**Agreement for the organisation of the 5th Asian & Oceanic IRPA Regional Congress on Radiation Protection**

**20-24 May 2018, Melbourne, Australia**

Between

**The International Radiation Protection Association (IRPA)**

AND

**Australasian Radiation Protection Society (ARPS) Inc.**

3rd November 2016.

**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

**Australasian Radiation Protection Society**, an Association, registered in accordance with the laws of South Australia, with domicile at the ARPS Executive Office, c/o ARPS Secretariat, PO Box 7108, Upper Ferntree Gully, Vic. 3156. Australia

**1.2 IRPA** is represented by Roger Coates , acting as President. **ARPS** is represented by Cameron Jeffries, acting as President.

**1.3 IRPA** and **ARPS** shall be jointly referred to as the “Parties”. **ARPS** shall be referred to as “Society””.

**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 ARPS** is an independent, non-governmental not-for-profit organisation. It is a professional society of members engaged in one or more aspects of radiation protection with its primary objective of the Society to promote the principles and practice of radiation protection.

**3. PURPOSE OF AGREEMENT**

The purpose of this Agreement is to define the relationship between the parties for the purpose of organising the 5th Asian and Oceanic Congress on Radiation Protection, Melbourne Australia in May 2018. It will also specify the financial obligations of both parties with regards to the **Congress**.

**4. ORGANISATION STRUCTURE**

The congress will be organized under responsibility of the Society. A simple organization chart is given below

The Society formed a Local Organising Committee for the purposes of the bid to host AOARP 5 in Melbourne. The Local Organising Committee consists of:

* Cameron Jeffries (President)
* A/Prof Tony Hooker (Immediate Past President)
* A/Prof Brad Cassels (Vice President and Convenor)
* Paula Veevers (Treasurer)
* Dr Peter Harty
* Keith Baldry
* Dr Geoff Williams

This Local Organising Committee will continue. The Steering Committee consists of:

* A/Prof Brad Cassels (Vice President and Convenor)
* Paula Leishman (Principle, Leishman Associates)
* Paula Veevers (Treasurer)
* Cameron Jeffries (Chairman Local Organising Committee)
* A/Prof Tony Hooker (Chairman Scientific Program Committee)

The Society has written to AOARP Member Societies seeking nominations to the Scientific Program Committee.

Dr Hiroko Yoshida, IRPA Executive Member, will be IRPA’s principal point of contact for this Regional Congress.

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

**5. SCIENTIFIC PROGRAMME CO-ORDINATION**

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

**7. IRPA RULES AND REQUIREMENTS**

The Society undertakes to comply with the following IRPA requirements:

a. The language of the Congress will exclusively be English.

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. At least one officer of the IRPA Executive Council must be invited to participate in the Congress, and 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 IRPA.

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 to IRPA and published 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 (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 ASF 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. The Steering Committee will, after consultation of the core Scientific Program Committee, define the extent of the scientific proceedings to be transferred, and the relevant timescales. The Society is aware of the fact that they are responsible for securing copyright for all material transferred.

**8. FINANCIAL ARRANGEMENTS**

**8.1 Seed Funding**

Seed funding is in principle available from

* The Society: approx. $20,000
* AOARP: approx. $5,000
* Melbourne Convention Bureau: $4,500

It is assumed that IRPA does not provide seed funding.

**8.2 Financial Responsibilities**

IRPA has no financial responsibilities with respect to this congress.

Losses will be covered by taking out event insurance. Furthermore, liability insurance for the board members of the Society will be affected.

Approved financial accounts will be provided to IRPA after the Congress**.**

**8.3 Split of any surplus funds/repayment of seed funding**

As a not-for-profit organization, the Society seeks to convene the Congress with a view to breaking even. After the repayment of seed monies to ARPS and AOARP in the nominal ratio 80:20 (to the maximum seed monies provided respectively) any excess monies will be distributed by the Society in the following order:

1. Any remaining positive financial result will be equally shared between ARPS and AOARP with the obligation to invest it in projects or activities beneficial to all members or to support a next regional IRPA congress.

**9. GRANTS**

**IRPA** will provide bursary support via the Montreal Fund to fund the attendance of appropriate delegates at the Congress on request of the Congress organizers in accordance with the procedure provided in Annex 3.

**10. COMPLIMENTARY REGISTRATIONS**

Additional members of the IRPA Executive Council intending to attend the congress are expected to pay the regular fee for their registration.

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

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** ARPS President 03/11/ 2016**

**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.

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.

**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 organizers 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.

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 Organizing 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 Organizing 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 Organizing 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 December 2014

**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.