**Record of changes to this policy**

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| Section number | Date | Log of changes since last issue date | Responsible person for authorising changes |
| Background | Feb 2024 | The list of requirements that need to be met by this committee has been expanded (3,4,5 and 6 are new) | Claire Sharpe |
| Definitions | Feb 2024 | New: A new list of types of external committee members and a definition of each type has been added | Claire Sharpe |
| Policy | Feb 2024 | Updated terminology (deputy CEO rather than HOOF),  Updated technology description (Use of Teams rather than website workspaces) | Claire Sharpe |
| Table 1 | Feb 2024 | This table has been updated in terms of terminology , types of external members and working practices | Claire Sharpe |

**Background**

Some IPEM committees and groups appoint corresponding members, other professional members (who contribute helpful expertise and perspective to the committee’s work), and/or observers. This policy clarifies how this practice can continue whilst:

1. Conforming with legal requirements for data protection
2. Conforming with IPEM’s information governance policy.
3. Ensuring business and Intellectual Property protection
4. Ensuring professional conduct from all participants
5. Ensuring IPEM is not mis-represented by someone who has not been authenticated as an expert
6. Enabling regulatory input where needed

**Definitions**

**Core Committee members**

These are expected to be IPEM members. Their membership level requirement will be outlined in the committee terms of reference.

**Other Professional Member**

These are members of other professional bodies linked to our profession that have a Code of Professional Conduct. They are appointed by their organisation as per the terms of reference to represent the perspective of that organisation and offer relevant professional expertise and information within the area of medical physics and engineering.

**Co-opted Professional Member**

These have been invited to participate for their specific expertise which cannot be found within the IPEM membership. For example if medical input is needed from a Radiologist or a specialist from industry or a university is needed for a Task & Finish group.

In order to be in this category they still need to be either:

* A member of a professional body with a Code of Conduct or
* Listed on a professional register or
* Employed by a recognised research or education institution

**Observers**

These are invited by the committee to build relationships with the external organisation. Often these are regulatory bodies which facilitate better understanding by both parties. If they regularly attend and add important value to the committee then an observer could be considered a Co-opted member if they meet the criteria.

**Corresponding members**

These can be past chairs or other IPEM members in the profession who can offer advice and support to a committee. Their terms of office should be outlined in the terms of reference. Generally they should never stay longer than 3 years.

IPEM members from an IPEM Task and Finish group, a committee or a member who is one of IPEM’s external representatives reporting back from that external committee can also fall under this category.

**Issues**

It appears that some external representatives of committees, and even those designated as ‘observers’, had access to the same information and papers as members, and have been given access to committee workspaces such as a dedicated Teams channel. This can be inappropriate, and not necessarily normal practice. Where such additional committee members are not IPEM members they should not automatically have unlimited access to the same business data as IPEM members.

More importantly, any person who handles any personal data must under Data Protection law have signed a confidentiality agreement, and some external committee members have declined to do so on the grounds that they are not IPEM members/volunteers.

**Policy**

It is IPEM’s policy that participants in IPEM communities and groups are clearly differentiated from each other, as set out in the table below, and that committee and information handling practices should reflect this. This will enable committees to benefit from the expertise and insight that external members bring to their discussions without breaching Data Protection law or creating any risk of inappropriate access to IPEM’s business information.

It is the responsibility of the Committee Chair and secretary to ensure that every member is aware of the nature of their role; and that access to the appropriate Teams workspace is arranged for them. The committee Secretary should ensure that the role of everyone attending a meeting is recorded, and that papers are accessible and distributed in accordance with the scheme shown in Table 1. The National Office Manager responsible for the committee can support this.

Access to some papers will be discretionary and the Committee Chairs will be responsible for assessing whether any other IPEM information is sufficiently business sensitive (such as conferences planned) or includes personal data (such as committee applications) that it should not be shared with external members in emailed meeting papers. In cases of doubt, the Data Protection Officer (Deputy CEO) in IPEM can provide guidance.

**Table 1: Committee roles and access**

|  | **Core IPEM Member** | **Other professional member** | **Co-opted professional member** | **Observer** | **Corresponding Member** |
| --- | --- | --- | --- | --- | --- |
| **Origin / Reason** | IPEM committee structure determined by governance reviews and trustees | Specified in TOR as an important contribution to the success of the committee | Required to offer specific expertise not available in the committee and IPEM membership | Specified in TOR as an important contribution to the success of the committee | Specified in TOR as an important contribution to the success of the committee |
| **Contributes** | To full business of committee | External expertise, perspective and information | Specific expertise not available in membership | External expertise, perspective and information | Only on specific items if requested by committee |
| **Appointment of individuals** | Either ex officio or by volunteering | By own organisation as per TOR | Invited by Committee chair on behalf of IPEM | Invited by chair or appointed by own organisation | Either ex officio or invited by chair |
| **Access to Teams channels with documents incl minutes** | Yes | Yes – if member with a professional association and data protection agreement signed | Yes – if member with a professional association and data protection agreement signed | No – agenda and a reduced version of minutes can be emailed | Discretionary by chair. Data protection agreement to be signed |
| **Making public statements about outputs of committee** | Yes | No | No | No | No |
| **Voting rights on committee business and appointments** | Yes | Depends on committee / group TORs (e.g. T&F group) | Depends on committee / group TORs (e.g. T&F group) | No | No |
| **Expenses** | Yes | generally no, depends on arrangement | Yes | Not but depends on arrangement | Not applicable |
| **List of Members kept by IPEM** | Yes | Yes | Yes | Yes | Yes |
| **Signs IPEM DP** | Yes | Yes | Yes | Not required as no access to Teams | Yes |