Terms of Reference – AI Working Group

1. Purpose

1.1 The purpose of the AI Working Group is to oversee activity relating to AI across medical physics and AI within IPEM and act as a source of expertise. They shall provide technical support to other IPEM groups and committees, including Special Interest Groups (SIGs), the Science, Technology & Engineering Research & Innovation Council (STERIC) and Professional Standards Council (PSC) where appropriate. The group shall also determine its own core work plan of priorities and activities which may use its own resources or commission work to be undertaken by other IPEM groups or Communities of Interest.

The group will be the point of contact for matters relating to artificial intelligence both within IPEM and in the Institute's interaction with external stakeholders.

2. Functions

2.1 To provide a body of expertise within the Institute on artificial intelligence (AI), including research, development and deployment where it is related to medical physics or clinical engineering.

2.2 To link with the relevant committees, Special Interest Groups and Vice Presidents to provide technical information related to artificial intelligence, and to receive information related to specific specialisms and applications.

2.3 To involve wider membership via the groups listed above, Communities of Interest (COIs) including the Artificial Intelligence COI.

2.4 To contribute to the development and the implementation of IPEM's science leadership strategy. The themes and challenges identified should be considered when creating the action plan for events, publications, external consultations, and other activities.

2.5 To monitor the development and impact of new technologies, and newly adapted or implemented technologies (with STERIC).

2.6 To encourage and develop evidence-based practice and development and dissemination of best practice guidance (with STERIC and/or PSC).

2.7 To comment on workforce and training issues and impact of policy changes (with PSC).

2.8 To maintain a proactive role in monitoring relevant legislation, regulation and standards and their application.

2.9 To collaborate with SIGs and other committees where there are areas of common interest or where sharing of expertise would be beneficial.

2.10 To encourage liaison between members working in different environments, e.g. academia, industry, advisory/policy/government bodies, and hospital/clinical settings.

2.11 To respond to external consultations, and draft and/or review other statements on behalf of the Institute, subject to the Institute's policies and procedures relating to these matters.

2.12 To advise STERIC and the National Office on the appointment of members to represent the Institute on external bodies and committees.

2.13 To bring relevant issues to the attention of STERIC, PSC and the appropriate SIG(s).

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2.14 To support and encourage relevant educational or skills development programmes.

3.   Frequency and conduct of meetings

3.1. The group shall meet regularly, at least three times a year (in line with SIG meetings), with frequency to be agreed with the group once established.

>   3.1.1. SIG meetings generally take place in October, January and May.

3.2. A quorum shall consist of one third of core members.

3.3. In the absence of the Chair, the Vice-Chair shall chair the meeting. If neither are present the committee members shall select a person to chair the meeting.

3.4. The Chair shall ensure formal minutes are made of the meeting. These minutes shall be shared with the National Office who will communicate a summary to the Science, Technology & Engineering Research and Innovation Council (STERIC) and communicate with membership (e.g. via the IPEM website).

3.5. The Secretary, or other person arranging the meeting, shall liaise with the EDI and Member Networks Manager to agree venue and costs of any in-person meeting in advance of making firm arrangements. The National Office can also arrange Teams or Zoom meetings.

4.   Communications, decision making and records

4.1 An electronic or paper copy of the agenda and agreed minutes of each meeting shall be sent to:

- o All committee members and those listed in 6.1 (subject to IPEM's policy on external representatives and observers at meetings) and
- o The National Office for archiving. This shall include storage of minutes on the IPEM working group Teams channel.

4.2 The Working Group minutes are not produced for publication outside the committee structure of IPEM and they remain confidential to its members and those committees the Group reports to. Representatives of other organisations (e.g. external observers) who have signed the IPEM Confidentiality Agreement will have access to the minutes, although they will not be entitled to reproduce these minutes.

Likewise, members of the Working Group who are also members of external panels and committees should not reproduce these minutes and should not disclose views or other information without the knowledge and permission of the Working Group.

4.3 When electronic communications and decision-making are required prior to the next Group meeting:

- a.   The discussion / decision will usually be initiated by the Chair sending an electronic communication (email is preferable to Teams message) simultaneously to all committee members. The message may initially seek advice. All discussion responses should be sent "reply all".

- b.   When the Chair judges it to be appropriate (e.g. a consensus view appears to be emerging) a specific proposal will be circulated electronically to all committee members requesting a vote (agree/disagree/abstain) and a deadline for responses will be set (usually a minimum of 3 working days after the request). All decision responses will be sent to the Chair only. The Chair has the

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casting vote if there is a tie. The deadline for decision may be extended if fewer than the quorum have responded. The resulting decision will be formally noted at the next committee meeting.

  c.   The electronic discussion / voting may be run by another person, on behalf of the Chair, however the Chair remains responsible for ensuring that the decision-making process is transparent, robust and accessible by all committee members.

4.4 The Secretary shall ensure that all the committee's website and Community of Interest communications to the general public and members are informative and accurate and are prepared and approved in accordance with relevant Institute policies.

4.5 The Chair will make the committee aware of issues relating to Data Protection to ensure that the committee complies with the IPEM Data Protection Policy. Any queries relating to Data Protection will be referred by the Chair of the committee to the Data Protection Officer.

5   Reporting arrangements

5.1 The Group shall report to either the Science, Technology & Engineering Research & Innovation Council (STERIC) or the Professional Standards Council (PSC) as appropriate. This determination can be made with assistance from the office member of the Group.

5.2 The Chair of the Working Group may attend SIG Chairs meetings (3 to 4 times per year, held online) to report to and receive reports from Chairs of all IPEM's SIGs.

5.3 The Group shall liaise with, and issue regular updates to, the Community of Interest.

5.4 The Group shall ensure regular reports are received from all active Task & Finish groups it commissions or supervises, and shall ensure the office and overall responsible council (STERIC or PSC) are aware of groups' progress and any issues they encounter.

6. Membership

6.1 The membership shall comprise individuals with expertise and experience with AI. Collectively they shall represent the range of specialisms IPEM serves, and may be drawn from across clinical, academic and industry sectors. All members (except External Observers) must be members of IPEM. All members (including External Observers) must agree to and sign IPEM's data protection agreement. The membership of the group may vary, but the generic structure will be as follows:

6.1.1 Core members

- Chair
- Vice-Chair (optional)
- Secretary
- Between 6 and 10 additional members representing different sectors and specialisms (if there is a Vice Chair, they shall be counted as an additional member)

6.1.2 External Observers

The Group is free to invite external members from such organisations (e.g. regulatory or policy bodies) as it sees fit, subject to the approval of STERIC and the Head of Office of IPEM. These observers are

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representatives nominated by other organisations and may be present for all, or part, of the Chair meeting. They do not hold voting rights within the Group but may participate in debate and discussion. External observers will have their expenses paid by the nominating body.

6.1.3 The President, or their representative, is entitled to attend meetings of SIGs as an ex officio member.

7. Appointment of core members, officers and their terms of office

7.1 In April of each year, members of the Institute will be invited by the national office to apply for membership of the AI Working Group and their names will be passed to the Chair and Secretary of the group. All applicants must complete a formal application, available on the IPEM website.

7.2 By the June meeting of STERIC, the Group will have considered the new membership of the Group, nominated the Chair and Secretary for the following year and informed the National Office manager of STERIC.

7.3 The composition of the Group will be agreed at the June meeting of STERIC. New members will be formally invited to join from September by the EDI and Member Networks Manager.

7.4 If there are more volunteers for any role than opportunities, then all core Working Group members will be asked to vote, via an email ballot conducted by the National Office.

7.5 The term of office of a normal member of the Working Group will be up to a maximum of three years. If the member becomes a Chair or Secretary, their term may be extended by a maximum of two years. At the discretion of STERIC, the term of office of any member may be extended beyond these defined terms.

7.6 New members and officers take office following the September Annual General Meeting.

7.7 If a vacancy arises during the course of the year, the Working Group should initially look to find a replacement from those applications that were unsuccessful in the previous election. A nomination for co-option to the Working Group for the remaining part of that year will require approval by STERIC and that member will become a full member of the Group from the following Annual General Meeting. The National Office shall be informed when the departing member resigns and when a new member is proposed and agreed.

7.8 The Chair of the AI Working Group shall normally hold this position for two years. Nomination for this office is open to core members of the Group. If for any reason the Chair should resign, the Group may nominate an eligible member to fill that vacancy for the remainder of the term of office after advising the EDI and Member Networks Manager.

7.9 The Vice-Chair of the Working Group, if one is appointed, shall normally hold this position for one year, although a two-year term may be approved by the Director of STERIC. It is expected that the Vice-Chair should assume the office of Chair after holding this position, subject to approval as detailed in 6.1. If this is not possible, then the Vice-Chair may hold this position without moving to the position of Chair, in which instance their holding the position of Vice-Chair should primarily be intended to share the responsibility of the Chair during the Chair's term. Nomination for this office is open to core members of the Group. If for any reason the officer should resign, the Group may nominate an eligible member to fill that vacancy for the remainder of the term of office.

7.10 The Secretary to the AI Working Group shall normally hold this position for one year, but renewal for an extra year is desirable. Nomination for this office is open to members of the Group. If, for any reason the

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officer should resign, the SIG may nominate an eligible member of the SIG to fill that vacancy for the remainder of the term of office.

7.11 Exceptionally, if a core member of the Working Group is deemed by STERIC not to have fulfilled their functions of membership (in 11), they may be asked to resign by the Director of STERIC, or have membership of the Group withdrawn.

7.12 If a member of Group is expected to be absent for more than 6 months due to parental leave, personal or health reasons the Group's Chair should get in touch with the EDI and Member Networks Manager as per the "Volunteer Terms of Office" policy.

8.   Task and Finish Groups

8.1   To assist the Working Group (both directly and in collaboration with Special Interest Groups) in fulfilling its role, the Working Group may set up Task & Finish (T&F) groups for a limited period. These groups are designed to undertake a specific project with a defined output(s), for example a written publication.

8.2   The Working Group can commission a Task & Finish group from its own membership, and/or comprising members of relevant SIGs, Communities of Interest, or broader membership.

8.3   The Task & Finish group shall request a T&F proposal form from the National Office. The corresponding member of the T&F should send the completed proposal to the AI Working Group for approval before passing via the National Office to the relevant council (STERIC or PSC) for approval.

8.4   The Working Group shall maintain a list of its active T&F groups and collect periodic (e.g. 3 or 6 monthly) reports on their progress.

9.   Groups reporting to the Working Group

9.1   The Working Group can have external groups (like Government regulatory bodies for example) which it needs to connect with. This is done through an appointed external representative per group who is asked to report at the Working Group meetings – either in person or in writing.

9.2   The secretary of the group should contact these external representatives prior to the Working Group meetings requesting a report. These are then shared with all Group members and, where applicable, with the AI Community of Interest (and any other relevant CoI).

9.3   A list of committees and representatives shall be maintained in an appendix to this document. Any changes to

   a) the representatives named on the list and

   b) the groups themselves (any new or defunct ones)

   need to be communicated to the National Office (EDI and Member Networks Manager) as these external representatives are sometimes funded by IPEM and a record is kept of their involvement

9.4   The External representatives list needs to be reviewed (and updated where appropriate) once a year in January.

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10   Inclusion and Diversity

10.1 Inclusiveness is one of IPEM's strategic values and is understood as meaning "enabling a diverse and inclusive professional community". This principle should be considered in all decisions, actions and areas of the organisation including the membership of its committees. Diverse groups make better decisions and by being more representative of patients and the public we can achieve our charitable objective. IPEM's EDI policy can be found here.

11   National Office Support

11.1 The dedicated contact in the national office for this committee is the Professional Knowledge & Innovation Manager. Their name and contact details are listed on the IPEM website.

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Appendix 1 – External groups and representatives

Name	Organisation	Function

Appendix 2 – External Stakeholders

Name	Organisation	Contact