

TO: PRESIDENTS AND SECRETARIES OF IRPA ASSOCIATE SOCIETIES

IRPA 13 BUSINESS PROGRAMME – SECOND LETTER REF: IRPA 13-11/01 31 January 2012

Dear Presidents, Dear Secretaries,

This second letter concerning the preparation of the IRPA 13 Business Programme is to inform you about the results of the Associate Societies consultation concerning the candidatures for nomination to the IRPA Executive Council at IRPA 13 and the expressions of interest to host the IRPA 15 International Congress in 2020 (Deadline 31 December 2011).

Candidates for nomination to the Executive Council 2012-2016.

Four positions for Executive Council members will be vacant in Glasgow, which means that 1/3 of the membership of the Executive Council will be renewed at the occasion of the IRPA 13 Congress. Ten candidates have been proposed by 9 Associate Societies. The candidates are the following:

- **Ana Maria Bomben** Argentina, proposed by the Argentine Radiation Protection Society (SAR)
- **Brad Cassels** Australia, proposed by the Australasian Radiation Protection Society (ARPS)
- Rajaâ Cherkaoui El Moursli Morocco, proposed by the Moroccan Association for Radiation Protection (AMR)
- Alfred Hefner Austria, proposed by the Austrian Radiation Protection Association (OEVS)
- Toshiso Kosako Japan, proposed by the Japan Health Physics Society (JHPS)
- **Sigurdur Magnusson** Iceland, proposed by the Nordic Society of Radiation Protection (NSFS)
- **Ruth McBurney** USA, proposed by the Health Physics Society (HPS)
- Eduardo Medina Geronzini Peru, proposed by the Peruvian Society of Radiation Protection
- Celso Osimani Italy, proposed by the Italian Radiation Protection Association (AIRP)
- **Richard Vetter** USA, proposed by the Health Physics Society (HPS)





Apart from the nominations proposed by the Associate Societies, the Executive Council is proposing the following nominations for the positions of Officers.

- President Renate Czarwinski from the German-Swiss Association for Radiation Protection (FS), Germany
- Vice-President Roger Coates from the Society for Radiological Protection (SRP), UK
- Executive Officer Bernard Le Guen from the French Society for Radiation Protection (SFRP)
- Treasurer Richard Toohey from the Health Physics Society (HPS), USA
- *Publication Director* **Chris Clement** from the Canadian Radiation Protection Association (CRPA), Canada

The Curriculum Vitae of each candidate as well as her/his statement of motivation can be fund in separate document to this letter entitled: "Candidates to the IRPA Executive Council 2012-2016".

Expressions of interest to host IRPA 15

Three Associate Societies have expressed their interest to host the IRPA 15 International Congress to be held in 2020. They are the following:

- The Australian Radiation Protection Society in **Adelaide**, Australia
- The Brazilian Radiological Protection Society in Sao Paulo or Rio de Janeiro, Brazil
- The Korean Association for Radiation Protection in **Seoul**, Republic of Korea (Interest already expressed at the IRPA 12 General Assembly in Buenos-Aires)

The three expressions of interest are presented in a separate document to this letter entitled: "Expressions of Interest to Host the IRPA15 International Congress in 2020".

I also take the opportunity of this letter to give you some complementary information concerning the IRPA13 Business Programme.

1. Detailed proposal to host the IRPA14 Congress

Following the selection of Cap Town, South Africa as preferred venue for the IRPA14 Congress by the General Assembly in Buenos Aires (2008), the Southern African Radiation Protection Association (SARPA) has developed a detailed proposal for the Congress. This proposal was evaluated and endorsed by the Executive Council at its 61st meeting in Seoul in May 2011. The Bid to host the IRPA 14 Congress can be consulted on the IRPA Web Site at the following address: (to be provided)

The evaluation report prepared by the President, the Vice-President and the Executive Secretary of IRPA is given in **Attachment 1** to this letter.





2. IRPA Budget 2012-2016

The proposed budget for the period 2012-2016 is given in **Attachment 2** together with a short report of the IRPA Treasurer presenting the IRPA income and the expenditures for the period 1 November 2008 through 31 December 2011. A more detailed report about the IRPA budget for the period 2008 to 2012 will be presented at the IRPA 13 General Assembly.

- **3.** Agenda of the IRPA13 General Assembly See Attachment 3.
- 4. Agenda of the IRPA13 Associate Societies Forum See Attachment 4.
- **5.** Agenda of the 62th IRPA Executive Council See Attachment **5.**

6. Nomination of Delegates to the General Assembly.

Many Associate Societies have already nominated their Delegates to the IRPA13 General Assembly. If you have not yet done it, I would really appreciate to receive the information prior to the General Assembly in order to facilitate the preparation of the General Assembly. I remind you that the participation of your Society to the General Assembly is dependant upon the payment of the 2012 dues. For any questions related to the payment of the IRPA dues please contact the IRPA Treasurer **Richard Toohey** at dick.Toohey@orau.org.

7. IRPA 2011 Survey

A questionnaire concerning the years 2010 and 2011 has been send to all Associate Societies to have an update on the activities of the IRPA Associate Societies to be presented at the IRPA13 Associate Societies Forum in Glasgow. I would appreciate if you could send me back the filled questionnaire before 28 February 2012 and I thank you in advance for your cooperation.

Please note that the present letter with all attachments and the Annex, together with the First Letter to the Associate Societies for the preparation of the IRPA 13 Business Programme, are posted on the IRPA Web Site: http://www.irpa.net/index.php/irpa-13.html. If you have any questions concerning the preparation of the IRPA 13 Business Programme, please do not hesitate to contact me.

Looking forward to meeting you in Glasgow next May.

Sincerely yours,

Jacques Lochard IRPA Executive Officer





13 BUSINESS PROGRAMME Attachment 1 REF: IRPA 13-12/01-1

IRPA 14 Preparations, Cape Town, South Africa

Report to Executive Council, 29 May 2011

R. Czarwinski, J. Lochard and K. Kase traveled to Cape Town 22-24 February 2011 for IRPA meetings with representatives of the organizing committee and the Cape Town Convention Bureau. The purpose was to review the status of planning and budget for the IRPA 14 Congress in 2016. We also visited the proposed venue at the Cape Town Convention Center, some of the proposed hotel accommodations and heard presentations from three potential Professional Congress Organizers as well as Cape Town security. We were hosted by SARPA and the Cape Town Convention Bureau. Our hosts from SARPA were:

Gert Liebenberg, Isabel Steyn, Rozaan Swanepoel, Thiagen Pather, I. D. Kruger, Abrie Visagie, Senoelo Pheto, Tobie Kotz and Christoph Trauernicht.

Status of Planning and Budget

Planning is well advanced as expected because of the work done on the proposal for 2012 that was presented at IRPA 12. Space in the Convention Center has been identified and is more than adequate. It is a very pleasant, up-to-date facility with excellent services and capability to host an IRPA congress.

The budget has been thoughtfully prepared for this early stage of planning. The organizing committee is very competent and eager to host IRPA 14.

Hotels and Restaurants

There is an abundance of hotel space in the part of Cape Town near the Convention Center with accommodations covering a range of quality and cost, all within walking distance of the venue. There are also many restaurant facilities and opportunities for evening activities in the waterfront area – also an easy walk from the hotels.

Professional Congress Organizer

The organizing committee together with the Convention Bureau staff has identified 3 or 4 potential PCOs. The three we met with are all competent to organize an outstanding congress. The organizing committee will continue discussions and select one by the time of IRPA 13.

Security

The Cape Town Convention Center area is serviced by a private company that supplements the city services. This company is supported by local businesses and the city and has a 10-year





program to improve security, urban management and social development. They are about five years into the program. Security is managed in partnership with local and national law enforcement agencies. Urban management includes cleaning and maintenance to supplement city services. Social development includes addressing family issues, job training, shelters and other services for homeless individuals.

Summary

Overall our assessment is that the organizing committee is competent and enthusiastic, the support services and Convention Centre in Cape Town are outstanding, and it would be an excellent venue for IRPA 14. We recommend that the Executive Council endorse the proposal to hold IRPA 14 in Cape Town South Africa in May 2016 and forward this recommendation to the General Assembly at IRPA 13 for approval.





IRPA 13 BUSINESS PROGRAMME Attachment 2 REF: IRPA 13-12/01-2

IRPA Treasurer's Report for 2008-2012 and Proposed Budget for 2012-2016

The attached spreadsheet shows the IRPA income and expenditures for the period 1 November 2008 through 31 December 2011. Note that IRPA, with the approval of the Executive Council, has spent more than budgeted, primarily on stakeholder engagement activities, including the very successful regional congresses in Medellin and Nairobi. As President Kase noted in his report,

"IRPA will need increased financial support and increased participation of its members in the future to advance IRPA as the International Voice of the Radiation Protection Profession. The IRPA income has not increased substantially in the past 10 years. However, to adequately respond to the requests for IRPA assistance to regional congresses and associate societies as well as collaborations with international organization activities in radiation protection, expenses have increased by over 30%. Demands placed on the President were more than I could satisfy personally and I was fortunate to get some support from members of the Executive Council. However, I had no demands from a full-time job. Future Presidents may require more support from IRPA members to fulfil all the necessary time demands for IRPA participation."

Consequently the Executive Council has decided to request approval from the General Assembly for a dues increase of \$0.50 per member. However, the Council has also decided to adopt a three-tied dues structure, in order to decrease the financial burden on developing countries. Those associate societies from countries with an annual gross domestic product of more than \$8,000 per capita (Tier 1) will be assessed the full rate per member, i.e., \$3.50. Those from countries with an annual gross domestic product between \$2,000 and \$8,000 per capita (Tier 2) will be assessed the full rate minus \$1.00 per member, i.e., \$2.50. Those from countries with an annual gross domestic product of less than \$2,000 per capita (Tier 3) will be assessed the full rate minus \$2.00 per member, i.e., \$1.50. According to current World Bank data, Tier 2 associate societies include those of Argentina, China, Colombia, Cuba, Egypt, Malaysia, Morocco, Peru, Philippines, Serbia, and South Africa, and Tier 3 associate societies include those of East Africa, India and Madagascar.

The attached spreadsheet also shows the proposed budget for 2012-2016, based on dues set according to the above scheme. The Executive Council is continuing to develop other sources of income for IRPA, sand we hope to present some proposals to the General Assembly for approval at IRPA-13.

Respectfully submitted,

R. E. Jookey

R. E. Toohey, IRPA Treasurer





		Note: this is the operating budget, and does not include the Montreal Fund	Proposed IRPA-13 to IRPA- 14 Budget		Actual as of 1 June 12	Proposed IRPA-12 to IRPA 13 Budget		Actual as of 31 Dec 11	IRPA-11 to IRPA-12 Budget (54 mths)		Actual as of 26 July 08	Notes
Income												
		ngress Contributions	50 000,00			35 000,00		35 000,00	35 000,00		37 847,03	
	Int. Congress Loan Repayment		30 000,00			30 000,00			30 000,00		30 000,00	
	Region	al Congress Contributions	10 000,00			10 000,00						
	Other		0,00			0,00		29 763,00	7 000,00		100,00	
	Dues		236 272,00			204 000,00		151 349,00	160 000,00		171 021,26	
Total Inc	come			326 272,00	0,00		279 000,00	216 112,00		232 000,00	238 968,29	
Expense												
	Adminis											
		Bank Charges	2 000,00			2 000,00		2 604,51	1 000,00			Mostly fees for wire transfers
		President's Office	2 000,00			2 000,00		7 802,67	2 000,00		2 765,68	
		Publications	2 000,00			1 000,00		7 421,34	1 000,00		1 295,80	
		Secretariat Office	2 500,00			35 000,00		35 000,00	35 000,00		35 000,00	
		Treasurer	2 500,00			5 000,00		1 578,61	1 500,00		4 844,25	Includes non-profit filing & tax prep. Fees
		Web support	3 000,00									
		dministration		14 000,00	0,00		45 000,00	54 407,13		40 500,00		Not including in-kind contributions f
		Operating Costs		4 000,00			4 000,00			2 000,00	8 824,89	
		etings (\$35,000 ea)		140 000,00			120 000,00	114 293,91		70 000,00	89 862,71	
	Grants	to International Commissions										
		ICNIRP	16 000,00			16 000,00		12 000,00	16 000,00			\$4k annually
		ICRP	16 000,00			16 000,00		12 000,00	16 000,00			\$4k annually
		ICRU	8 000,00			8 000,00		6 000,00	8 000,00			\$2k annually
		rants to Int. Commissions		40 000,00			40 000,00	30 000,00		40 000,00	20 000,00	
	Sievert			5 000,00			5 000,00			5 000,00	0,00	
		older Engagement										
		International Congress Loan	30 000,00			30 000,00		30 000,00	30 000,00		30 000,00	
		Regional Congress Grants	15 000,00			10 000,00		27 036,28				Africa and South America
		Assoc. Society Activities	15 000,00			0,00					0,00	
		Stakeholder Activities	25 000,00			25 000,00		56 851,84		_		EC involvement in committees and meeting
		takeholder Engagement		85 000,00			65 000,00			75 000,00	62 198,65	
Total Ex	penses			288 000,00	0,00		279 000,00	312 589,16		232 500,00	226 566,88	
Income over Expenses				38 272,00	0,00		0,00	-96 477,16		-500,00	12 401,41	
Years	Rate	Members		Annual	Quadrennial							
4	\$3,50	16 178	Tier 1	\$56 623	\$226 492							
(tiered)	\$2.50	942	Tier 2	\$2 355	\$9 420							
/	\$1,50	60	Tier 3	\$90	\$360							
Total	1 //	17 180		\$59 068	\$236 272							







IRPA 13 BUSINESS PROGRAMME Attachment 3 REF: IRPA 13-12/01-3

IRPA 13 GENERAL ASSEMBLY

Scottish Exhibition and Conference Centre – Lomond Auditorium Wednesday 16 May 2012, 14h-18h00

DRAFT AGENDA

- 1. Opening and welcome address to the Delegates Ken KASE
- 2. Adoption of the Agenda Ken KASE
- 3. Membership of the General Assembly
 - Announcement of Membership and Quorum Jacques LOCHARD
 - Appointment of the Tellers Ken KASE
- 4. Report of the President on the 2004-2008 period Ken KASE
- 5. Revision of the Constitution Jacques LOCHARD
- 6. Report of the Treasurer on the 2008-2012 period Richard TOOHEY
- 7. Adoption of the Budget for the 2012-2016 period Richard TOOHEY
- 8. Approval of the venue for IRPA 14 Ken KASE
 - Presentation of the South African Radiation Protection
- 9. Elections and appointments of the Executive Council Members Ken KASE
 - Presentation of nominations
 - Election of the President
 - Election of the Vice-President
 - Appointment of the Executive Officer
 - Appointment of the Treasurer
 - Appointment of the Publications Director
 - Election of the Executive Council Members
- 10. Presentation of expression of interests for hosting IRPA 15 Jacques LOCHARD
- Australasian Radiation Protection Society
- Brazilian Society for Radiation Protection
- Korean Association for Radiation Protection
- 11. Selection of preferred venue for IRPA 15
- 12. Closing Ken KASE





IRPA 13 BUSINESS PROGRAMME Attachment 4

REF: IRPA 13-12/01-4

IRPA 13 ASSOCIATE SOCIETIES FORUM

Scottish Exhibition and Conference Centre - Alsh Room **Sunday 13 May 2012**

Draft Agenda

10h00 Welcome and introduction by the President of IRPA (Chair of the Forum)

Reception of new AS by the Vice-President of IRPA (Vice-Chair of the Forum)

10h30 The constitutional change concerning the membership

Discussion

The proposal of a tiered system for the dues

Discussion

The IRPA Education and Training Action Plan

Discussion

The IRPA Engagement with International Organizations and the Associate Societies

Discussion

12HO0 Issues raised by the Associate Societies

12H30 Lunch

14h00 Presentations of AS initiatives relevant to IRPA

- Argentine Radiation Protection Society
- Croatian Radiation Protection Society
- French Radiation Protection Society

15h30 Coffee break

16h00 Presentations of AS initiatives relevant to IRPA (Cont.)

16h30 Introduction of candidates to the IRPA Executive Council

Presentation of future IRPA Regional Congresses

17h45 End





IRPA 13 BUSINESS PROGRAMME Attachment 5 REF: IRPA 13-12/01-5

62nd EXECUTIVE COUNCIL OF IRPA Friday 11 and Saturday 12 May 2012

Glasgow, Scotland

DRAFT AGENDA

4	\sim	
Ι.	Ope	ening

- 1.1. Welcome (Ken Kase)
- 1.2. Arrangements for the meeting
- 1.3. Adoption of the agenda
- 1.4. Adoption of the minutes of the 61st EC meeting

2. Officers reports

- 2.1. President (Ken Kase)
 - 2.1.1. Activities and communications
 - 2.1.2. IRPA 13 Associate Societies Forum
 - 2.1.3. Other matters
- 2.2. Vice-President (Renate Czarwinski)
 - 2.2.1. Admission Committee
 - 2.2.1.1. Current status of membership
 - 2.2.1.2. Admissions and new applications for membership
 - 2.2.1.3. Other matters
 - 2.2.2. Sievert Award
- 2.3. Vice-President for Congress Affairs (Roger Coates)
 - 2.3.1. IRPA13 ICOC
 - 2.3.2. IRPA 13 ICPC
 - 2.3.3. IRPA 13 ICSC
 - 2.3.4. Other matters





- 2.4. Executive Officer (Jacques Lochard)
 - 2.4.1. IRPA13-Business programme
 - 2.4.2. Report on the survey on IRPA membership
 - 2.4.3. Other matters
- 2.5. Treasurer (Dick Toohey)
 - 2.5.1. Financial report
 - 2.5.2. Montreal Fund
 - 2.5.3. Other matters
- 2.6. Publications Director (Dick Griffith)
 - 2.6.1. Publications Director Report
 - 2.6.2. Other matters
- 3. IRPA Guiding Principles (Bernard Le Guen & Ken Kase)
 - 3.1. Guiding Principles for Radiation Professionals on Radiation Protection Culture
 - 3.2. Guiding Principles for Radiation Professionals on Professional Qualification and Certification of Radiation Experts
- 4. Forthcoming IRPA international and regional congresses
- 5. International stakeholder engagement (Ken Kase)
 - 5.1. IAEA
 - 5.2. NEA CRPPH
 - 5.3. European Commission Article 31 Group of Experts
 - 5.4. ICRP
 - 5.5. ICRU
 - 5.6. ICNIRP
 - 5.6. UNSCEAR
 - 5.7. ILO
 - 5.8. WHO
 - 5.10. Other organizations





- 6. Co-operation with IOMP (Ken Kase and Fridtjof Nüsslin Guest)
- 7. Education and training (Eduard Gallego and Alfred Hefner)
 - 7.1. The IRPA Education and Training Action Plan
 - 7.2. Education and Training section on the IRPA Web Site
 - 7.3. Involvement of IRPA in the International Conference on Education and Training in Radiological Protection
- 8. 2008-2012 achievements (Ken Kase)
 - 8.1. Strategic Plan
 - 8.2. Further discussion on using Association and Conference Management Services for operating IRPA
 - 8.3. Advertising on the IRPA Web Site
- 9. Arrangement for the 63rd EC meetings (Jacques Lochard)
- 10. Closing (Ken Kase)

