



CCI4EU

Standard Working Procedure Rules of Procedure

Data:

Version:

Authors:

Requirements

Maturity Model information: The rules of procedure describe the objectives, tasks, working methods (e.g. election of chairpersons, voting, how to become a member of the CCI etc.) and meeting formats (e.g. coordination board, topic-specific working groups, etc.) of the CCI including the coordination point/function

1. Requirement/Action: Standardization of the Election of Board Members

Maturity Model information:

- A Chairperson and Deputy Chairperson for the CCI are appointed by the coordination board
- The spokespersons represent the CCI to the public

2. Requirement/Action: Standardization of the Selection of CCI Members

Maturity Model information:

- Members can be not only institutions but also e.g. departments within institutions. Responsible persons have to be named.
- The members are be selected in such a way that they together can fulfil the comprehensive mission of the CCI. This includes (among other points):
 - They represent all the main infrastructural elements to make a cancer infrastructure comprehensive
 - They represent and/or fulfil the topics of the other themes (CCC, discovery and translational research, clinical research, outcome research, screening and early detection and patient pathway).
 - The CCI can offer research and quality-assured care for a significant number of tumour diseases (as in 1 above), with a possible focus on rare cancers.
 - (Newly) named members fulfil the CCI-criteria relevant to their function

In addition to the researchers, the interdisciplinary/ interprofessional disciplines along the patient pathway (in hospitals and primary care) and patient representatives, other stakeholders should be included in the CCI-structure (as e.g. associated partners): e.g. representatives of the ministries of health and research, health insurance companies, health economists and legal experts for data access/GDPR, public, national cancer societies, public health institutes, health technology assessment offices. The collaboration and interactions should be described.



3. Requirement/Action: Standardization of Meeting Format

4. Requirement/Action: Standardization of Coordination Point/Function Tasks

Maturity Model information: A head for the coordination point/function is to be appointed. The tasks of the coordination point/function are described in the rules of procedure and include e.g. organising the coordination Board and other working groups, supporting the development and extension of the CCI and financial accountability. The coordination point/function is the contact point for external requests, maintaining the website, and supervising CCI projects.

5. Requirement/Action: Standardization of Coordination Board Tasks

Maturity Model information:

- *Representatives from all members of the CCI are actively involved in the coordination board. If necessary, other stakeholders can be included (e.g. associated partners (criterion 2)). The coordination board has rules of procedure that describe among other things the objectives, tasks working methods (e.g. election of chairpersons CCI and/or coordination board, voting, etc.) and meeting formats.*
- *The initiation of further boards should be reviewed in the coordination board.*

Updates:

Version	Reason for update	Responsible	Date
0			
1			
2			
3			