

Network of 'Comprehensive Cancer Centres' (CCC network) funded by German Cancer Aid as part of its 'Interdisciplinary Oncological Centres of Excellence' funding programme

Rules of procedure

§ 1 Tasks and objectives of the CCC network

The CCC network pools the expertise and interaction of the centres of excellence funded by German Cancer Aid. In the spirit of German Cancer Aid, the CCC network is committed to continuously improving the care of people with cancer. The tasks of the CCC network include the continuous (further) development of innovative approaches/strategies and their implementation in care with the aim of ensuring that

- every citizen has access to effective prevention/early detection measures, and
- The aim is to make the latest advances in diagnostics, therapy and aftercare available to all cancer patients nationwide.

The CCC network therefore focuses on joint activities in the following areas in particular:

- Translational research, clinical studies and health services research.
- Further development of interdisciplinary structures in research and care.
- Optimisation of supply processes and quality standards.
- Implementation of innovative procedures/processes in oncological care under controlled conditions.
- Intensive exchange and networking with regional and supra-regional care organisations.
- Close and reciprocal structured exchange of findings/data from research and healthcare (including regional healthcare facilities).
- Cooperation with other national and international initiatives/institutions/organisations.
- Publication of positions of the CCC network on oncological issues and health/science policy topics.

- Informing and educating the population, for example about the possibilities of prevention/early detection of cancer or about new diagnostic and therapeutic options for cancer patients.
- Training and further education as well as targeted and sustainable promotion of young talent.

§ 2 Members of the CCC network

Members of the CCC network are the Comprehensive Cancer Centres (CCCs) funded by German Cancer Aid as part of its 'Interdisciplinary Oncology Centres of Excellence' funding programme.

Remark:

The funding of CCCs as centres of excellence in oncology by German Cancer Aid includes both individual CCCs ('single centres') and CCC consortia. German Cancer Aid considers a CCC consortium with all its sites to be an Oncological Centre of Excellence.

§ 3 Organisations and spokespersons of the CCC network

1. Facilities of the CCC network are
 - a. the Steering Committee (see § 4).
 - b. the working groups (see § 4, para. 1, lit. f and § 5).
2. The Spokesperson and Deputy Spokesperson of the CCC Network are the Chairperson and Deputy Chairperson of the Steering Committee (see § 4, para. 3). They represent the CCC Network - together with the Executive Board of German Cancer Aid - externally.

§ 4 Steering Committee

1. Tasks of the steering committee

The tasks of the Steering Committee include in particular

- a. Strategic management, implementation and further development of the objectives and tasks of the CCC network mentioned under § 1.
- b. Development and maintenance of a corporate identity.
- c. Joint public relations work.
- d. Initiating the realisation of joint (model) projects.
- e. Development of recommendations for action, statements or position papers/white papers.

- f. Establishment, monitoring and dissolution of working groups (see § 5) to fulfil the tasks of the CCC network. This includes
- Formulation of the areas of responsibility.
 - First nomination of members for working groups (see § 5, para. 2, lit. a).
 - Monitoring the working groups, including by consulting the spokespersons of the working groups, who are invited to meetings of the Steering Committee (see Section 5, Para. 3b). In this context, changes/adjustments to the respective area of responsibility can be agreed with working group spokespersons if necessary.
 - Adoption of recommendations for action, statements or position papers/'white papers' to be published on behalf of working groups of the CCC network (see § 5, para. 1a).
 - Submission of votes on funding applications to be submitted to German Cancer Aid or other (funding) organisations on behalf of working groups of the CCC network (see § 5, para. 1a).
 - The steering committee can invite the spokespersons of the working groups to joint meetings for the mutual exchange of information and for its own information.
 - If the Steering Committee is of the opinion that a working group has fulfilled its task or that its continuation no longer makes sense, it can decide to dissolve it after hearing the spokesperson.
- g. Temporary convening of task forces to deal with clearly defined issues and tasks.
- h. Cooperation and strategic coordination with national and international initiatives/institutions/organisations. To this end, the Steering Committee can appoint a member from among its members to represent the CCC network.
- i. Management of activities within the framework of the 'Mildred Scheel Lectureship' lecture series.
- j. Approval and, if necessary, amendment of the rules of procedure of the CCC network.

2. Members of the Steering Committee

The members of the steering committee are

- a. Representatives of the top oncological centres funded by German Cancer Aid.
- Each Centre of Excellence in Oncology funded by German Cancer Aid (individual centres; see § 2, note) appoints a permanent representative to the steering committee, who represents the centre internally and externally and has the corresponding decision-making powers - this is usually the respective CCC director.

- In the case of CCC consortia (see § 2, note), it is possible to appoint two representatives to the steering committee, who should belong to different locations. One of the two representatives should fulfil the role of director or spokesperson of the consortium.
 - For reasons of continuity and in the interests of a trusting cooperation between the members of the Steering Committee based not least on mutual knowledge, value is placed on a constant group of participants. For this reason, for example, the possibility of representation for both individual CCC centres and CCC consortia (see § 2, note) is not provided for.
- b. Board of the German Cancer Aid.
3. Chairwoman of the Steering Committee
- a. Election of the Chairman of the Steering Committee and his deputy
- The Steering Committee elects a chairperson and deputy chairperson from among the CCC representatives (§ 4, Para. 2, lit. a) (term of office: 3 years in each case). Re-election is possible. The election of the Chairman and his deputy shall take place in separate ballots. § Section 4, para. 4 regulates the quorum and decision-making of the Steering Committee.
 - In the event that the Chairman and/or Deputy Chairman are no longer available before the end of their term of office, a new election must be held at the next face-to-face meeting of the Steering Committee.
- b. The tasks of the Chairman and Deputy Chairman of the Steering Committee include in particular
- Preparation of content (together with the German Cancer Aid office and the Executive Board) and chairing the meetings of the Steering Committee.
 - Representing the CCC network externally as its spokesperson, together with the Executive Board of German Cancer Aid (see § 3, para. 2).
 - Participation in the meetings of the Advisory Board of German Cancer Aid with guest status (without voting rights). This serves the mutual exchange of information and, if necessary, the coordination of activities of German Cancer Aid in all areas of the fight against cancer.
 - Participation in the meetings of the 'Certification Commission for Oncological Centres' of the German Cancer Society.
 - Coordination of the events organised at the German Cancer Congresses on the activities of the CCC network.

4. Quorum and decision-making of the Steering Committee

- a. Each Centre of Excellence in Oncology represented on the Steering Committee has one vote. In accordance with § 2 (note), CCC consortia - like individual centres - also only have one vote.
- b. The Executive Board of German Cancer Aid has one vote, even if both members of the Executive Board are present.
- c. The Steering Committee is quorate if more than half of its votes are represented.
- d. Voting rights may not be transferred.
- e. Resolutions are passed by a simple majority of the votes cast. Abstentions and invalid votes are not taken into account. Abstentions/invalid votes have no influence on the quorum.
- f. In the interests of trusting and open cooperation between the members of the Steering Committee, (potential) conflicts of interest must be disclosed in good time before deliberations and resolutions are passed. If there is a consensus in the Steering Committee that a conflict of interest exists, this will result in exclusion from the decision-making process and, if necessary, from participation in the deliberations.

5. Meetings of the Steering Committee

- a. As a rule, face-to-face meetings of the Steering Committee are held twice a year. If necessary, further meetings are held, possibly in the form of conference calls.
- b. The venue for the face-to-face meetings is usually the German Cancer Aid office in Bonn.
- c. The meetings of the Steering Committee are organised and prepared by the German Cancer Aid office in consultation with the Chairpersons of the Steering Committee and the Board of German Cancer Aid.
- d. The agendas are jointly agreed by the Chairmen of the Steering Committee and the Board of German Cancer Aid. Members of the Steering Committee and the working groups may submit proposals for the agenda.
- e. The German Cancer Aid office invites you to the meetings on behalf of the chairpersons of the steering committee.
- f. The office of German Cancer Aid, in consultation with the chairpersons of the Steering Committee and the Executive Board of German Cancer Aid, promptly prepares minutes of the results of the deliberations and any resolutions passed at the Steering Committee meetings. These are submitted to the Steering Committee for approval.

6. Reimbursement of travel expenses by German Cancer Aid

The members of the Steering Committee shall be reimbursed for reasonable and documented travelling expenses incurred in the course of their work for the Steering Committee or the CCC network in accordance with the applicable tax regulations.

§ 5 Working groups

1. Tasks of the working groups

- a. Working groups are set up by the Steering Committee and are to be understood as 'expert groups' in the areas of responsibility assigned to them by the Steering Committee. In addition to the Steering Committee, they are the central instrument for realising the objectives and tasks of the CCC network listed under § 1.

In this sense, the aim and purpose of a working group is to work on the issues and areas of responsibility formulated by the steering committee, to actively drive them forward and to develop them further independently. Concrete results are expected, for example in the form of strategy concepts, pilot projects, recommendations for action, statements, position papers/white papers or scientific publications.

Publications of recommendations for action, statements or position papers/'white papers' in the name of working groups of the CCC network require the approval of the Steering Committee (see § 4, para. 1, lit. f). Other publications (e.g. specialised scientific publications) of the working groups must be brought to the attention of the Steering Committee.

In the case of publications from the working groups, it must be clear that it is a publication of a working group of the CCC network.

Funding can be applied for from German Cancer Aid for the implementation of model (structural) projects (e.g. for the development of best-practice care models). A favourable vote by the Steering Committee is required in advance for such applications (see § 4, para. 1, lit. f).

In principle, applications to German Cancer Aid or other (funding) organisations that are to be made on behalf of working groups of the CCC network require the approval of the Steering Committee (see § 4, para. 1, lit. f).

- b. If necessary, a working group can also form sub-working groups to answer or process thematically narrowly defined questions.

2. Members of the working groups

- a. To set up a working group, the steering committee first nominates experts (from within and outside the CCC network), who are then nominated by the CCC office.

German Cancer Aid can be invited to an initial working group meeting. A working group can independently invite further experts to participate. Experts who are interested in participating in a working group should contact the respective working group spokesperson (see § 5, para. 3), who will coordinate the question of participation with the working group. It is also possible to bring in experts for a limited period of time exclusively to work on/answer defined questions.

- b. The Executive Board of German Cancer Aid reserves the right to become a member of working groups or to participate in their meetings.
- c. With regard to the working ability of the working groups, a sensible limitation of the respective number of members must be ensured. Each Centre of Excellence in Oncology may delegate one expert to each working group. In the case of CCC consortia (see § 2, note), each CCC site of a CCC consortium may delegate one expert to each working group.

The number of participants in working group meetings should not exceed 25. For reasons of continuity and in the interests of a trusting co-operation between the working group members based not least on mutual knowledge, value is placed on a constant number of participants.

3. Spokesperson of the working groups

- a. Each working group elects a spokesperson and deputy spokesperson (term of office: 3 years in each case). Re-election is possible. The election of the spokesperson and deputy spokesperson takes place in separate ballots.

The spokesperson must be a member of the CCC network. This is against the background that the spokespersons also represent the working groups - as an organisation of the CCC network - to the outside world.

§ Section 5, para. 4.1 regulates the quorum and the passing of resolutions by the working groups when electing spokespersons.

- b. The tasks of the spokespersons and deputy spokespersons of the working groups include in particular
 - Content and organisational preparation and chairing of working group meetings.
 - Coordination of tasks within the working groups.
 - Representation of the respective working group in the CCC network.
 - Upon invitation, spokespersons from the working groups occasionally attend meetings of the steering committee and inform it of the current status and planned further activities.

4. Quorum and decision-making of the working groups

4.1 Election of the spokesperson and deputy spokesperson

- a. Only members of the CCC network are entitled to vote in the election of the spokesperson and deputy spokesperson. Each Centre of Excellence in Oncology represented in a working group has one vote. In accordance with § 2 (note), CCC consortia have only one vote each.

If the Executive Board member is a member of a working group, he has one vote, even if both members of the Executive Board are present.

- b. A quorum exists regardless of the number of CCC network representatives present.
- c. Voting rights may not be transferred.
- d. Resolutions are passed by a simple majority of the votes cast. Abstentions and invalid votes are not taken into account.

4.2 Votes on substantive issues

- a. Each member of a working group is entitled to vote on substantive issues - regardless of whether they belong to the CCC network or not. Each member has one vote, even if they belong to the same Centre of Excellence in Oncology.
- b. If the Executive Board member is a member of a working group, he has one vote, even if both members of the Executive Board are present.
- c. A quorum exists regardless of the number of working group members present.
- d. Voting rights may not be transferred.
- e. Resolutions are passed by a simple majority of the votes cast. Abstentions and invalid votes are not taken into account.

In the event that no clear consensus can be reached on an issue by vote, this must be noted accordingly in the minutes, including the differing/divergent views of working group members.

- f. In the interests of trusting and open cooperation between the members of a working group, (potential) conflicts of interest must be disclosed in good time before discussions and resolutions are passed. If there is a consensus in a working group that a conflict of interest exists, this will result in exclusion from the decision-making process and, if necessary, from participation in the deliberations.

5. Meetings of the working groups

- a. The form (e.g. face-to-face meeting, telephone conference) and frequency of the meetings depends on the factual necessity.
- b. In the case of face-to-face meetings, each working group determines its own meeting location. This should be done in a cost-conscious manner.
- c. The working groups organise their meetings independently or with the support of the German Cancer Aid office.

The German Cancer Aid office and the spokesperson and deputy spokesperson of the steering committee must be informed of the dates in good time.

- d. The agendas are drawn up by the respective spokespersons/deputy spokespersons of the working groups, if necessary with the support of the German Cancer Aid office. Proposals for the agenda can be submitted by members of the respective working group.

Agendas for working group meetings must be submitted to the German Cancer Aid office and the Chair and Deputy Chair of the Steering Committee in good time before the respective working group meetings.

- e. Meetings are organised by the spokesperson of the respective working group or the German Cancer Aid office.
- f. Minutes (of the results) of the meetings must be prepared and forwarded to all members of the working group. After approval by the respective working group, the minutes are to be sent to:
 - Office of German Cancer Aid,
 - Chairman and Deputy Chairman of the Steering Committee.

6. Reimbursement of travel expenses by German Cancer Aid

Members of the working groups will be reimbursed for reasonable and documented travel expenses incurred in the course of their work for the working group or the CCC network in accordance with the applicable tax regulations. German Cancer Aid assumes that the number of participants in working group meetings does not usually exceed 25.

Costs for conference rooms and catering are also covered by German Cancer Aid.

§ 6 Entry into force of the Rules of Procedure

These rules of procedure were adopted at the meeting of the Steering Committee on 19 November 2019 and came into force on the same day. They replace all previous versions.