

Briefing document for the agenda of the Head and Neck Cancer InterGroup.

The following is a short briefing document regarding the items for discussion on the agenda of our coming meeting in October 2016.

The aim of this briefing document is to help explain the objectives behind some of the agenda items and therefore to help you consider the items in preparation for the meeting.

- 1. Membership Committee:** We wish to have the membership of the Membership Committee finalised and agreed on at the meeting. In preparation for that, if there are more than six members nominated by the groups then there will be an election by email before the meeting, so that the elected members can be agreed upon and appointed at the meeting.
- 2. Harmonisation groups:**
 - a. Protocol and endpoints development group: The Institute Gustave Roussy team have been working with Datecan on harmonising of endpoints of head and neck trials. They will update us on this work as it would be an opportunity to collaborate and kick-start our endeavours.
 - b. Radiotherapy group. We may be able to receive a proposal for a consensus outlining document by the EORTC.
 - c. Consider setting up a separate immunotherapy group for designs, definitions and endpoints on immunotherapy specifically or have a specific subgroup of the protocol development group.
- 3. Funding:**
 - a. Fund raising ideas – we wish to get your views on ways to raise funds, especially from industry, to fund the workings of the group.
 - b. Update on discussions regarding a repository for the funds that are raised.
- 4. Current and coming trials:**
 - a. We will be updated on our current HNCIG trials.
 - b. We will also hear of a proposal from the Italian Group on the management of the elderly head and neck patients.
 - c. We will also receive an update on the Euro HNC application.
 - d. We will discuss briefly the global challenges initiative as a mechanism for funding trials between different countries.
- 5. Scientific topics for next meeting:**

At the next meeting we wish to spend some time discussing a scientific topic that we can generate ideas for trials around.

We would be grateful if you could consider what topics you would wish to discuss so that we can discuss them all at this meeting and agree on a topic for next time.