CHARTER

AUTHORITY & PURPOSE

The purpose of the Consensus Treatment Plan (CTP) Advisory Committee (the “Committee”) is to provide both oversight and support for the CTP development process. The Committee creates guidelines for CTP development and oversees CTP development to ensure consistency among CARRA projects.

An investigator who has received approval by the Committee may:

• Use the term “CARRA CTP” for the approved project
• Use this phrase in manuscripts: “This project was reviewed and approved by the CARRA CTP Advisory Committee”

Investigators are encouraged to use CARRA data, if available, to assess CTPs.

The CTP Advisory Committee also provides support to investigators by providing standardized reporting templates and forms, support for preparation and dissemination of surveys, and assistance with scheduling conference calls.

A member of the CTP Advisory Committee will be assigned to each CTP project team as a Liaison. The Liaison will work closely with the team to ensure approval throughout the entire CTP development process and will be eligible for co-authorship on resulting manuscripts assuming they meet all other required eligibility requirements.

The Committee makes recommendations to the Steering Committee for review and approval.

COMMITTEE RESPONSIBILITIES

In addition to any other responsibilities that may be assigned from time to time by the Steering Committee, the Committee is responsible for:

• Creating and revising as needed, the CTP development process
• Developing tools to support investigators (e.g. pre-approval form and logs)
• Serving as Liaisons to the study teams
• Ensuring that materials on the Wiki are up-to-date
• Providing education to the CARRA membership about the CTP process
• Orienting and training new Committee members
• Informing the Steering Committee of final sign-off of each CTP prior to approval of the team’s manuscript, and responding to Steering Committee questions
COMMITTEE COMPOSITION & ORGANIZATION

The Committee consists of at least 5 individuals including 1 member of the Executive Committee. Members are appointed by the Steering Committee to serve 3-year terms, with unlimited renewals.

Leadership
The Steering Committee appoints a Chair of the Committee. If the Chair is unable to attend a Committee meeting, the Chair will designate an acting chair for that meeting. The Chair is responsible for:

- Leading the Committee, including developing and overseeing the agenda, and presiding over meetings.
- Reporting regularly to the Steering Committee.
- Advising the Steering Committee of any developments that should have consideration.
- Leading the orienting and training of new Committee members.

MEETINGS

The Committee meets at least 4 times per year, and typically every 2 months. Meetings may be held in person or by telephone. A majority of the voting members of the Committee constitutes a quorum of the Committee. The vote of a majority of the voting members of the full Committee determines the decision of the Committee. Those with a conflict of interest should recuse themselves.

REPORTING

The Committee reports to the Steering Committee. The Committee provides written reports about its meetings, recommendations and actions to the entire Steering Committee on a regular basis.

REVIEW & CHANGES TO THE CHARTER

The Committee shall review this charter on an annual basis and recommend any changes to the Steering Committee.

APPROVAL DATE

This charter was approved by the CARRA Steering Committee on September 30, 2019.