Head and Neck Cancer International Group (HNCIG)

Membership Application Form

Complete the following information and return by email to the HNCIG Secretariat (jack.welch@nih.gov). See explanatory note at bottom of the form for details.

Name of member Group/Site: Spanish Head & Neck Cancer Cooperative Group

Acronym, if any: TTCC

Contact Person Representing Group/Site

Name: Juan Carlos Adansa Klain
Email: ttcc@seom.org
Phone (with country code): +34-686609000

Group/Site Chair:

If the clinical trial group conducts trials in multiple cancers, please identify the chair of the Head and Neck Cancer-specific working group

Name: N.A.
Email: N.A.

The HNCIG asks that the Group/Site Chair designate one board member (it can be the chair or someone else). This can be done after the application, but if known now:

Name: Ricard Mesía Nin
Email: rmesia@iconcologia.net

The HNCIG also asks the group/site chair to identify three general delegates to take part in general assembly discussions. Ideally, one from each H&N Cancer-related specialty: medical, surgical, and radiation oncology. The board member may serve in one of these roles. This can be done after the application, but if known now:

Med-Onc Lead

Name: Ricard Mesía Nin
Email: rmesia@iconcologia.net
Head and Neck Cancer International Group (HNCIG)

Surg-Onc Lead

Name: __________________________
Email: __________________________

Rad-Onc Lead

Name: __________________________
Email: __________________________

Please identify one person to serve on the HNCIG’s Harmonisation Committee. Again, this can be anyone mentioned above in any role, or someone else:

Name: __________________________
Email: __________________________

Ricard Mesía Nin

rmesia@iconcologia.net

Please refer to the attached statues of the HNCIG for details regarding addition of new member groups/sites, roles and responsibilities of members, and general governance of the HNCIG.

Please attach additional information as indicated, below.

For Groups / Sites conducting clinical trials, check to confirm all applicable items, below:

- [X] All participating units comply with GCP and have fulfilled GCP education and certification.
- [X] The Group / Site has the capacity to perform randomised therapeutic clinical trials in Head and Neck Cancer(s) following GCP criteria, with sufficient data management and statistical support.
- [ ] The Group / Site has in place adequate indemnity insurance for research subjects (please include brief description of the policy).
- [ ] The Group / Site is regularly externally audited (include copy of the most recent audit certificate).
- [ ] The Group / Site engages in regular auditing of its own centres/sites (include copy or descriptor of SOP).
- [ ] The Group / Site engages in trial-specific monitoring of its own centres/sites (include copy or descriptor of SOP).
If the Group / Site participates in clinical trials which include radiation therapy treatment, its centres/sites are obliged to adhere to regular (internationally recognised) OSLD checks of RT equipment (include copy or descriptor of SOP).

The Group / Site is willing to support up to 3 representatives reflecting appropriate expertise to attend the General Assembly of the HNCIG twice yearly with representation and active participation in the Standing Committees and Working Groups.

The Group / Site will elect one representative to act as its voting Director on the Executive-Board of Directors.

The Group is willing to pay annual dues. [note: Currently, the HNCIG has not enacted dues]

If the Group / Site is granted membership, it at least one group representative will participate in the Harmonisation Standing Committee.

For all applying Groups / Sites, please attach a listing of late phase clinical trials that your group has either completed or that are currently underway; ideally provide study numbers or hyperlinks to a clinical trials database. For studies that have been completed, provide references to publication of results in peer-reviewed journal. For groups engaged in clinical trial meta-analysis, similarly, please provide information about published and current analyses.

Please feel free to attach any other information that you think would be helpful to the HNCIG Membership Committee.

The HNCIG Membership Committee will review the application when it is complete and make its reply via email to the contact person designated above.

Thank you.