



# Science committee (SC)

Chair Eeva Boman

Introduction for new chair/committee members



# Scientific Committee (SC)

- The SC is an advisory committee to EFOMP Council.
- SC facilitates the EFOMP main objective to encourage exchange and dissemination of professional and scientific information.
  - The dissemination of professional and scientific information is achieved mainly through publications and meetings.
- SC operates mainly via Special Interest Groups (SIG) and Working Groups (WG)
  - SIG chair automatically belongs to SC (parent committee), for WGs SC assigns liaison persons.
- SC is lead by the Chair, supported by the SC Secretary, Vice-Chair or Past Chair.
- The work and communication within SC is carried out mainly by electronic means (emails, web-meetings).
  - SC has pre booked meetings every second month starting on third Monday of February.



# Scientific Committee - main tasks

- The main tasks for SC are given EFOMP in manual p.54.
  - SC 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 a good practice and the advancement of medical physics in Europe including:
    - 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)



# Working Groups (WGs) in Scientific Committee

- A WG is a group of individuals given a very specific task to carry out, duration typically 1-2 years.
- There shouldn't be more WGs than is sufficient to meet the Committee's responsibilities efficiently. The Science Committee will have the power to co-opt others onto the WGs when deemed necessary.
- Approval of the EFOMP Board must be obtained before a WG is set up.
- The WG will have a Chair who is set in the proposal form.
- The WG members are eligible for a fixed yearly travel reimbursement.
- SC sets liaison person to liaise the work done in the WG.



# Special Interest Groups (SIGs) in Science Committee

- SIG is based on a project, research funding, technology development or any specific topic of interest relevant for the medical physics community.
- SIG is meant to be established as a long-lived structure with a 3 years reapproval period.
- Each SIG will consist of individual medical physicists with an interest in the field of the particular SIG.
- SIG consist of Steering committee with Convener, Vice-convener and Secretary.
- The SIG Convener belongs automatically to its parent committee.
- Each SIG set their operational procedures, provided that these do not contravene the EFOMP constitution.
- SIG reports their actions to parent committee and sends budget proposal for next year to parent committee for approval.



# Chair of the Scientific Committee

- Belongs to the Officers Board together with the executive officers and the other advisory committee chairs.
- Primary tasks are to manage activities in SC, assisting in organising the biennial European Congress of Medical Physics (ECMP) and facilitating scientific workshops and sessions at other major conferences, communicating and encouraging the activity of the committee members, report the activities to Council through the Board (Officers Reports).
- Operates according to EFOMP manual – and specifically regarding instructions for SC
- Term of office is 2 years – after that the chair becomes past chair for a period of 1 year
- How to become a chair?
  - First elected as vice chair – nominated by a National member organization (NMO) and elected by the NMOs.
  - The vice chair becomes chair after serving as vice chair for a term of 1 year



## SC Chair – Administrative tasks

- Manages applications from NMO regarding committee members.
- Manages the list of the Committee members, including email-addresses and expertise areas.
- Organizes SC meetings and Manages communication within the Committee.
- Suggests update of EFOMP manual and internal routines and documents.
- Prepares for and participates in the EFOMP Council meeting once a year and in the EFOMP Officers meeting twice a year.
  - Reports progress and outcome of SIGs and WGs.
- Prepares and updates information in EFOMP web and newsletter.
- Co-operates with other committees, treasurer, secretary and president in ad hoc business arising during the year including contributing the preparation of EFOMP decisions.



## SC Chair – SIG and WG related tasks

- Management and preparation of internal and external proposals of new SIGs and WGs.
- Encouragement of SC members during the SIG/WG recruitment period to participate in SIG/WGs.
- Follow-up on-going SIG/WGs in terms of progress and outcome.
- Prepares comprehensive information about the SIG/WGs to the Board and Council on regular meetings





# EFOMP manual

- An Operational Guide
- States Specific Internal routines
- Major revisions have to be discussed at a Council meeting
- Minor revision is discussed in the Board
- The Manual is important and needs to be read and consulted



# For new chair – remember

- All work are performed on voluntary basis involving persons with fulltime jobs.
  - Allow sufficient time to react on requests and exchange of information.
- Stay connected with committee members regularly.
- Maintain adequate communication with other Officers and especially the President and Secretary General, in order to keep others well informed of any new developments or proposals that needs to be reviewed or approved.
- Maintain good documentation of SC activities in order to facilitate the transfer of information and orientation of the new SC Chair (Vice-Chair) when the Chair period concludes.
- Take time to learn EFOMP Manual and the recent SC Officers Report + slide set