

Minutes of the PTCOG (46) Steering Committee

VERSION 20070729final

Zibo Hotel, Zibo, Shangdong Province, China

21 May 2007

<Major decisions are underlined and highlighted with blue.>

The new chairperson, Dr. Tsujii, presided at the Steering Committee. The agenda that was distributed by him in April was followed.

1. Adoption of the draft Statutes

In order to confirm the non-profit status of PTCOG, discussion had been held for three years. The draft was posted on the web for a year and member's comments were reflected to the current draft version 1.0. These recent amendments were explained by M. Jermann.

With unanimous agreement, the draft Statutes of the Particle Therapy Co-operative Group (PTCOG) (Draft 1.0, April 30, 2007) was adopted.

The statutes did not contain term of a chairperson, but 3 years-term was suggested as an agreement of the Steering Committee. The attendants appreciated M. Jermann and Dr. A. Smith for their effort to make the draft.

2. Budget and financial issues

Current financial status was explained by the Secretary, Mr. Jermann, which showed total 64,000 CHF of accumulated budget.

The committee agreed that 10% of all Scientific Conference registration fees must be paid to PTCOG, but the registration fees of the education workshops (EW) should not be transferred to PTCOG budget. It was also agreed that PTCOG should financially support educational activities from accumulated PTCOG funds.

Other related issues were also discussed. Setting limit on the support to EW was proposed but it was decided to allocate the support upon request from the Educational Sub-committee. Host

institutes are contractors to hotels, thus PTCOG has no financial risk to meetings. It was confirmed that the student fellowship would be operated under a separate account.

Past guidelines for sponsor donation were explained. Vendors can pay for a booth or support a special event like a lunch or dinner. The guidelines for hosts of PTCOG meetings should be prepared and given to the next organizer. It seems that there are no complaints from vendors and no apparent problems are encountered. Although it is difficult to control financial operation of the meeting host, they should avoid giving own vendor a privilege in hosting a meeting.

A member pointed out that PTCOG logistic responsibility has tendency to move to PTCOG organization from each host institute.

In the past, speakers of scientific meetings were not paid for their travel, but educational workshop was sometimes different. It depends on local concession and arrangement to exempt hotel fee or registration for teachers. There is, however, an objection to use the budget for educational workshops in such a way.

3. Report of travel fellowship selection

Names of the contributors were presented and the Committee thanked industrial companies. This time, the Selection Committee selected 19 fellows out of 25 applicants, and their names and institutions were presented. Additionally, the policy and the procedure of the selection were explained. The Selection Committee had no difficulty in the selection procedure. It was confirmed that the registration fee for the awarded fellows would be reduced to 50%, and they had no obligation to present at the scientific meeting. Criteria for selection are: Those who finished theses not more than 3 years ago; Those who are recommended from an institution operating a proton program even though the fellow belongs to another institute. The baseline objective is to recruit new people to the PTCOG.

A priority for developing countries was discussed. Those fellows who are from developing countries usually stay in a developed institute, which may have no financial difficulty.

4. Educational Workshop (EW)

The Steering Committee established the Educational Sub-committee. Dr. A. Mazal was elected as the Chairperson of the Sub-committee, who will select Sub-committee members.

After the appointment, Dr. Mazal expressed his opinions and the current status of educational

activities. He appreciated the local organizer for this year EW, which had 180 registrations and 25 teachers. He also requested a co-chair from medical side. Then he pointed out a shortcoming of the EW that some of lectures were not educative. Additional supports from local vendors were one potential problem, because a support such as TPS equipment is necessary. One EW per year is desirable. He proposed 5 days course with core program + topics not covered by other institute, but it was confirmed that 3 days duration had been decided previous by the Steering Committee. Registration fee should be as low as possible. Practical training was planned this time but 150 participants were too many for that and the organizer did only demonstration this time. Interaction with vendors should be through PTCOG itself, not through each Sub-committee or host. He also requested that fellows awarded travel support should attend EW.

There was an opinion that purpose of EW should be decided before detailed discussion. Dr. Mazal suggested that local hosts should pay for hotels for teachers, but there was an objection that it would be too much burden to local hosts. Proceedings of EW were discussed but no conclusion was reached. A limitation of participants was proposed. One suggestion was to reduce subjects and to teach deeper. The operation of registration fee is difficult to define and it should be year to year arrangement. Hosts should have responsibility as previous cases. The Steering Committee felt that real data are needed for further discussion and Dr. Mazal will provide some figures at the next meeting.

The timing of PTCOG scientific meeting and EW was discussed. The committee recommended to have them together in tandem in a same place. Further details were left to the Sub-committee. Survey of this year's EW will be circulated to the participants.

5. Establishment of Publication Sub-Committee

The discussion at the preparatory meeting for Publication Sub-committee held at Wanjie International Hotel, Zibo, on 20 May 2007, together with the decision at the PTCOG 44 Steering Committee was explained by Drs. H. Tsujii and A. Smith. Based on these, following direction was agreed: PTCOG will publish PTCOG reports on some relevant topics. The publication will not be a peer reviewed journal. The publication will avoid overlaps with other organizations' reports. The publication will be in the form of internet or e-publication, not a printed material.

Then, the committee decided to establish the Publication Sub-committee. Volunteers to serve as a Chairperson and Co-chair of the Sub-committee were sought in the meeting but no one raised hand, so the committee decided to ask for the volunteers via the web page. One of the Chairs should come from medical field, another from physics-engineering field.

There was a proposal to expand the scope of the committee to cover other public presentation of PTCOG, such as newsletters, but decision was not made.

6. The future PTCG meetings

Previously decided meeting plan, which is PTCOG47 in 2008 in Jacksonville, Florida, U.S.A., and PTCOG48 in 2009 in Heidelberg, Germany, was confirmed. It was also confirmed to keep one meeting per year, and to decide a host institute 3 years ahead.

There had been 3 written proposals to host PTCOG49 (2010) as follows:

- Catania, Sicily, Italy
- Gunma University, Maebashi, Japan, in cooperation with NIRS, Chiba, Japan
- Washington Univ., St Luis, USA

Each institute made short introduction. By voting, Gunma was selected for 2010.

Pennsylvania expressed their willingness to host in 2011

7. Recommendation for honorary members

In order to add to the current honorary members, who are Drs. H. Suit, M. Goitein, K. Kawachi, B. Gottschalk, A. Koehler, Raju, J. Slater, D. Miller, J. Castro and Bill Chu, new nominations was asked. Dr. Akine, Japan, was proposed and agreed.

8. Next meeting

The host of the next meeting PTCOG47 (FL, USA) announced that it is planned from 19-24 May 2008 for 2.5 days excluding EW at the Hyatt Regency.