Salivary Gland Cancer Working Group Terms of Reference
Last updated: November 2023

The NCRI Head and Neck Group published its strategic priorities for Head and Neck Cancer Research across the UK in 2022. Associated working groups were set up to plan and implement these strategic priority areas and input into other Group activities. Following the closure of NCRI, Salivary Gland Cancer UK is taking forward the Salivary Gland Cancer working group.

Establishing a Working Group

The Working Group will produce an implementation plan, which will be regularly updated, outlining aims, activities, and outputs of the Working Group.

Role and Responsibilities

- To plan and implement a research study or project, identifying specific objectives from the outset and delivering on them end to end.
- Ensure a multidisciplinary approach being taken.
- To report progress of the Working Group to the SGC UK Board and seek support and guidance from the ex-NCRI Group, as appropriate.
- Involve patients, carers and others affected by cancer, in designing research studies or projects from the outset and provide the consumers with mentoring and training opportunities.
- Ensure early career researchers (ECRs) are involved in the Working Groups aims and objectives and provide ECRs with mentoring and training opportunities.
- Interact with:
  - Partners and other stakeholders, to coordinate research activities as appropriate.
  - Other relevant site-specific and cross cutting Groups.
  - The Clinical Trials Unit (CTU) Groups to optimize development of the UK cancer trials portfolio.
- Form strong links with relevant organisations, national initiatives, groups, and networks as appropriate.
- Engage in additional special tasks/projects as the request of the Group.

Meeting Frequency and Location

Working Groups meetings will be held around every 12 weeks and will last approximately two hours. The meetings will be held virtually or face to face as determined by the Chairs.

The date of the meeting will be set around six months in advance to allow adequate notice for members to attend. Where feasible, meeting dates would be set on a regular occurrence e.g. the first Monday of every third month.

Membership

Size and Composition
There is no limit to the number of people who can join a Working Group, however it is important that each member has an active role within the Working Group. Each Working Group must include:

- Chair and co-Chair (of a complimentary skill set to the Chair).
- Early Career Researcher (ECR) lead.
- At least two patients, carers or persons affected by cancer.
- A broad mix of clinicians, basic scientists, allied health professionals, nurses, pathologists and others with relevant professional expertise, as required.
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Representatives from relevant funding bodies, industry and the international community may be invited to sit on the Working Groups, when appropriate.

If members or Chairpersons wish to resign from their position, they should email the Salivary Gland Cancer team at admin@salivaryglandcancer.uk giving as much notice as possible.

Duration
Chairs and all other members including the Early Career Researcher Lead and consumer representatives are appointed to the Group for the lifecycle of the project.

Declaration of Interest
Any member or guest of the Group who has a direct or indirect interest in a matter being considered or about to be considered by the Group should, as soon as possible after the relevant facts come to the person's knowledge, disclose the nature of that interest.

Administrative Support

Salivary Gland Cancer UK will be responsible for providing support to the Working Group, including setting meeting dates, drafting agendas in collaboration with the Working Group Chair/s, circulating papers, writing brief notes and actions and ensuring their project implementation plan is kept up to date.

The ECR Lead will liaise with the Salivary Gland Cancer UK admin team and will assist in the drafting of the minutes and actions, ensuring their scientific validity, support the Chair to update the implementation plan and act as a key contact for all ECRs involved in the Working Group.

Reporting

Each member is responsible for completing their relevant section of the Working Group's implementation plan on a regular basis.