



*The future of cancer therapy*

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## EORTC Group and Task Force Membership

**POL023**  
**Version 1.1**

**ALWAYS REFER TO THE INTRANET  
TO CHECK THE VALIDITY OF THIS DOCUMENT**

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# 1 PURPOSE

The objective of this policy is to describe the principles for membership to the EORTC. It defines the types, the process for application, approval, review and renewal. It also defines the decisions that can be taken towards members that breach the "[Terms and Conditions](#)".

The steps described in this policy require compliance by all Groups and Task Forces, all referred to as "Groups" in this policy

# 2 DEFINITIONS

- **Membership secretary:** appointed secretary by the EORTC board to oversee the membership process.
- **Membership administrator:** HQ staff member in charge to deal with the practical administrative management, filing and coding into CRM system of new members. He/she manages on a day to day basis the emails from the membership@eortc.org mailbox.
- **CRM:** Customer Relationship Management tool used by EORTC to record the required contact details of all individuals, institutions, groups, with a work and/or membership relation to the organization.
- **Board:** As per statutes, the board has to approve annually the list of current and new members during the GA meeting.
- **Group:** collective name for an entity gathering individual members with a specific interest in a particular organ system (GI, GY, GU, Brain, Breast,...), intervention (Imaging), population (Elderly) or aspect related to the diagnosis, treatment and wellbeing (QoL) of cancer patients, and approved by the EORTC Board, whether named "GROUP" or "TASKFORCE".
- **Membership:** is assigned to an individual belonging to an institution. The individual membership stands for an engagement of the department of the applicant to join and support EORTC research performed within the group of application. Membership is mandatory for any role in the organization and/or group of interest. Membership is only granted to persons working in an academic, non-for profit environment.
- **Institution;** defined as a location such as Hospitals (any type public, private, community, and university), research labs (non-commercial, linked to hospitals or stand-alone), university. The facility can be only specialised in oncology (e.g. Radiotherapy infrastructure, comprehensive cancer centre) or having a fully dedicated oncology department with interdisciplinary proven functionality. Institutions should have a non-for profit status. New institutions are subject for a central review at the application of the first membership.
- **EORTC Geographical legal area:** Countries where EORTC is directly able to take legal sponsorship for the conduct of its research.
- **Principal Investigator:** an investigator who is the responsible leader of a team of investigators who conduct a clinical trial at a clinical trial site.
- **HQ staff:** HQ staff is not defined as a member to an EORTC Group, but is however linked in the Contact Management System as supporting staff.

## 3 POLICY

This policy is applicable to all individuals that are interested to join the EORTC network and has to be complied on by all EORTC groups.

Members need to comply with the "[Terms and Conditions](#)" of the EORTC.

## 4 Types of membership

### 4.1 Active membership

Active membership is assigned to individuals working in EORTC Eligible institutions as defined in the definitions and within the EORTC geographical legal area.

Individuals should have obtained full qualification in their specialty, whether in medical or para-medical specialty, and have started their professional career. Supported by dated and signed CV at the time of application.

An active member can:

- Depending on the type of qualifications obtained:
  - Be invited and participate as principal investigator for his/her site in EORTC conducted research
  - Be appointed as study coordinator,
  - Be appointed as study co-coordinator
  - Be appointed as research leader
- Lead / participate to sub committees,
- act as a liaison person with other groups,
- apply for officer positions (Chair, secretary, treasurer),
- be delegated by the members of a same institution to provide a vote on behalf of the common membership of the institution, in the election of the group chair,
- Receive all general and group specific communications as well as invitations to participate to the EORTC group meetings.

Within the Active membership the qualification of ECI or "Early Career Investigator" can be assigned during the first 10 years of the professional career.

### 4.2 Affiliated membership

Affiliated membership is assigned to those individuals, involved in cancer care/ research, interested in the organization which are:

- Fully qualified in their specialty in oncology, documented by dated & signed CV
- Professionally active in a non-for profit health care facility compliant with EORTC quality standards
- Located outside the EORTC geographical legal area
- Young investigators, i.e. students in training obtaining their specialty in the oncology field, provided they:
  - are active in the EORTC geographical legal area as defined and having the mentorship of an ACTIVE EORTC member at their institution/ university
  - Fulfilling YI group selection process as defined by the EORTC applicable group(s)

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Young investigators can apply for Active membership at the end of their traineeship provided their professional activities are compatible with the requirements of Active membership as described above.

Persons with Affiliated membership can:

- Receive general and specific communications of the organization
- Participate to the public agenda of the group meetings

### **4.3 Patient advocacy, Patient representatives, Cancer leagues, Cancer foundations**

Representatives of such non-for-profit organizations can be linked to the group of their interest provided they have an active assignment and/or participation in the group.

Such memberships will be considered "affiliate" member, they will be included in the communication and invited to attend the group meetings.

### **4.4 Industry**

Representatives of Pharmaceutical or similar commercial health care entities (CRO, commercial lab, biotech, medical device,...) are not eligible to apply for any of the membership types.

Participation to EORTC group meetings is limited to the duration of the discussion of their planned/ongoing project.

## **5 Scope of membership**

### **5.1 EORTC driven research activities**

Application for membership is based on individual application. However; it implies that the individual is representing the interest of the department/ unit to join the EORTC.

Contribution to clinical trials of the Department/ unit requires full commitment of the staff to comply with the requirements of the research conducted. Participation is only valid with full-executed contractual agreement with the hospital / legal infrastructure where the research will take place.

Should for any reason the individual member not able to take the function of Principal Investigator, this function can be handed to another staff member, qualified for the function, however this individual should agree to become member to the group and to comply with the EORTC "[Terms and Conditions](#)". Patient enrolment statistics across the EORTC groups, by the site of the member, can be used to measure the active involvement in the group/organization.

### **5.2 Intergroup Collaborations**

EORTC performs collaboration with other national / international groups or individual institution having the ability to take full legal responsibility in their country for conducting clinical trials/research.

Such official collaboration is set into an intergroup contract between the collaborating groups.

EORTC can be either leading or collaborating.

Contribution of an institution / department/ unit to an EORTC intergroup projects where a valid membership to the leading/collaborating EORTC group is present, will by default be counted as an active EORTC contribution in the EORTC annual patient recruitment statistics, even if the principal investigator is only a member of the non EORTC group.

## 6 Membership process

Every individual interested / working in the field of oncology, in an institution as defined above can approach EORTC for membership consideration.

Application can be performed through several means, however the only valid membership list for the organization is the one centrally managed at the EORTC Headquarters.

The EORTC Customer Relationship Management System (CRM system) for membership is the unique reference for all EORTC activities. It is compliant with the legal and regulatory implications such as good standing with GDPR and is the reference for all EORTC Activities. All other possible existing working sheets are not official and should not be used for contacting the network.

Contacts to the network are only performed based on the extracted validated contact list provided by the Membership Administrator upon request between 48-24 hours prior to the planned mailing in order to ensure updated membership and contact details are used.

### 6.1 Website application

On the EORTC website in the section membership (<https://www.eortc.org/members/>) there is a short introduction on the membership and a link "contact us" that opens an email contact sheet which is directly forwarded to the EORTC membership@eortc.org mailbox.

The Membership Administrator will perform a first check on name, country of origin and check if the individual is already known in the CRM. Following the findings, the person will be replied and, if eligible invited to apply for membership.

### 6.2 Through group officers / members

Any group officer / member is encouraged to help in building the network and as such can propose new individuals for membership to the EORTC. Such recommendations are often sent to the HQ Staff for further action.

The HQ staff receiving such proposals for contact for new membership should immediately forward the request to the Membership Administrator for further investigation and communication with the applicant.

### 6.3 Proposed new PI in ongoing studies (i.e Change of PI)

Call for interest in our projects are distributed through the existing membership of the group coordinating the study, or to specific professions across the groups. It is accepted that other members of the team would take the position of principal investigator for these projects, however this individual must agree to become member to the EORTC.

Furthermore, during a study, the assigned Principal Investigator might change his professional career to other locations or take retirement.

The site will have to inform the Clinical Operation team working on the study as soon as this move is known, and should introduce a replacing PI.

This information will be channelled to the membership secretariat for further assessment and eventual request for membership application.

## 7 Duration of membership

Membership is obtained following completion of the membership application form and agreement on the EORTC "[Terms and Conditions](#)".

Membership is to be renewed after 2 years to express continued interest in the activities of the EORTC network. Renewal is performed upon electronic invitation. Failure to reply will automatically end the membership.

Every member is responsible to provide in due time the update of his/her contact details to the membership administrator ([membership@eortc.org](mailto:membership@eortc.org))

Yearly in January the membership will be approached to confirm their contact details and group affiliations.

Individual membership can move with the person to his/ her new professional environment, if this new function is compliant with an academic infrastructure and if the new position, location is committing to support the collaboration with EORTC.

Membership is free of charge.

## 7.1 Membership termination

Membership can be ended at any time:

- By the member itself by informing the membership secretariat at [membership@eortc.org](mailto:membership@eortc.org). If the person has any link as study Principal Investigator though, he/she will remain to keep all legal responsibilities until the full end of the study, or he/she should assist to find a replacing Principal Investigator who will take further these legal responsibilities
- By the organization: any serious non-compliance with the terms and conditions of EORTC, fraud or misconduct will be investigated by the EORTC Compliance Department and can lead to termination of membership and related activities.
- Failure to provide updated contact details

## 8 ASSOCIATED DOCUMENTS

Document title	Reference (file name or path)
Terms and conditions for EORTC collaboration	<a href="#">Terms &amp; Conditions</a>
EORTC statutes	<a href="#">EORTC Statutes</a>

## 9 ABBREVIATIONS

PI	Principal investigator
CRM	Customer Relationship Management system
YI	Young Investigator
ECI	Early Career Investigator

## 10 DOCUMENT HISTORY

Version N°	Brief description of change	Author	Effective date
1.0	Initial release	Ann Marinus	05 Apr 2021
1.1	Title update	Ann Marinus	04 May 2021