



Gynecologic Cancer InterGroup

SUMMARY STRATEGIC PLANNING

May 27, 2015, LaSalle II Room, Double Tree Hotel, Chicago, USA

Attendees:

Executive Officers: Small (Chair), Pujade-Lauraine (past-Chair), Bacon (Ops).

Executive Officers/Committee: Poveda (GEICO), Oza (PMHC & *PhII wg*)

Non-member Directors: Kitchener, Vermorken, Stuart (*& Membership*)

Directors: AGO-Au (Marth), AGO (Hilpert & *SBwg*), ANZGOG (Brand), BGOG (Vergote), COGi (Berek), DGOG (Creutzberg), EORTC-GCG (Ottevanger), GEICO (Gonzalez & *OV*), GICOM (Gallardo), GINECO (Hardy), G-GOC (Lu), GOG (Thigpen), GOTIC (Fujiwara), JGOG (Ochiai), KGOG (JW Kim), MaNGO (Colombo), MITO (Pignata), MRC-NCRI (McNeish), NCIC CTG (FungKeeFung), NOGGO (Braicu), NSGO (Mirza), PMHC (Oza), RTOG (Gaffney & *CCRN*), SGCTG (Glasspool), SGOG (Zang), NCI US (Kohn).

Committee/Working Group Chairs: Sagae (CX), Scott (TR), Bryce & Stonebraker (HARM-OPS), Nam & Reuss (HARM-STATS), Ledermann (RTwg).

Webmaster: Cummings

Regrets: ACRIN (Lee), ICORG (O'Donnell), Exec.Officers (Quinn & Pfisterer), Harter (OV), Lorusso (EN), Joly (SB), Ray-Coquard (RT).

9:30am INTRODUCTION & OBJECTIVES **Small**

9:45am GOVERNANCE & FINANCES

Secretariat documents pre-circulated & presentation attached Small

Discussion:

- Ops 2d/wk adequate?
- Funding/salary adequate?
- Distribute projects = make-work

Recommendations:

- Annual performance evaluation

- Enlist/hire Ops assistant 1d/wk to evolve into job-share (2d+2d/wk) to evolve into succession (at 4d/wk).
- Not mandatory but Kingston, Canada preferred only to fit established Canadian corporation, lawyer, accountant, banking, insurance, etc
- Disaster planning needs further discussion (eg: documents storage, computer backup, etc)

Finances documents pre-circulated & presentation attached

Oza

Discussion:

- Acceptable book-keeping & auditing to date.
- Recognize dependence on dues (incl. Industry).

Recommendations:

- Explore philanthropy support
- Create a GCIG Foundation.
- Working group: Oza, Vergote, Mirza, FungKeeFung, Small.

ByLaws document pre-circulated & presentation attached

Ledermann

Discussion:

- Number of members – deferred to Membership discussion.

Recommendations:

- 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.

Principles of Independence document pre-circulated & presentation attached

Kitchener

Discussion:

- Document vetted

Recommendation:

- Create a Checklist before GCIG badging/endorsement
 - o Refer to QA

Governance/Statutes/SOPs documents pre-circulated & presentation attached

Poveda (& Pfisterer)

Discussion:

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Recommendations:

- Include Committee Chairs at one Exec Board meeting per annum.
- Committee members expertise, responsibilities, commitments, etc (see slides: Committees and Working Groups (2) & (3))
- Develop SOPs for Consensus Conferences and Brainstormings (State-of-the-Art).

- As above (ByLaws): Rare Tumours, Symptom Benefit and Phase II become “Committees”.
- Each GCIG member group to provide one designated liaison person for each GCIG Committee to be included in teleconferences, etc.

Mission Statement document pre-circulated & presentation attached. Kohn

Discussion:

- Terminology (mission vs vision)

Recommendations:

- Divide into Mission & Vision Statement
- Wording proposed (see slide)
- Remove “paradigm shifting” --- back to “high quality”
- Include “international collaboration.
- Include “building capacity”.
- Further suggestions to be sent to Kohn before finalizing

10:30am BEVERAGE BREAK

11:00am TRIALS & MEGADATABASE document circulated; presentation attached.

Glasspool, Nam, Pujade, McNeish, Fujiwara, Reuss & consultant Paoletti

Discussion:

- Presentation enthusiastically received
- Concerns re: funding, patient consents, legal/privacy issues, common data elements.

Recommendations:

- This working group continue as Steering Group of this initiative; add a Harmonization Ops rep for regulatory/ethics and data management expertise.
- Sites for GCIG data could be AGO and KGOG.

11:45am MEMBERSHIP/MENTORING documents circulated; presentation attached.

Stuart, Vermorken, Brand, Ottevanger, Thigpen

Discussion:

- Concerns about proposed rewording for “provisional members”; in particular, possibility of non-randomized and phase I & II trials. (see slide)
- 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 group to send appropriate expertise as reps to meetings.

Recommendations:

- GCIG Membership Committee (& Exec Officers) to continue development of Policy, Application Form, Review Form, and Mentorship Guidelines (with Harmonization); submit to Exec Board.

12:30pm LUNCH

1:30pm QUALITY ASSURANCE documents circulated; presentation attached.

Bryce, Marth, Hardy, Pignata, Stonebraker (O'Donnel-absent)

Discussion:

- **Survey proved huge variations amongst groups (see docs)**
- 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 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?

Recommendations:

- Team commended and encouraged to continue to move forward.

2:15pm MEETINGS documents circulated; presentation attached.

Gonzalez, Sagae, Lorusso, Hilpert, Ochiai, Scott

Discussion:

- Number and format of "annual" meetings
- Committee agendas/objectives – trials presentations vs trials proposals/development vs discussion vs topic presentation?
- Satellites during breaks working well; number of satellites ever-increasing.
- Should education session be reintroduced into GA? time crunch; mission statement is not education.
- SOPs needed for Consensus Conferences and Brainstormings (State-of-the-Art) (see Gov/Statutes). More than just terminology; methodology differs.

Recommendations:

- Continue 2 annual meetings; "spring" with ASCO (2 full days GCIG); "autumn" with others (eg: IGCS) (day 1 = "brainstorming" and day 2 = mini GCIG)
- Committee conflicts unfortunate but accepted necessity.
- More work is needed by Committees between meetings
- Template agenda to be developed for Committees (including "open" and "closed" portions?).

- Agenda items and slides MUST be sent beforehand; or ???
- 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).

3:00pm BEVERAGE BREAK

3:30pm CCRN documents circulated; presentation attached.

Gaffney, Creutzberg, Gallardo, Lu, Kim, Mirza

Discussion:

- Main obstacles: undeveloped infrastructure; funding; insurance & indemnity;

Recommendations:

- Continue to support infrastructure development at sites.
- Seek funding (set-up accounting separate to GCIG account); GCIG to match IGCS contribution.
- Education Initiative in SE Asia Jan.2016 to be funded by CCRN (& Elekta & Varian & ???)
- Contact UICC, IAEA, NCI US, others
- Consider Africa (Zambia, S.Africa, Ghana) and Latin S.America

4:15pm EDUCATION & NEXT GENERATION

document distributed; presentation attached.

Berek, Vergote, FungKeeFung, Zang, Braicu (Harter-absent)

Discussion:

- Is this GCIG Mission/Vision?

Recommendations:

- 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.

5:00pm SUMMATION each group’s priorities (attached)

FUTURE DIRECTIONS:

Follow through on recommendations.

Small

5:30pm Adjourn