



# **STRUCTURE AND ORGANISATION OF GEC-ESTRO**

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**ESTRO**



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## 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. The electorate are ESTRO members and should have renewed their membership in the year of elections by up to 5 days before the start of the elections.

The EB elects the **GEC-ESTRO Chairperson** on a biannual basis. The Chairperson chairs the **GEC-ESTRO Committee**. This 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. **GEC-ESTRO Working Groups** focus on relevant topics, which address research and development, education, and healthcare in the context of brachytherapy.

## 3. The Chairperson

Every two years, a Chair-Elect is elected by the GEC-ESTRO electoral body. Candidates for the chairperson will be nominated by the GEC-ESTRO Committee on the basis of survey of electoral body. Everyone in the GEC-ESTRO electoral body are free to suggest candidates for nomination. The nominee should not be from the same country as the current chair and chair elect.

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

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

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

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

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.



The ESTRO office supports the Chairperson in logistics and administration through a dedicated person.

Members of the GEC-ESTRO Committee may represent the Chairperson if mandated by him/her.

## 4. The GEC-ESTRO Committee

The following are the 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 will be an observer.

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
- Educational Council
- ACROP
- Physics committee (represented by Brachyqs)
- National Societies Committee
- Brachytherapy Corner in ESTRO newsletter
- Liaisons for other societies, e.g. AAPM liaison

The committee has maximum 12 members. 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.

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 Committee Chair reports to the ESTRO Scientific Council on a regular basis. The Chairperson of GEC-ESTRO committee is a member of the ESTRO Scientific Council and represents the interests of brachytherapy.



A representative of GEC-ESTRO is nominated by the committee for election to the ESTRO Board. Such a person 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 Brachytherapy Congress.

### ***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, score and select 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 selects a Chairperson for a term of three years, renewable up to a maximum of three terms. The Working Group Chairperson nominates a Secretary (if needed) in order to coordinate and supervise all activities of the Working Group.

Reports on progress for each working group are made to the GEC-ESTRO Committee as a standing agenda item. The Working Group should at least meet once per year, e.g. on occasion of Annual Meetings. 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. There is a list of members of each 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. Teaching Courses

The GEC-ESTRO committee nominates one person as liaison for live courses and one for education council

## 11. 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.

## 12. GEC ESTRO Handbook of Brachytherapy

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

## 13. 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 Europe jointly with ABS/ALATRO, 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.