

STATUTES OF THE EORTC ENDOCRINE TUMOUR TASK FORCE (EnTF)

1. Name

This group will be known as the European Organisation for Research and Treatment of Cancer (EORTC) Endocrine Tumour Task Force Group (EnTF). The EORTC is a non-profit international cancer research association under Belgian law. All trials or research projects carried out under the auspices of the EORTC are, by definition, the responsibility of the EORTC. The Registered Office of the EORTC is located at 83, Avenue E. Mounier, B – 1200 Brussels, Belgium.

2. Aims of the Task Force

The aim of the EORTC EnTF is to conduct, develop, coordinate and stimulate research on patients with endocrine tumours, as well as education and training of physicians involved in the diagnosis and treatment of patients with endocrine tumours. Research will be focused on translational and clinical aspects in Europe to improve the management of endocrine tumours and associated problems by increasing survival, quality of life, as well as the definition and evaluation of diagnostic criteria and techniques, translational studies and prospective clinical trials.

The ultimate goal of the EORTC EnTF group is to improve the standards of endocrine tumours treatment in Europe, through the evaluation of innovative drugs and regimens, and to establish more effective therapeutic strategies using drugs already commercially available, surgery, radiotherapy or a combination of different modalities.

3. Membership

The EORTC EnTF is a multidisciplinary group with institutions as members of the group .

The EORTC EnTF has different kind of memberships (active, probationary, corresponding and observers)

Active EORTC EnTF members:

Active for at least 2 consecutive years, have recruited patients in clinical trials, comply with the policies and procedures of EORTC and are compliant with all protocol requirements . They have full rights and can participate in the General Assembly, can vote and can be elected.

Probationary EORTC EnTF members:

Active *for less than 2 years*, have recruited patients in clinical trials, comply with the policies and procedures of EORTC and are compliant with all protocol requirements.

Corresponding EORTC EnTF members:

Do NOT belong to an EORTC host institution and are investigators interested in contributing to the activities of the group (Pathobiology, Imaging, TR, etc...). They cannot participate in the General Assembly, vote or be elected.

Observers:

Refers to those individuals who belong to institutions or possibly industry representatives who do not belong to the EORTC network but wish to attend scientific sessions. Their participation is welcome however they cannot participate in the General Assembly, vote or be elected.

4. Officers/Steering Committee

Chairperson: is elected by the active members of the group for a term of 3 years. [re-election for a second three year term is exceptional, and requires the approval of the EORTC Board.] The outgoing chairperson can remain on the board as past chairperson for a period of three years in order to assist the incoming board in matters as deemed necessary by the officers of the group.

Vice chairperson : is elected by the active members of the group for a term of 3 years. [re-election for a second three year term is exceptional, and requires the approval of the EORTC Board.]

The Chairperson and Vice chairperson elect: Elections for the post of chairperson and vice chairperson will be held 1.5 years prior to the expiry of the 3 year term.

Secretary/Treasurer: are elected by the active members of the group for a term of 3 years. They can be re-elected once for a second three year term. The secretary is responsible for the organization of the biannual meeting and the distribution of the minutes to the whole group membership.

The chairperson, secretary/treasurer, vice chairperson and past chairperson are responsible for coordination with all members of the group and between the EnTF and other EORTC Groups as well as other groups involved in endocrine tumors. They are responsible for providing a yearly report to EORTC Headquarters on the activities of the group for submission to the annual EORTC Report.

Study coordinators (principal investigators): are designated by the group on an ad-hoc basis and will hold office in the steering committee for the duration of the studies. They should actively take part in the study for which they are a coordinator. They are responsible for the good conduct of the study and presentation of results to the group. They will work closely with the EORTC Headquarters to ensure adequate accrual to prospective studies. They are responsible for the preparation of appropriate publication material and for obtaining concurrence of all authors.

EORTC Headquarters: The Clinical Research Physician and Statistician of the group from EORTC will be members of the steering committee.

5. Elections

Election of officers takes place during the business meeting preceding the end of their mandate. All active members can designate candidates. Only active members of the group have the right to vote.

6. Task Force meetings

Two general group meetings are organized every year and will be held with the following format:

- Business meeting of only active members
- Plenary scientific meeting, open to all membership categories

During the business meeting administrative, financial and ongoing/proposed clinical trials are discussed.

The business meeting is open only to active members.

7. Protocol Design and writing

A new proposed protocol outline will first be screened by and must have the support of the Chairperson, Secretary and Treasurer. Thereafter, it will be submitted according to the EORTC policy for presentation of outlines to the PRC. Any member of the Task Force may propose a new protocol and is responsible for its design and writing according to EORTC Guidelines, with the support of other task force members and the EORTC headquarters team of Clinical Research Physician and Statistician and others as appropriate.

8. Publications

All scientific work published under the name of the Task Force will follow the rules laid down in the Policy document 009 of the EORTC.

Publication of study results on behalf of the Task Force will bear the name EORTC Endocrine Task Force (EnTF) in their title. The first author will be the coordinator of the study concerned, other investigators names will appear in the order of their numerical contribution of patients to the study starting with the highest contributor. The staff of the EORTC headquarters represented by the Clinical Research Physician and Statistician at the minimum and other team members as appropriate will be included.

9. Organization of financial support

- a. The Task Force leadership is responsible for accruing adequate and appropriate financial support without compromising the scientific integrity of the work of the Task Force. Organization of the financial support will be undertaken jointly with the EORTC Headquarters. Grants from the pharmaceutical industry or other sources will be handled centrally by the Task Force chairperson/treasurer in order to provide the group with a sound financial base and not necessarily allocated to participants in a particular working party.
- b. The Treasurer will provide the EORTC Treasurer Officer with year-end financial reporting and the Scientific Audit Committee with a report every 4 years as requested. A treasury report should be given to each business meeting of the task force or at least each year.

10. Relations with the EORTC Headquarters

- a. All protocols to be submitted to the Protocol Review Committee will be reviewed by the EORTC Headquarters staff (, Clinical Research physician, statistician, data manager, quality of life specialist, TR specialist and others as appropriate) prior to submission.
- b. For sponsored trials, all negotiations with pharmaceutical companies will be carried out jointly by the chairperson of the Task Force, the Director of the EORTC Headquarters (D. Lacombe) and the Budget Development department (A. Marinus).
- c. For sponsored or non-sponsored studies optimal communication with the Headquarters will be maintained between the Chairperson of the Task Force and the Regulatory Affairs Unit of the EORTC to provide adequate insurance cover for all studies conducted with the EORTC label and under EORTC legal responsibility.
- d. All applications for funding by the European Commission or to any other granting agencies (ESF, etc.) on behalf of the EORTC Task Force, or bearing the name of the EORTC and involving the EORTC, should be circulated to the EORTC Headquarters for appropriate coordination prior to submission..

10. Representation of the Task Force in the General Assembly

The Chairperson of the Task Force automatically becomes a full member of the EORTC General Assembly for the duration of his/her mandate. Under exceptional circumstances when he/she cannot attend the meetings of the general assembly he/she can be represented by one of the officers or active members as approved by the board.