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| **Research & Data Use Steering Committee****February 28, 2023** |
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| **Attendance**  |
| **Members Present:**Jeff Dowden (co-chair)Heather Zimmerman (co-chair) | Sarah NashManxia WuBrenda Hofer | Lorraine ShackMargaret Kuliszewski | Keisha MusondaAngela Meisner | **NAACCR Staff Present:**Recinda ShermanKaren Knight |

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| **AGENDA ITEM** | **ACTION/FOLLOW-UP** |
| 1. Roll – Heather/Jeff
2. **Approval of previous meeting minutes**
3. **Call for new agenda items/any other business**
4. **Questions on Short Updates?**
	1. Sarah Nash asked why RDU is not contributing to Cancer Awareness Month communication.
	2. Brenda Hofer mentioned that RDU Social Media Blog TF is dis-banned as NAACCR has hired a consultant to work with Communication committee.
	3. Sarah recommends RDU be open to help with communications-related work in the future if the need arises.
	4. Jeff Dowden asked about what US registries plan to submit to VENUSCANCER and CONCORD – 4 data calls as most Canadian registries will submit to at least one.
	5. Chris Johnson commented that some US registries may submit, however noted tight deadlines. Chris and Bozena (Idaho) developed and distributed SAS code to help with data preparations.
	6. Wu commented a possible webinar to clarify issues with the data calls would be beneficial.
5. **RDU representation at NAACCR 101**
	1. **9am to 10:30 on Wed at conference**

RDU requesting representation at this presentation. Sarah and Lorraine both volunteered. Jeff to also volunteer if organizational approval is given for him to travel. | * January minutes were approved.
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| 1. Board Update – Board Liaisons

Lorraine Shack noted no major updates to give from last board meeting. She noted NAACCR forum coming up in June and promoted that people attend if possible. |  |
| 1. RDU NAACCR community communication – Recinda

It was attempted to in the past send the Communications Committee projects RDU is working on for “advertising” but was not successful.  | * Consider work going on in your groups that you may like highlighted.
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| 1. What issues do we want to focus on? – Recinda
	1. Chapter 5: Unresolved issues

Recinda wanted to draw attention to Chapter 5: Unresolved Issues, currently in Volume II. This is a historic piece that needed and is currently being updated. It focuses on 5-6 unresolved/complex variables and require additional scrutiny. These variables either change over time or it is difficult to do analysis on them. This chapter will no long fit into the redesigned data base of Volume II. Recinda said CiNA Geographic and CiNA Research Network can focus on these in the future. This information will be housed in the CiNA Data products and in the Research Analyst Handbook.  | * Let Recinda know of any variables that should be added.
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| 1. Workgroup Update
	1. Certification Workgroup/2020 Completeness update – Recinda

Work is being done on the final certification information and an adjustment for the 2020 completeness will be made. NAACCR is working with SEER and NPCR to come up with something data driven and simple enough to apply. Recinda explained how the completeness estimates were done. So far there is 1 registry that will not be certified based solely on completeness due to operational issues. 1. **Research Analyst Handbook - Brenda**

Progress is being made and the plan is to include 16 chapters which 7 of have been written. A limiting factor to finalizing the entire document is Brenda and Recinda’s limited time. The data quality chapter has not been assigned yet but we want to include recommendations for standardizing the quality control process. Content from Chapter 5 and NAACCR’s Analysis & Data Improvement Tools web page will also be included.  | * Any suggestions for an author to complete the data quality chapter in the Research Analyst Handbook can be sent to Brenda or Recinda.
* Angela and Wu will reach out to someone regarding helping the group developing the Research Analyst Handbook.
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| 1. Other Business/Open Discussion
2. **When registries send updated data files to either NAACCR, SEER, NPCR to please update and send to all agencies.**

Chris explained some registries are sending different data files to standard setters for the November calls for data. When a registry makes an update to the file they may send to one standard setter but not all of them. Hopefully, this can be addressed in next year’s call for data. Of course, it would be ideal to have one due date for all standard setters.  |  |
| **Next Meeting – March 28, 2023, 1:30pm EST** |