

MEDIRAD

Project title: Implications of Medical Low Dose Radiation Exposure

Grant Agreement Number: 755523

Call identifier: NFRP-2016-2017

Topic: NFRP-9

Deliverable 6.2

Report on the Stakeholder Forum: composition, content of the web-consultation, guidelines for the use of the stakeholder infrastructure.

Lead partner: SCK•CEN

Author(s): Nathalie Impens, Filip Vanhavere, Jacques Repussard, Jean-René Jourdain

Work Package: WP6

Estimated delivery: 31/5/2018

Actual delivery: 28/5/2018

Type: Report

Dissemination level: Public

This project has received funding from the Euratom research and training programme 2014-2018 under grant agreement No 755523.



Table of contents

Abbreviations 2

1. Introduction..... 3

2. Outcome of the Stakeholder Board Discussions held on 13/4/2018 3

 2.1 Establishment of the Stakeholder Forum..... 3

 2.2 Discussion on the content of the web consultation..... 4

3. Guidelines for the use of the stakeholder infrastructure 4

4. Stakeholder infrastructure manual 4

Abbreviations

SHB	MEDIRAD Stakeholder Board
SF	MEDIRAD Stakeholder Forum

1. Introduction

This MEDIRAD deliverable 6.2 is based on the outcome of the first Stakeholder Board (SHB) meeting held 13 April 2018 in Rome. We report on the outcome of the discussion held on the establishment of the Stakeholder Forum (SF), and on the role of the SHB and SF in the elaboration of four MEDIRAD recommendations to be prepared by Task 6.3.

The MEDIRAD coordination, the MEDIRAD WP leaders, the task leaders of WP6 involved in the development of the recommendations and in supporting the functioning of the SHB and SF participated in the discussions at the SHB meeting in Rome. As such this deliverable can be regarded as reflecting a good consensus between the SHB and MEDIRAD members on the way forward to setup the SF.

We also report on the SharePoint[®] based password-protected stakeholder infrastructure setup by SCK•CEN within Task 6.2. This virtual workspace will enable discussion and document management of MEDIRAD stakeholders.

2. Outcome of the Stakeholder Board Discussions held on 13/4/2018

2.1 Establishment of the Stakeholder Forum

The SHB is an advisory body within MEDIRAD. The SHB consists of a group of experts comprising representatives of MELODI, EURADOS, ESR, ESTRO, EANM, EFRS, EFOMP, EURAMED, EPF and WHO.

One of its main tasks is to advise on the recommendations to be established in T6.3 regarding

- promotion of standardized procedures for patient data repositories
- patient radiation protection towards the medical communities
- patient and worker radiation protection towards policy makers and competent authorities
- future research regarding radiation protection research towards research communities

To base the dialogue on draft recommendations on a wider range of stakeholders, the SHB will help identifying potential SF members, to be consulted on at least one of the four different recommendations.

The SHB concluded to establish the SF through a 3-step Stakeholder Mapping Process:

- Identification of *types of stakeholders* to be consulted in the development of the four recommendations
- To identify pertinent *concrete organisations*
- To identify suitable *persons representing these organisations (members of the SF will represent their organisation and will not act intuitu personae)*

Care should be taken to avoid conflicts of interest, by inviting the SHF members to disclose their potential interest in the subjects being discussed. Concerning industrial or commercial stakeholders, such as manufacturers of equipment it is in addition recommended to include them in the dialogue exclusively through representatives of non-profit organisations such as COCIR (EUROPEAN COORDINATION COMMITTEE OF THE RADIOLOGICAL, ELECTROMEDICAL AND HEALTHCARE IT INDUSTRY) and DITTA (GLOBAL DIAGNOSTIC IMAGING, HEALTHCARE IT & RADIATION THERAPY TRADE ASSOCIATION).

The SHB members agreed to consider the first steps of the Stakeholder Mapping Process by the end of May 2018 on the basis of a note to be prepared by the SHB Chair in coordination with the WP6 leader, and to have a next virtual meeting end of June 2018. EIBIR (MEDIRAD coordinator and T6.1) agreed to technically support the organisation of the virtual meeting, in liaison with the WP6 leader.

2.2 Discussion on the content of the web consultation

The web consultation of the SF should serve the establishment of the abovementioned recommendations to be prepared in T6.3. The SHB will advise on the design and content of the web consultation but recommends the T6.3 task groups to first outline the architecture of the four recommendations by developing a structure template that would form the backbone common to all recommendations. Such first input from T6.3 can be expected within 5 months. Within the process of drafting the recommendations within T6.3 it will become clear which information is lacking and might be provided by MEDIRAD stakeholders. Questions in accordance to the lacking information will be assembled to gather feedback from the SF through web consultation.

It is clear that a strong interaction between T6.3 and the SHB will be needed to optimise the establishment of the web consultation. Support from T6.2 will be needed to support the technical aspects of the consultation process.

3. Guidelines for the use of the stakeholder infrastructure

To support interactions within the SHB, and to enable consultation of a broader SF including follow-up of discussions between the SHB and SF members, SCK•CEN has established a password-protected SharePoint[®] workspace. Discussion groups and document libraries have been created for the convenience of the SHB and SF as well as WP6 members, to optimise the interactions and traceability of the conclusions to be taken into account in the recommendations. A manual of the SharePoint site is presented as an annex to this deliverable. For the moment, all SHB members and WP6 members have received their credentials to access the workspace. The SF members will receive their credentials when these persons have been identified, and signed a form to accept their role in the SF, and to disclose any interests in the field of MEDIRAD activities. and.

In Annex to this Deliverable, the MEDIRAD Stakeholder Workspace manual is provided.

4. Stakeholder infrastructure manual

On the next pages you will find the SharePoint[®] MEDIRAD Stakeholder Workspace Manual. This document will be provided to the users of this workspace in due time.