

SIOPE EUROPE RADIATION ONCOLOGY WORKING GROUP

TERMS OF REFERENCE

(14 FEBRUARY 2020)

1. Background

In view of the changing landscape of paediatric radiation oncology, a dedicated group of paediatric radiation oncologists identified the need for a forum to bring together all those involved in paediatric radiation oncology across the SIOPE affiliated countries.

The SIOPE Radiation Oncology Working Group will focus on the promotion of the highest standards in paediatric radiation oncology, in particular for patient care, clinical trials, education and clinical research to enhance the evidence base for paediatric radiotherapy.

2. Remit of the SIOPE Europe Radiation Oncology Working Group

The SIOPE Radiation Oncology Working Group will overarch the existing QUARTET group (Quality and Excellence in Radiotherapy and Imaging for Children and Adolescents with Cancer across Europe in Clinical Trials - www.siope.eu/quartet) and the JARC (Joint Action on Rare Cancers – partum radiotherapy - <https://www.siope.eu/activities/eu-projects/eu-joint-action-rare-cancers-jarc/>) to provide information on the issue of access to radiation oncology for children across Europe.

The SIOPE Europe Radiation Oncology Working Group will focus on patient care, education and clinical research including quality control issues relevant to the radiation oncology community.

The SIOPE Europe Radiation Oncology Working Group is a formal group within SIOPE Europe officially launched during the first annual SIOPE meeting in Prague May 2019.

3. Constitution of SIOPE Europe Radiation Oncology Working Group

The SIOPE Europe Radiation Oncology Working Group will be composed of:

1. 1 Chair
2. 1 Chair-Elect or 1 Past-Chair
3. 5 Steering Group Members
4. A SIOPE Europe Radiation Oncology Working Group Council consisting of the Steering Group and the SIOPE Clinical Trial Group Radiotherapy Committee chairs
5. Members

The Chair, Chair-Elect, Past-Chair and Steering Group Members will form the SIOPE Europe Radiation Oncology Steering Group, which will govern and oversee the activities of the SIOPE Europe Radiation Oncology Working Group. Decisions will be passed based on a majority vote.

The Chair of the SIOPE Europe Radiation Oncology Steering Group shall periodically report to the SIOPE Board.

The term of the Steering Group Members is 4 years. The term of the Chair is 2 years. Terms are not renewable.

To guarantee continuity, the Chair will serve for 1 year as Chair-Elect, and 1 year as Past-Chair on the steering group. The chair-elect will be appointed by consensus in the Steering Group.

The SIOPE Europe Radiation Oncology Working Groups Council will guarantee optimal communication and interaction between the Working Group and the SIOPE Clinical Trial Groups and their Radiotherapy Committees.

4. Membership Requirements

Membership should consist of radiation oncologists, medical physicists and other radiotherapy-related health professionals across Europe involved in the treatment of paediatric cancer. Members of the Working Group should become SIOPE Europe members if they are not already. Up to 2 members of the steering group may be non-radiation oncologists but the chair should always be a radiation oncologist.

The SIOPE Europe Radiation Oncology Working Group is composed as follows:

- Inaugural Chair: Tom Boterberg (until 31 May 2021)
- Chair: to be appointed by consensus in the Steering Group. The Chair has a term of 2 years with an additional year as Chair-Elect, and a year as Past-Chair as member of the steering group.
- 5 Steering Group Members: to be elected among SIOPE Members via electronic voting coordinated by SIOPE office or at the SIOPE Annual Meeting.
- The SIOPE Europe Radiation Oncology Working Group Council consisting of the Steering Group and the SIOPE Clinical Trial Group Radiotherapy Committee chairs.
- Members

5. Meetings

The SIOPE Europe Radiation Oncology Working Group will meet annually, on the occasion of the SIOPE Europe Annual Meeting. The Steering Group meetings by telephone conference will be organized on an as-needed basis.

6. Funding

The SIOPE Radiation Oncology Working Group has no funding stream, therefore any expenses incurred by the members of the Group will need to be met by their own institutions or their own funds.

7. Administrative Support

The SIOPE office will provide administrative support to the SIOPE Europe Radiation Oncology Working Group.

8. Reporting guidelines

The SIOPE Europe Radiation Oncology Working Group will be under the auspices of the SIOPE Board. There will be a bi-directional flow of information between the SIOPE Board and the Working Group. Minutes will be available on the SIOPE website and copies of the minutes will be provided to the SIOPE Board.