



European Alara Network (EAN)
Mr. Peter Shaw
peter.shaw@hpa.org.uk

October 12, 2012

Letter of Invitation to join EUROPEAN MEDICAL ALARA NETWORK (EMAN) as Observer

Dear Mr. Shaw,

We would like to contact you in regard to the **European Medical ALARA Network (EMAN)** that started out as an EC-funded project aiming to establish a **sustainable** Network dedicated to medical radiation protection optimisation where different stakeholders within the medical sector have the opportunity to discuss and to exchange information on various topics relating to the implementation of the ALARA principle in the medical field. Three specific topics have been selected: computed tomography, interventional radiology, and activities using X-ray equipment outside the X-ray departments. Please see www.eman-network.eu for more information on the project.

The EC project will come to an end by the end of October 2012. In order to ensure sustainability of the Network and to build upon the work and documents produced during the EC project, the European Society of Radiology (ESR), the European Federation of Radiographer Societies (EFRS) and the European Federation of Organisations of Medical Physics (EFOMP), jointly referred to as Network Partners, have signed a Letter of Intent to continue the joint activities established under the EC Tender Project, using a multi-disciplinary approach with the aim to include as many interested international and European organisations dealing with ionising radiation in medicine.

Enclosed to this letter you will find for your information a copy of the Letter of Intent establishing the Network and outlining the scope of activity, type of members, duration as well as the long-term objective of the Network Partners, which is the establishment of an umbrella body, covering all aspects of medical radiation protection, and thus to create a single point of contact (SPOC) for radiation protection issues serving all relevant medical professionals in Europe.

As an organisation with a major interest in that field, EAN is invited to join the European Medical ALARA Network as an Observer.

Observers will consist of European and international organisations as well as regulatory bodies. Observers will be represented in the Advisory Board of the Network and will have regular exchange with the Network Partners. Observers may also be invited to attend the Steering Committee meetings of the Network as non-



voting members. It is important to the success of the Network that the communication between the Observers and the Steering Committee is in a bi-directional way and that each of these bodies can make suggestions for activities to the Steering Committee.

Within the next two months the Network Partners will define an action plan and internal rules of procedure of the Network, which will be communicated to the Advisory Board members in order to further discuss their level of involvement. Depending on the level of involvement, Observers will be asked for a contribution to the management cost of the Network of up to EUR 500 per year.

We very much hope that EAN will accept to become an Observer in the Network. In order to do so, please kindly complete and sign enclosed acceptance form and return it as pdf scan by email to monika.hierath@myesr.org no later than October 30, 2012. In addition, please post the original to ESR Office, attn. Ms. Monika Hierath, Neutorgasse 9/2a, 1010 Vienna/AT.

Please do not hesitate to contact us if you have any questions or require further information.

With best regards,

Prof. Peter Vock
ESR representative

Prof. Graciano Paulo
EFRS representative

Stelios Christofides, PhD
EFOMP representative

Enclosures

- Letter of Intent (ESR, EFRS, EFOMP) establishing the Network
- Acceptance form "EMAN Observer"

The European Medical ALARA Network beyond the project

A joint effort by the consortium of the EC Tender Project (TREN/09/NUCL/S12.542127)
“European Medical ALARA Network (EMAN)” under the lead of the following organisations:

European Society of Radiology (ESR)

European Federation of Radiographer Societies (EFRS)

European Federation of Organisations of Medical Physics (EFOMP)

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- a. Signed Letter of Intent (ESR, EFRS, EFOMP)
- b. Signed Acceptance letters Observers

The European Medical ALARA Network beyond the project

1. Baseline documents

- a. EMAN EC Tender project contract (TREN/09/NUCL/S12.542127)
- b. European Commission, DG Energy, D.4 Radiation Protection, letter Aug. 24, 2012
- c. Letter of Intent by ESR, EFOMP and EFRS
- d. Existing EMAN website (<http://www.eman-network.eu/>)

2. Background

One of the key aims of the Tender project (TREN/09/NUCL/S12.542127) has been to establish a sustainable European Medical ALARA Network where different stakeholders within the medical sector will have the opportunity to discuss and to exchange information on various topics relating to the implementation of the ALARA principle in the medical field. In order to ensure the sustainability of the Network after project end and to prepare the transition towards a long-term network, the Steering Committee agreed in May 2012 that the core of the network should be made up by the three professional organisations ESR, EFOMP and EFRS. During the summer of 2012 this collaboration was formalised and a Letter of Intent (LOI) was drafted. The LOI was signed by ESR, EFOMP and EFRS in September 2012 and paved the way for the post-project activities of the Network and further outreach to other relevant stakeholders as described in this document.

In September 2012 an invitation letter to join the network as Observers was sent out to the following EC project consortium members: the Swedish Radiation Protection Authority (SSM), the German Bundesamt für Strahlenschutz (Federal Office of Radiation Protection, BfS) and the European Radiation Dosimetry Group (EURADOS). In October 2012 the Centre d'étude sur l'Evaluation de la Protection dans le domaine Nucléaire (Nuclear Protection Evaluation Center, CEPN, France) was invited to join the Network as Stakeholder. Acceptance letters received so far are included in the Appendices section of this document.

EMAN - building a bridge between researchers, health professionals and policy makers

3. Vision

- To contribute to optimising radiation protection for healthcare workers and patients throughout Europe and to further contribute to an effective safety culture in the medical sector
- To become a well-known and consulted multi-disciplinary body for medical radiation protection optimisation in Europe, in the long run as part of the envisaged new entity to serve as single point of contact (SPOC) for all aspects of medical radiation protection, specific for each involved medical profession.

4. Mission

- To continue collaboration in medical radiation protection optimisation within the European Medical ALARA Network in order to sustain and improve the Network established under the EC Tender project.

5. Objectives

- To collaborate among professional partners in medical radiation protection in order to improve optimisation and to expand the network established under the EC Tender project,
- To specifically update and expand optimisation in CT, interventional procedures and the use of x-rays outside the departments of radiology,
- To increase the visibility of EMAN among all groups of stakeholders in order to bring awareness, knowledge, skills and competences to the individual member of the medical workforce,
- To disseminate up-to-date information about literature, studies, research and good practices relating to the ALARA principle in the medical sector,
- To provide a platform for multi-stakeholder exchange and discussion in the fields of medical radiation protection,
- To identify and communicate challenges faced by hospitals in regard to radiological protection and to provide tools for the assessment of optimisation of radiological protection,

- To potentially expand the scope to other clinical areas of optimisation,

Long-term overarching objective

- To establish a legal entity serving the members of the medical workforce as a single point of contact (SPOC) for all aspects of medical radiation protection to avoid fragmentation of activities and duplication of effort. The envisaged date for the establishment of this entity is end 2013.

6. Structure of the Network

The three signatories of the Letter of Intent (ESR, EFRS, EFOMP) represent the **Network Partners**.

The ESR has over 53,000 individual members and acts as the umbrella organisation of all national radiological societies in Europe as well as Europe's subspecialty organisations in the field of radiology.

The EFRS has 33 radiographer societies from 31 countries in the geographical region of Europe as full members, one trade union as affiliate member and 35 universities from 16 countries are cooperating as affiliate members. Through its member organisations the EFRS represents more than 100,000 radiographers in Europe.

EFOMP has 35 national organisations and 3 affiliated national organisations as members, which together represent more than 5000 physicists and engineers working in the field of Medical Physics.

Through their communication channels and networks, the three Network Partners are well placed to ensure dissemination of EMAN activities and visibility of the Network.

The Network is open to all relevant medical professions with a potential interest in the scope of this Network and sharing the common interest to improve medical radiation protection. These professional organisations are invited to join the **Stakeholder Group** and contribute to the activities of the Network. The Stakeholder Group may also include other parties potentially interested in the activities of EMAN.

Interaction with European and international organisations and bodies (such as the European Commission, the IAEA, HERCA, and the other current partners of the EC Tender project) is deemed important. These organisations are invited to an observer and advisory role in the Network as **Observers**.

The Network has one executive body, the **Steering Committee**, to which each Network Partner assigns one representative. The Steering Committee is the decision-making organ and decides on the strategy and activities of the Network by a simple majority of votes. Observers and Stakeholders may be invited to join the Steering Committee as non-voting members.

The Stakeholder Group and the Observers is represented in the **Advisory Board** of the Network that will have regular exchange with the Network Partners in order to ensure an

inclusive approach of the Network. It is important to the success of the Network that the communication between the Stakeholders, Observers and the Steering Committee is in a bi-directional way and that each of these bodies can make suggestions for activities to the Steering Committee.

The Network Partners will set up internal rules of procedure, which will also provide for mechanisms to ensure exchange with other networks dedicated to radiation protection as well as with the interested community at large not included in the Advisory Board.

The ESR Office is in charge of the administrative coordination and management of the Network activities.

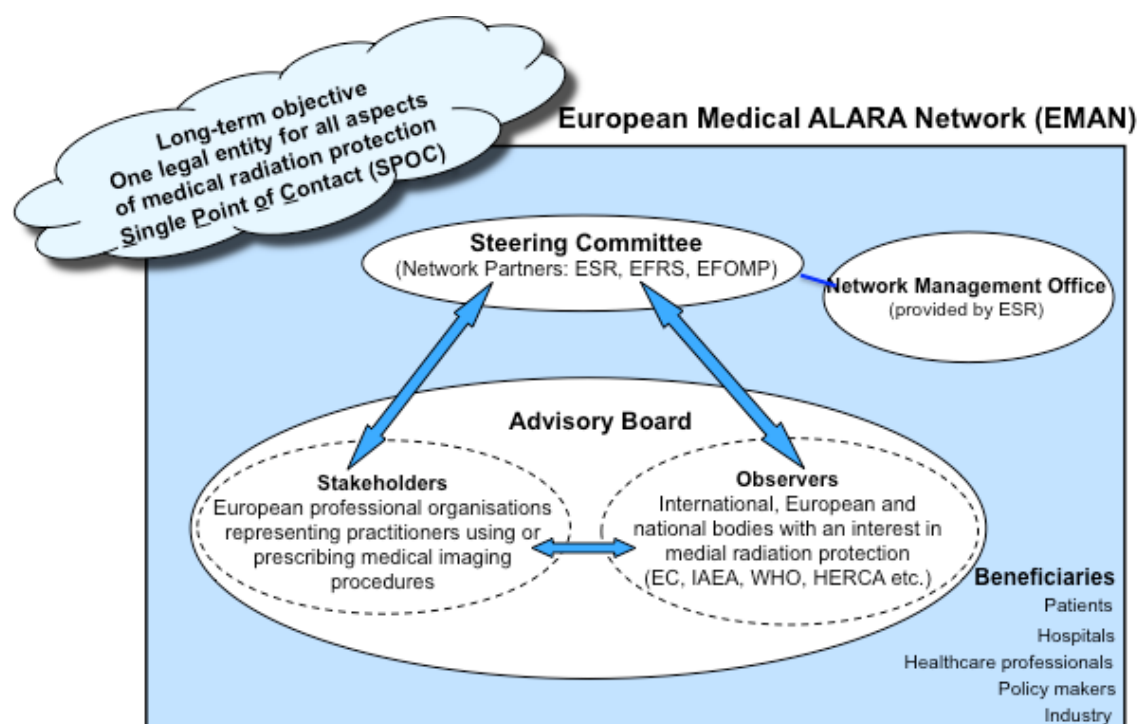


Figure 1: EMAN structure

7. Multi-stakeholder approach

The Network Partners have committed themselves to an inclusive approach by keeping the Network open to interested organisations. In addition to the consortium partners of the EC-funded project (see Section "Background"), a number of organisations have been identified as key Observers/Stakeholders by the Network Partners and have been invited to join the Advisory Board.

Observers (in alphabetical order)

- Article 31 Medical Working Party
- European ALARA Network
- European Commission (EC)
- Heads of the European Radiological Protection Competent Authorities (HERCA) International Atomic Energy Agency (IAEA); including The Information System on Occupational Exposure in Medicine, Industry and Research (ISEMIR)
- International Commission on Radiological Protection (ICRP)
- World Health Organization (WHO)

Stakeholders (in alphabetical order)

- Cardiovascular and Interventional Radiological Society of Europe (CIRSE)
- European Association of Nuclear Medicine (EANM)
- European Association of Percutaneous Cardiovascular Interventions (EAPCI)
- European Coordination Committee of the Radiological, Electromedical and Healthcare IT Industry (COCIR)
- European Federation of National Associations of Orthopaedics and Traumatology
- European Society for Therapeutic Radiology and Oncology (ESTRO)
- European Society for Vascular Surgery (ESVS)
- European Society of Cardiology (ESC)
- European Society of Gastrointestinal Endoscopy
- European Association of Neurosurgical Societies (EANS)
- European Society of Neuroradiology (ESNR)
- European Society of Paediatric Radiology (ESPR)
- European Association of Urology (EAU)
- United European Gastroenterology (UEG)

Certainly the above list is non-exhaustive and bottom-up applications from other organisations with an interest in collaboration within the scope of the Network are welcome and will be evaluated by the Steering Committee.

8. Financial Aspects

For the start-up phase, the ESR has agreed to provide the necessary human and technical resources for the administration and management of the network activities as outlined in the Letter of Intent for the scope of activities described in Article 2 of the LOI.

Details can be found in Appendix a.

Each Network Partner will pay an annual amount of EUR 500 as a symbolic contribution to the administrative expenses related to the operation of the Network.

Each organisation participating in the activities/meetings of the Network will be responsible for its own travel and accommodation expenses in the case of physical meetings of the Network or when representing the Network at third party events.

Depending on the level of involvement and activity, administrative fees will also be applicable for Observers and Stakeholders of the Network (max. EUR 500 p.a.).

Based on the long-term objective of EMAN, a long-term financial plan will be developed.

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A resource-efficient management of the Network is envisaged, implying that meetings and workshops will when possible be held back-to-back with larger scientific events of the relevant communities, in-kind contributions from larger organisations/conferences for exhibition space, workshop space etc. will be requested in order to create and benefit from synergies.

Action Plan for the first year (10/2012 – 09/2013)

1. Each Network Partner to nominate the official Steering Committee member (already done for ESR and EFRS)
2. Kick-off Steering Committee Meeting (preferably an electronic meeting, Q4 2012)
3. Update the existing body of EMAN information (synthesis documents) for the subjects of Work Packages 1 to 3 of the existing EC Tender project and enforce their dissemination (through Network Partners and their communication channels, in particular outreach to their national organisations etc.)
4. Electronic meeting with the work group leaders of WPs 1-3 to discuss continuance of their work and to define concrete actions and deliverables, the need to establish working groups on existing and potentially also on new topics
5. Creation of topic-related working groups based on the outcome of the discussions in item 2
6. Careful analysis of all project deliverables and reports developed during the EC project period in order to identify need for action and room for improvement

7. ESR to take over the EMAN website from CEPN (deadline for move to ESR: 2012-12-31)
8. Modernise and update **the EMAN website** (in terms of both user-friendliness and content), electronic brainstorming meeting with Network Partners and Stakeholders to agree on the revision process
9. Increase the visibility of EMAN by actively bringing the EMAN website to the medical professionals in Europe by the following means
 - i. -Prominent referencing from websites of Network Partners, Stakeholders, Observers)
 - ii. -Promotion of the website by resource-efficient marketing (e.g. adding a reference in the email signature by the Network Partners
 - iii. -Search engine optimisation
10. Create a 2-monthly EMAN newsletter discussing one concrete subject in radiation protection (with reference to the appropriate corresponding information on the website database and other links); these newsletters will be distributed to the medical workforce through the professional organisations
11. Dissemination of EMAN activities and information on establishment of sustainable Network (request speaking slots, exhibition space, possibility to distribute flyers etc. at scientific events of Network Partners, Stakeholders, Observers)
12. Encourage active participation by Stakeholders: 1st priority those within existing areas of activities, 2nd priority new stakeholders. Each Stakeholder organisation will be asked to nominate one representative and one substitute to serve as main point of contact for the Network activities
13. Encourage exchange with Observers. Each Observer organisation will be asked to nominate one representative and one substitute to serve as main point of contact for the Network activities
14. Organise an annual EMAN workshop gathering (ideally back-to-back with a larger conference/event)
15. Planning an umbrella organisation covering all aspects of medical radiation protection, serving as SPOC to the European medical workforce



16. If applicable apply for European/international projects in the field of medical radiation protection
17. Support the EC in its activities relating to the optimisation of radiation protection of individuals submitted to medical exposures; formulate proposals to the EC on harmonization issues, propose to the EC solutions of identified issues at the European level

APPENDICES

APPENDIX

a. Signed Letter of Intent (ESR, EFRS, EFOMP)



LETTER OF INTENT (LOI)

EUROPEAN MEDICAL ALARA NETWORK (EMAN)

The **European Society of Radiology (ESR)**, with its registered office at Neutorgasse 9, 1010 Vienna, Austria,

the **European Federation of Radiographer Societies (EFRS)** with its registered office at Catharijnesingel 73, 3411 GM Utrecht, The Netherlands,

and

the **European Federation of Organisations of Medical Physics (EFOMP)** with its registered office at Fairmount House, 230, Tadcaster Road, York, YO24 1ES, United Kingdom

intend to continue the joint activities established under the EC Tender Project (no. TREN/H4/390-2009) "European Medical ALARA Network (EMAN)" after the end of the EC project on Oct. 31, 2012.

The Parties have agreed to the following:

1. Purpose

The Parties intend to continue collaboration in medical radiation protection optimisation within the EUROPEAN MEDICAL ALARA NETWORK (EMAN) in order to sustain and improve the network established under the EC Tender project and to further contribute to an effective safety culture in the medical sector.

2. Scope

The intention of this LOI shall be collaboration in the three application areas of ionising radiation that were subject of the EC Tender project, namely

- computed tomography (CT)
- interventional procedures
- the use of x-ray equipment outside the radiology departments

To reach this, the parties welcome any of the current EC Tender Project partners to continue the cooperation with the network.

Upon agreement of all Parties to this LOI, the scope may be extended to other clinical areas to optimise radiation protection.

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3. Long-term over-arching objective

The long-term objective of collaboration of the Parties to this LOI shall be the establishment of a legal entity as umbrella body, covering all aspects of medical radiation protection, and thus to create a single point of contact (SPOC) for radiation protection issues serving all relevant medical professionals in Europe to avoid fragmentation of activities. This new body shall in the future also include the activities of the EUROPEAN MEDICAL ALARA NETWORK.

The ESR has been mandated by the Parties to develop a concept for this body to be presented to the other Parties as well as to the European Commission, Heads of the European Radiological Protection Competent Authorities (HERCA) and other major stakeholders.

The envisaged timeline is to complete the establishment of the umbrella body by end 2013, dependent on the agreement of the relevant Parties.

4. Membership

The Parties to this LOI shall be the *core members of the Network (i.e. Network Partners)*.

The Network shall further be open to all relevant medical professions with a potential interest in the scope of this Network as outlined in Article 2 (e.g. cardiologists, dentists, gastroenterologists, etc.) who shall be invited to join the *Stakeholder Group* and contribute to the activities of the Network. The Stakeholder Group may also include other parties potentially interested in the activities of EMAN.

In addition, European and international organisations as well as regulatory bodies (such as the European Commission, the IAEA, HERCA etc.) shall be invited to join the Network as *Observers*.

5. Activities

The activities will aim to continue collaboration in medical radiation protection optimisation to sustain and disseminate the work performed under the EC Tender project no. TREN/H4/390-2009.

The website established during the EC Tender project will be maintained and improved in order to disseminate information gathered and the work done and to facilitate the exchange of information within the members of the Network. Work will continue on the issues identified in the three application areas of ionising radiation dealt with during the EC Tender Project with a focus on developing and proposing solutions to these issues and defining actions to resolve them.

A detailed action plan for the first year of the Network shall be established by the Steering Committee within the first 2 months following the entry into effect of this LOI.



The scope of activities shall correspond to the scope of the EC Tender project (no. TREN/H4/390-2009) and may be extended to other clinical areas to optimise radiation protection.

6. Organisation of the Network

The Network shall have one executive body, the *Steering Committee*, to which each signatory to this LOI (= Network Partner) shall assign one representative. The Steering Committee shall be the decision-making organ and decide on the strategy and activities of the Network by a simple majority of votes. Observers may be invited to join the Steering Committee as non-voting members.

Other relevant medical professions will be represented in the *Stakeholder Group* that shall be invited to join and contribute to the activities of the Network. Interaction with European and international organisations and bodies (such as the European Commission, the IAEA, HERCA, and the other current partners of the EC Tender project) is deemed important. These organisations shall be invited to an observer and advisory role in the Network.

The Stakeholder Group and the Observers will be represented in the *Advisory Board* of the Network that will have regular exchange with the Network Partners in order to ensure an inclusive approach of the Network.

The Network Partners will set up internal rules of procedure. The ESR shall be in charge of the administrative coordination and management of the Network activities (see Article 7).

7. Financing

The ESR agrees to provide the necessary human and technical resources for the administration and management of the network activities as outlined in this LOI for the scope of activities described in Article 2.

Each party (core members) shall pay an annual amount of EUR 500 (until 30 days after signing the LOI) as a symbolic contribution to the administrative expenses related to the operation of the Network.

After the first year term, and for each 6-month renewal period, as stated in Article 8, each party shall pay a fee of EUR 250 (until 30 days after the beginning of the period).

Each Party shall be responsible for its own travel and accommodation expenses in the case of physical meetings of the Network or when representing the Network at third party events.

8. Duration and Termination

The term of this LOI shall be for a one-year period, commencing on the date the last of the three Parties has signed this LOI. The LOI shall be renewed automatically by



periods of 6 months and terminate automatically upon formal establishment of the umbrella body as described in Article 3.

Any Party may resign from this LOI upon at least thirty (30) days' prior written notice to the other Parties.

Termination of this LOI shall be possible by two-third majority of the Parties without cause upon at least sixty (60) days' prior written notice to the other Party/Parties.

This LOI may be modified only by express written agreement of the Parties.

Signatures

For the European Society of Radiology (ESR)

Name *PROF GUY FRIJA*

Position *ESR 1st VICE PRESIDENT*

Date *20.09.2012*

Signature

For the European Federation of Radiographer Societies (EFRS)

Name *PROF. GRACIANO PAULO*

Position *EFRS PRESIDENT*

Date *20.09.2012*

Signature

For the European Federation of Organisations of Medical Physics (EFOMP)

Name *P. F. SHARP*

Position *PRESIDENT*

Date *14-9-12*

Signature

APPENDIX

b. Signed Acceptance letters Observers



Acceptance Form

Observer Status EUROPEAN MEDICAL ALARA NETWORK (EMAN)

I herewith confirm that Swedish Radiation Safety Authority, SSM accepts to become Observer of the European Medical ALARA Network (EMAN) continuing the joint activities established under the EC Tender Project (no. TREN/H4/390-2009) "European Medical ALARA Network (EMAN)" after the end of the EC project on Oct. 31, 2012.

Furthermore, I herewith confirm the following:

- a. SSM has read the enclosed Letter of Intent signed by the Core Partners and concurs with its provisions.
- b. SSM understands that depending on the level of involvement and activity administrative fees might apply for Observers (guaranteed upper annual limit of EUR 500).
- c. SSM understands that the Network has been established for a one-year period (start date 20 September 2012) and that it will be extended automatically by periods of 6 months and terminate automatically upon formal establishment of the umbrella body as described in Article 3 of enclosed Letter of Intent.
- d. SSM understands that it may terminate its Observer status upon at least thirty (30) days' prior written notice to the Network Partners.

10 October 2012, Stockholm

Johan Friberg
Director

Department of Radiation Protection
Swedish Radiation Safety Authority



Acceptance Form

Observer Status EUROPEAN MEDICAL ALARA NETWORK (EMAN)

I herewith confirm that the European Radiation Dosimetry Group e. V, (EURADOS) accepts to become Observer of the European Medical ALARA Network (EMAN) continuing the joint activities established under the EC Tender Project (no. TREN/H4/390-2009) "European Medical ALARA Network (EMAN)" after the end of the EC project on Oct. 31, 2012.

Furthermore, I herewith confirm the following:

- a. EURADOS has read the enclosed Letter of Intent signed by the Core Partners and concurs with its provisions.
- b. EURADOS understands that depending on the level of involvement and activity administrative fees might apply for Observers (guaranteed upper annual limit of EUR 500).
- c. EURADOS understands that the Network has been established for a one-year period (start date 2012-11-01) and that it will be extended automatically by periods of 6 months and terminate automatically upon formal establishment of the umbrella body as described in Article 3 of enclosed Letter of Intent.
- d. EURADOS understands that it may terminate its Observer status upon at least thirty (30) days' prior written notice to the Network Partners.

Name of the legally authorised representative: Dr. Helmut Schuhmacher
Position: Chairperson

Date/Place: 2012-10-05, Braunschweig

Signature