

# Policy Statement

Trans Tasman Radiation Oncology Group

ABN: 45 132 672 292

PO Box 88, Waratah, NSW 2298

Telephone: +61 (0)2 401 43911 Fax: +61 (0)2 401 43902

[trog@trog.com.au](mailto:trog@trog.com.au)

[trog.com.au](http://trog.com.au)

---

## Charter of the TROG Scientific Committee

**Document Number:** TPS C3

**Version:** 6

**Effective date:** 14 November 2019

**Number of pages:** 9

**Summary:** This policy statement defines the function(s) of the TROG Scientific Committee and describes the rules for its conduct in accordance with the constitution of TROG

**Author:** TROG Board of Directors

**Applies to:** Members of the TROG Scientific Committee and subcommittees, groups and working parties

**Approved by:** TROG Board of Directors

<b>Revision Chronology:</b>	Vs 1: 01 Aug 2008	Original document
	Vs 2: 09 Aug 2013	Updated to reflect changes in TROG policies and procedures
	Vs 3: 17 Feb 2015	Update to TROG Board appointment of TSC Chair
	Vs 4: 04 August 2016	Updated composition of TSC and meeting agenda
	Vs 5: 11 July 2019	Updated composition of TSC, length of terms, meeting agenda, conflict of interest and subcommittee working parties.
	Vs 6: 14 November 2019	Added ex officio position for the Quality of Life Technical Service

## CONTENTS

<b>1</b>	<b>TROG SCIENTIFIC COMMITTEE .....</b>	<b>3</b>
<b>2</b>	<b>ROLE OF THE SCIENTIFIC COMMITTEE .....</b>	<b>3</b>
<b>3</b>	<b>COMPOSITION OF THE SCIENTIFIC COMMITTEE .....</b>	<b>3</b>
<b>4</b>	<b>APPOINTMENT AND TERM .....</b>	<b>4</b>
4.1	Scientific Committee Chair .....	4
4.2	Scientific Committee Deputy Chair .....	4
4.3	Members appointed (via Expression of Interest) positions .....	4
4.4	Ex officio positions .....	5
<b>5</b>	<b>REGULATORY AND ETHICAL CONSIDERATIONS .....</b>	<b>5</b>
<b>6</b>	<b>PROCEEDINGS OF THE SCIENTIFIC COMMITTEE .....</b>	<b>5</b>
6.1	Frequency of meetings .....	5
6.2	Length of meetings .....	5
6.3	Notice of meetings .....	5
6.4	Quorum .....	5
6.5	Attendance .....	5
6.6	Chair .....	6
6.7	Agenda at meetings .....	6
6.7.1	New Proposals & Trials approved for development .....	6
6.7.2	Trials approved for start-up .....	6
6.6.1	Open trials .....	6
6.6.2	Trials closed to accrual .....	7
6.6.3	Completed trials .....	7
6.6.4	Other Business .....	7
6.8	Reporting .....	7
6.9	Voting .....	8
6.10	Communication .....	8
6.11	Out of session review .....	8
<b>7</b>	<b>CONFLICT OF INTEREST .....</b>	<b>8</b>
<b>8</b>	<b>SUBCOMMITTEES, WORKING PARTIES AND SPECIAL INTEREST GROUPS .....</b>	<b>8</b>

## **1 TROG SCIENTIFIC COMMITTEE**

The TROG Scientific Committee (TSC) is a committee of the Board of TROG, appointed by the TROG Board in accordance with the TROG constitution.

## **2 ROLE OF THE SCIENTIFIC COMMITTEE**

The role of the Scientific Committee is to:

- (a) ratify TROGs participation in all clinical trials;
- (b) assist in the development of new clinical trial proposals which have been approved by the members of TROG;
- (c) oversee ongoing clinical trials to ensure they are being properly supervised by their Trial Management Committee;
- (d) advise the Board on scientific matters that may arise from time to time and which the Board may ask the Scientific Committee to address;
- (e) where the Scientific Committee deems it necessary, initiate an audit of an ongoing clinical trial and, if necessary, act on that audit;
- (f) perform any additional duties set out in the Scientific Committee charter or which the Board may ask it to perform from time to time;
- (g) oversee its subcommittees, working parties and special interest groups

## **3 COMPOSITION OF THE SCIENTIFIC COMMITTEE**

The Scientific Committee comprises of:

- Direct Board appointed positions;
  - Scientific Committee Chair - Radiation Oncologist
  - Scientific Committee Deputy Chair \* - Radiation Oncologist
- Board appointed (via Expression of Interest) positions;
  - Discipline Representative - Radiation Oncology
  - Discipline Representative - Radiation Oncology
  - Discipline Representative - Radiation Oncology
  - Discipline Representative - Medical Oncology
  - Discipline Representative - Interventional Oncology
  - Discipline Representative - Statistics

---

\* The Deputy Chair position will be filled in the chairs last serving year. The deputy will become the Scientific Committee Chair at the completion of the current chairs term.

- Discipline Representative - Radiation Therapy
- Discipline Representative - Physics
- Independent Consumer Representative
- Ex officio positions;
  - Health and Pharmaco-economic technical service (CREST)
  - Cancer Australia Quality of Life Technical Service
  - TROG Research Manager
  - TROG Radiotherapy Quality Assurance Manager
  - TSC Secretary

The TROG Publication Committee Chair will be selected by the board, from a committee member who holds a position appointed via Eol on the Scientific Committee. This selection will be based on the recommendations of the Scientific Committee Chair.

All appointed members (except Independent Consumer Representative) are to be TROG full members. All other members should be at a minimum an affiliate members (excluding TROG staff representation)

## **4 APPOINTMENT AND TERM**

### **4.1 Scientific Committee Chair**

As per section 8.1 of the TROG constitution, the TROG Board will appoint the Scientific Committee Chair. The TSC chair will become a member of the TROG Board on their appointment to this position and cease to be on the Board when they no longer hold the position of Scientific Committee Chair.

### **4.2 Scientific Committee Deputy Chair**

To ensure continuity of leadership of the scientific committee, in the final year of the Scientific Committee Chairs term, the Board shall appoint a Deputy Chair. The deputy will become the Scientific Committee Chairs at the completing of the current chairs term.

The Board will take in to consideration the recommendations by the TSC chair in the appointment of the Deputy Chair. The appointment will be selected from the TROG membership.

### **4.3 Members appointed (via Expression of Interest) positions**

Members will be selected via a circulation of Expression of Interest to the TROG membership and will be appointed by the TROG board for a 3 year term, based on recommendations by the Scientific Committee Chair. Members are eligible for re-appointment for a second 3 year term, upon agreement by the Scientific Committee Chair and subsequent approval by the Board.

After a second term, the position will be opened to the TROG membership to submit an Expression of Interest for the elected position. The outgoing member may re-apply for the committee position

and be appointed for a third term at the discretion of the Board, based on recommendations by the TSC chair.

Members may serve a maximum of 3 consecutive terms on the scientific committee (i.e. 9 years) in a Board appointed (via Expression of Interest) position.

*Note: Term/s served as Scientific Committee Chair and/or Deputy Chair is not included within the 9 year limit.*

Members are eligible to express interest in joining to Scientific Committee after a minimum period of 6 years has lapsed since stepping down.

#### **4.4 Ex officio positions**

The Board will be notified of any changes to ex officio positions by the Scientific Committee Chair.

## **5 REGULATORY AND ETHICAL CONSIDERATIONS**

The Scientific Committee will comply with the regulations and guidelines included in TROG Policy Statement TPS E2 'Ethical Principles for the Conduct of TROG Clinical Trials'.

## **6 PROCEEDINGS OF THE SCIENTIFIC COMMITTEE**

### **6.1 Frequency of meetings**

The Scientific Committee will meet at a minimum of three times a year including at the Annual Scientific Meeting.

### **6.2 Length of meetings**

It is anticipated that each meeting will run for approximately 2.5 hours.

### **6.3 Notice of meetings**

TSC meetings will be scheduled in advance and all meeting documentation shall be submitted to the TSC members by the TSC secretary approximately 14 days prior to the date of the meeting.

### **6.4 Quorum**

- 1) no business will be transacted unless a quorum is present;
- 2) any five appointed members of the Scientific Committee constitute a quorum for the transaction of the business of a meeting of the Scientific Committee;
- 3) if a quorum is not present at the meeting within half an hour of the time appointed for the meeting, the meeting will be adjourned to a time and place to be determined by the Scientific Committee Chair.

### **6.5 Attendance**

Members should to participate in a minimum of 2 meetings annually to maintain their position.

The subspecialty Working Party chairs will be invited to attend at least one TSC meeting per annum. The TROG CEO, Chairs of other TSC subcommittees and/or special interest groups or other invited experts may be requested to join the committee on an ad hoc basis as required.

## **6.6 Chair**

At meetings of the Scientific Committee:

- (1) the Scientific Committee Chair will chair the meeting, or;
- (2) if the Scientific Committee Chair is absent, either the Deputy Chair will chair the meeting (if appointment has been made) or the members present will choose another member to chair the meeting.

## **6.7 Agenda at meetings**

At its meetings, the Scientific Committee will:

### **6.7.1 New Proposals & Trials approved for development**

- (1) Review any feedback and recommendations from the subspecialty working parties or other expert advisors/subcommittees<sup>†</sup> on new proposals to accept;
- (2) Review results from the Expression of Interest surveys and full member eVote and determine whether the accrual target is reasonable and achievable at participating centres and if it is feasible for the trial to undergo further development and allocate a Trial Development (TD) number;
- (3) Monitor the progression of the trial in development against the TROG trial development milestones.

### **6.7.2 Trials approved for start-up**

- (1) Review feedback and recommendations from the subspecialty working parties or other expert advisors/subcommittees<sup>†</sup>;
- (2) Allocation of a TROG number when the trial protocol and/or GSA has been completed and the Radiotherapy Quality Assurance procedures have been developed, to the satisfaction of all members of the Scientific Committee;
- (3) Monitor the progression of the trial against the TROG trial start-up milestones;
- (4) Acknowledge the trial as 'open' when all start-up milestones have been achieved and the first participating centre is activated and ready to commence accrual.

### **6.6.1 Open trials**

- (1) Review feedback and recommendations from the subspecialty working parties and/or other expert advisors/subcommittees<sup>†</sup>;
  - (i) Whether accrual is proceeding at a satisfactory rate;
  - (ii) Whether toxicity is acceptable;

---

<sup>†</sup> The TSC may be required to conduct reviews for those trials that do not fall within the trials portfolio of a current TROG Subspecialty Working Party.

- (iii) Whether data collection and quality assurance procedures are satisfactory;
- (iv) Review any protocol amendments;

(2) Acknowledge when a trial closes to accrual.

#### 6.6.2 Trials closed to accrual

- (1) Review feedback and recommendations from the subspecialty working parties and/or other expert advisors/subcommittees<sup>†</sup>;
  - (i) Whether follow-up is proceeding satisfactorily;
  - (ii) Long-term toxicity (if applicable);
  - (iii) Whether data collection and quality assurance procedures are satisfactory;
  - (iv) Recommendations on any protocol amendments;
- (2) Consider all planned analyses;
- (3) Consider any delays in publication of results and disputes in the interpretation of results or names on publications with reference to the TROG Authorship Publication and Spokesperson Guideline;
- (4) Monitor trial close out procedures, and;
- (5) Acknowledge when a trial is completed.

#### 6.6.3 Completed trials

- (1) Acknowledge publication of results and consider disputes in the interpretation of results or names on publications with reference to the TROG Authorship Publication and Spokesperson Guideline.

#### 6.6.4 Other Business

- (1) Acknowledge updates and recommendations from the TSC subcommittees and working parties (as per section 8);
- (2) Acknowledge updates from the National Technical Services;
- (3) Any other business raised.

### 6.8 Reporting

As soon as practicable after each meeting the Scientific Committee will provide minutes of the meetings to the Board, which are to include

- (a) Recommendations for trials approved for development and activation;
- (b) Recommendations for open trials;
- (c) Recommendations about delays in publication or results and any disputes in the interpretation of results or names on publications with reference to the TROG Authorship Publication and Spokesperson Guideline for closed and completed trials.

## **6.9 Voting**

- (a) Questions arising at a meeting of the Scientific Committee will be determined on a show of hands or, if requested by a member, by a poll taken in the manner directed by the person presiding at the meeting.
- (b) Each appointed member present at a meeting of the Scientific Committee (including the person presiding at the meeting) is entitled to one vote and, in the event of a parity of votes on any question the person presiding may exercise a second or casting vote.

## **6.10 Communication**

The Scientific Committee will communicate requests, decisions and recommendations in writing to the chair of the trial or subcommittees/working parties and the appointed contact (Working Party Secretary, Central Trial Coordinator etc.) where applicable.

## **6.11 Out of session review**

One of the Scientific Committees roles is to approve/note all trial protocols, related documents and amendments prior to regulatory review. If approval of these documents is required outside the Scientific Committee meeting window an out-of-session review by the Scientific Committee Chair may be undertaken. The Chair may consult members of the Scientific Committee, its subcommittees, groups and/or working parties or other independent experts, in the decision to approve the trial documentation.

# **7 CONFLICT OF INTEREST**

Members will complete the TROG Conflict of Interest Declaration and update as needed. Members with a conflict of interest to declare in relation to new topics will make a declaration prior to the discussion.

If there is deemed to be a conflict of interest regarding an activity/proposal the member will be excluded from the specific discussion of that subject matter.

# **8 SUBCOMMITTEES, WORKING PARTIES AND SPECIAL INTEREST GROUPS**

The TROG Scientific Committee has the following subcommittees, groups and working parties;

- TROG Publications Committee (TPC)
- New Technologies and Techniques Committee (NTTC) and its subcommittees and working groups
- Subspecialty Working Parties;
  - Breast
  - Genitourinary
  - Head & Neck / Skin



- Lung
- Secondary Data Analysis Committee (SDAC)
- Consumer Advisory Panel (CAP)
- Independent Data Safety and Monitoring Committee (IDSMC)
- Special Interest Groups;
  - Interventional Oncology
  - MRI
  - Particle Therapy

Other subcommittees, working parties and special interest groups may be created on discussion with the TROG central office.

To ensure the Scientific Committee's oversight of the above mentioned committees and groups, each group will;

- Provide regular reports and/or copies of meeting minutes
- Ensure representation at Scientific Committee meetings, when requested to attend by the Scientific Committee Chair