



International Collaboration on Cancer Reporting

# **Terms of Reference of ICCR EDITORIAL/QUALITY COMMITTEE**

Version: 1.0



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### Document history

Version	Description	Date
Version 0.1	Initial draft	August 2013
Version 0.2	Edits from review of the initial draft	November 13
Version 1.0	Approved for publication	June 2015



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### 1. PURPOSE

The purpose of the ICCR Editorial/Quality Committee is to provide an independent review of each ICCR dataset prior to public consultation to ensure it adheres to ICCR standards.

### 2. GOVERNANCE

The ICCR Editorial/Quality Committee reports to the ICCR Dataset Steering Committee.

### 3. OBJECTIVE

To ensure that all ICCR datasets meet the expectations and standards of the ICCR.

### 4. TASKS

The ICCR Editorial/Quality Committee will:

1. Check that the scope of the dataset is clear and unequivocal. It should cover any specific inclusions, exclusions, age restrictions, and specify any limits as to single and multiple specimens etc
2. Check the scope against dataset
3. Check all required elements meet the definition of required elements by unanimous agreement of the ICCR Dataset Authoring Committee (DAC) or supporting evidence
4. Check all required elements have a “not specified” or “not applicable” as necessary to cater for all circumstances
5. Check any conditional logic (ie “if this, then...”) is clear and unambiguous.
6. Check the dataset against the ICCR Harmonisation Guidelines
7. All queries to be addressed to the Chair, DAC and Project Manager for resolution prior to public consultation.
8. Approve the dataset for public consultation

### 5. CHAIR

- 5.1 The Chair of the ICCR Editorial/Quality Committee will be nominated by the ICCR Dataset Steering Committee 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. In the absence of the Chair, the members present will elect one of their number to preside at that meeting.

### 6. MEMBERSHIP

- 6.1 3 members of the ICCR Dataset Steering Committee shall form the core membership of the ICCR Editorial/Quality Committee.



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- 6.2 The Project Manager and Chair of the DAC will be invited to participate in the review of their dataset to address any queries.
- 6.3 Alternate representatives may be appointed for a specific meeting but shall not attend meetings in the place of the designated member on a regular basis.
- 6.4 The ICCR Editorial/Quality Committee may co-opt additional members to the committee as and when additional specialist knowledge is required.
- 6.5 Members will hold office for a period of 2 years to maintain consistency and continuity and shall be eligible for re-appointment.
- 6.6 In the event of a vacancy, the ICCR Dataset Steering Committee shall appoint a new member.

## 7. SECRETARIAT

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

## 8. MEETING ORGANISATION

- 8.1 The ICCR Editorial/Quality Committee shall meet on an ad hoc basis as determined by the production of datasets.
- 8.2 Meetings shall be held as required by teleconference/web meeting.
- 8.3 The Project Manager and Chair of a specific DAC will notify the ICCR Quality Committee that the dataset is ready for their review. The dataset will be circulated to the committee and a meeting date set.
- 8.4 A second and subsequent meeting will be held as determined by the outcome of discussion at the review.