

## Terms of Reference Science, Technology & Engineering Committee

### 1. Purpose

- a. The purpose of the Science, Technology & Engineering Committee is to oversee the Institute's professional and research publications, prizes and awards programme and scientific conferences programme.
- b. The Committee is responsible for the delivery of activities identified in an annual action plan approved by the Council. The Director is responsible for reporting progress against the action plan to the Council.
- c. The Director will be provided with information on the budget as approved by the Board of Trustees as available for agreed activities. Additional spending requests will need to be approved by the Members Advisory and Prioritisation Council and Finance and Business Planning Committee ('F&BP'). Funds for related projects can be proposed as part of the annual budget cycle which commences in April for release the following year.
- d. The Committee's work will encompass relevant activities across the four countries of the UK, in service delivery, academic and industry settings, and across medical physics and bioengineering at all levels.
- e. The Committee may ask for input and advice from any of the committees, Special Interest Groups ('SIGs'), Panels, Working Groups or Communities of Interest to assist in its work.

### 2. Functions

The Committee's core functions are to coordinate and progress the scientific activity of the Institute, including but not restricted to the following:

#### a) Science, Technology & Engineering

- i. Oversee and ensure delivery of outputs related to scientific and academic issues, including the Institute's programme of scientific meetings, which is managed by the Conferences and Meetings team, and the work of its SIGs.
- ii. Keep under review currently important areas of scientific and academic work externally and facilitate IPEM's involvement where appropriate.
- iii. Encourage new scientific and academic work including through membership channels and other interested parties.
- iv. Oversee the preparation, delivery and updating of scientific reports and science-related publications (excluding journals) where appropriate.
- v. Prepare responses to scientific questions and consultations, in conjunction with the Special Interest Groups as needed on behalf of the Institute, and in conjunction with the Communications & Public Affairs team.
- vi. Support the Institutes conferences, including the Science, Technology & Engineering Forum.

#### b) Community & Outreach

- i. Oversight of, including ensuring scientific accuracy of IPEM's outreach activities, managed by the Policy & Professional team.
- ii. Strategic oversight & impact assessment of IPEM's Prizes and Awards programme, managed by the Policy & Professional team.

## Terms of Reference Science, Technology & Engineering Committee

### c) General

- i. Propose nominees to represent the Institute on appropriate external bodies and committees on specific areas of scientific expertise, where there is a business need, and subject to identification of funding.
- ii. Bring matters of scientific, research and academic or general importance to the attention of the Members Advisory and Prioritisation Council.
- iii. Through the Director of the Committee, maintain timely and effective relations with the President, CEO and senior officers of IPEM.

### 3. Frequency & Conduct of Meetings

- a. The Science, Technology & Engineering Committee meets at least three times a year, but can meet more frequently, with activities to be performed in the key months as set out below:

Month	Key functions (in addition to normal business)
November	<ul style="list-style-type: none"> <li>• Finalise Committee action plan for the following year to inform Members Advisory and Prioritisation Council.</li> <li>• Review and approve SIGs' action plans.</li> <li>• Review publications progress (guidance, Reports etc to inform Council).</li> <li>• Review outreach programme</li> </ul>
February	<ul style="list-style-type: none"> <li>• Identify any vacancies on the Committee effective from September, to be advertised in April.</li> <li>• Review publications progress (guidance, Reports etc to inform Council).</li> <li>• Review progress against action plan to produce objectives for the forthcoming year in line with the existing strategies, to inform the draft budget.</li> </ul>
June	<ul style="list-style-type: none"> <li>• Review response to prizes and awards programme.</li> <li>• Identify and mitigate risks to IPEM relating to the Committee and provide an update report as required.</li> <li>• Ratify membership of SIGs from September.</li> <li>• Review publications progress (guidance, Reports etc to inform Council).</li> </ul>

- b. A quorum shall consist of one half of the membership but shall not normally comprise more than two members of staff. Additional IPEM National Office staff may attend when appropriate to support the needs of the Committee.
- c. In the absence of the Director the Deputy Director shall chair the meeting. If neither are present the committee members shall select a person to chair the meeting.

## Terms of Reference Science, Technology & Engineering Committee

- d. The Chair shall ensure formal minutes are made of the meeting.

### 4. Communications, decision making & records

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

- all Committee members
- filed in the Institute's folders for archiving (accessible to all trustees and Committee members); and
- a summary of the minutes placed on the committee's section of the Institute's website.

### 5. Reporting Arrangements

- a. The Science, Technology & Engineering Committee reports to the Members Advisory and Prioritisation Council.
- b. The Science, Technology & Engineering Committee may draw issues to the attention of the Council via the Director, who will be a Trustee of IPEM.
- c. The National Office shall manage all agenda, minutes and other papers.
- d. The Director of the Committee shall attend the Annual General Meeting and be prepared to respond to any questions from members of the Institute on any issue within the Committee's area of responsibility.

### 6. Membership

1. The Science, Technology & Engineering Committee membership is as follows:
  - a) Director of Science, Technology & Engineering Committee (term of office usually 2 years).
  - b) Deputy Director (term of office usually 2 years, followed by 2 years as Director).
  - c) Five other members with an interest in scientific knowledge sharing and good research & scientific practice. Ideally those who have experience of writing an IPEM Report or having published peer-reviewed papers.
  - d) IPEM Director of Policy & Impact (IPEM Staff member).
  - e) IPEM Policy & Professional Manager (IPEM Staff member).
  - f) Additional IPEM National Office staff may also attend STEC meetings when appropriate, such as additional members of SLT or the Events & Conferences Manager, but additional staff members will not be voting members
  - g) The President, or their representative, is entitled to attend meetings of this committee as an ex officio member.

In addition the Science, Technology & Engineering Committee may invite any member of the Institute to attend part or all of particular meetings of the Committee for discussion of specific items of business.

When members cannot attend specific meetings, suitably briefed deputies may attend in their place.

### 7. Special Interest Groups

The Science, Technology & Engineering Committee may propose the establishment and dissolution of Special Interest Groups to assist in fulfilling its role, subject to approval from the Members Advisory and Prioritisation Council. The Council will ensure appropriate resources are available, and Committee will provide the terms of reference for such groups and ensure that the group delivers their output.

## Terms of Reference Science, Technology & Engineering Committee

The Science, Technology & Engineering Committee will oversee the outputs of any groups reporting directly to it.

### 8. Task & Finish Groups

The Science, Technology & Engineering Committee may propose 'task and finish' groups for a limited period to assist in fulfilling its role, subject to approval from the Council. The Council will ensure appropriate resources are available, and Committee will provide the terms of reference for such groups and ensure that the group delivers their output

### 9. Inclusiveness & Diversity

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](#)

### 10. National Office Contact

The dedicated contact in the national office for this committee is the Policy & Professional Manager. Their [name and contact details](#) are listed on the IPEM Website.

Date	Change	Person responsible
8/1/206	Updated "through members Col" to "through membership channels"	JE