This document provides guidance on the purpose and function of a Task and Finish Group. A blank proposal form can be found in [Section 5](#_IPEM_Task_and).

# **Purpose of a Task and Finish Group**

* 1. A Task and Finish Group is a group of IPEM volunteers that work together to achieve a specific outcome. The benefits of formulating a Task and Finish Group are:
* Creation of a Teams channel to allow online collaboration between all contributors
* Enables collaboration between members and non-members to access a wide range of expertise
* Outputs are governed by the appropriate SIG, Committee or Council, meaning it has IPEM approval
* IPEM National Office staff are aware of the work ongoing within these groups, and can support the Groups with:
  + Publication support and advice
  + Event development
  + Volunteer management
  + Appropriate internal or external contacts
  + Communication with the profession as a whole (newsletter, news stories, webpages, social media)
  + Any other appropriate requests
  1. Task and Finish Groups can request funding from IPEM to cover:
* Meeting costs
* Journal article costs
* Other publication costs
* Other reasonable expenses
  1. Funding requests will be considered on a case-by-case basis, and will be allocated based on the timescale given. If you exceed the timescale and haven’t used the funding, it is not guaranteed to still be available to you!
  2. The following costs are usually not permitted, but can be discussed with [Jen Cannon](mailto:jennifer@ipem.ac.uk?subject=T&F%20Proposal%20Form%20-%20For%20STERIC) (IPEM Professional Knowledge and Innovation Manager) on a case-by-case basis:
* Research costs
* Equipment costs

# **Regulations**

* 1. Recruitment to the Task & Finish Group should be conducted in an impartial manner. Generally, there should be several group vacancies when submitting the proposal form so that these positions can be advertised on IPEM’s website and follow IPEM’s general volunteer recruitment process. This can be managed by the National Office, or more informally by the SIG/Task & Finish Group lead. This is to ensure that the membership of the Task & Finish Group is representative of professionals working in the subject area. Other Equity, Diversity and Inclusion considerations should be given to:
* Gender ratios
* Career stage
* Inclusion of scientists, engineers and technologists (where applicable)
* Diversity of workplaces (i.e. members working in small centres, industry, academia etc)
  1. Approved Task & Finish Groups that wish to collaborate on a Teams channel should contact the [Professional Knowledge & Innovation Manager](mailto:jennifer@ipem.ac.uk). Participants wishing to access the Teams channel must read, sign and return a GDPR declaration form before access can be granted.
  2. If the deliverable of the group is to publish, where possible, IPEM publication media should be utilised so that IPEM members can access these outputs free of charge. This could consist of:
* Journal article or Topical Report in Physics in Medicine & Biology (IOPP)
* Journal article in Physiological Measurement (IOPP)
* Journal article in Medical Engineering & Physics (Elsevier)
* Journal article in IPEM-Translation (Elsevier)
* IPEM Policy/Position Statement
* IPEM Guidance/Advice Note
* IPEM Workforce Report

This could also consist of an IPEM Book publication, to which IPEM members receive a 30% discount.

* 1. The National Office will request regular update reports from the Group, which will be set at a defined interval (typically 6 months). The supporting Council, SIG or Committee may request ad-hoc update reports outside of the agreed cycle.
  2. Once the project has been deemed to have ‘finished’, T&F Groups must produce a ‘close-down’ report outlining the achieved outputs of the project, and any challenges encountered. This will then be sent to the supporting SIG and sponsoring Council for review.

# **Guidance notes – proposal form**

To ensure that your proposal can be processed quickly, and has the maximum chance of success, please apply the guidance below when completing the form.

* 1. **Approving council**

Depending on the type of work you are intending to undertake, your proposal will need to be submitted to either the Professional & Standards Council (PSC) or the Science, Technology, Engineering, Research and Innovation Council (STERIC). The table below indicates which council the proposal should go to for approval. If you are unsure, please contact [Jen Cannon](mailto:jennifer@ipem.ac.uk), Professional Knowledge and Innovation Manager, who can provide support.

|  |  |  |
| --- | --- | --- |
|  | **PSC** | **STERIC** |
| **Scope of council** | Training, education, professional standards, gaining consensus, professional practice | Scientific research or innovation, service improvements, development of scientific resources |

* 1. **Examples of outputs**

Outputs of a Task and Finish Group might include:

* Policy/position statements
* Advice/guidance notes
* “Role of” documents
* Career development frameworks
* Journal articles
* Topical reports
* Books
* Outreach materials
* Other scientific resources
  1. **IPEM SIG ratification**

All Task & Finish Group initial thoughts/ideas must be discussed with the Chair of the relevant SIG or Committee for ratification prior to the formal proposal form being completed and sent to a council for approval.

If you are unsure which SIG or Committee is relevant for your proposal, please contact [Jen Cannon](mailto:jennifer@ipem.ac.uk), Professional Knowledge and Innovation Manager who can provide support.

* 1. **Timelines**

This form requires you to provide clear timescales for your project and has a template Gantt Chart enclosed. You may use your own Gantt Chart if you wish. You must provide clear timescales with specified tasks/outputs at key milestones.

* 1. **Submission**

Once the proposal form is complete it should be sent to the National Office administrators for the Councils:

*For PSC approvals:* [Afsana Choudhury](mailto:afsana@ipem.ac.uk?subject=T&F%20Proposal%20Form%20-%20For%20PSC) – Training Development Officer

*For STERIC approvals:* [Jen Cannon](mailto:jennifer@ipem.ac.uk?subject=T&F%20Proposal%20Form%20-%20For%20STERIC) – Professional Knowledge and Innovation Manager

Once sent, the dedicated staff members will send the documentation to the relevant council for discussion at their next meeting. On receipt of the proposal form, the staff member will provide you with an estimated timescale for when you will receive a first response from the council. This should be no more than 8 weeks after submission.

# **Assessment criteria**

* 1. After the application is received by the Council Administrator, they will confirm that:

1. The lead applicant is an IPEM member
2. The proposal form has been sent to the relevant SIG/Committee for ratification
3. The proposal has been sent to the correct council (the Professional Knowledge and Innovation Manager can be contacted for clarification)
4. All sections have been completed appropriately
5. The potential meeting costs anticipated based on the information provided

* 1. After the Administrator has confirmed the above, the approving council will assess the application against the following criteria during their next council meeting:

1. Does the proposal align with IPEM’s charitable objective?
2. Does the proposal overlap significantly with any existing IPEM activities/Task & Finish Groups that haven’t been addressed in the proposal?
3. Is there a justifiable need for this project?
4. Is a Task & Finish Group the most appropriate format for this project?
5. Is the composition of the group appropriate in terms of skills and diversity?
6. Is the methodology viable?
7. Are the timescales reasonable?
8. Is the output suitable for the project?
9. Are the outputs and outcomes measurable?
10. Are the costs reasonable?
    1. The decision of the council will be documented by the Council Administrator, and if a proposal is rejected, this will clearly be linked to individual assessment criterion.

# **IPEM Task and Finish Group Proposal Form**

**Administrative information**

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| **Group Title** |
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| **Lead applicant details** | |
| **Name** |  |
| **Job role** |  |  |
| **Contact email** |  |  |

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| **IPEM SIG/Committee involvement** Please indicate which SIG has ratified this proposal and will have oversight over the project.  **Note:** If this T&F group has been commissioned directly by the council, please leave blank. | |
| I confirm that this proposal has been sent to the relevant IPEM SIG/Committee for ratification prior to sending to one of the below Councils for approval | |
| **IPEM SIG/Committee Name** |  |
| **Date ratified** |  |
| **Chair** |  |
| **Contact email** |  |

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| **For the Council approval of (please tick):** |
| Professional & Standards Council (PSC)  Science, Technology, Engineering, Research & Innovation Council (STERIC) |

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| **Council ratification** For completion by the STERIC/PSC administrator. Please add a second Council ratification box if the proposal requires resubmission. | |
| **IPEM Council** |  |  |
| **Decision** |  |  |
| **Date** |  |  |
| **Any further information** |  |  |

**Proposal information**

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| Proposed start date: | DD/MM/YYYY |
| Proposed end date: | DD/MM/YYYY |

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| **Task and Finish Group membership** | | | | |
| Please indicate below the proposed personnel involved in the group (insert more rows as appropriate) | | | | |
|  | Name | Job Title | Place of work | IPEM member? |
| **T&F Group Chair** |  |  |  |  |
| **T&F Group Secretary** |  |  |  |  |  |
| **Member 1** |  |  |  |  |  |
| **Member 2** |  |  |  |  |  |

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| **Task and Finish Group membership** Please indicate the anticipated membership of this group. It is important to ensure the group membership shows diversity of background, experience, region and workplace. |
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| **Summary of proposal** Please briefly describe the intention of the Task & Finish Group |
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| **Rationale** Please indicate below what the driver and purpose is for this project. What is the need, problem or opportunity for IPEM and it’s community? What will your project achieve as a result? Who will use the output of your project? What benefit will this have? |
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| **Method and timeline** How do you propose to conduct your project? Please indicate the timescales and submit a separate Gantt Chart, a template is included below. |
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| **Output** What will be created as a result of the project? How will you measure the quality of your output? (i.e. a journal article will be published in a peer review journal) |
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| **Outcomes** What will change as a result of the project? How will you measure that change? (i.e. will practice be improved, will morale be higher, will duplication of work reduce etc) |
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| **Cost estimate** Please provide a breakdown of the costs required to conduct this project (excluding meeting costs) highlighting the times in the project timeline where this will be required. Please include VAT where applicable. |
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| **Meetings** Please provide a breakdown of the frequency and type of meetings that are envisaged to take place during the lifespan of this project. We ask these questions so we can calculate the expected budget for meetings. |
| 1. How many meetings will be online (i.e. via Teams/Zoom)? 2. How many meetings will be in person?    1. Where are the attendees based? *(e.g. 2 from London, 1 from Glasgow, 1 from Cardiff)*    2. Do you have any preferred locations to meet? *(e.g. York, London, Birmingham)*   Please indicate in the table below when meetings are anticipated to take place (indicate whether they are in person or online).   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Year | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total | | *Example: 2024* | *Online* |  |  |  |  |  |  | *Online* |  |  |  | *In person*  *York* | *3 meetings* | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |

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| **Applicant’s Declaration** | |
| I declare that I have completed the application form in accordance with the guidance notes and that the information provided is accurate to the best of my knowledge. | |
| Full Name |  |
| Signature |  |
| Date |  |