



v. Nov 2017

GCIg Education Working Group (EWG)

Terms of Reference

BACKGROUND

The Gynecologic Cancer InterGroup (GCIg) has grown into a large international consortium facilitating clinical trials for women with gynecologic cancers. It includes an established Cervix Cancer Research Network (CCRN) whose goal is improve care and clinical research in cervix cancer by advancing therapeutic knowledge and building capacity to advance specific trials in developing areas of the world. Following on this initiative and in keeping with the mandate of the GCIg to improve the quality and duration of life for women with gynecologic cancers, the GCIg will develop and support educational activities. These educational efforts will be focused on the direct goals of the GCIg and be research/trial oriented.

OBJECTIVES

The Education Working Group (EWG) is a sub-committee of the Executive Board of Directors, charged with overseeing all educational symposia and workshops which the GCIg initiates or supports. The EWG reports to the Executive Board. EWG activities will include, but are not be limited to:

- i)* Develop educational material:
 - a. Investigate existing resources and assemble a list of materials currently in use by GCIg member groups and advocacy groups
- ii)* Build capacity:
 - a. Focus on junior investigators:
 - i. Promote research through gynae specific education as it relates to clinical trials
 - ii. Promote international collaboration – GCIg model
 - iii. Develop a GCIg Young/new Investigator Clinical Trial Symposium
 - b. Promote the profile of GCIg internationally:
 - i. Present information about GCIg trials at Group/Societal meetings
 - ii. Develop a satellite program to discuss the mandate of GCIg and to provide information about GCIg trials.
- iii)* Advocacy:
 - a. Develop a roster of Advocacy Groups
 - b. Promote international events such as International Ovarian Cancer Day

COMPOSITION & TIMING

The Education Working Group will consist of no more than 10 members (Directors) of the Executive Board of Directors (BoD) reflecting the international composition of the GCIG membership, one of whom shall be appointed as a Chair by the GCIG Executive BoD. The Chair and EWG membership appointments will not exceed four (4) years, with the opportunity to renew for an additional two (2) years and will be at the discretion of the EWG and GCIG Executive BoD. The EWG Co-Chair will succeed into the position of Chair.

Ex officio members of the EWG include the GCIG Officers and Operations Manager(s).

SCOPE OF WORK & RESPONSIBILITIES

The EWG will be chaired by a member of the GCIG BoD.

1. The EWG Chair and co-Chair will work with the Operations Manager(s) to minute meetings and provide a summary of consensus and action items to GCIG.
2. The EWG will oversee all GCIG initiated/badged or GCIG supported (non-standard) Educational Symposia and Workshops.

REPORTING, MEETING & ORGANIZATIONAL ARRANGEMENTS

1. The EWG will meet in person twice annually. The working group will conduct meetings or updates as needed by phone or electronically.
2. No less than six (6) weeks *prior* to the bi-annual GCIG meeting, the Education WG will identify the expected attendance (including invited guests/consultants) and requirements for the meeting to the Operations Managers.
3. No later than one (1) month *prior* to the meeting date, the EWG Chair(s) will provide agendas to the Operations Manager in order to have these circulated to the members and slides requested.
4. No more than four (4) weeks *after* any meeting of the Working Group, the EWG Chair(s) will prepare minutes/reports and submit these to the Operations Manager for distribution to the Executive BoD and EWG members and record keeping.
5. The EWG shall report biannually to the Executive Board of Directors and General Assembly on GCIG Educational activities. Minutes of all meetings shall be available to the Executive Board of Directors.