

# Terms of Reference: Scientific Committee

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## 1. NAME

The name is the Scientific Committee.

## 2. COMMITTEE FOCUS

The principal focus of the Scientific Committee is to develop and monitor a portfolio of high quality research for PC4, linked to our values and strategic goals. The portfolio of PC4 research should cover the role of primary care across the cancer continuum including: Prevention and Early Detection, Survivorship and Palliative Care.

### 2.1 Process

The goals of the Scientific Committee will be achieved through participation in scheduled meetings and teleconferences, contributions of expertise to the research agenda, and effective liaison with other trials groups, researchers, policy makers, health care practitioners, peers and consumers.

The PC4 Office will coordinate and support all activities, including meetings and research support.

## 3. RESPONSIBILITIES

The role of the Scientific Committee is to guide the development of a high-quality research portfolio and support PC4 activities in capacity building and skill development.

### 3.1 Service

The Scientific Committee will support the following:

- Development of research proposals
- Create new project working groups and nominate a research leader for each group
- Submissions for funding of research
- Requests for services from members (e.g. scientific review of proposals)
- Participation in Concept Development Workshops, Peer Review Workshops, Early Career Researcher Network events and the PC4 Scientific Symposium
- Oversight of all PC4 research activities
- Alignment of the PC4 research development portfolio with its strategic plan and funding and policy priorities and opportunities
- Review of Training Award applications, as required.

In particular:

#### 3.1.1: Funding applications

The Scientific Committee is responsible for the PC4 portfolio of research. This includes, but not limited to, developing concepts into funding applications, usually via the creation of Project Working Groups. It is not required nor expected that the Scientific Committee Chair will be a CI, or that all members of the Scientific Committee will be included in every project.

#### 3.1.2 Concept Development Workshops (CDWs)

The Scientific Committee will attend and submit concepts for CDWs (and others) as appropriate to contribute their expertise. Additionally, members may be asked to be a spokesperson for a concept and provide peer review concepts prior to the workshops.

#### *3.1.3: Peer Review Workshops (PRWs)*

The Scientific Committee will attend and provide peer review for funding applications submitted to Peer Review Workshops.

#### *3.1.4: PC4 Scientific Symposium*

Scientific Committee members may also be invited to contribute to the PC4 Scientific Symposium. This may be in the form of an invited speaker, session chair, panel speaker or presentation judges.

#### *3.1.5: Member Support Services*

PC4 members may apply to PC4 for a range of services including support, advice and scientific and consumer review of their proposals in progress. Requests for scientific review will be forwarded to members of the Scientific Committee via the Chair. It is the responsibility of the nominated reviewer to provide confidential feedback, either via an email with written comments or tracked changes, within the designated timeframe. Each request for scientific review will be considered on its relevance to PC4, and according to workload and availability. Limits to requests may be applied as PC4 membership increases.

#### *3.1.6 Oversight of research portfolio*

The Scientific Committee will review the progress of PC4-initiated projects in their portfolio with a view to ensuring progress is maintained. The Committee will also review all supported studies to assess potential for further development.

## **4. REPORTING**

The PC4 Office will distribute Minutes of meetings to committee members. The Scientific Committee Chair will liaise with the PC4 Office to produce an Annual Report for the Advisory Committee. All Scientific Committee members will contribute to reports as required.

## **5. MEMBERSHIP**

### *5.1 Eligibility*

Only PC4 members are eligible for Scientific Committee membership

### *5.2 Composition*

- Joint Community Advisory Group representatives (minimum of two)
- PC4 members (minimum of four, with a multidisciplinary profile)
- Early Career Researcher(s) (minimum of two)
- PC4 Office representative(s)

The Scientific Committee requires a minimum of 11 members and has a capacity of 27 members.

### *5.3 Process*

PC4 members are invited to nominate themselves via an *Expression of Interest* process. Applications are reviewed and selected by the Advisory Committee. The Scientific Committee may co-opt temporary membership as required and invite researchers from outside the Scientific Committee or PC4 to join Project Working Groups.

### *5.4 Chair*

The Scientific Committee Chair is elected by the committee and the term is that of standard membership, 2 years with the option of re-appointment if agreed to by the committee. A description of the role of the Scientific Committee Chair is [here](#).

## **6. OPERATING PROCEDURES**

### *6.1 Meetings*

A minimum of two meetings, one face-to-face meeting and one teleconference, and any additional meetings as required. It is expected that each Scientific Committee member will attend the CDW, Peer Review Workshop, and/or PC4 Scientific Symposium.

### *6.2 Quorum*

50% of the members constitute a quorum

### *6.3 Records*

The Agenda will be set by the PC4 National Manager & Scientific Committee Chair. The PC4 Office will prepare and distribute Minutes.

### *6.4 Term of Membership*

All members are appointed initially for two years, with the option of re-appointment. This flexibility in term will accommodate both a staggered turnover of membership and retention of expertise. It is expected that all members will attend at least 50% of PC4 activities and respond to at least 50% of PC4 Office requests for expert feedback. Failure to meet this expectation may result in termination of committee membership, at the discretion of the Advisory Committee. Committee members may request a leave of absence for up to one year.

Committee membership will be reviewed in the last six months of each funding cycle for membership composition, capacity and participation.

### *6.5 Conflict of Interest*

All members must declare all potential conflicts of interest. The Scientific Committee Chair will advise if a member is to refrain from participating in any discussion or decision-making process. Any conflict of interest will be recorded in the Minutes.

## **7. GUIDING PRINCIPLES**

The Scientific Committee will adhere to the following:

- Feedback and/or review of documentation responses will be provided within the agreed time frame (as negotiated by the PC4 Office).
- Decision-making will be a transparent process and records will be readily accessible
- To promote frank discussion, speaker confidentiality may be preserved
- Deliberations of the research projects will result in collective decisions that are actioned with the consent of the members
- Resolution of dissenting issues shall be achieved by a vote of members, with Scientific Committee Chair having the casting vote in the event of a tie

## **8. ADOPTION AND AMENDMENT**

These *Terms of Reference* shall be reviewed no less than every three years. Changes shall be approved by the Advisory Committee of PC4.

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