

## Principles of working

### **The CRUK NCIN Partnership**

The focus of this two year partnership (2013/14 and 2014/15) between the National Cancer Intelligence Network (NCIN) and Cancer Research UK (CRUK) is improving outcomes through cancer intelligence; this includes but is not limited to the National Awareness and Early Diagnosis Initiative.

The partnership was created in recognition of the significant amount of additional analyses that both parties have been interested in taking forward but that neither organisation would otherwise be able to progress for various reasons (including analytical capacity and access to data).

### **Governance and management**

The partnership will be overseen by a small steering group which will meet four times a year to agree and review priorities and monitor progress. The Analytical Programme Manager (NCIN) and the Head of Statistical Information (CRUK), or nominated deputies, will meet on a monthly basis to manage the partnership.

The partnership projects will be managed on a day to day basis by the Analytical Programme Manager (NCIN) and the Senior Information Analyst (CRUK NCIN Partnership) as part of the NCIN Analytical Work Programme, which will be shared with CRUK on a monthly basis.

The partnership analysts are employed by NCIN and line managed by the Analytical Programme Manager (NCIN).

Partnership analysts will communicate completely openly within the NCIN analytical team regarding all aspects of the partnership work. All NCIN analysts will respect any commercial sensitivity when discussing partnership CRUK related issues outside of the NCIN Analytical team. Proactive mutual agreement will be sought for discussions with external collaborators regarding partnership projects. Any concerns regarding external communication should be raised with the Analytical Programme Manager (NCIN) or the Head of Statistical Information (CRUK).

Partnership analysts will be based in the NCIN offices at Wellington House. Analysts will have access to desk space at the CRUK offices in Angel and will arrange working patterns as appropriate to work with CRUK colleagues to meet project needs and share learning; nominally this is likely to be one day per week for each analyst.

Partnership analysts will receive support from other NCIN analysts when and where required, either for advice or to help expedite a project, and also will be supported by the Data Analysis & Research Manager (CRUK). Likewise, partnership analysts may also be required to contribute to non-partnership work during the course of the agreement. This will be discussed between the Analytical Programme Manager (NCIN) and the Head of Statistical Information (CRUK).

## **Project agreement and prioritisation**

The steering group will agree strategic priorities and new areas of work in the context of the wider NCIN and CRUK work programmes.

A brief (one page) summary of any proposed new projects which arise outside of the steering group meetings will be presented to the steering group for agreement before work commences. This can be done via email in-between meetings.

Once a project is agreed a project plan will be written by the partnership analysts and signed off by the Analytical Programme Manager (NCIN) and the Head of Statistical Information (CRUK).

The project plan will include:

- Project aims (rationale for project)
- Timeframes (key project tasks and milestones)
- Overview of methodology
- Deliverables (outputs)
- Communication plan (see below)
- Project roles and resources (including clinical input, stakeholder engagement and interpretation of findings)
- Risks and mitigating actions

Both CRUK and NCIN will have an opportunity to comment and offer advice on the methodology, the design of the outputs and interpretation of the results as the project unfolds. The intention is that no project should involve undertaking different analyses to meet CRUK and NCIN needs, although some of the outputs may be tailored for different audiences.

A communication plan will be agreed for each project at the outset, this may need to be reviewed as the project progresses. NCIN will coordinate the communications plan and ensure that all relevant bodies are notified of the publications. Unless otherwise stated the CRUK press team will lead the press management, ensuring that the NCIN (PHE) press office is involved throughout, and will determine the date for any such press publication.

The communication plan will include:

- Branding of all outputs
- Sign off process for all outputs
- How and when outputs will be communicated
- Agreed press channels and the press release process

Press releases will be shared if appropriate under embargo with relevant UK cancer registries and Knowledge and Intelligence Teams and in line with NCIN and CRUK protocols.

In the unlikely event that there is disagreement between the Analytical Programme Manager (NCIN) and the Head of Statistical Information (CRUK) regarding the proposed project plan, the matter will be escalated to the steering group.