



**LUNG CANCER
POLICY NETWORK**

An initiative of the Lung Ambition Alliance

Lung Cancer Policy Network

Terms of Reference

March 2023

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1 The Lung Cancer Policy Network: overview

The Lung Cancer Policy Network (the Network) was launched by the [Lung Ambition Alliance](#) (LAA), a global coalition aiming to eliminate lung cancer as a cause of death around the world.

The aim of the Network is to create a lasting, international, multidisciplinary alliance of stakeholders who are engaged in making lung cancer a policy priority worldwide, helping drive meaningful change for people with lung cancer.

The Network is global in scope and includes patient and industry representatives, as well as representatives from ongoing lung cancer screening programmes, lung cancer coalitions, professional associations, public health and screening experts, and thought leaders on early detection and lung cancer epidemiology.

The Network contributes to the LAA's ambition of doubling lung cancer survival by 2025, as well as encouraging the early detection of lung cancer and the optimisation of lung cancer care pathways.

1.1 Mission and aims

The vision and mission of the Network can be summarised as follows:

- **Vision.** The Network is a global, multidisciplinary network of experts from across the lung cancer community that provides consensus-driven insights to improve policy engagement around the world, with the aim of driving efforts to improve survival from lung cancer – *as per the aims of the LAA*.
- **Mission.** The Network drives political engagement to advance early detection, accelerate the implementation of successful lung cancer screening programmes and improve lung cancer care pathways for all patients.

The Network is intended to be a multi-year initiative. Its programme of work is developed in workstreams, with the first workstream focused on lung cancer screening – specifically, low-dose computed tomography (LDCT) screening. Further workstreams are being developed to expand the scope of the Network, with a focus on optimising the entire lung cancer care pathway.

Underpinning this is an ambition to continue to develop the Network membership to bring together experts from around the world, support shared learning and promotion of best practice, and share gathered insights to drive policy engagement.

1.1.1 Core Network objectives

The objectives related to the Network's vision and mission are to:

- **Create a unique, global multi-stakeholder alliance advocating for greater political awareness and action on lung cancer** as a key opportunity to reduce mortality from lung cancer. This alliance aims to involve a wide range of healthcare professionals and public health experts engaged in cancer prevention

and care, along with the research community, patient groups, insurers and industry.

- **Create an independent, international learning community** focused on generating evidence-based commentary and building a community to share lessons learnt and build these into policy engagement.
- **Help build momentum around the implementation of lung cancer screening and earlier detection** through ongoing communication and dissemination. The Network will specifically work to develop resources that support countries in developing new approaches and materials. These include clear pathways to early detection and robust implementation plans that take a system readiness approach to assessing the resources required at country level.
- **Support the development of optimal lung cancer care pathways**, and further grow Network expertise, generating a strong evidence base to identify key gaps in lung cancer care and provide policy recommendations for addressing these.
- **Help advance the overarching goals of the LAA to gain political traction on lung cancer.** The Network will feed into, and seek synergies with, other policy platforms. Together, they will help create political will to invest in early detection of lung cancer. This will contribute to national commitments to reduce mortality from non-communicable diseases (NCDs), enhance early detection of cancer and meet the United Nations’ Sustainable Development Goals focused on NCDs.

2 Membership

2.1 Composition of the Network

Core membership of the Network comprises Members, Funders, LAA partners, and Scientific advisors. No Network Members are remunerated for their role in the Network (see table 1). Secretariat for the Network is provided by The Health Policy Partnership (HPP), an independent health policy research organisation.

Table 1: Overview of Network membership

	Major/Minor Funders	Funders include for-profit companies that contribute to the activities of the Network or make financial contributions, as either Major or Minor Funders.
Core Members	LAA partners	LAA partners include representatives from the LAA, which initiated the set-up of the Network and contributes to the Network’s activities. Some LAA partners may also contribute funding to the Network as Funders.

Scientific advisors	Scientific advisors include organisational representatives from organisations and professional societies that contribute to the activities of the Network.
Members	'Members' refers to all other Members of the Network
Knowledge partners	Knowledge partners include small for-profit companies that contribute to the Network on a project basis. Knowledge partners will not be full Members of the Network, but they will be involved in specific projects or activities aligned with their areas of interest, contributing to the Network in kind, rather than financially.

2.2 Process for Network membership

Membership of the Network is open to individuals and organisations from around the world with an interest in lung cancer. Initial invitations to Members were made based on recommendations from the LAA partners and HPP's own stakeholder mapping.

Any existing Member can recommend further Members. Recommendations for additional Members, and applications from prospective Members, will be reviewed by the Network Advisory Committee on a quarterly basis. The Secretariat will conduct the outreach to, and onboarding of, any new Members.

The Secretariat will provide a short application form to anyone interested in applying for Membership. Applicants are asked to outline their preferred membership type, their areas of interest in the Network and their preferred affiliation.

2.3 Role of Core Network Members

Core membership of the Network comprises general Members, LAA partners, Scientific advisors, and Funders, but it does not include Knowledge partners.

2.3.1 Strategic direction

The Secretariat will work to ensure that all Core Members are involved in discussions and decisions linked to strategic plans for the Network, the scope of Network activities and governance of the Network.

2.3.2 Network meetings

All Core Network Members are invited to a quarterly Network meeting in which Network activities, strategy and direction will be discussed. Knowledge partners will not be invited to quarterly Network meetings.

All Network Members, including Knowledge partners, will be invited to project-specific meetings, as required, to inform the scope and direction of key project activities and deliverables.

2.4 Workstreams

As the activities of the Network evolve, its programmes of work will develop into multiple workstreams. The Network's first workstream focused on early detection with lung cancer screening at its core. This workstream will continue to be expanded in 2023. The second workstream is being developed in 2023 with a focus on optimising the entire lung cancer care pathway.

In addition to inviting all Core Network Members to help shape and contribute to workstream outputs, Knowledge partners will be invited to join specific workstreams. The Secretariat will also conduct additional stakeholder mapping and outreach to ensure that the workstream and associated outputs are informed by relevant expertise.

3 Funding

3.1 Multiple company funding

Ensuring support from a broad range of companies is critical to ensure that the Network has strong external credibility as well as a sustainable funding base over several years.

The Secretariat leads engagement efforts to seek Funders for the Network. All Funders are asked to contribute to the core activities of the Network in the first instance and to supplementary activities based on the amount of overall funding available. As such, all Network outputs are considered to be co-funded equally by all Funders. The sequence of supplementary activities to be undertaken will be discussed by the Advisory Committee as new funding is secured and presented to all Core Members for approval.

All Funders are asked to sign a funding agreement with the Secretariat, which respects these Terms of Reference. They will also need to agree to the Memorandum of Understanding between Funders.

3.2 Funding tiers

Funders are listed transparently on Network outputs, according to the level of funding they provide to the Network. Major Funders are defined as companies that provide at least £75,000 to the Network, while Minor Funders are defined as those providing less than £75,000.

Although both Major and Minor Funders are invited to join the interim Advisory Committee, only Major Funders will be allowed to self-nominate to take part in the Steering Committee governing the Network as of 2023.

Funders may change tier each year, depending on their level of funding.

3.3 Member consultation on Funders

The Secretariat will inform all Members of any discussion with potential Funders and/or potential Knowledge partners at the quarterly Network meetings to ensure that there are no conflicts of interest.

4 Governance

The Network is an independent, multi-stakeholder and non-promotional initiative, with its Core Members leading the scope and direction of its activities.

The Network Secretariat coordinates all activities, engages Members and new Funders, delivers Network activities and provides operational support for the Network. HPP will uphold the Terms of Reference and, twice a year, present to the Advisory Committee a summary account of how funding for the Network is being spent (see 4.1).

The Network's mandate and governance structure are reviewed on an annual basis.

At the beginning of each calendar year, the Core Network Members agree on and deliver activities in accordance with an annual workplan, which is presented by the Secretariat to the Advisory Committee for initial approval. The workplan is then shared with all Core Members for their comments, input and final approval.

4.1 Expectations of Core Members and Knowledge partners

4.1.1 Terms of reference

By agreeing to be Members of the Network, all Members, regardless of their membership type, agree to work with the Secretariat to achieve the Network's aims. All Network Members, and the Network Secretariat, agree to abide by the Terms of Reference.

4.1.2 Secretariat communications

Network Members grant permission to the Secretariat for routine correspondence and for notification of their endorsement and membership of the Network to be announced publicly.

4.1.3 Network promotion

Network Members agree to promote awareness and engagement of the Network to external stakeholders, wherever it is possible and appropriate to do so, with due consideration of the need to balance their other work and professional duties.

4.1.4 Consent for recordings

Network Members consent to the Secretariat recording quarterly Network meetings and working group or project-specific meetings solely for the Secretariat's internal use in drafting summary meeting minutes. The electronic files of these recordings will be the intellectual property of HPP as Network Secretariat. They will be held on a secure server and deleted after two years.

Specific consent for recording will be sought from any Network Members participating in externally facing activities, such as webinars, on a project-by-project basis.

4.2 Network Advisory Committee

During the set-up phase of the Network, which began in 2021 and continues in 2023, the Secretariat will work under the guidance of an interim Advisory Committee. The Advisory Committee will meet on a quarterly basis, reviewing the budget twice a year and providing recommendations on the direction of Network activities prior to the quarterly Network meetings.

The Advisory Committee is made up of LAA partners, Scientific advisors and Funders who join the Network. Although only the Advisory Committee is invited to provide regular review of the direction of Network activity, all Core Members are welcome to share Network activity suggestions for review at quarterly Network Member meetings. Core Network Members will contribute to discussions about the Network's activities and its contribution to and approval of outputs, which will be recorded at Network Member meetings by the Secretariat.

The Secretariat aims to establish a formal Steering Committee in 2023 comprising a maximum of seven Core Members. All Core Members will be invited to nominate themselves to be part of the Steering Committee and to vote on who is appointed to the Steering Committee (see 5.2). Appropriate representation from each category of Core Members will be ensured, with the aim of having no more than two Major Funders representing all Major Funders on the Steering Committee. The representatives can change on a yearly basis.

This change in governance is proposed to occur by the end of 2023, and these Terms of Reference will evolve and be re-approved accordingly.

5 Principles governing Network activities

5.1 Objectivity and editorial control

The Secretariat aims to ensure that Network materials represent a consensus view from its Members and will therefore request comments and insight from Members to shape and develop these (for more information, see Appendix 1).

- Materials are defined as any report publication, presentation, leaflet, social media posting, webpage, policy brief or speech that has been developed for the sole purpose of achieving the aims of the Network.

5.1.1 Editorial control

- The Secretariat acts as independent chief editor, ensuring the highest editorial standards by leading a rigorous and evidence-driven editorial process of research and drafting. This process involves the integration of expert input, including from Network Members, to validate the content.
- Editorial review by Network Members will be invited for all major outputs of the Network (i.e. reports and publications).

- In the event of a disagreement among Network Members concerning the contents of the Network materials, the Secretariat will coordinate with the relevant parties with a view to finding a solution. If a solution cannot be reached, HPP will refer the matter to the Advisory Committee for a consensus decision.
- In cases where the content relates specifically to a Network Member, editorial input for Network materials related to the Network website or social media activity will be sought from that individual.

5.1.2 Medical, Legal and Regulatory (MLR) compliance and review

- Editorial control for all Network content rests with the Secretariat.
- For the sake of clarity, no sponsor (nor their nominated representative) will have any right of editorial control over the outputs of the Network, and the outputs of the Network will not be subject to legal or scientific review by any sponsor.

5.2 Independence and transparency

Independence

- All outputs of the Network will be non-promotional, and no specific products or technologies will be listed.
- All Network activities and discussions should further the aim of the Network and comply with applicable laws and regulations.
- The Network will neither promote nor endorse the individual products or services of any of its Funders or Knowledge partners, either directly or indirectly. It will not be biased towards, promote or endorse the opinions of any of its Members.

Transparency

- All core Network materials (publications, policy briefs, Network website) will have a clear declaration naming all Funders, who will be listed as Major or Minor Funders.
 - This declaration will be updated each time a new Funder joins the Network. Any funder leaving the Network will be acknowledged as a Funder in public materials for a period of up to 3 months from the end of their involvement.
- As one of the key goals of the Network is to accelerate policymakers' adoption of lung cancer screening and early detection, all documents produced by the Network will be released into the public domain and disseminated as broadly as possible.

5.3 Intellectual property

- All intellectual property rights for the work produced during the development, delivery and support of the Network, including but not limited to the Network materials, shall belong to HPP as Network Secretariat.

- All Network Members have the right to use Network materials.
- The Network materials are managed by the Secretariat on behalf of the Network.

6 Contact details

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7 Signatures

SIGNED for and on behalf of The Health Policy Partnership Ltd



Signature

Name: Rhiannon Lavin

Title: Operations Director

Date: 30th January 2023

Appendix 1

Table 2: Review process for Lung Cancer Policy Network outputs

R = review requested O = review optional

	Stakeholders involved in review		
Material	Secretariat	Network Advisory Committee	Full Network (including Knowledge partners if involved in a specific project)
Major Network publications (e.g. Network report or policy brief)	The Secretariat will act as chief editor for all Network materials and have editorial control of all Network materials.	R	R
Core Network documents (e.g. Terms of reference)		R	R
Network administration materials (quarterly meeting agendas and slides, Network concept notes, quarterly updated slides, individual funding agreements)		N/A	N/A
HPP-generated website content (e.g. a news item to raise awareness of an upcoming publication or core website page content)		O	N/A
Collaborative website content (e.g. Network Member profiles or blogs, including Network Member quotes/insight)		R by individual Members	R by individual Members
HPP-generated social media content (e.g. Network Twitter and comms templates for Network Member use)		O	N/A
Interactive map (database)		O	R by individual Members
Network events (event agendas)		R	R by individual Members
Network events (advertising materials, speaker briefs, communications plans)		O	N/A