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| **Reported by (Name):** | **Geoffrey S. Ibbott, Ph.D.** |
| **Organization:** | **International Electrotechnical Commission** |
| **Position Title:** | **Convenor, Working Group 1; Technical Advisor, USNC; Chair, US TAG** |
| **Activity:** | **Meetings of WG1, its Project Team for the 4th Edition of the Linac Safety Standard and its Project Team for IEC 62926** |
| **Meeting Dates:** | **See report** |
| **Meeting Location:** | **See report** |
| **Payment $:** | **N/A** |
| **Reasons for Attending or not Attending** | **Attended as Convenor of Working Group 1** |
| **Issues from Previous Meetings or Year:** | **See report** |
| **General Description of Activities of the Organization and/or Meeting:** | **See report** |
| **Issues for AAPM:** | **See report** |
| **Budget Request ($):** | **See budget request** |



INTERNATIONAL ELECTROTECHNICAL COMMISSION

Notes of the meeting of

Working Group 1 “Beam teletherapy and particle accelerators”

as well as its Project Team PT 62926 “Medical electrical equipment – Requirements of safety and performance of complex real-time controlled radiotherapy systems for a moving target”

and its Linac Group Ed 4.0

Held June 20 to 24, 2016 in Beijing/China

Place: Room 2, 3rd floor

Beijing Prime Hotel  
No.2, Wangfujing Ave., Dongcheng District  
Beijing 100006, CHINA

Begin: 2016-06-20, 9.00 a.m.

End: 2016-06-24, 5.00 p.m.

Lunch breaks 12.00 a.m. to 1.00 p.m.

1. Welcome and housekeeping

*Ibbott, as Convenor, welcomed the group to Beijing and thanked our hosts for making the arrangements with the hotel. The participants introduced themselves and described their professional situations.*

1. Adoption of the agenda and structuring the meeting days

*Ibbott reviewed the agenda and obtained consent from the WG to conduct the meeting as proposed.*

1. IEC 62667, Ed. 1.0, review of NC comments on 62C/640/CDV

*Project leader Michael Moyers had prepared draft observations. The comments with Michael Moyers’ observations have been made available in the collaboration tools. WG1 reviewed and discussed the comments. Results were noted in the observations column.*

*The NC comments in response to the CDV were reviewed in detail. Also, CO comments were reviewed. All comments were addressed. One of the comments proposed removal of clause 14 on IGRT systems. After lengthy discussion, it was agreed to remove Clause 14 from the FDIS. 8 Expert Members present were in favor of removing clause 14, 6 Members were not in favor. Others abstained.*

*The subject was closed then. Moyers will finish editing the document and will send to the project team for a review, and then will deliver to the Secretariat to prepare for submission to the CO for distribution of an FDIS.*

1. IEC 60601-2-1, Ed. 4.0, preparation of CD

*Project leader Alan Cohen had prepared a revised draft and had requested comments from the WG1 members by June 17. Comments had been submitted from Inger-Lena Lamm. WG1 discussed the resulting comments. Cohen led the committee through the document and the comments received regarding draft 24. Numerous decisions were made and it was concluded that the document was in shape to be distributed as a CD. Cohen will send it to Bischof early in the week of July 4, to be distributed to NCs for comment before October 7. In this way, the comments can be reviewed during the Frankfurt meeting.*

1. Approval of the Kobe meeting minutes

*The minutes were accepted. In addition, notes taken by Lamm during the discussion of the 4th edition of 60601-2-1 were agreed to.*

1. Reports from the Convenor and the Secretary

*Reports were received from the Convenor and Secretary (slides on collaboration tools) which described the status of documents in preparation by the WG, actions taken during recent meetings, and project dates of which the WG should be aware. Ibbott noted that he has completed his term as Chairman of Subcommittee 62C. Effective June 1, 2016, Alan Cohen took over as Chairman.*

1. Revision of IEC 61217, Ed. 2.0

*The US experts to WG1 have agreed to prepare a proposal for a new edition of IEC 61217. It is hoped that this proposal will be distributed in time for discussion at the Frankfurt meeting in October.*

1. Revision of IEC 62083, Ed. 2.0

*A proposal for preparation of a new edition of IEC 62083 has been received from Thomas Jakob and Hans Sethi. The WG agreed to move forward with preparation of a new edition along the lines of the proposal. The proposal will be circulated to National Committees to explain that the WG has decided to revise and update 62083 and that experts are requested to participate in the project.*

1. Revision of IEC 62274, Ed. 1.0

*A volunteer is requested to prepare a proposal to update IEC 62274, the Record and Verify standard. WG experts are asked to consider preparing such a proposal.*

1. Next meetings of WG 1 and project teams

*The next meeting of WG1 will be in conjunction with the TC62 meeting in October in Frankfurt. It is likely that TC62 will meet in the fall of 2017 in Vladivostok. An invitation was received from Purwar to consider a meeting on the West Coast of the US in the Spring of 2017. A decision will be made at the October meeting or before.*

1. Review of NC comments on 62C/641/NP

*The decision made in Kobe regarding 62C/641/NP was reviewed and confirmed.*

1. IEC 62926, Ed. 1.0, preparation of CD

*Bischof reminded the WG that we are scheduled to have a CD to distribute by early 2017. Ishakawa reviewed the origin of the project, referring to ISO ? And IEC 60601-1 clause 4.2.2, 4.3.2 and 16.1, and also clause 6 on risk management. He reviewed the options considered at the last meeting: 1. Prepare an IS addressed to manufacturer who integrates equipment for tracking a moving target. 2. Prepare a Technical Report, with goal of an IS or expanded TR in the future. The WG indicated consensus for a TR. Bischof noted that he agrees with the decision and pointed out that a TR cannot contain requirements. The comments received from WG1 members were reviewed in detail and the TR draft was edited substantially.*

1. Other business
   1. Name and Scope of WG 1 to be updated

*The WG proposed changes to the name and scope. These changes will be circulated to WG1 members during July to allow further comment. The changes then will be distributed to National Committees for review prior to discussion and a vote at the Frankfurt meeting in October.*

Proposal for the new name of WG 1 for discussion

*Radiotherapy systems for planning, delivery, and information management*

Proposal for the new scope of WG 1 for discussion

*The preparation of publications addressing the performance and safety of medical electrical equipment, software and systems for the treatment of disease using ionizing radiation and associated equipment such as therapy imaging systems, treatment planning systems, and treatment information management systems*

* 1. Development of an IGRT performance standard

*During discussion of several documents, the lack of a performance standard for IGRT systems was discussed. The WG agreed that a performance standard was needed. In addition, after clause 14 was removed from the CDV of IEC 62667, it was agreed that the removed text would form the basis of a draft new performance standard for IGRT. Preliminary work item to be established in SC 62C for WG1. Jakob agreed to begin a draft.*

Geoffrey Ibbott

Convenor IEC 62C/WG 1