



GCI Strategic Planning May 2015

REPORT Nov. 2015

GCIG Strategic Planning

OVERALL SUMMARY

- Secretariat (Ops Manager & Assistant, Webmaster, Book-keeper)
- Finances
- Bylaws
- Governance
- Principles of Independence
- Mission Statement
- Membership & Mentoring
- Quality Assurance
- Meetings
- CCRN
- Megadatabase
- Education & Next Generation

Operations Manager

Recommendations - actions:

- Annual performance evaluation
- Enlist/hire Ops assistant 1d/wk to evolve into job-share (2d+2d/wk) to evolve into succession (at 4d/wk).
- ALL AGREED: mB to begin mentoring immediately; to be re-assessed at GCIG Tokyo.
- Candidate interviewed by Stuart in Ottawa Sept.2015; Exec.Officers approved.

Operations Manager and Assistant

- Monica Bacon and Katherine Bennett
- Disaster planning needs further discussion (eg: documents storage, computer backup, etc) – less problematic with Ops Assistant on board
- Add position to Bylaws and SOP

BYLAWS

Ledermann & Small

Recommendations - actions

- Rare Tumours, Symptom Benefit & Phase II become “Committees”
- “Conflict of Interest” needs tightening up.
- Further review/scrutiny of Bylaws by Exec Officers & recommendations to Exec Board before legal action.

Worded revisions to be recommended and voted at Exec.BoD at GCIG Tokyo.

Of note: consider CCRN specifics & Ops Assistant.

GOVERNANCE /STATUTES/SOPs

Poveda & Pfisterer

Recommendations - actions

- Include Committee Chairs at one Exec Board meeting per annum.
- Committee members: expertise, responsibilities, commitments, etc.
- **Of note:** Committee Chairs to continue work between meetings; teleconferences available; etc.
- Develop SOPs for Consensus Conferences and Brainstormings (State-of-the-Art).

PRINCIPLES OF INDEPENDENCE

Henry Kitchener

Recommendation – actions:

Current policy accepted.

- Create a Checklist before GCIG badging/endorsement **Referred to QA**
- **Of note:** principle to collaborate/share vs hijack
- **Of note:** hurdles to collaboration
- **Of note:** presentations at GCIG meetings should be limited to GCIG badged trial

MISSION STATEMENT

Elise Kohn

Recommendations – actions:

- Divide into Mission & Vision Statement
 - Draft Statement proposed
 - Remove “paradigm shifting” --- back to “high quality”
 - Include “international collaboration.
 - Include “building capacity”.
 - Further suggestions sent to Kohn
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- Revised Statement (next slide)

Mission Statement

2003

The Gynecological Cancer InterGroup aims to promote and conduct high quality clinical trials in order to improve outcomes for women with gynecological cancer. We achieve this through international collaboration, a strong sense of common purpose, shared expertise and mutual respect among members.

Mission Statement

2015

- **The Gynecological Cancer InterGroup aims to promote and facilitate high quality clinical trials in order to improve outcomes for women with gynecological cancer.**

Vision Statement

2015

- **Improving quality and duration of life for women with gynecologic cancers will be accomplished through a focused common purpose, shared expertise, and mutual respect among members, and with recognition and accommodation of cultural, geographic, and clinical diversities amongst and between members and patients.**

MEMBERSHIP & MENTORING

Stuart

Recommendations/Concerns -- actions:

- Concerns about proposed rewording for “provisional members”; in particular, possibility of non-randomized and phase I & II trials.
- Clarification of “participation” needed.
- Clarification terminology: “member” = “member group” (bylaws)
- How many member groups is limit?
- How many member groups per country?
- Limit 6 reps per group means responsibility of each member group to send appropriate expertise as reps to meetings.
- GCIG Membership Committee (& Exec Officers) to continue development of Policy, Application Form, Review Form, and Mentorship Guidelines (with Harmonization);
- submit to Exec Board at GCIG Tokyo.

Membership & Mentoring cont'd

Revised documents:

- GCIG Application Form
- GCIG Member Review Form
- GCIG Membership Policy/Criteria
- GCIG Mentorship Guidelines

for Exec.BoD vote at GCIG Tokyo

QUALITY ASSURANCE

Bryce, Marth, Hardy, Pignata, Stonebraker

Survey proved huge variations amongst groups

Recommendations/concerns -- actions:

- Need for RT requirements (eg: IAEA or IROC beam measurements)
- CCRN sites do rpc and site audit reviews; held to a different (higher?) standard.
- Clarify minimal GCIG responsibility re: **group/member requirements** (vs non-GCIG/sponsor responsibility **trial-specific requirements**)
- QA critical in relation to GCIG badging/branding/endorsing.
- Should “old” GCIG groups be grandmothered or re-qualify?
- Activity ongoing via email.
- **Steering group meeting scheduled for GCIG Tokyo.**

GCIG MEETINGS

Gonzalez, Sagae, Lorusso, Hilpert, Ochiai, Scott

Recommendations/concerns -- actions:

- Committee agendas/objectives – trials presentations vs trials proposals/development vs discussion vs topic presentation?
Template agenda to be developed for Committees (including “open” and “closed” portions?). **More work is needed by Committees between meetings**
- Agenda items and slides **MUST** be sent beforehand.
- Should education session be reintroduced into GA? time crunch; **mission statement does not include education.**

MEETINGS cont'd

- SOPs needed for Consensus Conferences and Brainstormings (State-of-the-Art) (**see Gov/Statutes**). More than just terminology; **methodology differs**.
- Continue **2 annual meetings**; “spring” (with ASCO ??) (2 full days GCIG); “autumn” with others (eg: IGCS) (day 1 = “brainstorming” and day 2 = mini GCIG; may need Harmonization & Exec.BoD evening prior day 1)
- **Trial concept form needed**; solicit interest/input/agreement; assess drop-out rate of interested vs participant groups.
- Whenever possible, **solicit expertise from existing GCIG member groups** (vs invited guests); ask **groups to cooperate** with selected reps (eg: SGCTG D.Millan pathologist).

CCRN

Gaffney, Creutzberg, Gallardo, Lu, Kim, Mirza

Recommendations -- actions:

- **Main obstacles:** undeveloped infrastructure; funding; insurance & indemnity.
- **Plan to continue to support infrastructure development at sites.**
- **Seek funding** (set-up accounting separate to GCIG account); GCIG to match IGCS contribution.
- Symposium in SE Asia Jan.2016 to be funded by CCRN (& Elekta & Varian & ???)
- Contact UICC, IAEA, NCI US, others
- For future consideration: Africa (Zambia, S.Africa, Ghana) and Latin South America, Saudi Arabia, others.

TRIALS & MEGADATABASE

Glasspool & Nam

Recommendations – actions:

- Steering Group of this initiative to proceed (**Glasspool**, Nam, Pujade, McNeish, Fujiwara, Reuss & Paoletti); add a Harmonization Ops rep for expertise in data management and regulatory/ethics.
- Suggested sites for GCIG data: AGO and KGOG.
- Concerns re: funding, patient consents, legal/privacy issues, common data elements.
- Solicitation message from Glasspool distributed to Exec. and Chairs by Ops (emails sent).
- **Steering Group meeting scheduled at GCIG Tokyo.**

EDUCATION & NEXT GENERATION

Berek, Vergote, FungKeeFung, Zang, Braicu

Recommendations -- actions:

- Is this GCIG Mission/Vision?
- Expand educational collaborations with IGCS, ASCO, ECCO, ESGO, ESMO, SGO, ASGO, FIGO, etc etc.
- Encourage member groups to include “next generation” in their attending reps.
- **Steering group meeting scheduled at GCIG Tokyo.**

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WITH THANKS TO:

- **Small**, Ledermann, Kitchener, Stuart, Kohn, Poveda, Pfisterer, Cummings, Bacon
- **Oza**, Vergote, Mirza, FungKeeFung
- **Bryce**, Marth, Hardy, Pignata, Stonebraker
- **Gonzalez**, Sagae, Lorusso, Hilpert, Ochiai, Scott
- **Gaffney**, Creutzberg, Gallardo, Lu, Kim, Mirza
- **Glasspool**, **Nam**, Pujade, McNeish, Fujiwara, Reuss & Paoletti
- **Berek**, Vergote, FungKeeFung, Zang, Braicu