

All Wales Genomics-Oncology Group (AWGOG)

Terms of Reference (v1): October 2024

Official Title:	All Wales Genomics-Oncology Group (AWGOG)
Purpose & Aim:	The AWGOG aims to ensure that there is a multidisciplinary, coordinated national approach with defined clinical input to the development and introduction of new oncology-specific genetic services within Wales.
Remit:	<p>The remit of AWGOG is to:</p> <ul style="list-style-type: none"> • develop standardised, all Wales, evidence-based genetic testing pathways, ensuring appropriate patients can access testing in a timely, consistent and equitable manner • provide service users with rapid access to oncology-specific genetic tests in line with NICE technical appraisals and the Welsh Government Genomics for Precision Medicine strategy • standardise mechanisms for receipt of results by clinical teams from the AWMGS • implement a horizon-scanning approach to predict the future requirements for oncology-specific genetics and precision medicine services • disseminate information to clinical teams within health boards, Wales Cancer Network (WCN) and its Cancer Site Groups (CSGs) • highlight service needs to decision makers and commissioning groups • identify educational opportunities regarding new clinical services and facilitate staff educational workshops and events • facilitate data collection and QI projects relating to clinical outcomes and effectiveness of new services • develop RD&I opportunities.
Group reports to:	<ul style="list-style-type: none"> • The Wales Cancer Network Cancer Implementation Group (CIG)
Communicates with:	<ul style="list-style-type: none"> • AWMGS • Adult and paediatric oncologists from each of the cancer centres in Wales • WCN SACT Group • WCN Cancer Site Groups (CSG's) • Health Boards (via clinical representatives on the group) • Genomics Partnership Wales (GPW) • NHS Wales Joint Commissioning Committee (NWJCC) • Welsh Government

	<ul style="list-style-type: none"> • UK forums as appropriate • All Wales SACT Horizon Scanning Group (Meds Management).
Forum Chair / Secretary:	<p>Chair: Dr Mark Davies, Consultant Medical Oncologist and Clinical Genetics. <i>(Associated with Cardiff University, Velindre Cancer Centre, All Wales Medical Genomics Service, and NHS Executive).</i></p> <p>Deputy Chair: TBC</p> <p>Secretary: Secretariat support will be provided via the WCN. This will be reviewed every two years.</p>
Membership:	<ul style="list-style-type: none"> • AWGOG Clinical Chair • All Wales Medical Genetics Service (AWMGS) representative • Oncology representation from all Health Boards / Trusts (including adult, teenage and paediatric centres) • Pharmacy representatives from each Cancer Centre • Histopathology representatives to include Pathologists and Laboratory Service Managers • Clinical Genetics representative • Systemic Anticancer Treatment (SACT) Group representative • All Wales Therapeutics and Toxicology Centre (AWTTC) representative • All Wales Medicines Strategy Group (AWMSG) representative • NHS Wales Joint Commissioning Committee (NWJCC) representative • Cellular Pathology Representation from each region (Pathologist and Lab Managers)
Roles & Responsibility:	<p>Members of the Committee have a responsibility to:</p> <ul style="list-style-type: none"> • attend at least 80% of meetings, having read all papers beforehand • act as 'champions', disseminating information and good practice as appropriate • identify agenda items, for consideration by the Chair at least 7 days before the meeting • prepare and submit papers for a meeting at least 7 days before the meeting • if unable to attend, send their apologies to the Chair prior to the meeting and, if appropriate, seek the approval of the Chair to send a deputy to attend on their behalf • when matters are discussed in confidence at the meeting, to maintain such confidences • at the start of the meeting, declare any conflicts of interest / potential conflicts of interest in respect of specific agenda items <p>The Chairperson will:</p> <ul style="list-style-type: none"> • Chair the meetings and ensure the meetings run to time

	<ul style="list-style-type: none"> • Provide guidance and ensure the group is working towards its stated goals • Provide inspiration, leadership and motivation • Ensure the focus of the forum is aligned to national standards • Agree the agenda for meetings • Ensure any outcomes / decisions made by the group are clearly identified • Represent the group at WCN SACT Group • Provide feedback to CIG as and when required. <p>The WCN team will:</p> <ul style="list-style-type: none"> • Ensure the focus of the group is aligned to national standards and the WCN priorities • Communicate with and ensure strong links with other WCN and NHS Wales Collaborative projects and programmes • Provide project management support • Develop and update annual workplans for the group • Support the AWGOG to undertake the work from the agreed workplans • Provide administrative support for meetings (produce agenda, actions, meeting notes, maintain stakeholder lists, set up meetings etc)
Meeting Frequency:	<p>The group will meet at least four times a year.</p> <p>Additional meetings may be called as necessary dependant on national developments.</p> <p>Video conferencing will always be available.</p>
Attendance & Quorum	<p>Minimum for quorum:</p> <ul style="list-style-type: none"> • At least five members, one of which <u>must</u> be an AWMGS representative to be present to ensure the quorum of the Group.

Date ToR Version 1:	Next Review Date: October 2026
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