

GHG meeting ESTRO 2017 Minutes
Saturday May 6th 8:30-11:00

Attendees:

EORTC: Coen Hurkmans, Angelo Monti, Jean Jacques Stelmes, Enrico Clementel, Coreen Corning, **IROC Houston:** Stephen Kry, Rebeca Howell, David Followill **RTTQA:** Catharine Clark, Elizabeth Miles, Mohammed Hussein, Peter Hoskin **IAEA:** Joanna Izewska, Eduardo Zubizarreta Ahmed Meghzifene **TROG:** Annette Haworth, Joerg Lehman **ACDS:** Jessica Lye **JCOG:** Satoshi Ishikura, Mitsuhiro Nakamura

1. Welcome and Introductions: (Stephen Kry)
2. Acceptance of minutes from Teleconference -December 6th 2016 (Appendix A)
3. Fees (Stephen Kry):

At time of meeting there were two groups with outstanding fees.

Update: As of May 2017 only one group left to pay, follow up email sent to group

Action: to begin collecting 2017 fees

4. Review of Absolute Dose Verification Audit Reciprocity (Stephen Kry)

a) Status and Future options

Action:

5. Discussion of GHG Logo (Miles/Kry)



Request made to reduce wording but keep meaning. Logo then to be approved for use by all members and observer's groups

Action: Liz to modify wording. Logo then to be sent to all members and observers

6. Publication list on website (Kry)

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Small group formed, Stephen, Enrico and Joerg to identify the criteria to be met by publications to be referenced on GHG website. Suggestion for criteria: FQ, BOA, BC, DR, ICR, CDC

Key points of discussion were:

- a) Should publications be limited to papers published by GHG members and observers only?
- b) If open access article it can be included on website but otherwise link to abstract
- c) Papers should be organised into categories and filtered by key words
- d) What is the oldest publication date to be included on website?

Action: All groups to submit publications they wish to be referenced on GHG website and provide key search words for each to Coreen **by October 31st, 2017**

7. DAN database updates and website (Joanna Izewska)

Action: Presentation to be placed into EORTC filebox for access by GHG members and observers only. Link to DAN to be placed onto GHG website

8. Update on Gamma intercomparison (Mohammed Hussein)

Action: Presentation to be placed into EORTC filebox for access by GHG members and observers only

9. Lung SBRT paper update (Catharine Clark)

Paper published by Catharine, Coen, and Stephen

Action: To be included in request to be placed in publication list on GHG website

10. SBRT Audit presentations

Action: Presentation to be placed into EORTC filebox for access by GHG members and observers only

11. New business:

- a) Filebox created at <https://filebox.eortc.be/index.php/s/k6QGMkfmak2yd7R> Password: GHG. All presentations from meeting requested to be uploaded to this link. Website has new members only page with password GHGRTQA where they will be placed.
- b) Nominations requested for Chair Elect by September 30th, 2017 with vote to follow for appointment by July 31st, 2017. Catharine Clark to become the new GHG chair with Stephen Kry as Past Chair
- c) In person meeting or TC to be held every six months for overall update. Specific projects can have other TCs in between for those members actively involved.

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- d) Next TC to be held end of October 2017, doodle to be sent to identify date and time
- e) Doodle to be created and sent around to identify next in person meeting

ESTRO 37 20-24 April 2018

AAPM Jul 29-Aug 2 Nashville

ASTRO Oct 21-24 2018

Appendix A

Minutes-GHG TC December 6th, 2016

Attendees:

EORTC: Coen Hurkmans, Angelo Monti, Enrico Clementel, Coreen Corning **IROC** Houston: Stephen Kry St Louis: Jeff Michalski, Philadelphia: Walter Bosch **RTTQA:** Catharine Clark, Elizabeth Miles, **TROG:** Tomas Kron, Annette Haworth, Martin Ebert, Joerg Lehmann **ACDS** Jessica Lye **CCTG** Alan Nicol

1. Welcome: (Stephen Kry)
2. ESTRO 2016 meeting minutes (Appendix A): small change made by IAEA to be implemented and minutes accepted
3. Reciprocity-Output Reference Checks (Stephen Kry)
 - Excel summary of each groups requirements for output reference checks to be placed on GHG website
 - Memorandum of Understanding with IROC and ACDS (Appendix B) can be used as template for others establishing reciprocity between groups
 - Suggestion to include requirements for ongoing comparisons between two groups in MoU

Action:

 - Request all groups to add their tolerance values, dosimeters used, uncertainty and DAN status to this excel summary of output reference checks. Stephen to sent around excel to each group to complete
4. Credentialing for Lung SBRT (Catharine)
 - Stephen, Catharine and Coen working on a review paper for the Physica Medica on behalf of GHG

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5. Gamma Analysis Comparison Project-Virtual Dosimetry audit (Catharine)

- Submission of Abstract for ESTRO 36
- Summary of Project: 3 different variations of the same plan sent to each group, 2 different dose levels and one with 2MLC leaves in a different position. Groups were asked to analyse as they would a Head and Neck plan

Future Initiatives:

- request groups re run the analysis with set thresholds and normalisations to assess where possible differences in results lie
- More variations to be sent to groups to analyses
- After an interim analysis the most interesting variations will be selected and groups asked to fully report on their analysis
- Submit to journal

6. GHG logo (Stephen)

- Can be used by groups to enhance visualisation of the GHG
- Do not want the use of the logo to be interpreted as an endorsement
- Suggestion given to add a sentence to the logo with wording to imply that “X” Group is working together with the GHG towards the Harmonisation of the Quality of Radiation Therapy within Clinical Trials

Action:

- Liz volunteered to develop a template of the logo and sentence to be used by the GHG members and observer groups

7. Financials (Stephen)

- Currently GHG account at 4710.36 Euros
- Average yearly expenses to date for in person meetings approximately 600 Euros
- No invoices sent in 2014 & 2015
- 2016 invoices sent out for 500 Euros, only 2 groups paid, gentle reminder to please pay dues
- Discussion on what current balance to be used for: suggestion given for open access publications to enhance GHG visualisation
- Vote taken to reduce yearly fees to 300 Euros from 2017 -2020 at which time to be re-evaluated

5. Next Meeting (Stephen)

- ESTRO 36 May 5th-May 9th, 2017 Vienna Austria
- ICAR0₂ June 20th-23rd, 2017 Vienna Austria
- AAPM March 18th-March 21st, 2017 New Orleans, United States of America
- AAPM July 30th-August 3rd, 2017 Denver Colorado, United States of America

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- Coreen to send doodle around asking who is, who may and who will definitely not be going to each meeting. Majority of GHG members and observers in attendance at a conference will be the selected venue for the next in person GHG meeting