



## Terms of Reference COMMUNITY ADVISORY GROUP

### 1. PURPOSE

The purpose of the PC4 Community Advisory Group (CAG) is to provide a mechanism for community input to guide PC4's strategic direction, priorities, and during the development of new research and clinical trials for primary care research in cancer.

Key tasks include:

- Providing input into the strategic plan and development of research priorities of PC4.
- Reviewing research concepts and protocols from the community perspective, including the relevance of the overall research question.
- Participating in working groups.
- Working with PC4 members to provide input into grant applications, including acting as consumer Chief/Associate Investigators as required.
- Involvement in priority setting and the development of new ideas.
- Supporting new members of the CAG.
- Participating in training and education activities.
- Providing input into PC4 communications, including results of PC4 supported research and other PC4 activities.

We expect that CAG members will also be involved in other activities such as:

- Facilitating links with the community and cancer community/consumer groups.
- Raising awareness and advocating for community priorities among PC4 members.
- Advising on ways to increase public awareness of the importance of clinical trials.

### 2. STRUCTURE

The PC4 Community Advisory Group is the core feature of the PC4 consumer engagement model. This group represents the formal aspect of consumer engagement in the development of PC4 research and PC4 governance. The CAG consists of up to 12 community members. The broader CAG will be represented by a minimum of one CAG member on each of the following committees, the PC4 Advisory Committee and the PC4 Scientific Committee. The activities of the CAG shall be shared amongst members with opportunities to attend workshops and participate in committee meetings where appropriate and supported by the PC4 Office as required.

### 3. MEETINGS

A minimum of two CAG meetings per year will be held. The majority of meetings will be a virtual format to facilitate attendance, however PC4 will aim to hold one face-to-face workshop every second year, with a training/education focus. Each member of the CAG will be required to attend at least one meeting per year.

## **4. MEMBERSHIP**

### **4.1. NEW MEMBERS**

CAG membership will reflect a diversity of skills, experiences, demographics and location.

New members shall be required to submit an application with details of:

- Their experience with cancer
- Their experience with clinical trials or studies
- Their involvement with other community/consumer groups
- The reasons for wanting to join the CAG
- Their curriculum vitae.

Upon appointment new members of the CAG shall be provided with access to:

- CAG Terms of Reference (this document)
- Recent CAG minutes
- List of PC4 studies (available at <https://pc4tg.com.au/about-us/our-research-new/>)
- Remuneration Guideline
- PC4 Travel Policy
- Any other information deemed necessary

### **4.2. ESSENTIAL CRITERIA**

All members of the CAG must be members of PC4. CAG members are not eligible for membership of other committees of PC4, other than as a CAG representative.

### **4.3. DURATION OF APPOINTMENT**

Membership of the CAG is for a term of three years. Membership may be renewed upon reapplication. Terms of the CAG may be staggered by offering renewal options of one to three years to avoid the complete renewal of the committee in any one year.

### **4.4. WITHDRAWAL FROM CAG**

Due to changes in circumstances CAG members may wish to terminate their membership before their current term is completed. Members wishing to resign from CAG should email the National Manager of PC4.

### **4.5. SUPPORT FOR CAG MEMBERS**

All members of the CAG will be provided with appropriate learning opportunities. PC4 will endeavour to reimburse all travel expenses associated with members' participation in consumer activities related to the CAG. Some activities will attract an honorarium or sitting fee, according to PC4's Remuneration Guideline (see Section 6). The PC4 Office will provide administrative support to CAG members to minimise any other costs associated with CAG participation.

## **5. ROLE OF CAG MEMBERS**

PC4 recognises that members of the CAG are volunteers with professional, personal and family commitments and shall endeavour to accommodate any personal circumstances to a reasonable extent.

### **5.1. RESEARCH PRIORITISATION AND STRATEGIC PLANNING**

The views of the CAG are represented by members on both the Scientific and Advisory Committees. CAG representatives on these committees are responsible for sharing the CAG's position on areas of research priority and strategic activities related to consumer engagement. PC4 will also facilitate broader input into organisational planning by CAG members at CAG meetings.

## **5.2 ENGINE ROOM MEMBERSHIP**

PC4's Engine Rooms are multi-disciplinary groups which provide the key entry point for new research and trial development. There are currently two Engine Rooms:

- Prevention and Early Detection Engine Room
- Living With and Beyond Cancer Engine Room

Members of the CAG will elect to participate in at least one Engine Room to ensure community input is considered at an early stage of development. Each Engine Room meets 3-4 times per year; each CAG member is expected to attend at least 1 meeting annually.

## **5.2. CAG REVIEWS – WORKSHOPS**

PC4 holds two regular workshops, a Concept Development and a Peer Review Workshop. CAG members are encouraged to contribute to reviewing as many documents (concepts, protocols, Participant Information Sheets, Consent Forms, etc.) as their time permits. Documents will be circulated to all and all contributions, including 'no further comments' are valuable. Two members of the CAG attend the workshop based on availability and interest.

CAG members will also have the opportunity to meet with the research team as a CAG-only meeting. This is aimed to facilitate an additional opportunity for CAG members to provide input and request additional information outside the formal workshops (may not be required for in-person PRW/CDW).

It is expected that CAG members will meet review deadlines or notify as early as possible to negotiate extra time or re-allocate proposals for review by other CAG members if necessary.

The purpose of the CAG review process is:

1. To provide a lay perspective on the impact of the proposal on participants.
2. To provide a lay perspective on the quality of a grant application and how well it meets the needs of the public and possible participants.
3. To ensure Participant Information Sheets and Consent Forms enable potential participants to make an informed choice whether to join the research study. Feedback on grammar and spelling is appropriate for these documents

It is expected that CAG members would only object to approval/endorsement/support of a study or concept if it does not concord with the aims of the respective Group or if there are ethical flaws from the reviewer's perspective.

## **6. REMUNERATION FOR PC4 ACTIVITIES**

The PC4 [Community Advisory Group Tiered Remuneration Guideline](#) sets out PC4's commitment to remuneration and reimbursement of CAG members for their time and contributions to agreed activities. It provides guidance on circumstances where payments will be made, the rates of payment and the methods of payment.

### **6.1. EXEMPTIONS**

- Online CAG and Engine Room Meetings do not attract a payment.
- Projects with secured funding: PC4 encourages all researchers to include payments for consumer representatives in their research budget. Where possible, funded projects directly run by PC4 will provide remuneration for consumer involvement.

## **7. CODE OF CONDUCT**

CAG members are expected to abide by the University of Melbourne Code of Conduct. It is expected that CAG communication is not offensive, harassing or discriminatory in any way and that CAG members act fairly, reasonably and treat fellow CAG members and PC4 members with respect, courtesy and sensitivity. Likewise, it is expected that members of the CAG will be treated respectfully and courteously by all members of PC4 and PC4 staff.

### **7.1. CONFIDENTIALITY AND CONFLICT OF INTEREST**

CAG members are asked to contribute as individuals with an interest or experience in cancer, and not as representatives of another group or organisation. CAG members must treat all documents, be it research or governance documents, as confidential. CAG members must disclose any conflict of interest in any matters being considered by the CAG. All CAG members shall be required to sign a Confidentiality Agreement and contact details release form.

### **7.2. ACTING AS A REPRESENTATIVE FOR THE CAG**

When attending external meetings or activities on behalf of PC4, CAG members are asked to reflect PC4's goals and objectives and to respect the confidentiality of PC4 unless disclosure has been authorised by the National Manager.

CAG members are encouraged to represent the CAG at external meetings or activities and are required to:

- Inform the National Manager of this prior to the event taking place.
- Use approved media communications resources (PowerPoint presentation, brochures, flyers, etc) provided by the National Manager

### **7.3. BREACH OF TERMS OF REFERENCE AND CONFLICT RESOLUTION**

Any matters of conflict or breach of terms of reference shall be referred to the National Manager and Director, who will resolve or escalate the matters internally as required. Final outcomes of any matters of conflict or breach of terms are at the discretion of the National Manager and Director of PC4.

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