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

[Approved by the IRPA EC May 2016]

**[**\*Note 1: a Regional Congresses should not take place in the 12 months period preceding or following an IRPA International Congress.

Note 2: all text in *italics* must be substituted by wording appropriate to managing this Congress.

Note 3: All text in highlight is for explanation only and should be deleted from the final agreement]

**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 - Direction Production Ingénierie - Division Production Nucléaire, Tête Pleyel - 1 place Pleyel - 93282 ST DENIS CEDEX- FRANCE ; 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 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 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*]

**5. SCIENTIFIC PROGRAMME CO-ORDINATION**

[*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 REQUIREMENTS**

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

a. The language(s) of the Congress shall be agreed with IRPA: note that if two or more languages are to be used, one must be English, unless otherwise agreed with IRPA. [*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 (*for example: First African IRPA Regional Congress on Radiological Protection*).

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.

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 consultation with the IRPA Executive Officer.

g. The Congress will support a Young Persons 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 representative.

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 made available to IRPA for presentation on the IRPA website. [*Define the extent of the scientific proceedings to be transferred, and the relevant timescales: note that the congress organisers are responsible for securing copyright for all material and for transferring copyright to IRPA*].

**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 whether IRPA has any other financial responsibilities for the Congress, including any financial grants to the organisers (other than Montreal Fund bursaries). If there is such a financial commitment by IRPA, then this document must define how the budget is agreed by IRPA and how IRPA will excercise financial oversight.*

*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 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*]**

**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 chair of the IRPA TG on Education and Training. The chair of the TG 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. 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 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 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 at: treasurer@irpa.net.
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.