



Trans Tasman Radiation Oncology
Group Limited
ACN 132 672 292

TROG POLICY AND PROCEDURES

Charter of the TROG Scientific Committee

TPP I3

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(Always refer to the TROG website to check for the current version of this policy)

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This is the Charter of the Scientific Committee of Trans Tasman Radiation Oncology Group Limited (**TROG**) approved by the board of directors in accordance with the constitution of TROG. Capitalised terms not defined in this Charter have the meanings given to them in the TROG constitution.

1 Committee of the Board of TROG

The Scientific Committee is a committee of the Board of TROG which consists of TROG directors and other committee members appointed by the TROG Board in accordance with the TROG constitution.

2 Role

The role of the Scientific Committee is to:

- (a) ratify TROG's 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 that 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 independent audit on any ongoing clinical trial and, if necessary, act on that audit, and
- (f) perform any additional duties which the Board may ask it to perform from time to time.

3 Composition

The Scientific Committee comprises:

- (a) Scientific Committee Chair
- (b) President of TROG
- (c) Discipline Representative - Statistics
- (d) Discipline Representative - Diagnostic Imaging

- (e) Discipline Representative - Radiation Therapy
- (f) Discipline Representative - Medical Oncology
- (g) Discipline Representative - Medical Physics
- (h) TROG Research Manager
- (i) TROG Quality Assurance Manager
- (j) TCOO Scientific Advisor
- (k) Independent Consumer Representative
- (l) 4 Additional Radiation Oncologists

4 Appointment and Term

- (a) The Scientific Committee Chair and President of TROG become members of the Scientific Committee on their appointment to those positions on the TROG Board and cease to be on the Scientific Committee when they no longer hold those positions on the TROG Board.
- (b) The other members of the Scientific Committee will be appointed by the Board for a two year term and are eligible for re-appointment by the Board at the conclusion of each term.

5 Policies and procedures

The Scientific Committee will comply with the TROG Policies and Procedures Manual.

6 Proceedings of the Scientific Committee

6.1 FREQUENCY OF MEETINGS

The Scientific Committee will meet at least quarterly, including:

- (a) at the Annual Scientific Meeting, which is a meeting held annually in accordance with the Policies and Procedures Manual for new trials to be presented, for monitoring and promotion of accrual into ongoing trials, and for results of closed trials to be presented, and
- (b) at the Trials Review Meeting of TROG, which is a meeting held annually in accordance with the Policies and Procedures Manual to monitor and promote

accrual into ongoing trials, to monitor the progress of trials in development, and for results of closed trials to be presented.

6.2 LENGTH OF MEETINGS

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

6.3 NOTICE OF MEETINGS

The Secretary will give at least 21 days notice stating the place, date and time of meetings of the Scientific Committee.

6.4 QUORUM

- (a) No business will be transacted unless a quorum is present.
- (b) Any five members of the Scientific Committee constitute a quorum for the transaction of the business of a meeting of the Scientific Committee.
- (c) If a quorum is not present 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 CHAIR

At meetings of the Scientific Committee:

- (a) the Scientific Committee Chair will chair the meeting; or
- (b) if the Scientific Committee Chair is absent, the members present will choose another member to chair the meeting.

6.6 AGENDA AT MEETINGS

At its meetings, the Scientific Committee will:

- (a) for trials under development:
 - (i) determine whether the accrual target is reasonable and achievable
 - (ii) determine whether the organisational strategy (including central data management and longitudinal funding arrangements) is satisfactory
 - (iii) consider whether external grants are necessary and whether an application for an external grant would be likely to succeed, and

- (iv) consider whether any amendments should be made to the protocol
- (b) for ongoing trials:
 - (i) determine whether accrual is proceeding at a satisfactory rate
 - (ii) determine whether toxicity is acceptable, and
 - (iii) consider whether data collection and quality assurance procedures are satisfactory.
- (c) for closed trials, consider any disputes in the interpretation of results or names on publications with reference to the Authorship, Publication and Spokesmanship Guidelines.

6.7 REPORTING

As soon as practicable after its meetings the Scientific Committee will give to the Board, minutes of the meetings, which are to include:

- (a) recommendations for trials under development
- (b) recommendations for ongoing trials, and
- (c) recommendations about any disputes in the interpretation of results or names on publications with reference to the Authorship, Publication and Spokesmanship Guidelines.

6.8 VOTING

- (a) Questions arising at a meeting of the Scientific Committee will be determined on a show of hands or, if demanded by a member, by a poll taken in the manner directed by the person presiding at the meeting.
- (b) Each 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 an equality of votes on any question, the person presiding may exercise a second or casting vote.

Approved by the board of directors on:

1 August 2008