GENERAL INFORMATION

Last Reviewed and Approved:

Elected/Appointed by: The NCRA has one Liaison to the MLTG, an appointed representative.

Term of Office: 2 years

Reports: Reports to Immediate Past President for each Board meeting

POLICIES

Purpose and Duties

The NCRA liaison shall attend the MLTG meetings, representing NCRA’s interests, and serve on committee(s), if appropriate, as requested. The opinions and positions expressed are to be those of the Association representing the majority of the membership, not the personal opinion and position of the individual liaison.

Background

In 2018, members of the cancer registry/ surveillance leadership community formed both a High Level Strategic Group (HLSG) and a Mid-Level Tactical Group (MLTG) to ensure high-level coordination among all cancer surveillance organizations regarding the development and implementation of major changes in standards and procedures.

The primary purposes of the MLTG shall be to:

- Forecast changes to cancer surveillance collections standards, evaluate needs to adapt to changes of oncology practice, and prepare an annual report with recommendations of new standards (or changes to current standards) to be adopted (or rejected) by the HLSG.
- Plan for the development of technical standards/specifications for changes approved by the HLSG; this will require:
  - a work plan and timeline for the technical development of changes
  - close work with the technical groups (SSDI, ICD-O, UDS, etc.) to ensure that satisfactory progress is achieved in developing technical specifications, and that the development process progresses according to an approved timeline;
  - an assessment process intended to determine the feasibility of the change and the impact on cancer surveillance operations;
  - informing the HLSG if the development timeline is not respected, the feasibility has not been conducted or has been conducted with inconclusive or negative results.
- Coordinate the implementation of changes approved by the High Level Strategic Group that also completed the development phase; this will require:
  - an evaluation/verification that the development phase was completed satisfactorily;
  - a work plan and timeline for the implementation;
  - coordination between technical groups (i.e., NAACCR Implementation Workgroup), contractors, software vendors and funding agencies;
  - informing the High Level Strategic Group of delays in the implementation timeline;
• Identify gaps in resources needed to accomplish agreed-upon timelines for development and implementation initiatives and (if appropriate) make recommendations to High-Level Strategic Group for allocation of additional resources.

The organizations represented in the MLTG are:
• North American Association of Central Cancer Registries (NAACCR) – 1 NAACCR Board member; plus the co-chairs of the NAACCR Standardization and Registry Development Steering Committee (S&RD SC)
• National Cancer Institute (NCI) – 2 delegates
• Centers for Disease Control – 2 delegates
• Canadian Council of Cancer Registries (CCCR) – 1 delegate
• American College of Surgeons Commission on Cancer (ACoS/ CoC) – 1 delegate
• American Joint Committee on Cancer – 1 delegate
• National Cancer Registrars Association (NCRA) – 1 delegate

PROCEDURES

The liaisons shall:
• Attend appropriate MLTG meetings on behalf of NCRA and the NCRA membership.
• Communicate activities and updates of participation to the NCRA Immediate Past President for coordination purposes.
• The appointed representative shall prepare a summary of any meetings or events attended on behalf of the NCRA for the Board of Directors.
• Submit a board report based on policies and procedures for each Board meeting and “Meeting Highlights” report for external organization meetings and/or conference calls for each Board meeting.
• Submit a budget request for the coming year according to the time frame established by the Board.
• Inform the Executive Committee if unable to attend appropriate meetings.
• Adhere to the liaisons to external organizations policies and procedures approved by the NCRA Board of Directors.