

Updated April 7th 2016

NACP LIST OF DUTIES

“A document to be updated continuously”

This “List of duties” is written to be a help and a reminder for the NACP organisation to perform all necessary and practical actions to run the NACP according to its constitution.

DUTIES FOR NATIONAL MEMBER ORGANISATIONS OF NACP

Each NMO shall at all times have

- A member appointed **to the council** of NACP. The members should preferably be a member of the national board.
- Experts appointed **to the Scientific Committee** of NACP. These experts should cover the disciplines radiation therapy, molecular medicine and radiology. The secretary will be appointed according to the “Rotation list”.
- A member appointed **to the Radiological Physics Committee** of NACP.
- A member appointed **to the NM Physics Committee** of NACP.

All changes made in NMOs should be reported to the NACP council secretary.

The NMO in Sweden shall at all times have

- A Swedish representative appointed to represent NACP versus the bank in performing practical actions (as long as the bank account is held in Sweden).

The NMO in Finland shall at all times have

- One person with the responsibility that the website is up and running and who can do administrative changes by request.
- The responsibility for our web domain and fee, to be paid by our treasurer.

NACP COUNCIL:

President: Asger Greval Petersen • Secretary: Anders Tingberg • Treasurer: Mika Teräs
Webmaster: Marianne Leirdal Stokkan • Delegate: Gardar Myrdal

Committees: Radiological Physics Committee, Nuclear Medicine Committee, Scientific Committee

Address: NACP c/o Anders Tingberg, Strålningsfysik, Skånes universitetssjukhus, 205 02 Malmö
www.nacp-nordisk.org E-mail: NACP-webmaster@nacp-nordisk.org

DUTIES FOR THE COUNCIL AND -MEMBERS OF NACP

The council shall

- Constitute itself with the guidance of the “Rotating list”, see enclosure
- Work according to the constitution
- Appoint committees and task groups when needed (common agreement among the countries is required)
- Keep the NACP “List of duties”, including the “Rotating list”, updated at all times.
- Approve and update “terms of references” for committees and task groups.
- accept new council members and representatives in committees and the Scientific Board when NMOs decide to replace them
- at the first council meeting each year
 - o approve the Annual Report of NACP
 - o discuss the Annual Reports from NM and Radiological Physics Committees
- Approve the winner of the NACP grants, advised by the Scientific committee:
 - o June: the Varian-NACP grant
 - o December: the Elekta-NACP grant
- Initiate an NACP Symposium every third year.
- Report to the NMOs

DUTIES FOR THE PRESIDENT OF NACP

The president shall

- Ensure that the NACP act according to its constitution
- Coordinate the work in the council
- Coordinate and follow up all work decided on by the council, i.e. remind persons in charge, both within and outside the council, to work according to terms of references and time schedule
- Summon and chair the council meetings
- Write proposal for agenda before every council meeting and send this to the council members preferably one week before the meeting:
 - o Decisions made must be followed up when preparing the agendas
 - o Ask for confirmation that the council members will attend the meetings
 - o Decide on dates for the council meeting at least one year ahead
- Write proposal for Annual Report to be approved on the first council meeting every year. The proposal should be sent to the council members at least two weeks before the meeting.
- Report to NMO (same responsibility as the other council members)
- Make sure all written letters are sent to the web-master for archiving on our web (via password)

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DUTIES FOR THE SECRETARY OF NACP

The secretary shall

- Arrange telephone conferences for the council meetings
- Be responsible for the minutes from each council meeting.
 - o Distribute draft minutes to the council members within three weeks
 - o Distribute approved minutes to the council members within one week after approval.
 - o Distribute approved minutes to the president of the NMOs within one week after approval.
 - o Send approved minutes to the webmaster
- Be responsible for the work with the NACP grants
 - o Keep all application forms updated
 - o Receive and confirm applications for the grants
 - o Mediate the process among the applicants, the Scientific Committee and the NACP council
 - o Prepare the process for approval of the grant winners in June and December council meetings each year
 - o Inform applicants and sponsoring companies about the result of the applicant evaluation
 - o Inform the treasurer about the winner with contact information
 - o Be sure to receive a written report from the grant winner and to send it to the NMOs and the sponsoring company. Keep the list of Scientific Committee members updated
 - o Send an annual report by the end of December to The Silicon Valley Community Foundation
- Remind NMOs about NACP deadlines and arrangements
- Send approved Annual Reports to the NMO presidents
- send all official letters (not e-mails) to the web-master for archiving on our web (via password)

DUTIES FOR THE TREASURER OF NACP

The treasurer shall

- Continuously file and be informed of the balance of the NACP account:
 - o Handelsbanken, S-6186 Solna, account-no. 291 753 558, BIC/BAN: HANDSESS/ SE32 6000 0000 0002 9175 3558
 - o Nordisk förening för klinisk fysik, NACP
c/o Cathrine Jonsson
Nuklearmedicin A3:01
Karolinska Universitetssjukhuset Solna

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171 76 Stockholm

Sverige

- Keep the overall contact with companies (grants), institutions, hospitals, course organizers etc. regarding financial matters.
- Send an invoice to the company holding the grant
- Keep contact with the grant winners to receive information required for the payment (Name and address, Bank, Country, Account no, IBAN and SWIFT code), and also to ensure that the winners receive their grants
- Work towards our bank via our Swedish treasurer representative, who is the authorized signatory, i.e the person allowed to make the actual payments and eventual changes for the NACP banking account
- In January each year report the balance to the president

DUTIES FOR THE WEBMASTER OF NACP

The webmaster shall

- Inform the Finnish NMO webmaster of the duties for the NACP
 - o All administrative changes on the NACP web, including layout changes, are to be done by the Finnish NMO webmaster
- Inform the Finnish NMO treasurer to charge NACP related costs for maintaining the NACP web-domain
- Be responsible for having the NACP web updated at all times.
 - o announce the Elekta and Varian grants well in advance of the deadline, and announce the grant winners on the web
 - o publish information from the NACP committees
 - o announce relevant upcoming events
- Propose and discuss changes for developing the web pages with the council and the webmaster of Finnish NMOs.
- Do changes, with the help of Finnish NMO webmaster, discussed at council meetings.
- Publish the NACP “List of duties”
- Be responsible for archiving all important letters and e-mails to secured area of webpages (via password).

DUTIES FOR THE SCIENTIFIC COMMITTEE OF NACP

The Scientific Committee

- Consists of up to 15 physics experts representing the three disciplines Radiation Therapy, Molecular Medicine and Radiology
- Is responsible for evaluating applicants for the NACP grants
- Should assist in the planning of the scientific program of the NACP symposia

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An umbrella organisation for: Danish Society for Medical Physics • Finnish Association of Medical Physicists • Icelandic Society of Biomedical Engineering and Medical Physics • Norwegian Association of Medical Physics • Swedish Society of Radiation Physics

- Is guided by a secretary, designated according to the “Rotating list”, see enclosure
- May have one board member nominated by each grant holder. This member can only vote on the grant he/she represents

Each committee member shall

- Work according to approved “Terms of references” (Rules for the Scientific Committee)
- Evaluate applicants according to information given by the secretary of the Scientific Committee
- Work according to the time limits set by the secretary.

The secretary of the Scientific Committee shall

- Early March and November each year send all applications, the specification of the award and the “criteria sheet” to all experts (Scientific Committee members) of the discipline in question.
- Collect results from the evaluation process
- Send the result of the evaluation process and advice on a winner to the council (secretary) in due time before the council meeting in June and December each year
- In case of a draw, contact the experts in question to decide on a nominee
- Help each NMO to always have their experts nominated

DUTIES FOR NACP PHYSICS COMMITTEES (NM and Radiological)

Each of the Physics Committees

- Consist of four members nominated from each NMOs except Iceland
- Is guided by a leader designated according to the “Rotating list”, see enclosure
- Shall preferably exchange information via e-mail or telephone meetings since NACP have few financial resources

The members of the Physics Committees shall

- Work according to approved “Terms of references”
- Work according to the time limits set by the committee leader

The leader shall

- coordinate the work within the committee
- be the link between the council and the committee
- be responsible for promoting the work in the committee on the NACP web
- in January every year send an Annual report about the work to the NACP council
- help each NMO to always have their member appointed

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The “Terms of reference” for each committee is enclosed (enclosure B and C).

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ENCLOSURE:

A. “ROTATING LIST” FOR TASKS WITHIN THE NACP

March 2014 – March 2017	Denmark	President
		Secretary Scientific Committee
	Norway	Webmaster
	Sweden	Secretary
	Finland	Treasurer
		Leader Radiological Physics Committee
	Iceland	Member
March 2017 – March 2020	Norway	President
		Secretary Scientific Committee
	Sweden	Webmaster
	Finland	Secretary
	Denmark	Treasurer
		Leader Radiological Physics Committee
	Iceland	Member
PAST POSITIONS		
June 2004 – September 2008	Norway	President
	Finland	Webmaster
	Denmark	Secretary
	Sweden	Treasurer
	Iceland	Member
September 2008 – March 2011	Sweden	President
		Secretary Award Board
	Finland	Webmaster
	Denmark	Secretary
	Norway	Treasurer
	Iceland	Member
March 2011 – March 2014	Finland	President
		Secretary Award Board
	Denmark	Webmaster
	Norway	Secretary
	Sweden	Treasurer
	Iceland	Member

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B. Terms of reference NACP RPC

The NACP Radiological Physics Committee (RPC) shall initiate Nordic networks and collaborations within the field of radiological medical physics to meet the demands from the radiological community.

The Committee shall:

- Promote the implementation of an infrastructure to simplify mutual Nordic activities within the field of radiological physics.
- Recommend Nordic and international courses to become a medical physicist.
- Recommend Nordic and international CPD courses for medical physicist specialists.
- Support ways to share procedures within the field of diagnostic physics.
- Assess the need and advise the NACP council to establish relevant Task Groups.

The committee has no financial resources so exchange of information is mainly done via e-mail and telephone meetings.

The members of the committee

The NACP RPC consists of five members represented from each of the Nordic countries (except Iceland). Each member is nominated for a period of 2 years, and can be re-nominated only once.

The current members of the committee are:

- Paula Toroi (Finland)
- Anja Almén (Sweden)
- Ivanka Sojat (Denmark)
- Eivind Larsen (Norway)

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C. Terms of reference NACP NMPC

NACP NMPC shall initiate Nordic networks and collaborations within the field of nuclear medicine physics to meet the demands from the nuclear medicine community and to improve the different aspects of nuclear medicine physics in the Nordic countries.

The Committee shall

- Promote the implementation of an infrastructure to simplify mutual Nordic activities within the field of nuclear medicine physics
- Promote the field of nuclear medicine physics, and inform about the opportunity of a career in nuclear medicine physics at relevant events
- Distribute information about Nordic and international CPD courses in nuclear medicine physics, and make suggestions for new courses when a need is identified
- Support ways to share procedures within the field of nuclear medicine physics
- Promote collaboration between physicists within nuclear medicine and physicists as well as clinicians working in other clinical fields

The Committee

- Consists of four members; one member is being nominated by each of the national member organizations (NMOs) in Denmark, Finland, Norway and Sweden. So far there is no suggested member from Iceland.
- Each member is nominated for a period of two years, and can be re-nominated only once
- Is directed by a leader elected by the committee. The leader shall:
 - Coordinate the work within the committee
 - Be the link between the NACP council and the committee
 - In January every year report about the work to the NACP council
 - Be responsible for promoting the work in the committee on the NACP web
- The exchange of information will be performed via e-mail correspondence and through telephone meetings, since the committee has no financial resources
- Should aim at meeting at least once a year, preferably on one of the conferences or courses organized by NACP

The committee may find the need to evaluate and possibly revise the terms of reference after gaining some practical experience during the first years of practice.

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