



Program for Advancing the Research Capacity for Pediatric Cancer Clinical Trials in Low Income Countries and Middle Income Countries

COMMITTEE TERMS OF REFERENCE

Table of Contents

<i>Purpose</i>	2
<i>Committee Membership</i>	2
<i>Committee Member Profile</i>	3
<i>Duration of Mandate</i>	3
<i>Meetings</i>	4
<i>Quorum</i>	4
<i>Voting</i>	4
<i>Committee's Authority and Responsibilities</i>	4
<i>Managing Risk</i>	5
<i>Immediate Goals (Oct 2021- Sept 2022)</i>	5
<i>SIOP Office Support</i>	5

**Program for Advancing the Research Capacity (PARC)
for Pediatric Cancer Clinical Trials in
Low Income Countries and Middle Income Countries**

**Committee
Terms of Reference**

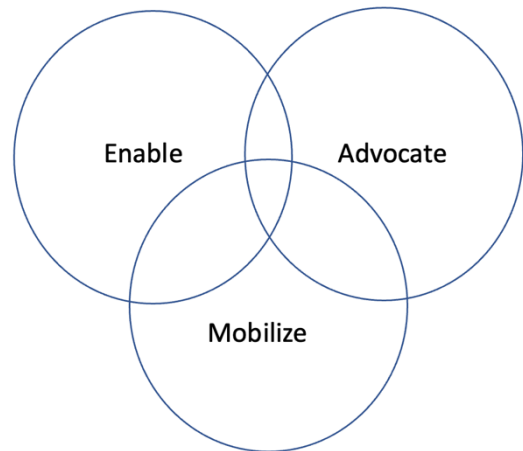
Purpose

The purpose of the SIOF PARC Committee is to provide support, guidance and oversight of the development, implementation, and progress of the PARC Program.

PARC’s Ambitious Goal

Through the PARC Program to bolster pediatric oncology clinical research infrastructure in low income countries (LICs) and middle income countries (MICs), SIOF will enhance the capacity for research-informed treatment to improve the care and cure of children with cancer.

PARC Program’s 3 Objectives



Three Objectives: Enable-Advocate-Mobilize

Through the PARC Program, SIOF will 1) **enable** SIOF members and partners to expand research capacity in order to generate local evidence for cure and care, 2) **advocate** for increased use of research to provide evidence that optimizes the outcomes for children with cancer, and 3) **mobilize** resources for clinical research capacity development in LICs and MICs.

Committee Membership

The PARC Committee shall be composed of at least 10 and a maximum of 12 members. At least 50% of the Committee members must come from LICs/MICs.

The members of the PARC Committee shall be appointed by the President of the Board of Directors following a call for nominations and a review and selection by a Selection Committee.

Nominations Process

- Candidates can self-nominate in a nomination process administered by the SIOF Secretariat.
- The Selection Committees includes the SIOF President and the existing members of the PARC Committee. The Selection Committee scores all applications. After the vote, the top candidates who get the highest votes will be invited to join the PARC Committee.

- For a representative of young people, the Young SIOF Network will nominate 2 nominees and the Selection Committee will consider them and invite one of the nominated representatives to join the PARC Committee, keeping in mind geographic and other diversity issues.
- One person from the PARC Committee should have extensive knowledge on bioethics in order to consider all ethical aspects of any project proposal or workstream.

There shall be a Chair, also appointed by the SIOF President. SIOF President Elect and SIOF President are ex officio members of the PARC Committee. The PARC Committee Chair will be selected from within the PARC Committee.

Committee Member Profile

The majority of the members of the PARC Committee should have good broad knowledge and/or hands-on experience and leadership role in implementing clinical trials and/or paediatric oncology clinical research training programs preferably in LICs/MICs. Leadership role is defined as having extensive experience in designing and implementing research trials in paediatric oncology in LICs or MICs such as serving as Principal Investigators (current or past) or having executive responsibility within a cooperative clinical trial group or national paediatric haematology/oncology groups.

Candidates may be from academia, clinical trial groups, research institutions, cooperative groups, hospitals/teaching hospitals or foundations. Due to possible conflicts of interest, only candidates not currently employed by industry will be considered.

One member should be recruited to represent the views and positions of the Young SIOF Network.

To apply, candidates for the PARC Committee should submit their CV and a cover letter, clearly demonstrating their hands-on experience and leadership role in clinical research in LICs/MICs.

Duration of Mandate

To achieve staggering, the originally recruited PARC members will be randomly assigned to two groups: 50% of the originally recruited PARC Committee members are appointed for three (3) years and 50% will be appointed for 2 years. PARC Committee members cannot have more than 2 terms.

Should the PARC Program be extended, the Board of Directors can extend the duration of the mandate of the PARC Committee. Members of the PARC Committee will comply with the Declaration-of-Interest policy of the Society. Should the PARC Program be unable to mobilize funds for its operations, the PARC Committee may disband itself earlier than the stipulated three-year mandate.

The Chair of the PARC Committee shall make quarterly reports to the SIOP Board of Directors.

An External Advisory Team to the PARC Committee may be set up and convened, if it is deemed necessary.

Meetings

The PARC Committee shall meet as often as it determines, but not less frequently than once every two months. Meetings are held virtually.

Quorum

The PARC Committee needs 60% of the members present in a meeting to constitute a quorum. This Committee does not utilize proxy votes.

Voting

The Committee will use a simple majority vote.

Committee's Authority and Responsibilities

The PARC Committee shall review and reassess the adequacy of this Terms of Reference (TOR) document periodically and recommend any proposed changes to the SIOP Board of Directors for approval. Once a year, the PARC Committee shall review its own performance, as part of its report to the Board of Directors.

The PARC Committee shall:

1. Support the Chair of the PARC Committee to identify financial (donations, grant opportunities etc) and other relevant resources (existing clinical research training programmes etc) for the PARC Program.
2. Once sufficient resourcing is secured, prioritize key Program activities and develop a workplan for each of the PARC Objectives 1,2 and 3, and related measurement metrics. The workplan should clearly indicated the required funds, staff time and effort for implementing the activities. Some activities (e.g. gathering and disseminating educational/fellowship opportunities) may require only staff time and effort.
3. Define what SIOP means by "research" for the purposes of the PARC Program (translational, qualitative or other type etc).
4. Consider how to establish the baseline and the need¹: what is the gap analysis of paediatric oncology research capacity in LICs and MICs.
5. Carry out a stakeholder mapping, engaging Continental Presidents and others, as needed.
6. Develop an Annual Call for Proposals and all related proposal documents (application form, scoring matrix, etc.)

¹ The Committee should consider existing resources (e.g. Richard Sullivan etc)

7. Review and rank the proposals according to a rubric developed by the PARC Committee²
8. Select the proposal(s) for implementation. The number of selected proposals depends on the available funding.
9. Review 6-month reports on the implementation progress of the selected projects
10. Review annually the PARC Committee TOR and implementation progress of projects

Board Report

The Chair of the PARC Committee shall report on each of the items listed above quarterly and annually to the Board of Directors. A summary of the activities of the PARC Program shall be included in the Society's Annual Report and website.

Limitation of Committee's Role

All actions of the PARC Committee shall be carried out in accordance to the mission and vision of the Society. SIOP conducting research is outside the scope of the PARC Program.

Managing Risk

To the extent possible, the Chair of the PARC Committee, facilitated by the SIOP Secretariat, should take actions to evaluate, monitor, identify and respond to risks, including possible reputational risks for SIOP. The Chair is tasked with developing a risk mitigation plan for the PARC Program.

Immediate Goals (Oct 2023- Sept 2025)

1. Identify resources (financial and other) for the PARC Program
2. Oversee the Round 1 and Round 2 of funding to cooperative groups
3. Oversee the Nai Kong and Irene Cheung Family Career Development Award

SIOP Office Support

The tasks of the PARC Committee will be supported by the SIOP Secretariat.

² Depending on the topics of research, the PARC Committee may decide to bring in experts in the specific area that corresponds to proposal topics.

