



International Collaboration on Cancer Reporting

**Terms of Reference of
ICCR DATASET STEERING COMMITTEE**

Version 1.0



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Document history

Version	Description	Date
Version 0.1	Initial draft	August 2013
Version 0.2	Edits after initial review by ICCR DSC	November 13
Version 1.0	Approved	March 2015



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1. PURPOSE

The purpose of the ICCR Dataset Steering Committee is to oversee all activities relating to the development of ICCR cancer datasets.

2. GOVERNANCE

The ICCR Dataset Steering Committee reports to the ICCR Board of Directors.

3. OBJECTIVES

1. To produce common, evidence based, internationally agreed pathology datasets for cancer
2. To create practical datasets that can be used for a broad audience, including countries that don't have advanced medical care
3. To foster implementation of Structure Pathology Reporting of Cancer

4. TASKS

The ICCR Dataset Steering Committee will undertake the following:

1. Determine the priorities for ICCR Dataset development
2. Draw up a development schedule:
 - in accordance with available resources
 - in synchrony with WHO/IARC priorities
 - which takes into account ad hoc and scheduled updates to published datasets
 - that takes into account the release schedules for pre-requisite publications such as AJCC/UICC/FIGO staging.
3. Nominate suitable Chairs for the Dataset Authoring Committees
4. Identify and liaise with organisations that may impact dataset development eg relevant craft groups
5. Ratify the nominations for expert members to specific Dataset Authoring Committees
6. Nominate one of their membership to participate on each ICCR Dataset Authoring Committee
7. Review the progress of the ICCR Dataset Authoring Committees. Specifically the role of the Chair, Dataset Authoring Committee and the Project Manager who are responsible for completing the dataset to ICCR standards and in a timely manner.
8. Address any issues relating to the process and manner of development of the cancer datasets (ie the development framework)
9. Address issues raised by individual Dataset Authoring Committees
10. Oversee the public consultation process
11. Review and endorse the final datasets prior to publication
12. Review and resolve any conflicts of interest that arise
13. Publish the cancer datasets



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14. Maintain published datasets
15. Review comments/feedback received from the public regarding the published datasets and formulate appropriate responses.
16. Report on dataset development progress to the ICCR Board of Directors

5. CHAIR

- 5.1 The Chair of the ICCR Dataset Steering Committee will be nominated by the Board of Directors for a period of two-years.
- 5.2 The Chair may nominate a deputy. In the event that he or she is unable to attend a meeting. In the absence of the Chair or their nominee, the members present will elect one of their number to preside at that meeting.

6. MEMBERSHIP

- 6.1 Membership of the ICCR Dataset Steering Committee shall be drawn from representatives of the following:
 - ICCR Directors or their nominee
 - Representation of sustaining members or their nominee
 - Representatives of organisations as follows:
 - WHO/IARC
 - AJCC
 - UICC
 - FIGO
- 6.2 Alternate representatives may be appointed for a specific meeting but shall not attend meetings in the place of the designated representative on a regular basis.
- 6.3 The ICCR Dataset Steering Committee may co-opt additional members to the committee as and when additional specialist knowledge is required.
- 6.4 Members of the ICCR Dataset Steering Committee will hold office for a period of 2 years to maintain consistency and continuity and shall be eligible for re-appointment.
- 6.5 Membership of the ICCR Dataset Steering Committee shall be limited to a maximum of two people per organisation with only a single vote per organisation.

7. SECRETARIAT

Secretariat support to the ICCR Dataset Steering Committee will be via a roster of administrative staff from member organisations.



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8. QUORUM

The quorum for a meeting of the ICCR Dataset Steering Committee is 5 member organisations.

9. MEETING ORGANISATION

- 9.1 Monthly meetings will be held via conference call/web meeting.
- 9.2 A minimum of 2 face-to-face meetings to be held each calendar year. These face to face meetings will be held to coincide with USCAP and ECP.
- 9.3 Other meetings may be held as required by teleconference or other agreed electronic means.

10. MEETING PROCEDURE

- 10.1 A question arising at a meeting of the ICCR Dataset Steering Committee shall be decided by a majority of the votes of the members of the ICCR Dataset Steering Committee present. A single vote per organisation present in the meeting to be recorded.
- 10.2 Creation of subcommittees (specialist forums) may be convened on a temporary basis from time to time to assist in the ICCR Dataset Steering Committee's consideration of specific matters under discussion. Findings/discussion notes from the subcommittee are to be presented to the ICCR Steering Committee.
- 10.3 Members of the ICCR Dataset Steering Committee who are representatives of partner organisations eg AJCC/UICC are required to engage their organisation on matters before the committee and communicate the opinion of their constituents back to the Committee.
- 10.4 Members of the ICCR Dataset Steering Committee will not engage in any advocacy with commercial or political intent or provide any media comment in the name of the ICCR. Any such activity must be clearly divorced from the work of the Committee. Members are required to note any such activity to the ICCR Board of Directors. The ICCR Board of Directors may ask the member to step down from their role in the ICCR Dataset Steering Committee if their activities are, or may appear to be, under the auspice of the ICCR.



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11. REVIEW OF TERMS OF REFERENCE

A review of the Terms of Reference of the ICCR Dataset Steering Committee will be undertaken by the Board of Directors each year and adjusted as required (eg additional representation added/amended).