

Committee Name

Thoracic Oncology Group of Australasia (TOGA) Working Groups and Research Panels, hereafter referred to as 'WG&RP'.

Purpose

The primary purpose of the TOGA WG&RP is to develop and review clinical trial concepts and identify research priorities. The WG&RP have no executive power in relation to their functions, as they are purely working groups. However, the WG&RP will make recommendations to the TOGA Scientific Committee (SC) regarding research priorities and inclusion of clinical trial concepts in the TOGA research portfolio. (See APPENDIX 1 for proposed TOGA Organisational Structure)

Responsibilities

The primary responsibilities of the WG&RP are as follows:

- Develop and/or review new research concepts and grant applications (See process in APPENDIX 2) for
 - Scientific merit
 - Feasibility
 - relevance to consumers and current clinical practice
- Identify gaps in research activities and the clinical trial portfolio and actively encourage the submission of concepts and proposals to fill this gap
- Advise and provide recommendations to the TOGA SC whether concept proposals should be TOGA led/TOGA endorsed or not progressed for further development
- Advise and provide recommendations to the TOGA SC regarding research priorities
- Any other matters which may be referred to the WG&RP by the TOGA SC or TOGA Board of Directors from time to time

Membership and terms

Members of the WG&RP will be appointed by the TOGA SC following receipt of an Expression of Interest.

TOGA aims to have a gender balanced representation on the TOGA G&RPs and encourages diverse membership including::

- Respiratory physicians, medical oncologists, cardiothoracic surgeons, palliative care specialists and radiation oncologists;
- Nurses and study coordinators;
- Consumer representatives;
- Clinical and laboratory researchers;
- Each of the mainland Australian States and NZ;
- Differing backgrounds, interests and perspectives, with a specific endeavour to include representation from minority groups and gender groups

Appointments will be for terms of two years and group composition will be reviewed every two years. There is no limit on the number of terms served by ordinary WG&RP members.

Members will be restricted to joining a maximum of two WG&RP. Where there is an imbalance of numbers on working groups, members may be assigned to their second and third working group preferences.

The TOGA Executive Officer or delegate will attend the meetings as the Committee Secretary.

Essential criteria

WG&RP members should have:

- Knowledge of the Australian healthcare system, clinical trials and lung cancer and other thoracic malignancies
- An understanding of and commitment to TOGA, its purpose and mission;
- Integrity, objectivity, accountability, honesty and openness; and
- Independence of judgement

Members of the TOGA WG&RPs must be members of TOGA.

Induction

New TOGA WG&RP members will be provided an Orientation Pack, which includes:

- TOGA WG&RP Terms of Reference
- TOGA WG&RP group member contact details
- Recent TOGA WG&RP minutes
- List of TOGA clinical trials and the relevant reviewing WG or RP
- Any other pertinent information

Co-Chairs

Up to two co-chairs of the WG or RP will be appointed by the TOGA Board of Directors. The co-chairs shall chair all meetings jointly, or by agreement between the co-chairs, one co-chair can chair the meeting independently.

The co-chairs shall be appointed for two years, coinciding with SC terms. A retiring co-chair may be re-appointed for subsequent terms not exceeding three terms.

Executive

If the WG or RP becomes sufficiently large, the co-chairs may choose to form an Executive to provide detailed review of concepts and present findings back to the WG or RP before recommendations are made. It is expected that the Executive would be between 5-10 members.

Meetings

The TOGA WG&RP will meet as required by tele/video conference and face-to-face but no less than two times per year. Face-to-face meetings are usually held in conjunction with the:

- Open SC meetings
- TOGA Annual Scientific Meeting

All TOGA WG&RP members are invited to attend the TOGA meetings noted above.

A quorum of 4 members and one co-chair is required at WG&RP meetings. If within 15 minutes from the time scheduled for the meeting a quorum is not present, the meeting shall be dissolved and stand

adjourned to another time and place as the TOGA WG&RP co-chairs may determine or matters will be dealt with by circulating resolution.

An agenda will be prepared by the TOGA Executive Officer and one or both co-chairs. The agenda may include, but is not limited to:

- Declaration of conflicts of interest
- Acceptance of previous meeting minutes
- Actions from previous meeting
- Ratification of out of meeting decisions
- Reports from SC meetings as required
- Clinical trial concepts that require TOGA WG&RP review
- Identification of any research priorities and review of the relevant WG&RP research portfolio
- An update on progress of concepts developed by the WG or RP
- Dates of next meetings
- Other business

Prior to the meeting, one or more scientific reviewers will have been assigned from the WG or RP to review the proposed concept and will present to the relevant WG or RP for discussion and decision.

WG&RP review activities outside scheduled meetings

Due to the timebound nature of obtaining review on some documentation, there may be a need for WG&RP review activities to occur outside scheduled TOGA WG or RP meetings. These reviews will be conducted via electronic means and be notified to the relevant WG&RP members by the TOGA Executive Officer, following consultation with one or both co-chairs. Out of meeting reviews should observe required timeframes.

Expectations of members

In general, the WG&RP will adopt a consensus approach when establishing recommendations, where a majority of members agree, with the remainder content to give way. Any objections are to be noted in the minutes.

It is recognised that TOGA WG&RP members are volunteers, however, all WG&RP members are asked to be conscientious of their obligation/commitment regarding their participation in TOGA WG&RP activities and meetings. WG&RP members are required to be fully prepared for each meeting, having read the documents, and to make every reasonable effort to attend and contribute to each meeting.

Members who fail to attend two WG&RP meetings in a row, without adequate explanation, may be asked by a co-Chair if they wish to continue to participate in the WG&RP.

Reporting

The WG or RP will report on its responsibilities and activities to the TOGA SC through its relevant co-chairs or through provision of meeting minutes to the TOGA SC. Meeting minutes will be drafted by the TOGA Executive Officer and preliminarily approved by the relevant WG&RP co-Chair(s) prior to ratification by the full WG or RP at the next meeting. Preliminarily approved minutes will also be available to the TOGA Board of Directors or TOGA Operational Executive Committee upon request.

Following review of clinical trial concepts, the TOGA WG&RP co-Chair will feed back to the Investigator developing the clinical trial concept or research proposal whether the concept/proposal requires refinement, or whether it will be progressed to SC.

Budget and expenses

The cost of administration for the WG&RPs will be managed through the TOGA Executive Officer. A budget shall be established to provide for at least two meetings per annum, preferably with one meeting in a face to face format.

TOGA will endeavour to seek funds to support WG&RP members' attendance at face to face meetings.

Confidentiality and conflict of interest

TOGA WG&RP members will complete the TOGA Confidentiality Statement (APPENDIX 3) upon appointment and a Conflict of Interest Declaration annually (see APPENDIX 4) 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.

After the member who has declared the conflict has vacated the meeting, the TOGA WG or RP co-Chair(s) will be responsible for establishing a process that involves the remaining meeting members, to assess whether a conflict of interest does exist, its significance and whether any action needs to be taken. The process may include:

- discussion within the meeting itself;
- establishment of a specific committee to assess the issues.

If the actual conflict involves the co-chair(s), after disclosure, the co-Chair should temporarily vacate the co-Chair position, for the ensuing discussion.

Conflicts of interest, the process for assessing the conflict of interest and any action taken should be noted in the meeting minutes.

TOGA WG&RP members are required to keep all matters confidential, including but not limited to, meeting discussions and proposed trial concepts, unless disclosure of matters discussed is required for the effective oversight of the activity.

Review and approval

The Terms of Reference for the Committee shall be reviewed by TOGA SC and approved by the TOGA Board of Directors on a biennial basis.

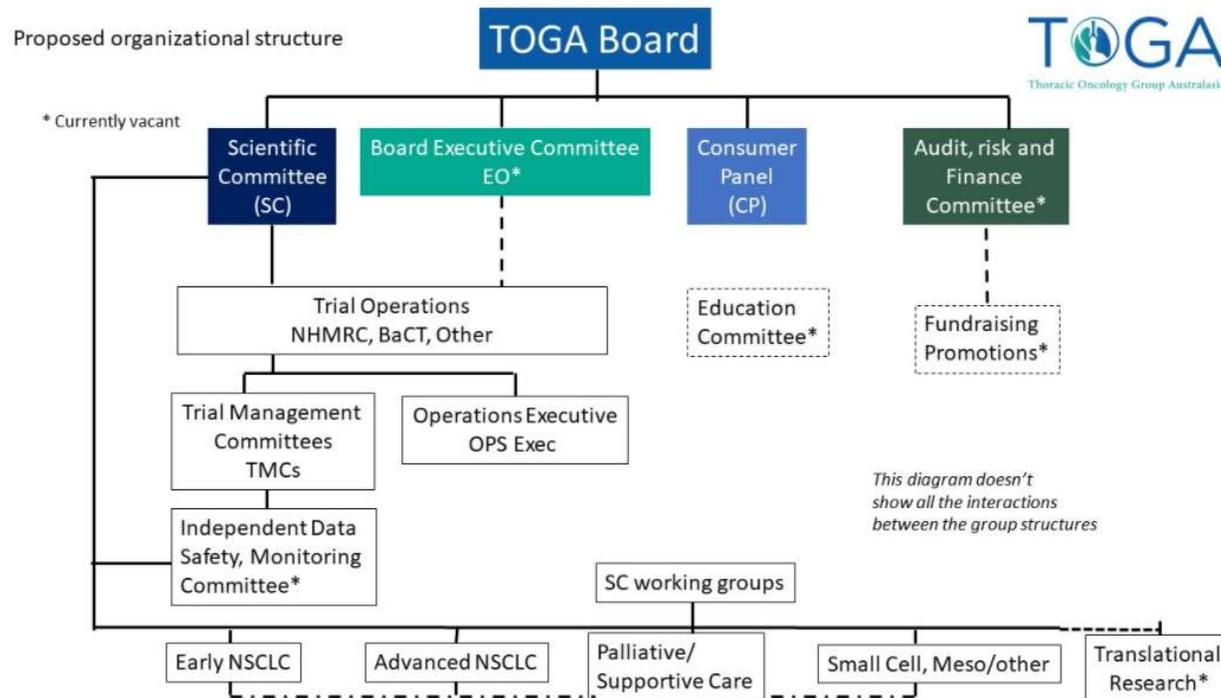
Name of the document	TOGA Working Group and Research Panel Terms of Reference
Version	1

Working Group and Research Panels Terms of Reference

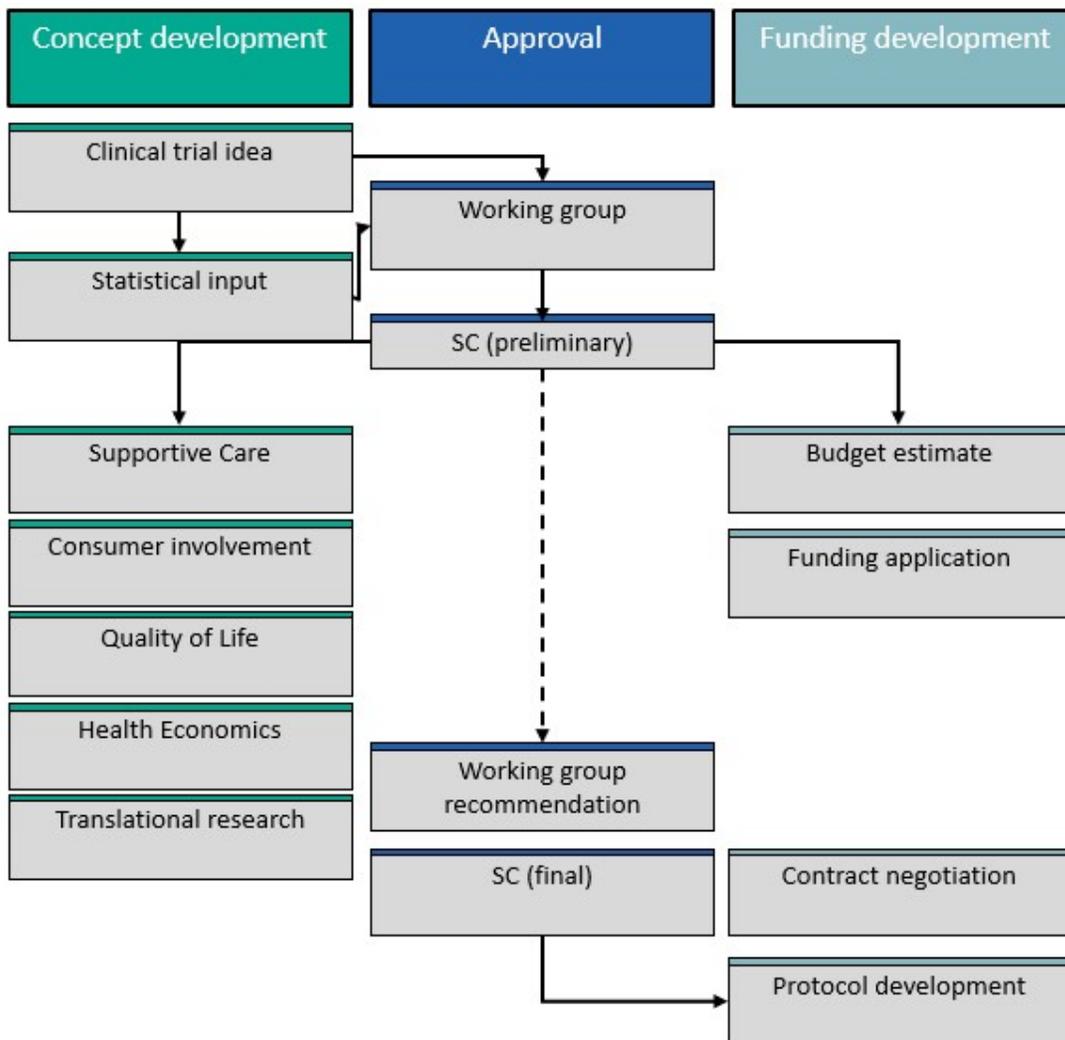
Reviewed by and date	Prof Ben Solomon, Scientific Chair, TOGA Board of Directors, 5 March 2021
Approved by and date	TOGA Board of Directors 10 March 2021
Next review date	10 March 2023

Working Group and Research Panels Terms of Reference

APPENDIX 1 Proposed TOGA Organisational Structure



APPENDIX 2 Clinical trial concept review, development and approval process



APPENDIX 3 Confidentiality agreement

(1) I, _____ (*name*),

_____ (*position*) of,

_____ (*organisation*)

_____ (*address*),

acknowledge the confidential nature of all activities of the committee, including all discussions, whether by verbal, written or electronic means and all associated documents.

(2) It is agreed that I will not supply details or copies of documents to any third party outside the SC except as outlined in the WG&RP Terms of Reference or agreed to in writing by the SC.

(3) I understand that my obligations under this agreement continue to have full force and effect when I am no longer a member of the WG&RP.

Signature

Date: ___/___/___

SIGNED on behalf of TOGA by

Position:

Signature

Date: ___/___/___

APPENDIX 4 Conflict of Interest declaration

NAME (please print) _____

COMMITTEE NAME _____

PERIOD COVERED BY DECLARATION _____

Once each year, all members of the Committee must provide signed declaration forms describing any arrangements that have been active, over the previous 12-month period that may give rise to a conflict, including, but not limited to, any financial benefits recorded in the minutes of the appropriate Committee meeting. It is understood that information provided by the relevant member disclosing potential conflicts of interest within the group, will not be put to any other purpose, and will be viewed only by the members in the opinion of the Committee, members are required to lodge a conflict of interest statement and fail to do so within a reasonable time will become ineligible to hold any office within the group.

Description of interest	Actions taken by the individual to address the conflict	Steps taken by the individual to address the conflict

I certify that I have disclosed all interests relevant to my role and will disclose any further interest arising during the year at _____

Signed _____ Date: _____