**Research & Data Use (R&DU) Steering Committee**

**Team Charter**

**Objective:** In partnership with the Board of Directors, the Steering Committee leads the overall planning, implementation, and monitoring of all tasks for the Research & Data Use Priority Area.

**Steering Committee Roles and Responsibilities**:

* Plan and set overall direction for priority area; lead and develop its priority area network; and, ensure that major goals and timelines are achieved through use of work groups and task forces.
* Facilitate innovative problem-solving and open communication across multidisciplinary members and groups; encourage relationship building across network; and, serve as sounding board for new ideas and opportunities for growth.
* Monitor progress, which may include tracking timelines and creating and implementing evaluation procedures; assess need for changes to Strategic Management Plan (SMP) priority area.
* Evaluate existing work groups (WG) /task forces (TF) and their respective activities in relation to the goals/objectives of the R&DU Priority Area; determine how new and existing activities will be integrated into a cohesive plan; and, make final recommendations to the Board for approval.
* The RDU SC shall collaborate with SC from other Priority Areas to fulfill its objectives, as appropriate.

**Research & Data Use Steering Committee Roles and Responsibilities:**

The fundamental value of centralized cancer registries is the high-quality data that allows innovative research, reliable cancer surveillance and improved cancer control. The RDU shall assure promotion and access to central registry data in a timely, systematic and user-friendly way.

Significant advances in technology and science offer new opportunities and challenges for cancer surveillance. Data analytics and “Big Data” are presenting new ways to analyze both structured and unstructured data to provide new insights and directions in our understanding of cancer. The RDU shall ensure that NAACCR members are apprised of changes to the cancer surveillance landscape and are prepared for the impacts that this may have on data use and analytics.

* In order to ensure appropriate use of central registry data by NAACCR members and others, RDU shall contribute to improving research capacity and data use capabilities across the cancer surveillance and epidemiology communities.
* The purpose of the RDU is to ensure that central registries are positioned to make the fullest possible contribution to future surveillance and research in epidemiology and cancer prevention and control.

**Membership:**

* NAACCR members with substantial experience in the priority area are encouraged to serve as Steering Committee Members through an open call for applications. Applications will be reviewed and chairs will be appointed by the Board.
* Steering Committee Members may also be appointed at the discretion of the Chair(s).
* Members are asked to serve a two-year term with an option to serve an additional two year term. For the first appointments only, terms may alternate between 1 and 2 years to assure committee transition.
* All members except for Board Liaison and NAACCR staff will be entitled to vote.
* The R&DU Steering Committee will consist of approximately 10 members, including but not limited to 1-2 members from the following participating organizations\*:
	+ Canadian Council of Cancer Registries (CCCR)
	+ Centers for Disease Control and Prevention (CDC)
	+ National Cancer Institute (NCI)

\**Each of the participating organizations (CCCR, CDC, NCI) will select their own representative. Representatives should have an appropriate level of expertise and authority that allows them to advance the work of the R&DU Steering Committee.*

## Meetings:

* Once per month or as required.
* Steering Committee Members, or their designees, are expected to attend all scheduled conference calls unless with an excused absence from one of the Chair(s).

**Report:**

### The Steering Committee Chair(s) and Board Liaisons will be responsible for keeping the Board of Directors informed concerning priorities, progress, and evaluation of priority area matters. The R&DU Steering Committee will complete annual report requirements for the membership prior to the Annual Conference.

**Working Groups and Task Forces**

* The R&DU Steering Committee will establish WG and TF to accomplish the goals of the R&DU. (WGs are permanent committees. TFs are groups that bring together a specific set of skills to accomplish a short-term task).
* WG/TF leads will consist of NAACCR members and will be appointed by the R&DU Co-Chairs.
* WG/TF leads will be responsible for recruiting members, ensuring their WG/TF meets the objectives established by the R&DU Steering Committee within the identified time frame, identifying WG/TF resource needs, and engaging with the R&DU Steering Committee throughout the year to keep the Committee apprised of progress.
	+ TF leads (or representative) will provide monthly updates (i.e., attend monthly Steering Committee calls) or as required during the *operating period of the TF*.
	+ WG leads (or representative) will provide updates (i.e., attend Steering Committee call) as requested by the Steering Committee.