

## Standard Operating Procedure – European Particle Therapy Network

### European Particle Therapy Network - EPTN

The European Particle Therapy Network (EPTN) became a task force of ESTRO in 2017. It was established in 2015 in response to the anticipated increase in the number of particle therapy centres in Europe. In addition, the need to cooperate among centres and integrate particles (i.e. protons and carbons) in the framework of clinical research networks was identified as being of paramount importance. ESTRO, at the time of initiation of the network, was asked to collaborate with EPTN and agreed to facilitate the work of the group.

#### Mission

The EPTN will facilitate cooperation among European particle therapy (PT) centres and the radiation oncology community, with the aim to integrate PT centres (i.e. protons and carbon ions) in the framework of ESTRO and clinical research networks.

#### Vision

All European PT centres collaborate in EPTN, and the activities are completely integrated in the general radiotherapy community and aligned with general developments in cancer research and patient care.

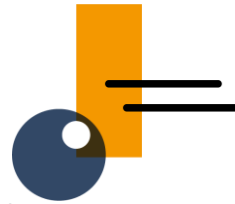
### Organisation

#### Work Packages

EPTN activities are open for all professionals interested in PT. There is no formal membership to the EPTN. Interested parties are welcome to join the network and its subsequent Work Packages (WP). The affiliation to a WP is made based on deliberations between the EPTN co-chairs and WP leaders, and considering the expertise and background of the individuals. Each WP is structured with one or more leaders and is thematically established to cover key challenges and developments related to the EPTN and its work. Some of the core responsibilities and aims of the WPs consist chiefly of engaging in trials, guidelines, white papers, and surveys, as well as establishing and hosting workshops and courses. The WP leaders report to the EPTN chairs at regular intervals, either through email or web meetings. They also report at the annual EPTN meeting. A summary of the work of the WPs (and workshops hosted in conjunction with the EPTN annual meeting) is published in the ESTRO newsletter as part of the EPTN annual meeting report.

#### EPTN Chairs

The EPTN co-chairs are responsible for the overall progress of the EPTN. The composition of the chairs, as with the network, is intentionally kept interdisciplinary. The



co-chairs are appointed by the ESTRO Scientific Council. The co-chairs lead the day-to-day activities of the EPTN; organise the EPTN Annual Meeting; represent the EPTN within the ESTRO governance structure; report annually on the EPTN developments to the ESTRO Scientific Council; and represent the EPTN in external matters pertaining to the network. One co-chair is a member of the ESTRO Scientific council.

## Participation

Invitations to participate in the work of the Work Packages are sent out broadly, and persons interested to participate in specific tasks are encouraged to contact the relevant WP leader(s). Each WP maintains a contact list of collaborators and ensures to maintain an updated copy with the ESTRO office.

## Guidelines

Work Packages planning on developing or writing guidelines need first to contact the ESTRO Guidelines Committee responsible for guidelines development within ESTRO. The procedure for submitting proposals for guidelines to the Guidelines Committee can be found on the ESTRO website.

## EPTN website

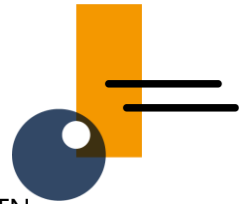
The EPTN maintains a dedicated webpage through the ESTRO website ([ESTRO - Guidelines](#)). The general administration of this webpage is managed by the ESTRO office in collaboration with the EPTN co-chairs. This page is intended as the main source of information and updates on the structure, events, and developments of the EPTN. All active Work Packages will be listed on the webpage, including the WP leaders. The webpage also serves as the catalogue of EPTN publications and annual reports, and the registration and information platform for the Annual Meetings.

Work Packages will have their own section within the EPTN webpage to publish activities of each WP with their own events, reports, and statements concerning the respective WPs.

## EPTN Annual Meeting

The EPTN organises an annual meeting, with or without attached workshops as a two-day event at a central location within Europe. The programme is developed by the EPTN co-chairs with administrative support from the ESTRO Office. Work Package leaders are invited and expected to report on the progress of their respective WPs. In addition, matters of general interest for the advancement of PT in Europe are discussed.

Invitations to participate in the Annual Meeting of the EPTN are sent out broadly, to ESTRO committees, PT centres in Europe, etc., based on an EPTN contact list maintained by the ESTRO office. The affiliation to a WP is made based on deliberations between the EPTN co-chairs and WP leaders, and considering the expertise and background of the individuals. The Annual Meeting is announced in the ESTRO calendar of events. The involvement of vendor and industry affiliated participants outside of the network to the EPTN Annual Meeting are also welcome.



Participation in the Annual Meeting is free but requires registration, through the EPTN webpage. The cost for the venue and catering is covered by the EPTN annual budget. Potential academic sponsorship is encouraged. Travel and accommodation for participants and/or speakers is not reimbursed, and these costs need to be covered by the participants themselves.

## Workshops

The EPTN Annual Event also greatly emphasises the importance and value of hosting workshops alongside the Annual Meeting as a multi-day event. These workshops are collaboratively or individually organised by the Work Packages and their leaders, with the support of the ESTRO office. The structure, theme, and aims of the workshops are agreed between the relevant WP leaders and the EPTN co-chairs. The programme is the responsibility of the WP leaders organising the workshop, with the support of the ESTRO office. Registrations are made via the EPTN webpage.

## EPTN Annual Report

The EPTN releases a yearly Annual Meeting Report published through the ESTRO newsletter and on the EPTN webpage. The report is accessible to all within and outside the network, offering an overview of the developments of the EPTN, particularly to those not directly involved in the network and its events. The Annual Meeting Report is published shortly after each annual meeting and provides an overview of the developments of the EPTN, new projects and particle therapy centres, as well as any changes to the network. It also provides a short summary of the annual meeting, and reports of each workshop held in conjunction with the annual meeting. Any other news and announcements, particularly shared during the annual meeting will also be reiterated in the Annual Report.