

### **Committee Name**

Thoracic Oncology Group of Australasia (TOGA) Scientific Committee (SC), hereafter referred to as 'SC'.

### **Purpose**

The primary purpose of the SC is to determine the scientific portfolio of the group through endorsement of submitted clinical trial concepts and research proposals, and overseeing activities of the working groups and research panels.

### **Responsibilities**

The primary responsibilities of the SC are as follows:

- Reviewing clinical trial concepts submitted to TOGA and providing necessary approvals to progress with further development (see APPENDIX 1). This includes designating proposed clinical trial concepts as TOGA-led, TOGA-endorsed or not to proceed further as TOGA studies.
- Encouraging submissions of clinical trial concepts from TOGA members.
- Overseeing the TOGA Early NSCLC, Advanced NSCLC and SLCLC/mesothelioma and other thoracic cancer working groups, and the supportive care and translational research review panel(s) (See APPENDIX 2 for proposed TOGA Organisational Structure)
- Setting the priorities for the TOGA scientific program.
- Adherence to, and revision of the TOGA clinical trial concept endorsement policy.
- Reporting on activity to the TOGA Board of Directors
- Reviewing scientific documents, including but not limited to, position statements or manuscripts seeking TOGA endorsement.
- Biennial review of the of the SC ToR and endorsement policy and recommendation to TOGA Board of Directors for approval
- Other matters delegated by the TOGA Board of Directors.

Members of the SC may also be invited to become involved in other activities including, but not limited to, membership of TOGA Committees and/or Working Groups, involvement in fundraising initiatives or review of awards.

### **Membership and terms**

Members of the SC will be appointed to relevant positions by the TOGA Board of Directors with the exception of the TOGA Board Director- Scientific Lead, who holds an ex officio position on the SC as TOGA Board of Directors Representative. All SC members must be TOGA members.

The SC will have a minimum of 15 members and a maximum of 32 members. At least 65% of members must be directly involved in clinical trials and/or patient care in thoracic cancers. Every effort will be made to ensure SC appointments represent the multidisciplinary nature of the TOGA membership.

<b>Position</b>	<b>Elected/appointed</b>	<b>Voting position</b>
Chair, TOGA Board of Directors	Ex-officio	Yes

Position	Elected/appointed	Voting position
Scientific Chair, TOGA Board of Directors	Ex-officio	Yes
SC Chair	Appointed	Yes
Radiation Oncology Representative	Appointed	Yes
Nursing Representative(s)	Appointed	Yes
NZ representative	Appointed	Yes
Early career representative	Appointed	Yes
Early NSCLC co-chair(s)	Appointed	Yes
Advanced NSCLC co-chair(s)	Appointed	Yes
SCLC, mesothelioma and other thoracic cancers co-chair(s)	Appointed	Yes
Supportive and palliative care panel co-chair(s)	Appointed	Yes
Translational Research Panel co-chair(s)	Appointed	Yes
Consumer representative(s)	Appointed	Yes
CTC representative- Lung lead	Ex-officio	Yes
CTC representative- Statistician	Ex-officio	Yes
CTC translational research lead	Ex-officio	No
CTC Early career fellow(s)	Ex officio	No

SC members will serve terms of 3 years and up to 3 consecutive terms, except in the newly established committee where one third of the appointed members will retire after 2 consecutive terms

The SC may also appoint up to two co-opted members who contribute a particular skill or expertise area that is required within the SC. Co-opted members have voting rights and will serve on the SC until their expertise is no longer required.

The TOGA Executive Officer, the CTC Lung Research Development lead, the Early career fellow(s) and Lung Clinical Trials Operations lead (or appropriate delegates) will attend the meetings but are not members of the committee and are not entitled to vote.

### Procedures for Nominations and Appointments

A SC position becomes vacant if the representative –

- ceases to be a member of TOGA; or
- concludes their required number of consecutive terms

- resigns his or her office by notice in writing given to the SC Chair; or
- is removed from office by the TOGA group

A description of SC positions due to become available or currently available for nominations will be broadcast by email to general members. Members will be provided with the process and deadline for nominations. Two TOGA members may nominate any general member of the group to serve as a SC member, as these positions become available. Nominations will be in writing and signed by the nominee and the two proposing members. Nominations must be complete and received at the designated office by the advertised deadline. If insufficient nominations are received to fill all SC vacant positions further nominations shall then be called for the unfilled positions. Following close of the specified nominations period, the TOGA Board of Directors will appoint suitable nominees to vacant positions.

### **Responsibilities of office bearers and other SC roles**

The SC chair shall chair all meetings and report to the TOGA Board of Directors as required. If the chairperson is absent and has not nominated a replacement chair, the TOGA Board representative will assume the role of chair for that meeting.

The SC chair is responsible for reporting on the TOGA clinical trial program at SC meetings. The TOGA Board Director, Scientific Lead, is responsible for informing the TOGA Board of Directors on SC activities.

Working group and Panel co-chairs are responsible for ensuring duties of working groups are met (see Working Group Terms of Reference), and report activity and recommendations to the TOGA SC.

Representatives of various disciplines, including consumer advocate roles, offer the unique viewpoint of their represented area when clinical trial concepts or research proposals are evaluated.

SC members should use their best endeavours to promote and protect the standing and reputation of TOGA, notwithstanding that tensions and disagreements will arise, and members should commit to participation in resolution processes as defined in the governance framework.

SC 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 three SC meetings in a row, without adequate explanation, may be replaced, at the discretion of the TOGA Board of Directors.

Members are advised that their names, official positions outside the SC, relevant expertise and biographical details may be included on SC documentation, including online publications. Details beyond names will be given to each member to review before publishing on an open forum.

### **Meetings**

The SC will meet as required by teleconference or videoconference and face-to-face but no less than four times per year. Face-to-face meetings are usually held in conjunction with:

- Open Working Groups meeting
- Annual Scientific Meeting

Reasonable notice shall be given of meetings through the formal publication of a forward meeting schedule. The Chair may call additional meetings or alter meeting dates and frequency as necessary to address any matters arising.

A quorum of 50% +1 voting members is required at 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 Chair may determine or matters will be dealt with by circulating resolution.

Nominated proxies may attend SC meetings if approved by the chair.

In general, the SC 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. If a decision does require voting, and the vote is tied, the Chair will have the casting vote.

At least annually, the SC will hold an 'open' meeting where any TOGA member can attend. These meetings will be announced to the membership by email and serve as an update to the membership on relevant items that the SC may have addressed or be addressing.

### **Meeting agenda**

Any SC, the Consumer Panel (CP) Chair, or Board Director can submit a request for an item to be included on the SC agenda. All papers pertaining to the request must be submitted to the Executive Officer no later than twenty-one working days prior to the forthcoming meeting for consideration by the Chair. Except with the express permission of the Chair, late papers and tabling of papers will not be accepted. The inclusion of an item on the meeting agenda remains at the discretion of the SC chair.

An agenda for each meeting will be prepared by the TOGA Executive Officer in consultation with the SC Chair. All attempts will be made to circulate the agenda seven days prior to the meeting and may include, but is not limited to:

- Declaration of conflicts of interest
- Acceptance of previous meeting minutes
- Actions from previous meeting
- Ratification of any decision made out of meeting
- New clinical trial concepts including recommendations from working groups
- Resubmitted clinical trial concepts including recommendations and summaries of reviews from working groups, CAP, supportive care, health economics and Quality of Life reviews as appropriate
- Additional reports from working groups as needed
  - Early non small cell lung cancer (NSCLC)
  - Advanced NSCLC
  - SCLC/mesothelioma/other thoracic cancers
  - Supportive and palliative care panel
  - Translational research panel
- Current clinical trials- items of significance
- Dates of next meetings
- Other business

### **Meeting minutes and communications**

The TOGA Executive Officer will prepare draft minutes of each SC meeting or out of meeting decision/activity.

The draft minutes, including actions arising from each meeting, are to be reviewed and approved by the Chair as soon as practicable following the meeting. Once the draft minutes are reviewed by the Chair, relevant actions will be circulated to SC members and communications arising from meeting can be prepared (e.g notification to PIs who submitted clinical trial concepts), and circulated subject to approval by the Chair.

A copy of the draft reviewed minutes and any communications will be included in the agenda papers for the next meeting for ratification by the SC. Responsibility for ensuring appropriate records management for the SC rests with the Executive Officer under the direction of the SC Chair.

### **Activities outside scheduled meetings**

From time to time, there may be a requirement for review of items or decisions to occur outside scheduled SC meetings. These reviews will be conducted via electronic means and be notified by the TOGA Executive Officer. Once a quorum is reached, a decision can be enacted. If a selected group is designated to review an item (e.g respiratory physicians to review proposal relevant to their area of practice), then quorum will be 50% + 1 of this selected group. Items reviewed or decided out of meeting will be placed on the next agenda for ratification and captured in the meeting minutes. Members should observe required timeframes for out of meeting reviews and decisions.

### **Reporting**

The SC will report on its responsibilities and activities through the TOGA Board Director- Scientific Lead to the TOGA Board at scheduled TOGA Board of Directors meetings, or more frequently if required. The SC reports to the TOGA membership through 'open' SC meetings held at least annually. TOGA will also endeavour to provide a summary of key points from each SC meeting in the TOGA members' newsletter.

In pursuit of its responsibilities, the SC will receive reports as necessary from the TOGA Operations Executive committee, the TOGA Executive Officer, the CP, the working groups and review panels to ensure maintenance and monitoring of SC responsibilities.

### **Budget and expenses**

The cost of administration for the SC will be managed by the TOGA Executive Officer. A budget shall be established to provide for at least one face to face meeting per annum.

Participation in the SC is voluntary and, where possible, all approved reasonable out-of-pocket expenses will be reimbursed with any necessary travel/accommodation arranged by TOGA.

### **Confidentiality and conflict of interest**

SC members will complete the Conflict of Interest Declaration (see APPENDIX 1) annually 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.

SC members will sign the TOGA Confidentiality Statement (see APPENDIX 4) when first elected to the SC. SC members are required to keep all matters confidential unless disclosure of matters discussed is required for the effective oversight of the activity.

### **Grievance procedure**

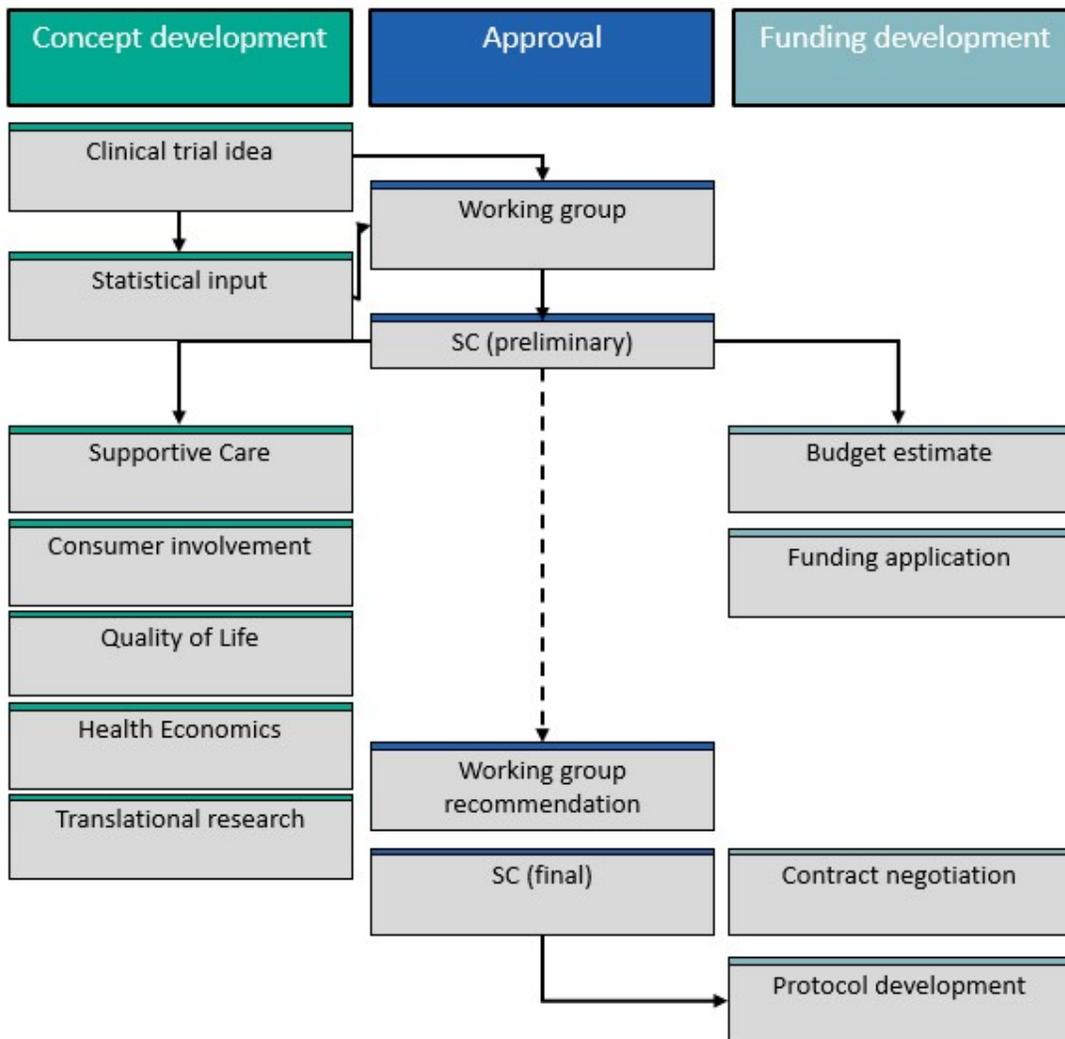
Complaints in relation to the activities and operation of the SC should be made in writing to the Chair-TOGA Board of Directors or, where the Chair- TOGA Board of Directors is considered to have a conflict of interest, to the Secretary of the TOGA Board of Directors or the TOGA Executive Officer. The complaint will be considered by two SC members and one TOGA Board Director, nominated by the TOGA Board Director who receipts the complaint. The decision whether to table the complaint at a SC meeting will be at the discretion of these three nominated members who consider the complaint. Regardless of whether the complaint is tabled at a meeting or resolved out of meeting, the complaint and the outcome of the deliberations should be minuted and communicated to the complainant by letter. The resolution of the complaint should also be recorded in the minutes.

### **Review and approval**

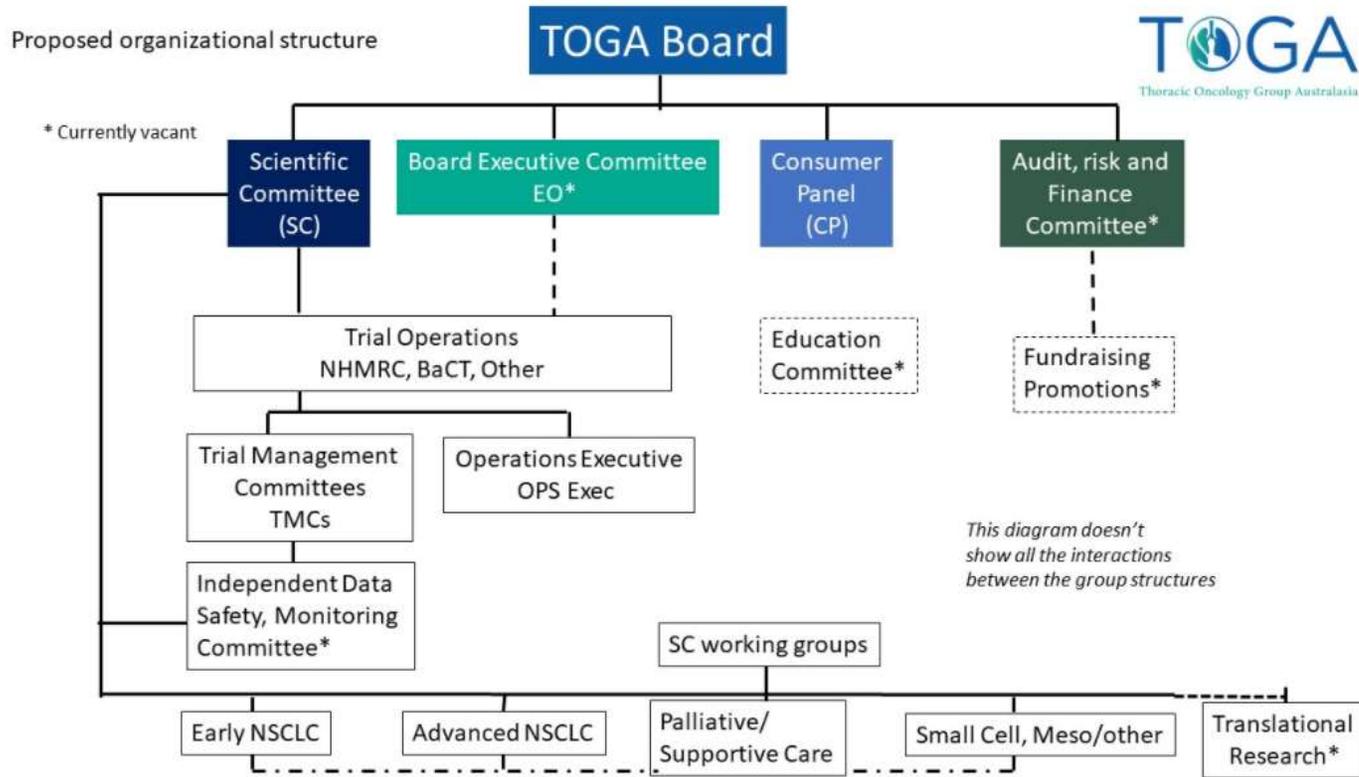
The Terms of Reference for the Committee shall be reviewed by the SC and approved by the TOGA Board of Directors on a biennial basis. Any amendments to the Terms of Reference should follow the same review and approval procedure.

<b>Name of the document</b>	TOGA Scientific Committee Terms of Reference
<b>Version</b>	1.0
<b>Reviewed by and date</b>	TOGA Scientific Chair and Board Director, 14 April 2021
<b>Approved by and date</b>	TOGA Board of Directors, 14 April 2021
<b>Approval signature</b>	
<b>Next review date</b>	14 April 2023

**APPENDIX 1 Clinical trial concept review, development and approval process**



**APPENDIX 2 Proposed TOGA Organisational Structure**



**APPENDIX 3 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 entered into, or have been active, over the previous 12-month period that may give rise to a conflict, including, but not limited to, any financial benefits. These declarations will be recorded in the minutes of the appropriate Committee meeting. It is understood that information provided by the relevant members is for the purposes of disclosing potential conflicts of interest within the group, will not be put to any other purpose, and will be viewed only by the relevant committee. Where in the opinion of the Committee, members are required to lodge a conflict of interest statement and fail to do so within a reasonable period of time, such members 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 Committee for dealing with 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 Committee meetings.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX 4 Confidentiality agreement**

(1) I, \_\_\_\_\_ (*name*),  
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\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_ (*position*) of,  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (*organisation*)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (*address*),

acknowledge the confidential nature of all activities of the SC, 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 working group 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 SC.

Signature

Date: \_\_\_/\_\_\_/\_\_\_

SIGNED on behalf of TOGA by

Position:

Signature

Date: \_\_\_/\_\_\_/\_\_\_