

Guidance for Organisers of an IRPA Regional Congress

Incorporating a Model Memorandum of Understanding (MoU)

Introduction

The IRPA International and Regional Congresses are a well-recognised flagship of IRPA's programme. They provide an opportunity for radiation protection professionals to meet, exchange experiences and share good practice, and they also support engagement with many of our partner international organisations.

Arrangements for bidding and hosting the International Congress are formalised in IRPA's constitution and rules. However, whilst some rules are defined for Regional Congresses, these are much less prescriptive. The IRPA Executive Council (EC) is keen to ensure that this flexibility remains, and that there is an ability for regions to make their own decisions within a framework of expectations defined by IRPA, as in this Guidance Document.

IRPA Executive Council welcomes every initiative of IRPA Associate Societies (AS) volunteering to organize an IRPA Regional Congress in one of the Regions: Africa, Asia/Oceania, Europe, North America and Latin America.

IRPA is ready to contribute to the success of such congresses but also requests the observation of some requirements when using the brand, name, and logo of IRPA.

In the interest of transparency and clarity, both for the organizing society and IRPA, there must be a formal exchange of understandings and expectations between both parties. It is preferred that this takes the form of a signed memorandum of understanding (MoU), for which basic requirements and recommendations are summarized in the following paragraphs. A model MoU is attached to this document. However, where this is not appropriate (e.g. for legal requirements or national practice) then the understandings may be mutually agreed through alternative mechanisms.

This guidance is provided for the organisers of IRPA Regional Congresses. In addition the guidance is useful for organisers of the International Congress, and should be taken into due account for this purpose.

Expectations and Requirements

Choice of Host, Venue and Timing

- Each region can decide its mechanism for selecting the host society for the next Congress. All interested Associate Societies in the region should have an opportunity to engage in the decision process. Discussion at the Associate Society Forum of the preceding Regional

Congress should be considered as an integral part of the selection process. If there is no regional agreement for the hosting of the congress the IRPA EC will decide after consultation with the regional AS.

- A Regional Congress should take place during the mid-term calendar year between the IRPA International Congresses (i.e.. 2022, 2026, ...).
- In choosing the location and venue for the congress, due account should be given to the importance of ensuring that delegate fees should be as low as reasonably achievable – hence cost-effectiveness should be a key criterion.
- The AS selected to organize an IRPA Regional congress is required to submit its letter of application to the IRPA EC at least three years in advance for approval of the main relevant organisational aspects, including dates and venue. Further details of the congress will be agreed between the organisers and the IRPA EC at a later stage in accordance with the guidance in this document.

Liaison and Congress Organization

- The IRPA EC will appoint one of its members to act as the liaison between the congress organisers and the EC.
- The IRPA EC liaison member will engage as necessary in the formulation of the scientific programme to ensure IRPA visibility and participation, so that delegates are made aware of the on-going activities of the Association. For this purpose, the organizer ensures an adequately close communication.
- The Scientific Programme Committee should invite representatives of each IRPA Associate Society of the region, and the programme should address any current IRPA themes.
- There shall be full engagement with the relevant international organisations, including IAEA, WHO, ICRP, plus others as appropriate, including key regional organisations. These organisations should be integrated into the scientific programme.
- An IRPA Associate Societies Forum (ASF) must be organised to give the opportunity to representatives of participating Societies to discuss the activities of IRPA and issues of common interest for the Association. The organisation of the Forum will be undertaken in association with the IRPA Executive Officer.
- Refresher Courses of a recognised standard addressing topical issues in radiation safety and protection must be part of the Scientific Programme. After the Congress the course material should be made available on the IRPA website. The organisers undertake to implement the guidance on Refresher Courses as in Annex 1 attached.
- There must be a Young Scientists and Professionals competition, including relevant prizes, as described in Annex 2. It is recommended that a full Young Persons programme of events (scientific and social) and YP engagement in the preparation and the scientific programme should be provided.

- There should be an 'output' from the Congress in terms of key conclusions, issues and upcoming themes of interest across the relevant RP fields, which will be published in the form of a report or presentation shared through the IRPA website.

Policy and Language

- IRPA and the Regional Congress Organizing Committee shall endeavour to observe the tenets of the International Council on Science (ICSU) on the free movement of the scientists and to facilitate the granting of visas to *bona fide* scientists who wish to participate.
- If two or more languages are to be used, one must be English, unless otherwise agreed with the IRPA EC.

Finances and Responsibilities

- The responsibilities for the conduct of the Congress and its budget as well as the roles in the organization of the Congress shall be transparent and documented in the MoU (or equivalent).
- Overall costs must be as low as possible for participants. This includes registration fees and opportunities for low accommodation costs etc, and hence a careful choice of the location/venue to support this.
- The budget, the coverage of losses/liabilities and the use of a surplus shall be transparently defined and documented; some allowance for seed funding for a future Regional Congress should be made.
- Especially low fees for Young Persons (i.e. Young Scientists, Young Professionals and students) should be provided.
- Where necessary the IRPA EC may offer seed money to facilitate the preparation of the Congress. Such seed money should be refunded as a priority after the congress. In limited cases the IRPA EC may contribute a grant to the congress budget.
- In the case of significant surplus on closure of the congress accounts a contribution to the IRPA budget or the Montreal Fund is highly appreciated.
- The IRPA Montreal Fund may be called upon to provide bursary support for appropriate delegates (see Annex 3)

Publications

- The congress proceedings should be published in accordance with IRPA requirements. Organisers should liaise with the IRPA Publications Director at the earliest opportunity to receive advice and clarify requirements. It is important to establish early clarity on the publication process so as to facilitate the most efficient and earliest publication after the Congress. Publication of the proceedings should normally be arranged via the IRPA website, with copyright assigned to IRPA. However, it is possible to arrange for a limited number of

selected full papers of the Congress to be published in mainstream peer-reviewed journals, and in such cases only the abstracts should appear in the IRPA proceedings.

Endorsed by the IRPA Executive Council – May 2018

Annex 1 Guidance on Refresher Courses

Refresher Courses of a recognised standard addressing topical issues in radiation safety and protection must be part of the Scientific Programme of the Regional Congress. The organisation of topical Seminars of longer duration is also encouraged. These are the main training activities IRPA can offer to its members for their continuous improvement on their professional knowledge, skill and competence, in line with the Code of Ethics of the association.

Two types of Refresher Course are possible, and organisers should give a clear description of the nature of each course in the promotional literature:

- Courses aimed at providing a broad overview of the current state of a given topic, thereby giving delegates not working directly in that field a sound understanding of the current status.
- Courses aimed at giving experienced practitioners a more detailed understanding of up-to-date developments in a specific field.

Organisers should consider the possibility of gaining formal recognition for the courses, for example via the American Academy of Health Physics for accreditation for Continuing Education Credits, or through making course details available to support accreditation by any other Associate Society for relevant Continuing Professional Development (or equivalent) schemes. Attendance Certificates should be available for course participants.

Organisers should note the importance of ensuring the quality of the courses – an emphasis on quality rather than quantity. This should take account of lessons learned from the evaluation of previous congress refresher courses. An evaluation procedure should be implemented for the Refresher Courses and Seminars, as a way to measure their quality and getting feedback for improving. It can be based on the model questionnaire approved by the IRPA EC, to be completed by the participants. The compilation and analysis of the evaluation results must be prepared by the organisers in a reasonably short term after the Regional Congress and submitted to the IRPA EC member coordinating Education and Training activities, who will report on the success of the training courses to the IRPA Executive Council.

In a reasonably short term after the Congress, the training material from the Refresher Courses and Seminars should be made available on the IRPA website. They will also be incorporated in the IRPA Education and Training database. As part of their duties, the organisers undertake to get the copyright agreement from the lecturers for this wider dissemination.

The financial arrangements for participation in the courses are a matter for the Congress Organising Committee. Refresher Course participation may be subject to an additional registration fee at their discretion, but such a fee should be modest so as to avoid discouraging attendance. The fee should not be considered as a method of increasing congress revenues.

Annex 2

RULES FOR IRPA YOUNG SCIENTISTS AND PROFESSIONALS AWARD IN RADIATION PROTECTION

During the International and Regional Congresses of IRPA the Organizing Committee of the Congress shall establish an award in Radiation Protection and call therefore for young scientists and professionals to participate for the AWARD FOR YOUNG SCIENTISTS and PROFESSIONALS IN RADIATION PROTECTION.

Purpose of the Award

The uses of radiation require the education and training of qualified scientists and professionals in the field of radiation protection and safety to ensure high competences in this field. The purpose of this award is therefore to promote the undertaking of investigation effort by young scientists and professionals working in radiation protection in all its fields of competence. Also there should be the important opportunity to present the work in an oral form to an experienced audience of experts and peers.

This award is created as a prize for work done by young scientists and professionals, in order to help promote the interest and expertise of the new generations in the field of radiation protection in the different Regions, rewarding dedication and excellence. It also aims to encourage youth participation in the activities of the Associate Societies of Radiation Protection around the world, consistent with the objectives of the International Radiation Protection Association (IRPA).

Rules

To qualify for this distinction young scientists and professionals are required to:

- a) be under 35 years, or in exceptional cases if the candidate is older, be in the first five years of their career in radiation protection
- b) be the main author of a paper whose abstract has been approved by the Scientific Committee or Board of the candidate's Radiation Protection Associate Society in that Region
- c) if the work has more than one author, obtain the written consent of the other authors for the main author to be the candidate for the award
- d) be officially designated by the relevant Associate Society in the Region of the Congress.

The candidate's Associate Society is required to:

- e) nominate their candidate(s) to the Congress organisers in accordance with the congress rules. For a Regional Congress the rules could allow for each society to present at most two candidates. Only one candidate per society is allowed for the International Congresses.
- f) submit the candidate's paper, according to the format and timescale stipulated by the Congress, for its evaluation by the Jury. The paper must be received at least one month before the start of the Conference, in order to allow the organisers to qualify the paper as part of the competition.
- g) ensure that the candidate for the award can participate in the Congress and make an oral presentation of the paper. In case the candidate cannot assure his/her participation due to financial

constraints, he/she will be able to apply for any of the scholarships that sponsoring organizations are able to grant. Normally the candidate's Associate Society should ensure that the applicant can participate, where necessary by providing financial support.

The Congress Organising Committee shall:

- h) arrange for the administration of the Award by appointing a Young Scientists and Professional Award Committee, or otherwise appoint a lead organizer for the Award
- i) through the administrative arrangement (as above) provide the rules and timescales for the Award process, and ensure that these are communicated to all relevant Associate Societies
- j) ensure that the oral presentations are fully integrated into the normal scientific sessions of the Congress.

Participation in this competition implies acceptance of these rules. Any doubt about the interpretation of these rules will be resolved by the Congress Organising Committee.

Jury

In order to ensure objectivity and seriousness, the Young Scientists and Professional Award Committee (or the lead organizer on behalf of the Congress Organising Committee) will appoint a Jury, which will be composed of professionals with acknowledged experience and recognition, with representation across the key fields of radiation protection and from relevant Associate Societies and international organisations. The chairman or at least one member of Jury should normally be an IRPA Executive Council member. The Jury will evaluate the written paper and oral presentations, taking account of the quality of the underpinning work, its value to radiation protection, the quality of the written paper and the quality of the oral presentation.

Awards

Normally three awards (First, Second and Third prize) will be presented to the selected young scientists and professionals, according to criteria established by the Jury. The decision is final and authoritative, and the jury may declare void some of the prizes if deemed appropriate. The jury reserves the right to award special mentions in cases it deems appropriate.

The awards will usually be announced and presented in the Closing Ceremony of the Congress, and will consist of diplomas and/or memorial plaques, together with any monetary prize provided by the Congress organizers. All candidates for the award should be present during this ceremony.

Agreed by the IRPA EC April 2016

Annex 3 IRPA Montreal Fund Rules of Procedure (revision 1, dated 11 May 2014).

This document identifies the steps required for an applicant to obtain travel support from the Montreal Fund to attend an IRPA Congress. Eligible applicants are “young scientists and professionals” in radiation protection. There is no defined age limit, as young professionals may have spent more or fewer years in formal education before beginning their careers. In general, a “young scientist/professional” is considered to be one within the first ten years of obtaining his or her terminal academic degree.

Support will be available to attend the quadrennial IRPA International Congresses, and also for attendance at IRPA Regional Congresses, although support will be provided only to attend the Regional Congress held in the region in which the young professional’s Associate Society is located. Financial support will normally cover the Congress registration fee and may include support or partial support for travel and subsistence.

The amount of support available for any Congress will be determined by the IRPA Executive Council, with input from the Montreal Fund Committee. The number of young professionals who will be supported to attend any Congress will be determined by the Associate Society (or Societies) hosting the Congress, based on the amount of support available from IRPA and anticipated registration fee and travel expenses. With the approval of the Montreal Fund Committee, the host Associate Society may choose to select the awardees and manage the disbursement of funds, particularly if additional funds are available from other sources.

Priority for support will be given to young professionals who are from developing countries, the sole applicant from a country, or who are from countries not having an IRPA Associate Society. Also taken into account will be whether applicants have submitted a paper that has been accepted, whether this would be the first IRPA Congress to be attended and whether the applicant is able to fund some or all of their travel and subsistence from other sources.

An accounting of monies from the Montreal Fund disbursed must be provided to the IRPA Treasurer not later than 60 days after the end of the Congress. The accounting must include the name and work address of each recipient, their number of years in radiation protection, and, unless prohibited by local regulations, their age and gender. Any unused monies from the Montreal Fund must be returned to the IRPA Treasurer not later than 90 days after the end of the Congress.

If the host Associate Society declines to manage the disbursement, the following procedure will be followed to select awardees:

1. The candidate must be nominated by an Associate Society by means of a letter of recommendation that is accompanied by a brief (one page) biography of the candidate, and must also include the candidate’s email address. The letter should clearly state why the attendance of the candidate at the Congress will contribute to the development and/or improvement of radiation protection in the candidate’s country.
2. The funds requested and the currency used must be specified.

3. The letter should be sent by email to the IRPA Treasurer..
4. The letter must be received not later than 90 days before the start of the Congress.
5. The application letters will be reviewed by the Montreal Fund committee, which will select the applicants to be supported.
6. All applicants will be notified of their selection or non-selection not later than 60 days prior to the start of the Congress.

I. APPENDIX

Note: all text in *italics* must be substituted by wording appropriate to managing this Congress. All text in highlight is for explanation only and should be deleted from the final agreement]

Model Memorandum of Understanding between IRPA and the Organising Body of a Regional Congress

[Approved by the IRPA EC XX2017]

Agreement for the organisation of the [...*Insert title of the Congress*.....]
Regional Congress of the International Radiation Protection Association,
[*Insert Date of the Congress* *], [*Insert Location*]

Between

The International Radiation Protection Association (IRPA)

AND

[.....*Insert the organising entity*...]

[.....*Insert Date of this agreement*...]

1. THE PARTIES

1.1 This agreement (the “Agreement”) is made between:

THE INTERNATIONAL RADIATION PROTECTION ASSOCIATION, (**IRPA**), an Association, registered in accordance with the laws of the United States, with domicile at IRPA Executive Office,

c/o EDF – PRESIDENCE, Inspection Générale pour la Surete Nucléaire et Radioprotection, 22-30 Avenue de Wagram, 75008 PARIS:

and

[...*insert legal name of address of organising entity*...]

1.2 **IRPA** is represented by [*..insert name of President*..], acting as President.

[...*insert organising entity*..] is represented by [*..name*..], acting as [*insert role eg Director of the organising company, Congress Chair and/or President of the responsible Associate Society*].

1.3 IRPA and [*...organising entity...*] shall be jointly referred to as the “Parties”, and each of them as a “Party”.

2. RECITALS

2.1 IRPA is an independent, international, non-governmental, not-for-profit organisation. Its membership is composed of other associations within the same field.

2.2 [*..Insert Organising entity..*] is a [*..insert status eg non-profit IRPA Associate Society or Limited Company established to run the Congress, with shares held by*]

3. PURPOSE OF AGREEMENT

The purpose of this Agreement is to define the relationship between the parties for the purpose of organising the [*insert - name of the Regional Congress*]. It will also specify the financial obligations of both parties with regards to the **Congress**.

4. ORGANISATION STRUCTURE

[*Define how the congress will be organised – eg by the Associate Society or Societies, or by a Limited Company set up by an Associate Society to organise the congress*

[*Name the person responsible for the organisation of the Congress and, if already nominated, the person responsible for the Scientific Programme*]

[*Name – member of IRPA Executive Council*] will be IRPA’s EC liaison member for this Regional Congress.

[*State whether the IRPA nominee is a member of the Congress Organising Committee*]

The IRPA EC liaison nominee should receive all communication of the Local Organizing Committee and is invited to provide advice concerning organizational matters whenever appropriate.

5. SCIENTIFIC PROGRAMME CO-ORDINATION

In order to ensure a representative participation of the Associate Societies of the region [*Insert - The organiser*] undertakes to invite nominees from other IRPA Associate Societies onto the Scientific Programme Committee. IRPA will assist in the nomination of Programme Committee members if requested by the organiser.

6. PROMOTION

IRPA will support promotion of the **Congress** at international events where they have a presence, and also through the IRPA web site.

7. IRPA RULES AND BASIC REQUIREMENTS

[*Insert - The organiser*] undertakes to comply with the following IRPA requirements:

a. [*State the language(s) to be used and the context – eg English translations for plenary sessions etc*].

- b. All printed materials related to the Regional Congress must show the IRPA logo and contain the words IRPA Regional Congress in the title of the meeting.
- c. The IRPA EC liaison member will engage as necessary in the formulation of the scientific programme to ensure IRPA visibility and participation, so that delegates are made aware of the on-going activities of the Association. For this purpose, the organizer ensures an adequately close communication.
- d. The Scientific Programme must cover a range of scientific subjects relevant for the region in which the meeting takes place and provide an opportunity for the relevant international organisations to report on and discuss their activities.
- e. Refresher Courses of a recognised standard addressing topical issues in radiation safety and protection must be part of the Scientific Programme. After the Congress the course material should be made available on the IRPA website. The organisers undertake to implement the guidance on Refresher Courses as in Annex 1 attached.
- f. An IRPA Associate Societies Forum must be organised to give the opportunity to representatives of participating Societies to discuss the activities of IRPA and issues of common interest for the Association. The organisation of the Forum will be undertaken in cooperation with the IRPA Executive Officer.
- g. The Congress will support the participation of students, young scientists and young professionals by offering considerably reduced congress fees for members of these groups. The Congress will support a Young Scientists and Professionals Award competition, taking account of the guidance in Annex 2.
- h. The involvement of IRPA and its key officers in the scientific programme and the opening and closing ceremonies will be agreed in a timely manner with the nominated IRPA EC liaison member.
- i. A post-Congress evaluation to gather opinion of defined aspects of the congress (including the Refresher Courses) shall be undertaken.
- j. The Proceedings of the Congress shall be published either through the peer-reviewed scientific literature or through the IRPA website, in accordance with IRPA guidance. *[Define the extent of the scientific proceedings to be transferred to the IRPA website , the relevant timescales, and whether any selected papers are to be published elsewhere in peer-reviewed journals. Note that the congress organisers are responsible for securing copyright for all material and for transferring copyright to IRPA where appropriate: copyright arrangements for any papers published in external journals must be defined].*

8. FINANCIAL ARRANGEMENTS

8.1 Seed Funding

[Define how the seed money to establish the Congress is being provided. In particular define the amount of money (if any) IRPA is contributing to the seed funding]

8.2 Financial Responsibilities

Define how losses/liabilities will be covered if the Congress does not make a surplus.

Ensure that approved financial accounts are provided to IRPA after the Congress]

8.3 Split of any surplus funds/repayment of seed funding

[Define how any financial surplus from the Congress will be distributed. This should include the return of any IRPA seed money as the first call on the surplus funds. It should also ideally include some allowance for seed funding for a future Regional Congress (and how such money should be held – eg via IRPA or via the lead Associate Society). It should define what proportion of any surplus will be retained by the relevant organising Associate Society (or Societies), and what proportion, if any, will be forwarded to IRPA.]

9. GRANTS

IRPA will provide bursary support via the Montreal Fund to fund the attendance of appropriate delegates at the Congress. *[Define which model for managing the bursary support will be used – see Annex 3].*

10. COMPLIMENTARY REGISTRATIONS

IRPA will be allocated up to three free registrations, normally for the President, Executive Officer and the EC liaison member (or their nominated alternatives).

This Agreement has been executed in two counterparts by duly authorised representatives of the Parties.

[Signature – as in 1.2 above] IRPA President [Date]

[Signature – as in 1.2 above] [Organising Body] [Date]