

Policy Statement

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Charter of the TROG Scientific Committee

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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

Revision Chronology:

- 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
- Vs 7: 12 August 2020 Added clarification of TSC Chair to fulfil role as TROG representative on RANZCR FRO and option for additional RO representatives as TSC members
- Vs 8: 03 June 2024 Deputy Chair position clarified, addition of Chair Elect position.
- Vs 9: 12 March 2025 Review of TSC and subcommittees undertaken. Update to TSC composition, terms and appointments, definition of quorum, attendance and agenda.
- Vs 10: 30 November 2025 Update to TSC composition (roles and section formatting) and added definition for Ex officio positions.

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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:

Position/Role	Number of Members	Appointment Method
Scientific Committee Chair (Radiation Oncologist)	1	Direct Board appointed
Scientific Committee Chair Elect * (Radiation Oncologist)	1	Direct Board appointed
Scientific Committee Deputy Chair (Any discipline)	1	Direct Board appointed
Discipline Representatives;		Board appointed (via Expression of Interest)
- Radiation Oncology	3	
- Medical Oncology	1	
- Interventional Oncology	1	
- Statistics	1	
- Radiation Therapy	1	
- Physics	1	
Independent Consumer Representative	1-3	Board appointed (via Expression of Interest)
Publications and Research Dissemination	1	Scientific Committee Chair appointed
Other†	0-2	Scientific Committee Chair appointed
Subspecialty Tumour Stream Representatives;		Ex officio; Automatic by virtue of position

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

† Up to 2 additional members may be appointed at the discretion of the Scientific Committee Chair based on the collective expertise of committee members and the needs of the committee.

- Breast	1	
- Central Nervous System	1	
- Genitourinary	1	
- Head, Neck, Skin	1	
- Lung	1	
TROG representatives on international research group boards	Variable	Ex officio; Appointed as per TROG spokesperson policy
Chairperson of the Emerging Investigator Special Interest Group	1	Ex officio; Automatic by virtue of position
Representative of each the Cancer Australia National Technical Services (where required)	Variable	Ex officio; Appointed by respective organisations
TROG Research Services Manager	1	Ex officio; Automatic by virtue of position
TROG Radiotherapy Quality Assurance Manager	1	Ex officio; Automatic by virtue of position
TROG Research Development Leader	1	Ex officio; Automatic by virtue of position
Scientific Committee Secretary	1	Ex officio; Automatic by virtue of position

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 for a for a term of three years and at the expiry of each term, the Board may re-appoint that person for a further term.

For the duration of their appointment as Scientific Committee Chair, they will;

- (1) be a member of the TROG Board, commencing on their appointment to this position and will cease to be on the Board when they no longer hold the position of Scientific Committee Chair.
- (2) fulfil the role as then TROG Cancer Research representative on the RANZCR Faculty of Radiation Oncology (FRO) Research Committee, unless otherwise delegated in discussion with board.

4.1.1 Scientific Committee Chair Elect

To ensure continuity of leadership of the scientific committee, within the final year of the Scientific Committee Chair's term, the Board shall appoint a TSC Chair Elect. The Chair Elect will become the Scientific Committee Chair at the completion of the current chairs term.

4.2 Scientific Committee Deputy Chair

The TROG Board may appoint a Scientific Committee Deputy Chair for a term of three years and at the expiry of each term, the Board may re-appoint that person for a further term.

The role of the Scientific Committee Deputy Chair is to support the TSC chair in their duties and share the TSC leadership tasks where appropriate/delegated.

This position may be held by a person of any discipline.

4.3 Board appointed (via Expression of Interest) positions

Members will be selected via a circulation of Expression of Interest (EoI) 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 with subsequent approval by the Board.

After a second term, the position will be opened to the TROG membership to submit an EoI 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 Scientific Committee Chair appointed positions

The Board will be notified of any appointment made by the Scientific Committee Chair.

On appointment, the Scientific Committee Chair will outline the length of term required of the members (to a maximum of 3 years). Members are eligible for re-appointment for a second term (of maximum of 3 years) by the Scientific Committee Chair.

4.5 Ex officio positions

Ex officio members hold committee membership by virtue of the office or role they occupy, rather than through appointment or election. Their term on the Scientific Committee is concurrent with the term of their primary appointment or office.

Ex officio members are to contribute to discussions and participate in committee activities, but ex officio members do not hold voting rights.

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

4.5.1 Subspecialty Tumour Stream Representatives positions

Each Subspecialty Working Party Chairperson, will become a member of the TSC, commencing on their appointment to this position and will cease to be on the TSC member when they no longer hold the position of Working Party Chair.

- *Note: If the Subspecialty Working Party Chairperson is unable to fulfill the role of TSC member due to capacity, then they may delegate the role of Subspecialty Tumour Stream Representative to another working party member for all or part of their Working Party Chairperson Term.*

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

4.6 Members holding multiple positions

Each position on the TSC should ideally be held by a distinct member. However, where deemed appropriate by the Scientific Committee Chair and/or the Board, a member may be appointed to hold multiple positions concurrently for a specified period.

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 as required but will meet no less than four (4) times per year

6.2 Length of meetings

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

6.3 Notice of meetings

Committee meetings will be scheduled in advance and all meeting documentation shall be submitted to the Scientific Committee members by the committee secretary approximately 7 days prior to the date of the meeting.

6.4 Quorum

A quorum is defined as any five voting members of the Scientific Committee constitute a quorum (see section 6.9.1 Eligible voting members) for the transaction of the business of a meeting of the Scientific Committee.

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.

No business will be transacted unless a quorum is present.

6.5 Attendance

Scientific Committee members are expected to participate in a minimum of seventy-five (75) percent of meetings and/or contribute over a 12-month period. Attendance and participation will be monitored and if member is not meeting this requirement they may be asked to reconsider their position on the scientific committee, this will be left to the discretion of the Scientific Committee Chair.

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 or Chair Elect (if position is filled) will chair the meeting.

6.7 Agenda at meetings

The Scientific Committee Chair, in consultation with TROG Central Operation Office (TCOO) staff members and/or the Deputy Chair and/or Chair Elect, will set each meeting agenda that may include;

- Administrative matters
 - Review and approval of the minutes from the last meeting.
 - Scientific Committee members review (member terms, attendance, skills)
 - Requests from TROG Board
 - Acknowledgment of reports from Scientific Committee subcommittees
 - Other business

- Next meeting
- TROG trial and project portfolio
 - Updates on ongoing research projects and can include for applicable trials and project the current status, funding/resource allocations, recent findings, safety reporting, challenges faced / planned actions, timelines.
 - Discussion of New Proposals
 - Acknowledgment of recent publications / conference presentations
- Governance
 - Including review of trials by the Independent Data Safety and Monitoring Committee (IDSMC)
- Collaborations and Partnerships:
 - Updates on existing collaborations and potential new partnerships.

Any Scientific Committee member may put forward an agenda item

6.8 Reporting

6.8.1 Board Reporting

The Committee Chair is responsible for reporting Committee activities to the Board with support from the Chief Executive Officer and TCOO members on the TSC.

A written report and/or meeting minutes will be provided at meetings of the Board, as appropriate.

6.8.2 Subcommittee Reporting

To ensure the Scientific Committee's oversight of the subcommittee committees and groups listed in Section 9 SUBCOMMITTEES, WORKING PARTIES AND SPECIAL INTEREST GROUPS, each group will provide regular reports and/or copies of meeting minutes.

6.9 Voting

6.9.1 Eligible voting members

Members that are eligible to vote are,

- Direct Board appointed positions
- Board appointed (via Expression of Interest) positions
- Scientific Committee Chair appointed positions
- Subspecialty Tumour Stream Representative positions

6.9.2 Voting procedure

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. 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 activities

One of the Scientific Committees roles is to approve/note all trial proposals, protocols, related documents and amendments prior to regulatory review or grant applications. 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.

Any out of session activities will be communicated and noted at the subsequent TSC meeting.

7 CONFLICT OF INTEREST

Members will complete the TROG Conflict of Interest Declaration and update in line with policy TPS C5.

8 CONFIDENTIALITY

Committee members are required to keep all matters confidential unless disclosure of matters discussed is required for the effective oversight of the activity.

All members are required to complete a Confidential Disclosure Agreement (CDA) prior to joining the committee.

9 SUBCOMMITTEES, WORKING PARTIES AND SPECIAL INTEREST GROUPS

The Scientific Committee has the following subcommittees, groups and working parties that report to the Scientific Committee

- New Techniques and Technologies Committee (NTTC)
 - Including the NTTC subcommittees and working groups.
- Subspecialty Working Parties;
 - Breast
 - Central Nervous System
 - Genitourinary
 - Head, Neck and Skin
 - Lung
- Secondary Data Analysis Committee (SDAC)
- Independent Data Safety and Monitoring Committee (IDSMC)
- Special Interest Groups;
 - Interventional Oncology (IO SIG)
 - MR in Radiation Therapy (MR in RT SIG)
 - Particle Therapy (PT SIG)
 - Emerging Investigator (EI SIG)

Note: Additional subcommittees, working parties and/or special interest groups may be created on discussion with the TROG central office.