

STRUCTURE AND ORGANISATION OF GEC-ESTRO

Contents:

1. Introduction	1
2. GEC-ESTRO structure	1
3. The Chairperson	1
4. The GEC-ESTRO Committee	3
5. Formal relations with ESTRO bodies.....	4
6. The Annual Meeting	4
<i>Scientific Advisory Group (SAG) Brachytherapy</i>	4
7. Annual Workshop	4
8. General Assembly	4
9. Working Groups	4
10. Teaching Courses	Fehler! Textmarke nicht definiert.
11. Radiotherapy and Oncology	5
12. GEC-ESTRO Handbook of Brachytherapy	5
13. Marie Curie medal and Iridium Award	5
14. Finance Management.....	5

1. Introduction

The “Groupe Européen de Curiethérapie” (GEC) and ESTRO merged in 1990. Until then, GEC was an independent group of experts (founded in mid sixties) taking care of different aspects of brachytherapy and organizing its annual meeting. In order to broaden its impact in Europe and to improve the administrative aspects of its functions, GEC joined ESTRO.

Its original identity has been guaranteed by ESTRO because GEC in 1990 already had 25 years of experience in the brachytherapy field.

During recent years, GEC-ESTRO has substantially increased the initiation of new activities e.g. organ related working groups, committees, teaching courses and publications and has grown closer to ESTRO. These developments required the original organization to be adapted in order to reach an efficient integration and functioning within ESTRO.

2. GEC-ESTRO structure

The electoral body (EB) of **GEC-ESTRO** is defined by ESTRO members that have participated during the previous two years in the GEC-ESTRO Workshop or in any other GEC-ESTRO event e.g. courses, teacher on a brachy course.

Members of the GEC-ESTRO committee are part of the EB.

The GEC-ESTRO committee coordinates and supervises all activities within the brachytherapy field in ESTRO in collaboration with the ESTRO bodies. The members of the GEC-ESTRO

Committee are defined in chapter 4. In a joint process of EB and GEC-ESTRO committee the **GEC-ESTRO Chairperson** is elected on a biannual basis. The Chairperson chairs the **GEC-ESTRO Committee**.

GEC-ESTRO Working Groups focus on relevant topics, which address research and development, education, and healthcare in the context of brachytherapy.

3. The Chairperson

- i. Every two years, a Chair-Elect is elected by the GEC-ESTRO Committee.

ii.

Nomination:

- Every member of the GEC-ESTRO electoral body is free to nominate candidates for the chairperson. The call for nominees is sent out at least two months prior to the selection day.
- All nominated candidates enter the selection procedure. The balance between country of origin, affiliation to working groups, gender, profession (doctor, physicist) should be taken into account.

Selection:

- The selection procedure will take place every second year, latest during the last GEC-ESTRO Committee meeting before GEC-ESTRO assembly (which typically takes place at the annual ESTRO meeting).
- The selection will be done by all members with voting rights in the GEC-ESTRO Committee (see below).
- Of the proposed candidates, two names are selected. This is done in an anonymous procedure, in which each voter gives up to two names. Counting of the votes is conducted by an independent person (e.g. ESTRO office staff and is verified by the Chair).
- The two selected candidates will have time to accept their nomination until 8 weeks before the next Committee meeting, where the final election takes place. This is done in a face to face meeting, typically during the GEC-ESTRO workshop in autumn preferably of an uneven year.

Election:

- The voting is based on a one person/one vote system by the attending Committee members with voting rights. This is done in an anonymous procedure. Counting of the votes is conducted by an independent person (e.g. ESTRO office staff and is verified by the Chair).
- In the case of a tie, the Committee members discuss about the two candidates and perform a second voting.
- The majority is equal to half of the total number of members eligible to vote, plus one.

iii. After the election the new Chair-Elect is confirmed by the ESTRO Board.

iv. The Chair-Elect takes over the Chair position of GEC-ESTRO after the GEC-ESTRO assembly at ESTRO annual meeting in even years.

v. After two years, the Chair-Elect becomes Chairperson for two years and then Past Chair for another two more years.

vi. The Chairperson chairs the GEC-ESTRO Committee, the General Assembly of the members and the Scientific Advisory Group (SAG) of the Annual Meeting.

vii. An annual report is given to the ESTRO Board by the Chairperson.

viii. The Chairperson chooses a Secretary to assist him/her. The Secretary supports the Chairperson in all his/her activities, in particular in day-to-day follow up of the GEC-ESTRO Committee and checks that action lists are executed in due time.

- ix. The ESTRO office supports the Chairperson in logistics and administration through a dedicated person.
- x. Members of the GEC-ESTRO Committee may represent the Chairperson if mandated by him/her.
- xi. The Chairperson represents the GEC-ESTRO in the P&P council of ESTRO. This applies for the two years of the chairmanship. Other ESTRO committees have a term of three years in the P&P council.

4. The GEC-ESTRO Committee

The following are the full members of the GEC-ESTRO Committee: The Chair-Elect, the Chairperson, the Past Chairperson, the Secretary and the Working Group Chairs. A representative from the Young Members Committee and selected members of GEC-ESTRO can act as observer (members without voting rights).

The secretary is appointed by the Chairperson (maximum 6 years of commission).

The committee should cover the following functions with additional members if necessary:

- ESTRO Board
- Scientific Council (GEC-ESTRO cte full member)
- Educational Council (GEC-ESTRO cte full member)
- Guidelines committee (represented by a radiation oncologist and a physicist)
- Physics committee (represented by Brachyqs)
- National Societies Committee
- Brachytherapy Corner in ESTRO newsletter
- Observers in or from other ESTRO groups
- Liaisons for other societies liaison (e.g. ABS and the World Congress)

The committee has maximum of 12 full members with voting rights. If all the roles above are filled and the Committee has less than 12 members, it is up to the Committee to appoint additional members, e.g. to keep a geographical balance in the GEC-ESTRO Committee. Such persons have a three years term renewable once. Members of the Committee are approved by the Board.

The Chairperson decides upon the agenda of the meetings.

Teaching Course Directors, Brachytherapy Book Coordinator etc, are invited to report to the GEC-ESTRO Committee on a regular basis (at least annually). Depending on the agenda they may be invited to attend.

The GEC-ESTRO Committee supervises and coordinates all activities of GEC-ESTRO on a regular basis, in particular:

- Research and Development Activities
- Publications (Handbook, Physics Booklets, GEC-ESTRO Recommendations, Original Papers)
- Ensure representation on ESTRO bodies (e.g. ESTRO Board, Councils and Committees)
- Liaise with societies outside ESTRO (ABS, AAPM, ALATRO, ICRU, IAEA, etc.)
- Proposes members of the Editorial Board and the Editor for Brachytherapy for Radiotherapy and Oncology
- Organization of Chairperson's elections
- Decide upon the person to receive the Iridium 192 award and the Marie Curie medal

5. Formal relations with ESTRO bodies

There is a continuous exchange of information between GEC-ESTRO and the other ESTRO Bodies.

GEC-ESTRO Chair reports to the ESTRO P&P Council on a regular basis.

The GEC-ESTRO Committee nominates two candidates (which must not be Committee members) for election to the ESTRO Board. The election takes place within the Board of ESTRO. The elected person is representing GEC-ESTRO in the Board and is responsible in the Board for any issues with regard to brachytherapy, and keeps the Committee updated.

6. Scientific Meetings

Every 4 years an international meeting is held together with the American Brachytherapy Society, in cooperation with other international brachy societies as the World Congress of Brachytherapy.

Scientific Advisory Group (SAG) Brachytherapy for ESTRO annual conference

The SAG Brachytherapy is composed of the Chairperson, and members are appointed by the him/her, taking into account geographical gender and topic distribution.

The SAG has the following tasks:

- Coordinates the scientific program of the Annual Meeting,
- Defines the format of the scientific sessions, workshops, and refresher courses
- Appoints the chair persons of the scientific activities
- Evaluate, and score the abstracts for the scientific sessions and the awards.

7. Annual Workshop

GEC-ESTRO has an annual workshop with content related to the activities of the working groups. The annual workshop will be coordinated by the GEC-ESTRO Committee.

8. General Assembly

The General Assembly is arranged during the Annual meeting. The aim of the General Assembly is presentation of the annual report with exchange and discussion of opinions.

9. Working Groups

Working Groups focus on relevant topics, which address research and development, education, and healthcare in the context of brachytherapy. Working Groups are defined by the GEC-ESTRO Committee.

Each Working Group has a list of core members. The WG members select a Chairperson for a term of three years, renewable up to a maximum of three terms in accordance with the group. The Working Group Chairperson nominates a Secretary and co-chair (if needed) in order to support all activities of the Working Group. Every WG can decide to have additional network members.

Reports on progress for each working group are provided to the GEC-ESTRO Committee as a standing agenda item. The Working Group should meet at least twice per year, e.g. on occasion of Annual Meetings and GEC-ESTRO workshops. Meetings can also be held online. Anyone in the

GEC-ESTRO electoral body can become member of a Working Group. The membership is decided upon by the Working Group Chairperson and the Secretary in accordance with the group.

The administrative work is supported by the ESTRO office. All relevant information about a Working Group is available at the ESTRO office.

The Working Group Chairperson submits the annual report to the GEC-ESTRO Committee every year, before the ESTRO Annual Meeting.

10. Radiotherapy and Oncology

Radiotherapy and Oncology is the official journal of ESTRO. A special supplement includes the contents and abstracts of the ESTRO numbered meetings.

Members of the GEC-ESTRO electoral body with high scientific profile in the field of brachytherapy may be represented in the Editorial Board.

Radiotherapy and Oncology appoints one editor for brachytherapy in consultation with the GEC-ESTRO Committee.

11. GEC ESTRO Handbook of Brachytherapy

The editors of the GEC-ESTRO Handbook of Brachytherapy report to the GEC-ESTRO Committee.

12. Marie Curie medal and Iridium Award

Two awards are given on a regular basis to renowned experts in the field of brachytherapy who have made a major contribution to the development of the brachytherapy specialty.

The Marie Curie medal is given every fourth year on the occasion of the World Congress of Brachytherapy. The GEC-ESTRO Committee decides upon the person to receive the Marie Curie medal in the years of the meetings held in the U.S. jointly with ABS, after consultation with these other bodies. The medalist is selected by hosting society among candidates nominated by the visiting societies.

The Iridium award is given annually on the occasion of the GEC-ESTRO meeting except in the year of the Marie Curie award. The GEC-ESTRO Committee decides upon the person to receive the Iridium award.

Final candidates for both awards are submitted to the ESTRO Nominating Council and Board one year prior to the meeting at which the award will be granted.

13. Finance Management

The GEC-ESTRO committee's finance is threefold: the yearly envelope, the working groups accounts and the workshop account.

Alike every other ESTRO Committee, a 3 years plan agreed on by the Board is allocated to the GEC-ESTRO Committee to support its activities.

Each working group receiving support from the industry has its autonomy for the allocation of the funds to support their activities, through a separated bank account. The ESTRO office is responsible for executing the funds management: through suppliers' payments and the collection

of incoming industry funds, on basis of the Committee's decisions.

The GEC-ESTRO Workshop has its own bank account, used only for GEC-ESTRO Workshop activities.

Due to legal requirements, since 2020, all the revenue and expenses of the Working Groups and the Workshop are now included in the Profit and Loss statement of the ESTRO legal entity.