



Terms of reference for the NCRI Cancer CTU Group

Version 0.2, March 2015

Remit

The NCRI Cancer CTU Group is comprised of CTUs with an established focus on cancer trials ('cancer CTUs'). Members work collaboratively to identify particular needs common to cancer CTUs or of special importance to cancer trials and, where feasible, to propose solutions or develop guidance.

The group's aims are to:

1. Connect with the NCRI Clinical Studies Groups, to optimise development of the UK's cancer trial portfolio.
2. Connect with the UK clinical research networks, to optimise delivery of cancer trials.
3. Interact efficiently with the UKCRC-Registered CTU working groups, using these channels to deal with topics that extend beyond cancer trials.
4. Share knowledge and facilitate collaboration amongst CTUs working on cancer trials in the UK.
5. Identify workable solutions for cancer clinical trials in response to changes to infrastructure or governance requirements.
6. Add an expert voice to the development of national initiatives, strategic partnerships, and national consultations relevant to cancer clinical trials.
7. Be a nationally accessible source of advice on key topics relating to contemporary clinical trials in cancer, for example trial design, data sharing and transparency.
8. Keep a check on broader issues affecting CTUs and their staff, to ensure that capabilities are used efficiently and any national training, coordination or capacity gaps identified.

1. Directors' meetings

The NCRI Cancer CTU Group Directors focus on identifying needs and opportunities, developing strategies to address them, and making connections between cancer CTUs and other key stakeholders.

- Meetings will be held twice a year and supported administratively by the NCRI Secretariat. Where possible they will be run on the same day as the CSG Chairs' Forum, to enable shared discussions.
- The Director, or most senior Cancer Lead where there is a separate cancer branch, should represent their CTU at these meetings¹.
- Observers and guests will be invited at the discretion of the Chair, to support discussions or particular agenda items.
- A chairperson will be appointed from among the Directors/Cancer Leads, using a competitive process similar to that used for appointing CSG Chairs. The tenure will be for three years, with the possibility of extending for three further years.
- For reporting, an annual summary of activities would be produced by the Chair.

¹ As CaCTUS is made up of two trials units, both CTUs' Directors may attend meetings, however they are only entitled to a single vote in the event that voting is required.

2. Operational Leads meetings

The Operational Leads focus on addressing the strategic priorities and actions identified by the Directors and by the group itself, such that national priorities can be addressed.

- Meetings will be held between 2-4 times a year. Two meetings per year will be supported administratively by the NCRI Secretariat. Any additional meetings will be administered by the group itself, and there will be discussion between meetings via an email group.
- Each CTU will be represented by their Operational Lead².
- Observers and guests will be invited at the discretion of the Chair, to support discussions or particular agenda items.
- A chairperson will be appointed from among the Operational Leads, using a competitive process similar to that used for appointing CSG Chairs. Whenever possible, this representative should be from a different CTU to the Chair of the CTU Heads Committee. The tenure will be for three years, with the possibility of extending for three further years.
- The Chair of the Operational Leads will attend Directors' meetings, to report on the activities and feed information and direction back to the operational leads. If the Chair is unavailable to attend the Directors' meetings, an agreed deputy will attend on his/her behalf.
- For reporting, an annual summary of activities would be submitted by the Chair.

3. Affiliated task groups

Either the directors or operational leads may establish informal task groups for particular pieces of work, which may include expertise from the wider CTU workforce and other stakeholder groups as appropriate.

- Task groups will be managed and resourced by group members.
- Each task group should provide a short summary of activities to the CTU Directors group, at least once per year.

At present there are two groups in operation: a training and workforce development group, and a pharmacovigilance email forum.

² As CaCTUS is made up of two trials units, both CTUs' Operational Leads may attend meetings; however, they are only entitled to a single vote where voting is required.