

Final version - 30th July 2010



**European
ALARA
Network**

**TERMS AND CONDITIONS FOR THE OPERATION
OF THE EUROPEAN ALARA NETWORK (EAN)**

Revised version as of July 30th 2010

PREAMBLE

The European organizations listed in the Annex I of these Terms and Conditions (hereinafter referred to as “Steering Group Members”);

CONSIDERING that, as recommended by the International Commission on Radiological Protection (ICRP), the principle of optimization of protection (ALARA principle), is the cornerstone of the system of radiological protection for workers, public and patients in all exposure situations;

CONSIDERING that, there is a common interest in sharing experiences on methods, procedures, training, monitoring systems, etc. related to the practical implementation of ALARA;

CONSIDERING that, there is also a common interest in identifying gaps and challenges including research and development to further improve the practical implementation of ALARA;

CONSIDERING that, for the above mentioned reasons there is still progress to be made to reach more coherence and homogeneity in radiation protection, to harmonise policies and practices and to make a better use of national and European experiences, efforts and resources;

CONSIDERING that, the exchange and analysis of information on individual and collective doses, as well as on existing protection actions, are essential for the effective implementation of ALARA programs;

CONSIDERING that, it is in the interest of the protection of workers, public and the patients that regulatory authorities, utilities, international organizations, and all other relevant stakeholders cooperate in the implementation of the ALARA principle;

CONSIDERING that, cooperation and networking between all concerned stakeholders, is favouring the worldwide development and dissemination of the ALARA culture in all exposure situations;

AGREE to participate in the operation of the European ALARA Network (hereinafter referred to as “EAN”) under the Terms and Conditions set out below.

ARTICLE 1 - Objectives of EAN

In accordance with these Terms and Conditions, the Steering Group Members referred to in the first paragraph of the Preamble, cooperate together in the operation of the EAN to:

- Promote a wider and more uniform implementation of the ALARA principle for the management of worker, public and patient exposures in all situations,
- Provide a focus and a mechanism for the exchange and dissemination of information from practical ALARA experiences,
- Identify and investigate topical issues of common interest to further improve the implementation of ALARA.

ARTICLE 2 - EAN Main activities

To achieve the abovementioned objectives, EAN develops the following activities:

- Topical ALARA Workshops: they are organised on a regular basis with the aim of sharing experiences, promoting debates and drawing conclusions and recommendations to be widely diffused and disseminated toward relevant stakeholders,
- Working groups and sub-networks: they are established on topics of particular interest. Sub-networks are meant to be sustainable, whereas working groups are created for a limited period of time. Participation is on a voluntary basis.
- ALARA Forum: it allows launching requests, reviews and exchange of information on specific topics.

- European ALARA Newsletters: it is published twice a year to disseminate practical cases of ALARA implementation, examples of good practices, lessons learned, workshop conclusions, ALARA information, etc.

- EAN website: it offers a broad public access to all EAN abovementioned activities and other relevant ALARA information

The participation to the abovementioned EAN activities is not limited to Steering Group Members, but it is subject to the agreement of the EAN Steering Group and the organizers of the activities.

EAN, according to priorities and available resources, can cooperate with other regional ALARA networks, and professional organizations, and can also participate to national and European research and development projects relevant with the enhancement of ALARA.

The Steering Group, with regards to the needs, trends and developments and availability of resources, may decide new activities or a cessation of activities within EAN.

ARTICLE 3 - EAN Steering Group

EAN is operated by a Steering Group, consisting of the representatives of the organizations having signed the present “Terms and Conditions”.

The Steering Group meets twice a year to:

- Define annual goals and work programs coherent with the general objectives of EAN,
- Define the means and the planning for achieving these goals, and

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- Perform a follow-up of their implementation.

As far as the work program is concerned, the Steering Group has to take decisions on:

- The topics for the ALARA Workshops,
- The contents of the European ALARA Newsletters,
- The contents of the EAN website,
- The selection of topical issues or events relevant to European radiation protection practices,
- The selection of topics for establishing sub-networks or working groups,
- The policy for publication or any other form of dissemination of the results of the work of EAN

At each meeting, Steering Group Members exchange key information on radiation protection in their respective country with a specific focus on ALARA.

Every 5 years, the Steering Group assesses the work performed by the network and identify the work programme for the next 5 years.

The Steering Group operates and reaches its decisions to the greatest possible extent on a mutually agreed basis.

International and regional organisations may be invited to participate to the Steering Group meetings as observers.

ARTICLE 4 - Administrative Board

The budget of EAN is managed by the Administrative Board, composed of the Members financially supporting EAN.

The Administrative Board meets twice a year at the occasion of the Steering Group meeting.

Once a year, the Administrative Board elects representatives of its Members to act as the Chair, the Vice-Chair, the Treasurer and the Secretary, who form the Bureau of EAN.

The Chair of the European ALARA Network is the Chair of the Administrative Board.

ARTICLE 5 - Coordination

The technical and administrative management of EAN is ensured by a Coordination Team, composed of CEPN and HPA staff members.

The Coordination Team is in charge of:

- Preparing the Steering Group meetings and providing the necessary secretary and support,
- Issuing all management and administrative documents,
- Managing and maintaining the EAN website,
- Constituting, together with the EAN Chair, the Editorial Board of the European ALARA Newsletter, and publishing it.
- Preparing and disseminating the conclusions and recommendations of the ALARA Workshops.
- Disseminating results of the working groups and sub-network activities,
- Preparing an annual report on EAN activities to be agreed by the Steering Group.

Each year, the Coordination Team presents a budget validated by the Administrative Board. Once a year, the Coordination Team presents a financial report, which is approved by the Steering Group.

ARTICLE 6 - Resources

Being submitted to the Administrative Board approval, the financing of EAN operation and coordination is ensured by:

- The annual fees given by the EAN supporting organizations,
- In-kind contributions of the organisations ensuring the coordination of EAN (i.e. organisations of the Coordination Team).

The financing of EAN activities is ensured by:

- The direct support by the Members of the costs associated with their participation to EAN activities,
- Funding from national and European projects.

The financing of the Workshops is ensured through participant's fees, host country support and sponsoring.

EAN does not financially support the participation to the sub-networks and working groups. They should seek adequate funding and other resources from national bodies and international organizations.

ARTICLE 7 - National contact persons

To facilitate the operation of the Network, Members of a given country nominate one or more national contact person(s).

The main role of the national contact persons is to be the link between EAN and their national radiation protection community.

The national contact persons promote EAN activities and disseminate EAN information and documents to relevant stakeholders throughout their country by all needed means.

The national contact persons inform the Steering Group about national information, events and requests related to ALARA from their country.

If needed, they create national ALARA groups to favour the exchange of information between EAN and their national radiation protection community.

ARTICLE 8 - Withdrawal

Any Member of the Steering Group may withdraw from the Steering Group at any time by giving in advance written notice to the Administrative Board.

In case of major circumstance, a member of the Bureau may withdraw before the end of his mandate.

ARTICLE 9 - Language

The working language of EAN is English.

ARTICLE 10 - Final provisions

As agreed by the Steering Group, these Terms and Conditions replace the first version of 1st January 2005. They will enter into force on 1st July 2010 and will remain for a period of five years from that date. They may be extended thereafter by agreement of the Steering Group Members.

These Terms and Conditions and their Annexes may be revised and amended by the Steering Group at any time, in writing.

Annex I. EAN Steering Group and Administrative Board Members as of July 1st, 2010

ASN (Nuclear Safety Authority, France) - Administrative Board Member
BfS (Federal Office for Radiation Protection, Germany) - Administrative Board Member
CEPN (Nuclear Protection Evaluation Centre, France) - Administrative Board Member
CSN (Nuclear Safety Council, Spain) - Administrative Board Member
EKOTEH Dosimetry Co. (Croatia) - Administrative Board Member
GAEC (Greek Atomic Energy Commission, Greece) - Administrative Board Member
GR (Icelandic Radiation Safety Authority, Iceland)
HPA (Health Protection Agency, UK) - Administrative Board Member
ISS (Italian Institute of Health, Italy)
ITN (Nuclear and Technological Institute, Portugal)
NRG (Nuclear Research and consultancy Group, The Netherlands) - Administrative Board Member
NRPA (Norwegian Radiation Protection Authority, Norway) - Administrative Board Member
RPII (Radiological Protection Institute of Ireland, Ireland) - Administrative Board Member
SCK/CEN (Belgian Nuclear Research Centre, Belgium) - Administrative Board Member
Seibersdorf Laboratories (Austria)
SFOPH (Swiss Federal Office of Public Health, Switzerland) - Administrative Board Member
SIS (National Institute for Radiation Protection, Denmark)
SRPA (Slovenian Radiation Protection Administration, Slovenia)
SSM (Swedish Radiation Safety Authority, Sweden) - Administrative Board Member
STUK (Radiation and Nuclear Safety Authority, Finland) - Administrative Board Member
SUJB (State Office for Nuclear Safety, Czech Republic) - Administrative Board Member