



Notice of the 2022 Annual General Meeting

**To be held at 17.00 to 18.00
on Thursday 22nd September 2022**

Via ZOOM

Notice is hereby given that the 28th Annual General Meeting of the members of the Institute of Physics and Engineering in Medicine will be held at 17.00 on Thursday 22nd September 2022 via Zoom.

All IPEM members are invited to attend the Annual General Meeting. Fellows, Full Members and Associate Members are entitled to vote on business carried out during the AGM. [Link to register for AGM](#)

AGENDA

The 2021 Annual Report and Financial Statements of the Institute of Physics and Engineering in Medicine can be found on the Institute's website at: [Annual Review - IPEM](#)

1. Apologies for absence
2. Minutes of the 27th Annual General Meeting held on Monday 20th September 2021 via ZOOM
3. Matters arising from the 27th Annual General Meeting, not covered elsewhere on the agenda.
4. **Resolution 1:** Re-appointment of auditors. Appointment of BHP Chartered Accountants as auditors to the Institute of Physics and Engineering in Medicine Group of Companies in accordance with section 487(2) of the Companies Act 2006 for the year ending 31 December 2022.
5. **Resolution 2:** Approval of the Board of Trustees 2022-2023.
6. Receive the 2022 Financial Report – presented by Mr John Turner, Honorary Treasurer.
7. Receive the Science, Technology, Engineering Research and Innovation Council (STERIC) Report. Dr Andrew Reilly, Director of STERIC
8. Receive the Professional and Standards Council (PSC) Report – presented by Mr Richard Stubbs, Director of PSC
9. Any Other Business (by prior arrangement with the Chairman)

Launch: IPEM's Science Leadership Strategy
Dr Catriona Inverarity, Professional Knowledge and Innovation Manager

Q&A with Dr Anna Barnes, IPEM President-Elect

Valerie Jolliffe, Honorary Secretary

Institute of Physics and Engineering in Medicine
Unconfirmed Minutes of the 27th Annual General Meeting
Held Online
On Monday 20 September 2021 at 1700hrs

Ref	Detail	Action
2021-01	<p>Apologies for absence</p> <p>Apologies were received from: Dr Heather Williams Ms Naomi Pain Dr Nigel Harris Dr Slavik Tabakov Dr Richard Axell Professor Patrick Horton Professor Mark Tooley Ms Amie Roberts</p>	
2021-02	<p>Minutes of the last meeting</p> <p>The minutes of the 26th Annual General Meeting held on 21st September 2020, via Zoom, were accepted with no changes.</p>	
2021-03	<p>Matters arising from the 26th Annual General Meeting, not covered elsewhere on the agenda.</p> <p>There were no matters arising.</p>	
2021-04	<p>Resolution 1 Appointment of auditors. Appointment of BHP Chartered Accountants as auditors to the Institute of Physics and Engineering in Medicine Group of Companies in accordance with section 487(2) of the Companies Act 2006 for the year ending 31 December 2021.</p> <p>The President invited members to vote on the resolution, and it was approved.</p>	
2021-05	<p>Resolution 2: Approval of the Board of Trustees 2021-2022.</p> <p>The proposed Board of Trustees had been set out in the AGM papers sent out to all members. The proposed Board includes:</p> <p>President - Dr Robert Farley Immediate Past President - Professor Stephen O'Connor Honorary Secretary (Independent) - Ms Valerie Jolliffe Honorary Treasurer (Independent) - Mr John Turner Director, Science, Research and Innovation Council - Dr Andrew Reilly Director, Professional and Standards Council - Mr Richard Stubbs Member Trustee - Mr Iain Threlkeld Member Trustee - Ms Claire Hardiman Member Trustee - Dr Benjamin Metcalfe Independent Trustee - Dr Justin Richards Independent Trustee - Ms Chelsea Roche Independent Trustee - Mr Jason Wilde</p> <p>The President invited members to vote on the Resolution and the Resolution was approved.</p>	

Ref	Detail	Action
2021-06	Special Resolution 1: Changes to the IPEM Articles of Association.	
	The proposed special resolution to amend the IPEM Articles of Association to change the term of office for Independent Trustees to a non-renewable term of five years, has been sent out in the member packs. The President invited members to vote on the resolution and the resolution was approved .	
2021-07	Special Resolution 2: Changes to the IPEM Articles of Association.	
	The proposed special resolution to amend the IPEM Articles of Association to change the language used in the Articles to be 'gender neutral', been sent out in the member packs. The President invited members to vote on the resolution and the resolution was approved .	
2021-08	2020 Annual Report and Accounts and Review of the year.	
	The President presented his review of 2020. The key elements he highlighted were:	
	<ul style="list-style-type: none"> • Appointment of a new Chief Executive 	
	<ul style="list-style-type: none"> • IPEM's support for members during the pandemic emergency 	
	<ul style="list-style-type: none"> • The management of the organisation during 'lockdown' 	
	<ul style="list-style-type: none"> • Work towards a new IPEM strategy and brand 	
	<ul style="list-style-type: none"> • The ongoing efforts of volunteers keep the SIGs active and the reinstatement of the Clinical Engineering and Computing SIGs 	
	<ul style="list-style-type: none"> • Links with the Worshipful Company of Scientific Instrument Makers 	
	<ul style="list-style-type: none"> • Links with University of London School of Mathematics Computer Science and Engineering 	
	<ul style="list-style-type: none"> • Winners of the Inaugural President's Gold Medal 	
	<ul style="list-style-type: none"> • Congratulations to Dr Heather Williams MBE on her Crown honour 	
	<ul style="list-style-type: none"> • Congratulations to Professor Dan Clark OBE on his Crown honour 	
	Finally, the President thanked Trustees, Council Directors, SIG chairs, all volunteers and Staff.	
2021-09	2020 Financial Report.	
	The Honorary Treasurer John Turner presented his report to members, noting that:	
	<ul style="list-style-type: none"> • The outturn for 2020 was a surplus of £440,421 compared to £446,189 in 2019 and a planned deficit of £58,279 	
	<ul style="list-style-type: none"> • The pandemic emergency had resulted in significant cost savings 	
	<ul style="list-style-type: none"> • Journal income remained buoyant at £920,372 for the year 	
	<ul style="list-style-type: none"> • IPEM's investments with CCLA generated an uplift of £143,794 in 2020 	
<ul style="list-style-type: none"> • IPEM's reserves remain comfortably above £2,500,000 		
2021-10	Science, Research and Innovation Council (SRIC) Report.	
	Andrew Reilly, SRIC Director reported:	

Ref	Detail	Action
	<ul style="list-style-type: none"> • SRIC met three times in the year – each meeting held online • Negative feedback on the conversion of Computing and Clinical Engineering SIGs to Communities of Interest is being addressed. New working models are being explored. • Various guidance documents, position statements and topical reports were published and 3 working parties approved. • A short life working was established to support implementation of Radiotherapy Code of Practice for High Energy Photo Dosimetry • The first in-work PhD Bursary was awarded to Belinda Gorell, developing an evidence-based approach to neo-natal and paediatric radiation dose optimisation methods • SRIC will support the new Professional Knowledge and Innovation Manager • SRIC will work towards MPEC/Biennial Radiotherapy Meeting in 2022 • SRIC will work towards a sustainable model for IPEM Radiotherapy Interdepartmental Audit Network. • SRIC will review the editorial process for publications • SRIC will consider a Clinical Safety Officer Training Course. <p>He thanked members and staff involved in the work of the Council</p>	
2021-11	<p>Professional and Standards Council Report</p> <p>Dr EMma Bower, Director of PSC, reported on the work of the Council in 2020, including:</p> <ul style="list-style-type: none"> • Ongoing work towards becoming an End Point Assessment Organisation • MR Safety Expert Scheme has been implemented • Promoting alternative routes to clinical scientist registration • Promoting the Technologist Training Scheme • Influencing policy makers on workforce shortages, particularly DR workforce • Updated Nuclear Medicine technologist's curriculum • Reviewed the Master's level accreditation framework • Progressed toward the launch of the Undergraduate level accreditation framework • Complete and brought up to date the CPD Audit <p>She thanked members and staff involved in the work of PSC.</p>	
2021-12	<p>Any other business</p> <p>There was no other business.</p>	
2021-13	<p>Presidential Handover</p> <p>Professor Stephen O'Connor handed over the Presidency of IPEM to Dr Robert Farley, President-Elect. Dr Farley thanked Professor O'Connor for his considerable commitment, support and achievements in his time as President.</p>	
2021-14	<p>Meeting Closure</p> <p>The meeting was declared closed at 6pm.</p>	

Resolution 1

Appointment of Auditors. Appointment of BHP Chartered Accountants as auditors to the Institute of Physics and Engineering in Medicine Group of Companies in accordance with section 487(2) of the Companies Act 2006 for the year ending 31 December 2022.

Resolution 2

Proposed Membership of the Board of Trustees 2022/2023

3	President	Dr Robert Farley
1	President Elect	Dr Anna Barnes
3	Honorary Secretary (Independent)	Ms Valerie Jolliffe
3	Honorary Treasurer (Independent)	Mr John Turner
2	Director of Science, Research and Innovation Council	Dr Mohammad Al-Amri
3	Director of Professional and Standards Council	Mr Richard Stubbs
3	Member Trustee	Mr Iain Threlkeld
3	Member Trustee	Ms Claire Hardiman
1	Member Trustee	Dr A (Mani) Manivannan
3	Independent Trustee	Dr Justin Richards
3	Independent Trustee	Ms Chelsea Roche
3	Independent Trustee	Mr Jason Wilde

¹ Recommended by the Trustees for appointment from September 2022.

² Previously deputy to this role – recommended for appointment from September 2021.

³ Previously appointed - recommended for re-appointment from September 2022.

Information on new members of the Board of Trustees

<p>Dr Anna Barnes (President Elect)</p>	<p>Anna's career has spanned all three of the sectors that our membership is drawn from; NHS-Scotland 1993-2001, US academia 2001-2003 and 2005-2006, UK industry 2004, UK academia 2007-2012, and NHS-England 2012-2021.</p> <p>Membership Registrar 2000-2001, Member of MRI-SIG 2008-2012, VP External Relations 2013-2016, Member trustee 2018-2021, VP academic 2021-23. As VP external relations alongside the Presidents of BIR and RCR, organised a presentation on the important role of radiotherapy in cancer treatment. Following my time as VP external relations I took the opportunity to volunteer as a member trustee with a particular interest in equality diversity and inclusion policies, working with Eva McLean to inform and support the IPEM policy development around this important theme based on the Science Council Framework. Alongside my volunteering role for IPEM I also volunteered with 2 other charities that supports diversity in higher education in STEM subjects: in2scienceUK and Education and Employers. During my 25+ yrs working in Medical Physics I've had jobs in the NHS, industrial sector and HEI as a teacher and a researcher. From 2015-2021 I held a HEE/NIHR fellowship designed to support integrated clinical academic research careers</p> <p>Anna is currently the director of King's College Technical Evaluation Centre and honorary consultant clinical scientist in healthcare technology assessment. We perform evaluations of new medical device technology on behalf of NICE and NHS-England & Improvement. KiTEC is part of King's College London University with a diverse team with dual NHS/HEI honorary contracts, from different working backgrounds: industry, NHS and HEI as well as different nationalities and ethnic backgrounds. Working with these amazing young people has proven to me that what we seek to do in making IPEM more inclusive and diverse is completely possible and indeed desirable for the future success of IPEM. She has a particular interest is in medical imaging and artificial intelligence and has hosted several PhD studentships in these fields since 2010.</p>
<p>Dr A (Mani) Mannivannan Member Trustee</p>	<p>Mani started his professional life in 1998 as a research student at University of Aberdeen building a Scanning Laser Ophthalmoscope (SLO). The SLO was subsequently used for many clinical projects resulting in more than 30 peer reviewed articles. Mani has over 30 years of experience in Medical Ophthalmic Imaging, lasers and optoelectronics.</p> <p>He continued to work as Research Fellow with University of Aberdeen and later working for NHS Grampian as Clinical Scientist and Laser Protection Advisor. In 2015, he accepted the post as Head of Medical Physics at NHS Ayrshire & Arran managing a professional team of 25. He is also responsible in managing the Medical physics' budget of £5 million. He has led major replacement projects such as CT, Gamma Camera and MRI.</p> <p>Mani is an RPA 2000 accredited Laser Protection Adviser and is a major contributor to the 2015 MHRA guidelines for Medical Lasers.</p>

	<p>Mani have a long term voluntary involvement with IPEM. During the past 15 years, he has contributed to the work of various groups and committees. He held the post of Vice President International for 3 years.</p> <p>Mani had a long term voluntary position with EFOMP, initially representing IPEM as UK member and later taking up the position of EFOMP Treasurer for 8 years. Due to Brexit, sadly EFOMP was forced to move out of UK. Mani played a major role in closing down EFOMP UK company and starting a new EFOMP EU in Netherlands.</p>
<p>Dr Mohammad Al-Amri Director of the Science, Technology, Engineering, Research and Innovation Council (STERIC)</p>	<p>Mohammad feels that as Director of STERIC it will be a great opportunity to utilise his interdisciplinary research skills, wealth of engagement experience and managerial roles in the academic environment and previous work with professional bodies to enhance and promote the scientific, research and innovation activity of IPEM through STERIC where he has been Deputy Director for the past year.</p> <p>Mohammad is a Senior Research Fellow and Postgraduate Research Programme Manager at Cardiff University, who has over 12 years of research and teaching experience in clinical virtual reality applications and movement sciences related to neurological and musculoskeletal conditions. Mohammad is currently among a handful of UK-based investigators exploring the use of portable technology to deliver individualised virtual reality-based home rehabilitation approaches for patients with musculoskeletal pain. Since 2013 Mohammad’s research has attracted over £7 million worth of grant income in collaboration with national and international partners. His research findings have contributed to the translational movement analysis from laboratory-based into clinical settings.</p> <p>Mohammad’s successful research outputs and stakeholder engagement has helped to build a strong national and international profile to date. This is demonstrated briefly through:</p> <ul style="list-style-type: none"> • Chair of nomination and a member of the board of directors of the International Society for Virtual Rehabilitation. • Research Committee Chair and Member of the Executive committee of the Cardiff Institute of Tissue Engineering & Repair (CITER). • Chair of Rehabilitation subgroup of the Biomechanics and Bioengineering Versus Arthritis Centre and a member of its Research committee. • Associate Editor for BMC Research Notes and Editorial Board Member for the BMC Musculoskeletal Disorders journal as well as a Review Editor for Diagnostic and Therapeutic Devices. • Delivered over 25 invited oral presentations at leading international and national conferences and institutions. • Scientific reviewer for national and international funding bodies, including Dunhill Medical Trust; Medical Research Council (MRC); Royal Dutch Society for Physical Therapy (KNGF); and internal grants such as CITER; and The Cardiff Undergraduate Research Opportunities Programme. • Scientific reviewer for 11 key national and international journals such as: npj Digital Medicine; Clinical Biomechanics; Journal of Sports Engineering and Technology; Nature Scientific Data; Sensors; Gait & Posture; Applied Sciences. • Reviewer for key national (e.g. Physiotherapy UK) and international (e.g. ICDVRAT; and ICVR) conferences.

	<ul style="list-style-type: none">• Led a series of engagement workshops across Wales to enable clinicians to understand the implementation and applications of his portable movement analysis toolkit in clinical practice.• Contributes regularly to public understanding of biomechanics and digital technology in rehabilitation through various media outlets such as ITV News, BBC Wales Radio. He established Virtual Rehabilitation Movement Games which has become a regular engagement activity within CITER since 2018.• Engages with industrial partners to transfer knowledge in digital technology to clinical practice.
--	--