



## **CANCON STEERING COMMITTEE MEETING**

**28 September 2015, Brussels**

### **Summary Report**

The first agenda point of the Steering Committee meeting was reporting on the overall status of the Joint Action. The first interim technical and financial reports were submitted to CHAFAEA on 23 April 2015 and the pre-financing installment was received by the coordinators on 22 June 2015 and distributed to all Associated Partners within the timeframe specified in the Grant Agreement. The main delays within the technical interim report were regarding meeting dates, with several of them postponed to later months – movement of meeting dates is acceptable if a sufficient reason is noted for the delay and no negative feedback from CHAFAEA has been received regarding such delays.

The second internal 6 month report is being compiled by the Project Management Team – the initial data suggests that only around 30% of the overall project budget has been utilised so far (ideally, this figure should be 50% as the overall data includes M 1 – M 18). WP Leaders have been urged to review their past expenditure and planned expenditure until the end of the Joint Action. Many WPs will be executing payments for subcontracting at the end of the Joint Action, which accounts for the current expenditure results. All WP Leaders will receive their WP budgets (report for M 1- M18) in mid October for review. A financial amendment is being compiled, so far 10 partners have submitted amendment requests. It is still possible to submit requests for amendment, all requests should be sent to the Project Management Team by no later than 16 October 2015. All proposals will be sent to partners for confirmation and Annexes 1a and 1b will be checked for compliance with the financial changes.

All of the Work Package Leaders presented short status reports on their Work Packages, with plans for the next 6 months. All presentations made at the Steering Committee meeting are available on <http://www.cancercontrol.eu/how-we-work/coordination/coordination-meetings>. Florian Nicula presented the conclusions of the first Evaluation report. It was decided that for the next evaluation report, the dissemination team would work closely with the evaluators to evaluate the dissemination and visibility of the Joint Action, providing the team with website and social media analytics. Meetings should also be subjected to evaluation- the next policy conference meeting, held by WP 2, should definitely be evaluated by the team. All WPs need to notify the evaluators if they wish to have any of their meetings evaluated at least one week in advance of the meeting, a web survey tool will then be provided. It was concluded that separate evaluation surveys could also be utilised for collaborating partners for the next evaluation report. The Stakeholder Forum in Spring 2016 should also be evaluated. The already scheduled date in December 2015 for an info breakfast meeting for health attaches in Brussels will be postponed due to conflicting meetings, which could impact the turnout of cancer stakeholders, the new date will be sent to all participants and stakeholders shortly.

Notable conclusions and plans from the reporting of the core Work Packages include:

- The Member State Platform will host a meeting for experts from **16-17 November** and a meeting for Member State Representatives in Rome from **17-18 November**. A 2nd call for experts has been launched. A workshop on the topic of disinvestment will be held from **11-12 November**. Various methods for disseminating the contents of the WP 5 position papers were discussed, including utilising council presidencies to spread the conclusions. There will most likely be two more Member State Platform meetings for MS representatives, All information, including the information on chosen experts, can be found on the WP 5 extranet, hosted on the WP 4 platform.
- Administrative and personnel changes to the management team of WP 6 need to be sorted out and presented to the partners at the next WP6 meeting in Prague on **14-15 October**. In terms of the chapter, it was recommended that the work already done on cancer networks in EPAAC should be a valuable starting point. It was also suggested that the CCCN model should be discussed in the context of other modes of organization for cancer care, and that evidence for each model be reviewed. There is still enough time left to carry out survey and include prominent cancer stakeholders, if necessary.
- Work is ongoing in WP 7. The next meeting in Trondheim will likely take place from **12 -13 November**. The final workshop for experts will be in late 2016.
- WP 8 is planning on finalising their chapter in the first half of 2016. Work will continue on the missing section of main messages and conclusions; work will also be launched on deliverable 3. A survey will be launched to all WP 8 partners to define the minimum content to be included in the survivorship care plan. Work on inequalities will take into account synergies between WP 8 and work undertaken in the framework of the French National Cancer Plan. The next meeting will be in Trondheim from **25-26 November**.
- Work in the screening WP is also ongoing. Some key meetings have already taken place, including the meetings discussing guidance for colorectal and breast cancer screening. Another key meeting on cervical cancer screening will take place in Oslo from **8-9 October**. Two more meetings, discussing potential screening for prostate and lung cancers, will take place by the end of November 2015.

The next Steering Committee meeting of the CANCON JA could be held sometime in March 2016, the exact date and location will be confirmed.