

PTCOG Publications Sub-Committee

I. Publications Sub-Committee Membership

The PTCOG Publications Sub-Committee was authorized at the PTCOG 46 Steering Committee meeting in Wanjie, China. Volunteers were requested for the Sub-Committee chairs and the co-chairs were selected. The co-chairs selected the Sub-Committee membership, which were approved by the Steering Committee leadership. The fully-formed Publications Sub-Committee consists of the following persons:

Co-Chairpersons: Al Smith and Erik Blomquist

Members: Masayuki Kumada
Takashi Ogino
Thomas Delaney
Eugen Hug
Carl Rossi
Thomas Bortfeld

De Facto Members: Hirohiko Tsujii, PTCOG Steering Committee Chairman
Martin Jermann, PTCOG Secretary/Treasurer

II. Publications Sub-Committee Charge and Duties

The Sub-Committee co-chairs developed a Charge that describes the purpose of the committee, how it is organized and how it will function. This charge was approved by the Sub-Committee membership and the Steering Committee leadership. The Charge is given below.

1. The PTCOG Publications Sub-Committee (PS-C) will report to the PTCOG Steering Committee and provide annual reports of its activities to the Steering Committee at the time of annual PTCOG meetings.
2. The PS-C will:
 - a. Provide annual budget requests to the Steering Committee. PS-C budget requests should include:
 - i. PS-C Task Group expenses. Note that it is expected that most of the Task Group meetings can be handled as conference calls or by WebEx meetings.
 - ii. Publication expenses for a PS-C report if the report is submitted to a peer-reviewed journal for publication. Such expenses could be page charges or charges for publication of color figures
 - b. Determine topics for reports. Topics can be suggested by members of the PS-C, members of the Steering Committee, or members of the PTCOG. A majority of the PS-C must approve a topic before it can be accepted for

assignment to a Task Group. It is suggested that no more than three reports be under development at any given time.

- c. Determine formats for the publications.
- d. Select Task Group Leader for each topic and request the Leader to form a Task Group to write the report.
- e. Review and approve all reports. A report must be approved by a majority of the PS-C membership. No report will be published unless all major deficiencies noted by the PS-C have been addressed.

3. Guidelines for PTCOG Reports:

- a. Topics for reports can be either clinical or technical in nature and should be relevant to the PTCOG membership. Topics related to business, reimbursement, or other matters may be approved on a case by case basis.
- b. Topics will not be those which would ordinarily be addressed by IAEA, AAPM or ICRU or other organizations that usually publish reports relevant to the interests of PTCOG.
- c. Reports will be numbered in a manner to be determined by the PS-C.
- d. Reports will usually be published electronically by placing them on the PTCOG website.
- e. Selected Reports may be submitted to a peer-reviewed journal for publication however the PS-C must approve such submissions on a case by case basis.
- f. It is not anticipated that the PS-C will publish Text Books however if the PS-C determines that the need for a text book exists, it can petition the Steering Committee for approval to develop a text book.
- g. Abstracts from PTCOG Scientific Meetings will not be published as PTCOG Reports because abstracts are published by the meeting organizers

4. Publication Sub-Committee Task Groups:

- a. Task Group Leaders will be selected by the PS-C.
- b. Task Group Leader will select members of the Task Group.
- c. The size of Task Groups will be determined by the anticipated magnitude of the workload for developing and writing a particular report.
- d. Task Group members, under the guidance and direction of the Task Group Leader, will conduct the necessary literature searches, compile data and information, and write their assigned sections of the Report.
- e. Task Groups are *ad hoc* and will terminate when a report is submitted and approved for publication by the PS-C.
- f. Task Groups are expected to complete work on a particular report within one year of the date that the Task Group is established.

5. Duties of the Task Group Leader:

- a. Select Task Group members. Insofar as possible, Task Group members should be members of the PTCOG.
- b. Submit a Title for the Report to the PS-C.
- c. Determine writing assignments for Task Group members.

- d. Determine meeting schedule for the Task Group.
- e. Present anticipated budget to the PS-C for approval.
- f. Present Quarterly reports of progress to the PS-C.
- g. Submit final draft of a Report to the PS-C.
- h. If necessary, meet with the PS-C (or participate in a conference call) to discuss the results of the PS-C review of the report.
- i. Work with the Task Group members to address all concerns arising from the PS-C review.
- j. Submit revised Report to the PS-C for final approval.

III. Task Groups of the Publications Sub-Committee

1. Task Group I. Shielding Design and Radiation Safety of Charged Particle Therapy Facilities.
 - a. Task Group Leader: Nisy Ipe, Shielding Consultant, San Carlos, CA USA
 - b. Task Group Members:
 - i. Georg Fehrenbach, G.S.I., Darmstadt, Germany
 - ii. Anna Ferrari, INFN, Milan, Italy
 - iii. Irena Gudowska, Stockholm University, Sweden
 - iv. Jacobus Maarten Schippers, P.S.I., Switzerland
 - v. Stefan Roessler, CERN, Switzerland
 - vi. Yoshitomo Uwamino, RIKEN, Japan
 - c. Task Group Advisers
 - i. Dan Jones, iThema Laboratory, S. Africa
 - ii. Alejandro Mazal, Institut Curie, France
 - iii. Al Smith, M. D. Anderson Cancer Center, USA
 - d. Schedule: The Task Group plans to have their work completed with a final draft submitted to the Publications Sub-Committee by the summer of 2009.
2. Task Group II: Commissioning and Quality Assurance for Particle Therapy Treatment Planning Systems.

We are asking for volunteers for the task group leaders. For this task group, two leaders, one for protons and one for carbon ions are being sought.