

Statistics Operational Group

Supplementary Terms of Reference

Remit: UKCRC RCTUSG

- Identify current practice
- Provide opportunity for discussion
- Agree best practice(s) and approaches to common statistical issues
- Disseminate agreed best practice(s) to all UKCRC Registered CTUs

Remit: Core Steering Committee Meetings

- Chair will serve for max 3 years
- Continuity of membership of the core steering committee ensured through staggered replacement of members
- Aim to meet/ teleconference 3-monthly
- Conflicts of interests (if any) will be reported at each meeting
- Agenda, attendance and notes/ action points to be centrally stored and submitted by the Chair to the Working group,

Remit: Network Meetings

- To review and discuss current practice
- Aim to hold meetings every 6-9 months. Venues should be circulated
- Each CTU encouraged to attend
- Identify host institute for next meeting, point of contact and estimated date of meeting
- Standard agenda items: 2 x speakers around max two key topics in line with agreed priorities and outputs, at least 50% discussion in groups, rolling Committee agenda items
- Output: discuss key priorities, agree leads for key deliverables, host for next meeting
- A dissemination plan should be determined for each output. Outputs can be highlighted at future meetings and/or published i) on UKCRC www and ii) publication if possible. Authorship TBC but suggest 'UKCRC Reg Stats Group' or 'x, y and z on behalf of UKCRC Reg Stats Group'
- Agenda, attendance and notes/ action points to be submitted by Chair to the Working group

Funding

- Predominately to cover network meetings not subcommittee meetings
- Funds not to cover room hire
- Funds will cover food
- Encourage each CTU to cover travel costs
- Contributions towards travel costs, in exceptional circumstances, can be made 2-months in advance to the Steering Committee
- Steering Committee members aim to cover own travel expenses and will aim to meet at pre-organised meetings e.g. HTMR
- Steering Committee to request UKCRC to handle travel claims and manage budget (TBC)