



CHARGE TO WORKGROUPS FOR CANCER PLAN REVISION PROCESS

Overview:

There are five content workgroups: Prevention (nutrition, physical activity, and HPV vaccination), Prevention (tobacco, radon, and ultraviolet light), Detection, Treatment and Survivorship. Each workgroup will consist of approximately 10 members, including two co-chairs, and each will be assisted by an MDH staff member. The workgroups will submit their recommendations to the Advisory Team which, in turn, will communicate the recommendations to the MN Cancer Alliance Steering Committee.

Purpose:

The purpose of each workgroup is to recommend objectives and strategies for Minnesota's next cancer plan.

Workgroup responsibilities:

Recommend four to six cancer plan objectives with strategies by June 30, 2016:

- Review current Cancer Plan objectives and strategies relevant to the content area. Use resources and tools (below) to 1) retain, revise or recommend deletion of *Cancer Plan Minnesota 2011-2016* objectives and strategies and 2) identify new objectives and strategies.
- Include objectives and/or strategies to promote health equity.
- Rank the top three strategies for each objective
- For each objective, prioritize strategies that have the greatest potential for the highest number of traditional and non-traditional partners to engage in activities to implement the strategy.
- Brainstorm and list organizational partners that could work on each strategy.

Co-Chair responsibilities:

- Attend 90 minute kick off meeting in April 6th, 2016, 11:30 a.m. – 1 p.m.
- Create and implement a process that is inclusive, efficient and productive.
- Help recruit workgroup members, including the following:
 - Minnesota Cancer Alliance steering committee
 - Cancer Health Equity Network
 - Person involved in developing 2011-2016 cancer plan
 - Content expert not on MCA steering committee and not involved in developing previous cancer plan
 - Representative of a non-traditional partner or community organization
- Schedule workgroup meetings, set agendas, facilitate meetings, and report recommendations to the Advisory Team.

MDH staff responsibilities:

- Assist with recruitment of workgroup members
- Provide tools and background information for the workgroup
- Attend workgroup meetings, draft meeting summaries, and assist the co-chairs to achieve the workgroup's purpose.

Tools and Resources: MDH will set up a webpage on the Minnesota Cancer Alliance website to house all tools and resources available for the workgroups, including:

- Cancer plan revision process including timeline
- Listening session summaries
- *Cancer Plan Minnesota 2011-2016*
- *Minnesota Cancer Facts and Figures 2015*
- MDH's Health Equity Report
- Minnesota Community Measurement 2015 Health Equity of Care Report

Time Commitment: Time commitment will vary by workgroup.

Decision making Authority: The Minnesota Cancer Alliance Steering Committee will review the workgroup recommendations and has decision making authority for the content of the Cancer Plan. The Comprehensive Cancer Control Program, a grantee of the Centers for Disease Control and Prevention (CDC), will assure that the Cancer Plan meets CDC guidelines.