a person acting on behalf of the company or an associated body corporate.

(3) Benefits received by a director from a person by whom his services (as a director or otherwise) are provided to the company are not regarded as conferred by a third party.

(4) This duty is not infringed if the acceptance of the benefit cannot reasonably be regarded as likely to give rise to a conflict of interest.

(5) Any reference in this section to a conflict of interest includes a conflict of interest and duty and a conflict of duties.

### **177 Duty to declare interest in proposed transaction or arrangement**

(1) If a director of a company is in any way, directly or indirectly, interested in a proposed transaction or arrangement with the company, he must declare the nature and extent of that interest to the other directors.

(2) The declaration may (but need not) be made:

(a) at a meeting of the directors, or

(b) by notice to the directors in accordance with:

(i) section 184 (notice in writing), or

(ii) section 185 (general notice).

(3) If a declaration of interest under this section proves to be, or becomes, inaccurate or incomplete, a further declaration must be made.

(4) Any declaration required by this section must be made before the company enters into the transaction or arrangement.

(5) This section does not require a declaration of an interest of which the director is not aware or where the director is not aware of the transaction or arrangement in question. For this purpose a director is treated as being aware of matters of which he ought reasonably to be aware.

(6) A director need not declare an interest:

(a) if it cannot reasonably be regarded as likely to give rise to a conflict of interest;

(b) if, or to the extent that, the other directors are already aware of it (and for this purpose the other directors are treated as aware of anything of which they ought reasonably to be aware); or

(c) if, or to the extent that, it concerns terms of his service contract that have been or are to be considered:

(i) by a meeting of the directors, or

(ii) by a committee of the directors appointed for the purpose under the company's constitution.

Supplementary provisions

### **178 Civil consequences of breach of general duties**

(1) The consequences of breach (or threatened breach) of sections 171 to 177 are the same as would apply if the corresponding common law rule or equitable principle applied.

(2) The duties in those sections (with the exception of section 174 (duty to exercise reasonable care, skill and diligence)) are, accordingly, enforceable in the same way as any other fiduciary duty owed to a company by its directors.

Companies Act 2006 (c. 46)

Part 10 – A company's directors

Chapter 2 – General duties of directors

### **179 Cases within more than one of the general duties**

Except as otherwise provided, more than one of the general duties may apply in any given case.

### **180 Consent, approval or authorisation by members**

(1) In a case where:

(a) section 175 (duty to avoid conflicts of interest) is complied with by authorisation by the directors, or

(b) section 177 (duty to declare interest in proposed transaction or arrangement) is complied with, the transaction or arrangement is not liable to be set aside by virtue of any common law rule or equitable principle requiring the consent or approval of the members of the company.

This is without prejudice to any enactment, or provision of the company's constitution, requiring such consent or approval.

(2) The application of the general duties is not affected by the fact that the case also falls within Chapter 4 (transactions requiring approval of members), except that where that Chapter applies and:

(a) approval is given under that Chapter, or

(b) the matter is one as to which it is provided that approval is not needed, it is not necessary also to comply with section 175 (duty to avoid conflicts of interest) or section 176 (duty not to accept benefits from third parties).

(3) Compliance with the general duties does not remove the need for approval under any applicable provision of Chapter 4 (transactions requiring approval of members).

(4) The general duties:

(a) have effect subject to any rule of law enabling the company to give authority, specifically or generally, for anything to be done (or omitted) by the directors, or any of them, that would otherwise be a breach of duty, and

(b) where the company's articles contain provisions for dealing with conflicts of interest, are not infringed by anything done (or omitted) by the directors, or any of them, in accordance with those provisions.

(5) Otherwise, the general duties have effect (except as otherwise provided or the context otherwise requires) notwithstanding any enactment or rule of law.

### **3. Responsibilities of a director have towards Companies House?**

Every company director has a personal responsibility to deliver statutory documents to Companies House as and when required by the Companies Acts. These include, in particular:

- accounts;
- annual returns; and
- notice of change of directors or secretaries or in their personal details (Forms 288a, 288b or 288c)

In addition, it is usually the directors who will give notice of change of registered office (Form 287)

These duties are normally carried out by the Company Secretary or by means of an arrangement agreed by the Board.

## **ANNEX 11**

# **CRITERIA FOR RECOGNITION OF A NATIONAL MEDICAL PHYSICS SOCIETY**

### **INTRODUCTION**

In the Constitution 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 constitution 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 Board 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 constitution 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 Board will request that they submit the usual documents requested from an NMO according to the constitution; 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 Board 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 board 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 Board 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 Board. 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 Board. If the Board 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 Board's decision.

## **ANNEX 12**

### **EFOMP EXAMINATION BOARD**

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.