

CANCON JOINT ACTION

DEVELOPMENT OF A
EUROPEAN GUIDE FOR
QUALITY IMPROVEMENT
IN COMPREHENSIVE
CANCER CONTROL

PROJECT POLICY



Co-funded by
the Health Programme
of the European Union

1. Introduction

a. Use of the document

This document is intended to be used by all Associated and Collaborating Partners of the Joint Action. It is meant to provide a clear, concise and brief overview of the main areas of the management of the CANCON Joint Action.

b. What is a Joint Action?

Joint actions are activities carried out by **the European Union** and **one or more Member States** or by the EU and the competent authorities of other countries participating in the Health Programme together.

Member States/other countries participating in the Health Programme which wish to participate in joint actions declare this intention to the Commission. With the exception of NGOs operating at EU level, only organisations established in Member States/other countries participating in the Health Programme which have made this declaration can apply for participation in joint actions.

The EU contributes 50% of the financial contribution for the activities carried out by the Joint Action.

c. Presentation of the Joint Action

General objective of the Joint Action:

This JA aims to contribute to improvements in overall cancer control through quality based cancer screening programmes, better integration of cancer care, community-based cancer care approaches and providing concerted efforts in all aspects of survivorship, including palliative care. These key elements will be combined with other relevant aspects of cancer control to form a **European Guide on Quality Improvement in Comprehensive Cancer Control**. Additionally, these activities will be supplemented by discussion of MS on key cancer control topics in a **platform for MS cooperation**, which will deliver position papers to be used by MS in shaping their national policies. For all areas, methodology will be developed: first, to assess good practices and second, to develop methods for quality improvement.

Structure of the Joint Action:

What is a Work Package?

The CANCON Joint Action is divided into 9 Work Packages, with each Work Package responsible for fulfilling their specific objective. There are three horizontal Work Packages (that deal with the management of the Joint Action itself) and six core Work Packages (that deal with the content of the Joint Action objectives). Each Work Package is led by a specific institution, a Work Package Leader is the specific individual responsible for the Work Package. Each Work Package Leader is responsible for organising the work in their field and communicating Work Package related information to their Associated Partners.

Table of CANCON Work Packages

	WP no.	Title	Description	Deliverable	WP Leader
Horizontal	1	Coordination	Actions undertaken to manage the project and to make sure that it is implemented as planned	Interim and Final Technical and Financial Reports	National Institute of Public Health Slovenia (<i>Tina Lipušček</i>) cancer.control@nijz.si
	2	Dissemination	Actions undertaken to ensure that the results and deliverables	Joint Action Dissemination Strategy	Cancer Society of Finland (<i>Sakari Karjalainen</i>) Sakari.Karjalainen@cancer.fi
	3	Evaluation	Actions undertaken to verify if the project is being implemented as planned and reaches the objectives	Interim and Final Evaluation Reports	Oncology Institute »Prof. Dr. Ion Chiricuta«, Romania (<i>Florian Nicula</i>) nicula@iocn.ro

CORE	4	Guide Coordination	Coordination and management of development of Guide chapters and overall Guide document	European Guide on Comprehensive Cancer Control	Institut Scientifique de Sante Publique, Belgium (<i>Marc Van den Bulcke</i>) Marc.VandenBulcke@wiv-isp.be
	5	Member State Platform	Platform for Member States to cooperate and exchange experiences on cancer-related topics	4-6 Position Papers from Member State Platforms	Ministry of Health of the Republic of Italy (<i>Giovanni Nicoletti</i>) g.nicoletti@sanita.it
	6	Integrated Cancer Control	Plan to enable access to comprehensive cancer services and optimal cancer care for the entire population of a particular territory	Chapter setting out in prescriptive terms what is required for setting up a cancer network	Regione Toscana – Istituto Toscano Tumori (<i>Lucio Luzzatto</i>) lucio.luzzatto@ittumori.it
	7	Community-Level Cancer Care	Improved community care of populations through early cancer detection, clearly defined cancer patient pathways and cancer survivor support	Chapter defining the role and the functions of community cancer care, digital communication platform for cancer prevention	National Institute of Public Health Slovenia (<i>Tit Albreht</i>) cancer.control@nijz.si
	8	Survivorship and Rehabilitation	Development of a European organisational framework that would include a list of recommendations to be tackled to address	Chapter on European organisational frameworks for survivorship and	Institut National du Cancer (<i>Claudia Ferrari</i>) cferrari@institutcancer.fr

			survivorship and rehabilitation	rehabilitation	
	9	Screening	Principles for governance, organisation and evaluation of population-based cancer screening programmes as part of the national cancer control policies in each EU Member State, applicant or collaborating country	Chapter on population-based cancer screening	Cancer Society of Finland (<i>Ahti Anttila</i>) Ahti.Anttila@cancer.fi

2. Roles and Responsibilities

A Joint Action distinguishes between two types of partners: Associated and Collaborating. The Coordinator of the Joint Action is the Main or Lead Partner.

The **main partner** is the organisation that takes charge of the project and represents the partners in all contacts with CHAFEA (Consumers, Health and Food Executive Agency), during the negotiation and implementation of the project. The main partner signs the grant agreement on behalf of the associated partners. The main partner acts as a liaison with CHAFEA and the European Commission.

The main partner in the CANCON Joint Action is the National Institute of Public Health Slovenia (NIJZ – *Nacionalni inštitut za javno zdravje*).

An **associated partner** also has a contractual relationship with CHAFEA and appears on the grant agreement, even though mandating the main partner to sign it. An associated partner participates in the project on the same basis as the main partner. However, as a rule, contacts with CHAFEA will go via the main partner, and the EU co-funding of the associated partners' eligible expenditure will be done via the main partner, too (the main partner receives the bulk of EC co-funding in installments and transfers the respective amounts to each associated partner within 45 days).

All associated partners must be listed in the Joint Action application, so after the signing of the Grant Agreement, it is no longer possible to become an Associated Partner.

A **collaborating partner** provides added value to the project and participates in the project together with the main and associated partners, but has no contractual relationship with CHAFEA. A collaborating partner carries no legal title to the project and does not receive any EU funding (except for reimbursement of travel funds for specific meetings which can be carried out by Associated Partners if planned in the budget).

Collaborating partners can be added at any stage of the Joint Action and are not limited in number. To become a collaborating partner, please:

- Contact the WP Leader of the WP you are interested in participating in. If they agree, please send a formal request by e-mail to the main partner (cancer.control@nijz.si), after which you will be added to the official list.
OR
- Contact the main partner (cancer.control@nijz.si) directly if you are interested in being added to the mailing list for updates, general information, etc.

There are several meeting structures in place for the CANCON Joint Action. These are the following:

a. Project Management Team

The Project Management Team is the small working group of the Lead Partner (NIJZ), who deals with operative and day to day issues of the Joint Action. This team will take care of daily correspondence via the dedicated e-mail address for CANCON (cancer.control@nijz.si), organise events that deal with coordination and project management and coordinate between Work Packages and liase with CHAFEA.

At NIJZ, the specific individuals responsible are:

Dr. Tit Albreht, Project Coordinator

Strategic Manager for the Joint Action, deals with specific content-related issues, synergy between Work Packages and acts as liasion for external stakeholder groups, ensuring that the Joint Action meets its objectives and delivers the required outputs.

Tina Lipušček, Project Leader

Responsible for day to day management of the Joint Action, event organisation, technical and administrative issues. Ensures the actual implementation of the Joint Action in accordance with the agreement between CHAFEA and the Coordination Work Package.

Robert Potisek, Financial Officer

Responsible for tracking of financial expenditure and financial reports, addressing any finance-related issues of the Associated Partners.



All e-mail communication to this team should be sent to

cancer.control@nijz.si.

b. Joint Action Steering Committee

The SC will be the oversight committee of the Joint Action, meeting to discuss the status of the Joint Action in general and discuss and accept conclusions/action plans for issues where action is merited. The SC will be a close operational team of roughly 15 people. The SC will meet 6 times in the course of the Joint Action, seeking to hold an SC meeting alongside other events where all or the majority of SC members are already present.

Who is a member of the **CANCON Steering Committee**?

- Project Management Team
- All Work Package Leaders
- Representatives of the European Commission (DG SANCO, CHAFEA, JRC)
- Other invited experts, if necessary

c. Joint Action Group

Joint Action meetings will consist of representatives of **all Associated Partners** and the **Project Management Team**, as well as representatives of the European Commission.

The aim is to provide a venue where all Associated Partners can meet and where various **practical and administrative issues** will be presented, such as instructions for interim and final technical and financial reports, presentations of collaborative software, information on dissemination reporting, etc.

There will be **four** Joint Action meetings throughout the course of the Joint Action, approximately **every 9 months**.

d. Related Initiative Forum

The Related Initiative Forum is a meeting body that has been included in the JA meeting structure due to a recognised need for synergy and cooperation with other such initiatives.

WHO?

This group will be comprised of representatives of related projects and initiatives; these may include but are not limited to:

- related Joint Actions,
- EU funded initiatives,
- non-governmental organisations,
- professional organisations,
- civil society groups, etc.

All collaborating partners are invited to attend the Related Initiative Forum.

WHEN?

The RIF will meet three times during the course of the JA, once annually.

HOW?

Funds have been set aside in the WP 1 budget in order to reimburse travel and subsistence costs for a small number of representatives per meeting.

Meetings are provisionally planned to take place in Brussels in order to allow for the maximum number of representatives to take part, the last meeting is provisionally scheduled to take place alongside the Final Conference in Malta in order to allow participants to also attend the conference.

WHY?

The meetings will consist of presentations of project initiatives and emphasis on networking and cooperation, with brainstorming sessions on synergy; meeting documents on related initiatives will be prepared in advance to allow for maximum efficiency of brainstorming sessions.

e. Other Working Groups

All Work Packages have their own working groups and meeting structures. There are two working groups in particular which will often meet alongside the working groups mentioned above. These are:

Guide Coordination Committee (WP 4)

WHO: WP Leaders, Project Management Team, Representatives of the European Commission and Joint Research Center, WP 4 Associated Partners (FOD VVVL, MFH, INT, ICO, FISABIO, ECCO), external experts Professors Hölger Schunemann (McMaster University) and Mark Dobrow (University of Toronto)

WHY? Group will follow progress in chapter development, guide compilation. Three main tasks:

- Development of common methodology
- Performance of quality assessment of interim chapters
- Ensure the compilation of the final Guide

WHERE: Brussels/other meeting locations if possible to link to other meetings

WHEN: Provisionally every 6 months or according to need

Member State Platform (WP 5)

WHO: Member State Representatives, WP Leaders, Project Management Team, Representatives of the European Commission

WHY? Several aims:

- Set up a forum for debate and discussion of different viewpoints with regard to specific subjects in cancer control policies
- Facilitation of mutual information exchange across all levels
- Identification of common elements in the approaches across Member States
- Debate on the usefulness of already existing knowledge, identification of future challenges and research opportunities/needs

WHERE: At various locations, depending on Member States who volunteer to host meetings

WHEN: Provisionally every 6 months

3. REPORTING and Administrative Requirements

Technical reporting will take place once a year, as there are three reports to be submitted to CHAFEA. These are:

- The first Interim Report (due 24 March **2015**)
- The second Interim Report (due 24 March **2016**)
- The Final Report (due 24 March **2017**)

The Project Management Team will compile a template for each Work Package. Upon the end of the reporting period in question, the Project Management Team will send each Work Package Leader their template. It is the responsibility of the Work Package Leader to communicate with their Associated Partners and compile the report and send their full Work Package report with deliverables to the Project Management Team within the agreed upon deadline.

The Project Management Team will hold monthly teleconferences with Work Package Leaders on the status of their milestones, deliverables and objectives.

Financial reporting is covered in the separate manual on financial reporting for associated partners.

a. GANTT Chart

A GANTT chart will be created by the Project Management Team. Work Package Leaders will be asked to provide input and data for the activities of their Work Package. The GANTT chart will be published on the CANCON website and will be updated monthly by the Project Management Team and Work Package Leaders.

The GANTT chart will help the Project Management Team and other Work Packages track the progress of the various activities, deliverables and milestones, making it easier to disseminate deliverables and stay on track for deadlines.

What is a GANTT chart?

"A **Gantt chart** is a type of [bar chart](#), developed by [Henry Gantt](#) in the 1910s, that illustrates a [project schedule](#). Gantt charts illustrate the start and finish dates of the terminal elements and summary elements of a [project](#). Terminal elements and summary elements comprise the [work breakdown structure](#) of the project. Modern Gantt charts also show the [dependency](#) (i.e. precedence network) relationships between activities." From Wikipedia, http://en.wikipedia.org/wiki/Gantt_chart

b. Consortium Agreement

The Grant Agreement for the CANCON Joint Action has already been signed between the Lead Partner, the National Institute of Public Health Slovenia and the funding authority, CHAFEA.

A Consortium Agreement will also be established between the National Institute of Public Health Slovenia and all Associated Partners. This agreement will describe the specific roles and responsibilities between the Lead Partner and the Associated Partners.

A draft Consortium Agreement will be prepared by the Project Management Team and sent for comments to all Associated Partners in March 2014 with signature the following month.

4. COMMUNICATION

The WP 2 Dissemination Team and the Project Management Team will work together to ensure adequate internal and external communication.

VISIBILITY OF EU FUNDING

Any communication or publication related to the Joint Action, including conferences, seminars, any informative material or promotional materials (such as brochures, leaflets, posters, presentations, etc) **must indicate that the Joint Action has received funding from the European Union** and **must display the European Union emblem** (as below):



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Logos can be found here:

http://ec.europa.eu/eahc/management/visual_identity.html



The text to be used is:

This [*insert appropriate description, e.g. publication, conference, etc.*] arises from the CANCON Joint Action, which has received funding from the European Union in the framework of the Health Programme.

It is very important that the Project Management Team and the Dissemination Team have an overview of the exposure CANCON is receiving. We kindly request that all press related CANCON matters are communicated to cancer.control@nijz.si, so that there is a central archive of material which has been circulated about CANCON.

What counts as 'press material' and should be sent to the Project Management/Dissemination Team?

This includes but is not limited to:

- Newsletters of your organisation,
- News articles on websites,
- Journal articles,
- Presentations at conferences, etc.