

# Application for Membership

## FULL & ASSOCIATE MEMBERS

### What is ACTA?

The Australian Clinical Trials Alliance (ACTA) has been formed as a national peak advisory body to advance the common and shared interests of clinical trials networks, clinical trial coordinating centres and clinical quality registries across discipline and disease boundaries.

Our mission is to promote effective and cost-effective healthcare in Australia through investigator-initiated clinical trials and clinical quality registries that generate evidence to support decisions made by health practitioners, policymakers and consumers.

ACTA's vision is for:

- A healthcare system that delivers high quality and cost-effective care through the systematic generation and application of evidence derived from clinical research.
- For clinical research, through both clinical trials and registries, to occur as a routine, integral, and universal component of health care delivery.
- For widespread appreciation and support by consumers, health practitioners, and policy-makers for the critical importance of clinical research in Australia to improve practice and policy.
- That all patients who require treatment for which there is uncertainty about the most effective therapy have the opportunity to participate in high quality clinical trials.
- That the best evidence informing optimal health care is based on well conducted controlled trials of the effect of interventions on clinically relevant outcomes.

### What does ACTA do?

ACTA's value is derived from being able to provide whole-of-sector representation for the investigator-initiated trials (or public good trials) and registries sector in Australia and, as a consequence, realise outcomes that are not achievable by member organisations working alone.

On behalf of its Members, ACTA has a key role in:

- Promoting awareness among the public, governments and other stakeholders of the inherent value of high-quality
- evidence derived from public good trials and data collected by clinical quality registries.
- Describing and disseminating information about the activities, achievements and impact of the sector, both in relation to improving health outcomes as well as the efficiency of the healthcare system.
- Supporting processes for sharing knowledge and expertise throughout the clinical trials and registries sector.
- Providing expert advice to governments and other stakeholders about how best to support and advance the sector and maximise the benefits of public good trials and registries for patients and the healthcare system.
- Advocating for the importance of adequate funding and resources for public good trials and registries - both in terms of infrastructure and large-scale, priority-driven projects.
- Achieving changes to the policy and regulatory framework for public good trials and registries, particularly in relation to ethical and governance processes.
- Providing a critical conduit for governments and other stakeholders to communicate their needs and priorities to the sector and vice versa.

## ACTA Membership\*

There are three categories of ACTA membership:

### Full Members

Open to clinical trials networks, clinical trial coordinating centres and clinical quality registries that support ACTA's mission and vision and meet the membership criteria outlined below.

Full Members have the right to nominate candidates for election to the Board of Directors and vote at meetings of members (one vote per member organisation or group). Full Members also have the right to nominate an individual to represent the organisation on the ACTA Advisory Council.

### Associate Members

Open to clinical trials networks, clinical trial coordinating centres and clinical quality registries that support ACTA's mission and vision and wish to be actively engaged within ACTA but don't yet meet the membership criteria.

Associate Members don't have voting rights at meetings of members but can nominate an individual to represent the organisation on the ACTA Advisory Council.

### Affiliate Members

Open to any individual or organisation with an interest in investigator-initiated clinical trials and registries that is keen to support ACTA's mission and vision.

## Membership Criteria

### Clinical Trials Networks

National or state/territory based networks or groups of clinician-researchers based in Australia\* that:

- are active in a defined area of clinical trials research;
- have agreed and documented governance processes for collaborative development, conduct and publication of investigator-initiated, multicentre trials;
- have conducted or are conducting multicentre, investigator-initiated clinical trials and whose members have completed and published at least one clinical trial in a peer reviewed journal; and

- demonstrate an ongoing commitment to working collaboratively and conducting further trials that aim to improve the evidence base for high-quality healthcare.

Networks may or may not be independently incorporated companies or associations but in each case will comprise members of a group that are actively engaged in clinical trials research.

### Clinical Trial Coordinating Centres

Dedicated Australian based centres for conducting state/territory-wide, national or international investigator-initiated clinical trials that have:

- documented processes and procedures for the conduct of multicentre investigator-initiated clinical trials;
- a direct role in the design, conduct, analysis and/or evaluation of multicentre investigator-initiated clinical trials;
- a critical mass of expertise in clinical trial coordination including data management, biostatistics, project management and monitoring sufficient to represent a major piece of state/territory or national clinical research infrastructure; and
- coordinated one or more multicentre clinical trials with clinical investigators and/or in collaboration with investigator-initiated networks

### Clinical Quality Registries

Registries based in Australia that:

- have state/territory-wide or nationwide coverage;
- have registry principles that are aligned with *the Strategic and Operating Principles for Australian Clinical Quality Registries* developed by the Australian Commission on Safety and Quality in Health Care and endorsed by Health Ministers in November 2010;
- routinely report risk-adjusted outcome measures and benchmarking to one or more of participating clinicians, hospitals, and drug or device manufacturers;
- have the capability or intent to monitor the translation of evidence into clinical practice; and
- have the capability to provide a platform to support clinical trial development and the potential to support clinical trial conduct.

\* Please read in conjunction with ACTA's company constitution available at [www.clinicaltrialsalliance.org.au](http://www.clinicaltrialsalliance.org.au)

\* Incorporates groups that have a dual Australian and New Zealand or Australasian focus.

## Benefits of Full & Associate Membership

- ✓ Have an active role in helping to ensure that the public good trials and registries sector has a strong and effective 'collective voice' at the national level.
- ✓ Help to shape healthcare and research policy that directly impacts your research.
- ✓ A 'seat at the table' to ensure that your group is well represented and has the opportunity to influence and help drive ACTA's advocacy for the sector.
- ✓ Nominate senior members from within your group to contribute to ACTA Roundtables/Working Groups/Standing Committees to provide further opportunity to ensure that issues impacting your field of research are communicated effectively to governments and key stakeholders.
- ✓ Active promotion of the activities and achievements of your research group through ACTA publications, member profiles on the ACTA website and news listings on major publications and trial results.
- ✓ Get connected: receive policy alerts & e-newsletters, provide comments to inform ACTA submissions and rapid responses, and receive invitations to member forums/events.
- ✓ Discounted registration to all ACTA conferences and events for active members of your organisation or group.

## How to apply

- Download and read a copy of ACTA's company constitution from the ACTA website <http://www.clinicaltrialsalliance.org.au/wp-content/uploads/2018/02/ACTA-Constitution-2018.pdf>
- Review the subscription fee schedule on the ACTA website for your membership category. Membership fees are due at the time of notice of Board approval and at the commencement of each subsequent financial year.
- Print and complete this application form and return via email to: [membership@clinicaltrialsalliance.org.au](mailto:membership@clinicaltrialsalliance.org.au)

Please note that all membership applications are subject to approval by the Board of Directors.

## Enquiries

Simone Yendle  
General Manager  
phone +61 3 8639 0770  
email [membership@clinicaltrialsalliance.org.au](mailto:membership@clinicaltrialsalliance.org.au)

# ACTA MEMBERSHIP APPLICATION FORM: FULL & ASSOCIATE MEMBERS

## 1. Organisation Details

Full Name of the  
Organisation/Group  
*the applicant*

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ABN

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Postal Address

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State

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Postcode

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Physical Address  
*if different*

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State

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Postcode

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Phone

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Fax

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Website

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Is this organisation or group itself an independent legal entity?

Yes

Please proceed to section 2.

No

Please complete section 1A.

## 1A. Designate Details

*Under the Corporation Act 2001, a Member of a company must be either a legal entity or a natural person. If the organisation/group applying for membership is not itself a legal entity (for example, because it is a sub-entity of a parent body such as a Foundation, Professional Society, University or Medical Research Institute), the applicant may nominate a 'Designate' to be granted full Membership to be held on behalf of the applicant. This is for the purpose of entry on the Members register only. The organisation/group noted above will, for all other intents and purposes, be considered the Member of ACTA and must nominate an authorised Representative to vote on its behalf. The Designate and the Representative may be the same person.*

Title

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First Name

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Surname

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Postal Address

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State

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Postcode

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Country

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Phone

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Mobile

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Email

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### Designate's Consent

*I have read ACTA company constitution and understand the role of a Designate as outlined is to be the registered Member of ACTA Ltd on behalf of the organisation/group noted above. I acknowledge that I have been authorised by the senior leadership body of the organisation/group noted above to be its Designate. I understand that the person listed as the nominated Representative below will be the authorised voting representative of this organisation/group (applies only to Full Members).*

Signature

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Date

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## 2. Authorised Representative

*The authorised Representative is the person nominated to attend meetings of ACTA Members and to cast a vote on behalf of the Member organisation/group. The Representative is ordinarily the Chairperson/Director or most senior officer holder of the organisation/group.*

Title \_\_\_\_\_

First Name \_\_\_\_\_ Surname \_\_\_\_\_

Position held within the member organisation/group: \_\_\_\_\_

Postal Address \_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_

Country \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

### Authorised Representative's Consent

*I have read the ACTA company constitution and agree to abide by the terms set out for nominated Representatives. I acknowledge that I am duly authorised by the senior leadership body of the organisation/group noted above to be its nominated Representative.*

Signature \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## 3. Administrative Contact

*The administrative contact is usually the Executive Officer or Senior Manager within the organisation/group and the person to whom day-to-day correspondence and administrative enquiries will be directed.*

Title \_\_\_\_\_

First Name \_\_\_\_\_ Surname \_\_\_\_\_

Position held within the member organisation/group: \_\_\_\_\_

Postal Address \_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_

Country \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

## 4. Membership Details

The organisation or group believes it meets the ACTA membership criteria as a:

Please tick one criteria

- Clinical Trials Network
- Clinical Trial Coordinating Centre
- Clinical Quality Registry (or Clinical Registry)

This application is for admission as a:

Full Member

Associate Member

## 5. Supporting Documentation

All applications for membership require review and approval by the ACTA Board of Directors.

Please attach a covering letter outlining how your organisation or group meets the eligibility criteria for membership. The letter should provide sufficient information to assist the Board in assessing whether the organisation or group meets the criteria for admission as a Full or Associate Member as outlined above.

Additional information may also be requested by the Board to assist in assessing the application.

An Associate Membership may be offered where the Board considers that an applicant that has applied for Full Membership doesn't yet meet the criteria for admission as a Full Member.

A covering letter is attached to this application

## 6. Membership Subscription Fees

ACTA Membership is per financial year from 1 July to 30 June each year. The subscription fee amount for each member category can be found on the Membership Information page of ACTA website.

Membership becomes active following board approval and membership subscription fees are calculated from the date of approval for the remaining period of the financial year. Notice will be issued following the meeting of the Board of Directors and invoices issued at this time. Annual renewal invoices will be issued in July each year until such time as the membership is no longer active.

Please advise the name of the organisation to which the invoice should be made out (if this is a different entity to the member organisation):

## 7. Declaration

By signing this membership application form I acknowledge that I am authorised by the senior leadership body of the organisation/group noted in section 1 to make this application for membership of Australian Clinical Trials Alliance Ltd.

Name \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

All personal information, as defined by the privacy legislation, supplied to ACTA will be treated in accordance with the National Privacy Principles.

### Office Use Only

Date Received \_\_\_\_\_

Board Resolution \_\_\_\_\_

Member Register Updated \_\_\_\_\_

Notification Sent \_\_\_\_\_

Mailing Lists \_\_\_\_\_

Updated \_\_\_\_\_