



# Head and Neck Cancer International Group (HNCIG)

## Endpoints Committee

4 May 2017

11:30 UTC

**Teleconference Code:** 9875262  
See attached list of telephone numbers

## Minutes – Draft1

**Group Chair:** Quynh Le

**Group Secretary:** Hisham Mehanna

**Present:** Christophe Le Tourneau, Stu Wong, Yoke Lim Soong, John Waldron, Mu-Hung Tsai, Chaosu Hu, Sandro Porceddu, Hisham Mehanna, Quynh Le, Sharon Spencer, Urania Dafni, Lisa Licitra, Yelena Shnayder, Prathamesh Pai, Jack Welch.

**Apologies:** Robert Baatenburg de Jong, Junki Mizusawa

Hisham Mehanna chaired this meeting.

### 1. General Purpose and Goals

The following text, which was developed by the HNCIG board, was circulated prior this meeting:

#### **Protocol and Endpoints Committee**

The committee will address the topics of clinical trials protocols, endpoints, and data dictionaries.

The committee will develop the following:

- Template protocols for phase I, II and III interventional trials in HNC.
- Recommendations for consensus primary-endpoints and outcome measures for each type of trial. In addition to survival endpoints, other endpoints such as quality of life, organ function, toxicity assessments, cost effectiveness should be considered. Also, define what is considered clinically relevant for each endpoint.
- Definitions of commonly used terms.

There was some concern that the committee might have overly broad remit by including “protocol” as well as “endpoints” in the committee name. There was consensus that the endpoint committee would have a coordinating role, collecting protocol elements developed by other parts of HNCIG, e.g., modality-specific sections would be written by RT and surgery committees, rather than having all the development work fall on this committee. Recognizing the central coordinating role of this



# Head and Neck Cancer International Group (HNCIG)

committee, the first point of the boxed text above will be amended to read: “Collation of protocol templates for phase I, II, and III interventional trials in HNC”.

## 2. Governance

The committee agreed that it should have a chair and deputy chair; the two positions allow sharing or workload and better availability for meetings.

- Role of the chair: Coordinate committee meeting times and set the agenda; report biannually to the board of directors.
- Role of the deputy chair: Any duties subordinated by the chair. The deputy is elected with the intention they would become chair, unless they decline. When the deputy chair position is vacated, a new one will be elected.
- Duration of office: Three year terms. Ideally, staggered, but will start off in parallel and the committee can introduce a rule change when it is more mature to offset one of the terms
- Elections: The secretariat will call for nominations, including self-nominations by email, and then conduct a closed ballot election via email. Emails will be distributed to committee members, which have been appointed by their respective HNCIG member groups. For groups that have not appointed a committee member, it will go to their voting board member.

## 3. Priorities & Next Steps

- Conduct chair and deputy chair election.
- Participate in DATECAN
- Develop protocol templates

## 4. Reminders

- Any endpoint committee member who has not submitted a DATECAN questionnaire, should do so. They can be downloaded from the HNCIG website.
- Any H&N cancer group that has received an invitation to participate in the EU COST Application should do so. To succeed, the application needs to demonstrate a wide participation base.

## 5. Adjourn

- Subsequent meeting date will be fixed by the new chair, when elected.



## Head and Neck Cancer International Group (HNCIG)

Group	Endpoint Delegate
ECOG-ACRIN	Sharon Spencer
TROG	Sandro Porceddu
HeCOG	Urania Dafni
GONO	Lisa Licitra
IGR	Anne Aupérin
NRG	Stu Wong
EORTC	Catherine Fortpied
NWHHT	Robert Baatenburg de Jong
DAHANCA	Jens Overgaard
GORTEC	Jean Bourhis
TCOG (Taiwan)	Mu-Hung Tsai
TMC	Prathamesh Pai
NCRI UK	Hisham Mehanna
Fudan	Chaosu Hu
	Guo Ye
	Wang Zhuoying
NCC Singapore	Yoke Lim Soong
Cancer Trials Ireland	Sinead Brennan
JCOG	Junki Mizusawa
CCTG	Pending appointment
HK NPC	Pending appointment
IAG KHT	Pending appointment