



Scientific Advisory Committee Terms of Reference

Background

The Australasian Gastro-Intestinal Trials Group (AGITG) Scientific Advisory Committee (“Committee”) oversees AGITG Research Strategy, Research Priorities and Research Governance.

Role

The roles of the Committee are:

- Set the overall strategy for research.
- Determine the research priorities.
- Governance of the scientific review process.
- Prioritise projects for resource allocation.
- Be an additional resource for the scientific review of proposals where the Working Parties are in need of additional input, as required.
- Review trial related concerns including recruitment and participant safety.
- Ensure donations are used solely for scientific research.

Structure

The Committee reports to the AGITG Board.

Support will be provided to the Committee by the Chief Executive Officer and AGITG Research Team.

The following Committees report to the Scientific Advisory Committee (SAC) but are not SAC sub-committees:

- International Development & Industry Engagement Committee
- Translational Research Committee
- New Zealand Committee
- Grants Committee
- Research Executive Committee
- Upper and Lower GI Working Parties (via Research Executive Committee)
- Trial Management Committees
- Independent Data & Safety Monitoring Committee
- Annual Scientific Meeting Committee (including sub-committees)
- Consumer Advisory Panel
- AGITG-CTC Operations Executive Committee

The roles of these committees are outlined in the relevant Terms of Reference.

Committee Chair and Deputy-Chair

Following an Expression Of Interest process SAC members will, when required, select their SAC Chair and Deputy Chair and provide their nomination to the Board for approval.

Membership

Members of the Committee will be appointed, removed or replaced by the Committee members.

The Committee will have a minimum of fifteen (15) members and a maximum of twenty (20) members.

The Committee will seek to include members with the following skillsets and attributes.

Skillsets	Attributes
Lived cancer experience	
Medical Oncology	Gender balance
Radiation Oncology	Mix of ages
Surgery	Early career researcher
Translational Research	New Zealand representation
Biostatistics	Australian State & Territory mix
Trial Design/Methods	Metro/Regional/Rural mix
Allied Health/Other Specialties	First Nations perspective
Nursing/Trial Operations/Lab Manager	Multi-cultural perspective
Psycho-oncology/QoL/Supportive care	Mix of cancer types
Emerging areas (e.g. primary care, public health, health services research) (as needed)	

Members should have a track record in conducting academic research aligned with the aspirations of AGITG.

Duration of Appointment

The Committee Chair and Deputy-Chair will be appointed for a period of three (3) years. Retiring Chairs and Deputy-Chairs are eligible for re-appointment by the Board up to two (2) terms in succession.

Membership of the Committee is for a period of three (3) years. Retiring members are eligible for re-appointment by the Committee members up to three (3) terms in succession.

Meetings

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

Committee members are expected to attend and actively participate in a minimum of seventy-five (75) percent of meetings held annually. Attendance and participation will be monitored.

A quorum of fifty (50) percent of members plus one (1) additional member is required at meetings. If within fifteen (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 Committee Chair may determine or matters will be dealt with by circulating resolution.

Reporting

The Committee Chair is responsible for reporting Committee activities to the Board with support from the Chief Executive Officer and AGITG Research Team. A written report will be provided at meetings of the Board, as appropriate.

Confidentiality and Conflict of Interest

Committee members will complete the AGITG Confidentiality & Conflict of Interest Declaration 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.

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