



International Radiation Protection Association

16 October 2020

Dear IRPA Associate Societies,

The IRPA General Assembly

In his recent email of 11 October, the IRPA Executive Officer Bernard Le Guen has advised you that in the light of the current worldwide covid-19 pandemic, the IRPA Executive Council has decided that the upcoming General Assembly must take place in a virtual format.

There is no provision for this type of virtual meeting arrangement in the IRPA Constitution or Rules, but we are in unusual and special circumstances and must move forward accordingly. Taking account of the IRPA Constitution XIV(2), the IRPA Rules Committee has been consulted on proposals prepared by the Executive Council, on which they were supportive and made useful additional suggestions. Hence we are now moving forward to consult with and inform the Associate Societies (AS) with the set of proposals as outlined below.

Proposals for the Associate Societies Forum (ASF) are also included below.

Time is of the essence, and we must move forward rapidly if we are to keep all parties consulted and informed, leading up to a successful on-line Assembly. The AS are therefore requested to review these proposals and to advise on any issues which may be raised. **Please provide your responses no later than 6 November** so that we can move forward with all the necessary preparations. I would also draw your attention to the need to provide the Executive Officer with the contact details of all of your AS delegation members, in particular those for the delegation leader. If we do not have this accurate information then it will not be possible for your AS to engage in the Assembly.

Proposal for the General Assembly

General Considerations

- The GA must be a virtual event. Note that the IRPA15 Congress is also essentially going to be a virtual event for the overwhelming majority of international participants.
- It is advantageous to detach the GA from the IRPA15 Congress, but hold it at a time as close as possible. We propose **Thursday 14 January** (Note that the hybrid IRPA15 Congress is scheduled to commence on 18 January).
- It must be held at a time of day as far as possible convenient for the international membership. Assuming a maximum four hour time slot (although we plan for a shorter duration, say 3 hours), we propose the following time slot:

Korea/Japan	20:30 – 00:30
Europe	12:30 – 16:30
Americas (E)	06:30 – 10:30

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Each AS is responsible for determining the relevant local time of the Assembly: IRPA will define the time in Coordinated Universal Time (UTC).

- All material (papers, presentations, videos etc) will be distributed well in advance – using the IRPA website. The agenda for the Assembly will essentially be the same as declared in the original notification for the intended May 2020 meeting, although the running order will be amended as below.
- We are currently exploring options for the voting system. It is essential to ensure the confidentiality of voting, and hence under any system the votes must be forwarded to two independent tellers appointed by the EC. There appear to be two principal options as follows:
 - Option 1: The simplest option is for voting to be done via delegation leaders – this gives up to 51 inputs rather than a more unmanageable 250+. To comply as near as reasonably possible with the existing rules, each delegate should formally give his/her proxy to the delegation chair. The number of delegates, and hence the number of votes for each delegation, is determined in the normal way according to the Constitution. Delegations are not required to vote in a single block; the delegation leader may submit votes for more than one candidate, as determined by the individual delegation members, as long as the total number of votes does not exceed that allocated to the delegation. In this option voting confidentiality is secured in that how an AS has voted is not visible to other AS, although within an AS the delegation leader is aware of individual votes.
 - Option 2: The use of a specific on-line voting system (such as ADoodle or equivalent), whereby each individual delegate casts his/her personal vote. This would require typically 250+ inputs, and would be more complex to set up in order to ensure that all 250+ delegates are properly engaged and that only registered delegates can gain access. It does have the advantage of ensuring full voting confidentiality within each delegation.

The EC will continue to explore the possibilities for Option 2, and if this proves to be viable then it will become the preferred solution, with Option 1 held in reserve as a back-up in case of difficulties. We will run a trial of both systems in advance of the Assembly. AS are invited to comment on these options – in particular of the importance of ensuring full confidentiality within a delegation.

- The overwhelming majority of votes will be cast in advance, either via email or other voting system. The only 'live' voting during the event is for the second and successive ballots for individual EC members.
- Note that nominations for Executive Council members and for hosting the IRPA17 International Congress in 2028 were made in line with the original intention to have the General Assembly in May 2020. We do not envisage re-opening the list of nominations.
- We have not yet decided on the electronic platform for the virtual meeting. There are several proprietary systems available, but perhaps the simplest for wide international use is Zoom. We hope to

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arrange for some familiarisation training in advance of the Assembly for those who may not be comfortable with whatever system is chosen.

Proposed Timetable

- By **mid-November** have a confirmed/agreed process shared with the AS, based on the proposals outlined in this letter.
- By **early December** provide all materials to the AS via the IRPA website (see <http://irpa.net/page.asp?id=54824>):
 - a) CV/Bio of proposed next term Executive Council Officers and the three continuing elected EC members
 - b) Statement/CV/Bio and short video of each candidate for election to the next EC: note – there are three places up for election, with 11 candidates declared
 - c) A statement of proposals and associated video for IRPA16 Orlando from Kevin Nelson (US HPS nomination for IRPA Vice President for Congress Affairs)
 - d) Statement and video for each IRPA17 International Congress candidate: Australasia (Auckland), Brazil (Iguacu), Poland (Krakov), Spain (Valencia)
 - e) Constitution change proposals (as previously circulated)
 - f) IRPA Term Report for 2016-2020
 - g) Treasurers report and budget proposals
 - h) Associate Society Survey Outcome
- By **mid-December**: nomination and validation of AS delegations and delegation leaders:
 - As noted above, without accurate contact details it will not be possible for AS to engage in the Assembly
 - Note that for an AS to have a valid presence at the General Assembly it is a requirement for the AS to be up to date in their payment of dues. IRPA acknowledges that due to unforeseen circumstances, the usual reminders for dues payments have not been sent out over recent times, and this has resulted in some backlogs in dues payment. AS should contact the IRPA Treasurer (Sig Magnusson - smm@gr.is) where appropriate to confirm their payment status. Where there are genuine challenges in the ability to confirm payment status, the IRPA Executive Council will make appropriate judgements regarding an AS engagement in the Assembly.
- By **7 January** AS delegation leaders (or individual delegates, as discussed above) must cast their votes and register formal comments relating to issues a-e and g above. In order to ensure voting confidentiality, votes relating to items (b) and (d) – i.e. elections for EC members and for the host for the 2028 IRPA17 Congress – must be registered via the approved voting system where the results are available only to the two independent tellers. Comments on any other issues must be sent by the delegation leader to the Executive Officer.

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- All voting will take place under the current IRPA Rules (approved 31 January 2020) as available via the IRPA website [<http://irpa.net/page.asp?id=172>]. Note that these now provide for a maximum of five Executive Council members from any one region. Any changes to the Constitution/Rules which may be agreed during the General Assembly under item (e) above will only come into force after the Assembly.

- **14 January:** On-line virtual [Zoom type] meeting.

Order of Agenda:

1. Welcome, including membership and quorum issues
2. Outcome of the next term Officers confirmation (item (a) above)
3. Confirm selection of IRPA16 Congress host (item (c) above), and hence the appointment of the Vice President for Congress Affairs: this completes the appointment of all the Officers for the next term Executive Council
4. Outcome of first ballot round for next term elected EC members (item (b) above)
5. Announce second ballot candidates: allow 30 minutes for delegates or delegation leaders to cast votes via the nominated system: votes will only be visible to the appointed tellers. The meeting continues after a 10 minute break¹.
6. Short presentation on the IRPA16 Congress by the new VP for Congress Affairs
7. President's Report (based on the Term Report)
8. Announce outcome of EC member second ballot: if necessary set up third ballot round (with ten minute break)
9. Treasurers Report and budget – response to comment received
10. IRPA17 Congress selection: announce winner and have short presentation
11. Constitution amendment: discuss/approve, depending on responses received in advance
12. Announce outcome of EC member third ballot: set up fourth round ballot if necessary (with ten minute break)
13. Any key issues arising from the Associate Societies Forum (see below for ASF proposals)
14. Any Other Business (formally notified)
15. Close of meeting

Note¹: This proposal implies that each AS delegation has an internal live communication mechanism to decide how to cast their live votes or respond to live issues. The proposed 10 minute break after announcing the next ballot is to allow for this internal discussion. The agenda would continue after this break, and the delegation leader (or individual delegate, if appropriate) has a further 20 minutes to register votes. It is the responsibility of the delegation chair to make any necessary arrangements for internal AS communication.

Proposal for the Associate Societies Forum (ASF)

The ASF is a forum for the Associate Societies to share experiences and good practices, to comment on the IRPA work programme and to propose issues for further cooperation and attention within the IRPA family. In the current circumstances it is necessary for the ASF also to be on-line as a virtual event.

We propose to open an ASF space on the IRPA website (see <http://irpa.net/page.asp?id=54823>) where societies can arrange to post any documents and comments relating to the above activities. The space will

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be open from mid-December onwards. Any appropriate issues will be brought forward to the General Assembly (Agenda item 13 above)

Your views please

We welcome your comments on these proposals – **by 6 November please**. Can I also re-emphasise the importance of ensuring that your delegates, and in particular the delegation leader, are properly registered with the IRPA Executive Officer.

Please reply to the Executive Officer (exec.off@irpa.net), copied to myself (coates@irpa.net).

Roger Coates

Roger Coates
IRPA President

On behalf of the IRPA Executive Council

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