**MINUTES OF A MEETING OF THE
NATIONAL CANCER REGISTRY BOARD (NCRI)
HELD ON
16 OCTOBER 2024 AT 1.30 PM
AT
BUILDING 6800, CORK AIRPORT BUSINESS PARK, KINSALE ROAD, CORK / MICROSOFT TEAMS**

1. Register of Attendance

Present

Name	Details	Initials
Mr Niall Murphy	Board Member	NM
Dr Robert O'Connor	Board Member	ROC
Ms Cathy Enright	Board Member	CE
Ms Ellen Farrell	Board Member	EF

In Attendance

Name	Details	Initials
Prof Deirdre Murray	NCRI Director	DM
Ms Rose O' Connor	NCRI Corporate Operations Manager	COM
Ms Catherine McGovern	NCRI Business & Planning Manager	CMcG
Ms Theresa Redaniel	Head of Research & Analysis	TR (for part thereof)
Ms Grace Murray	NCRI Governance & Compliance Officer	GM

Apologies

Name	Details	Initials
Prof Mark Lawler	Board Member	ML
Ms Mary Bourke	Board Member	MB

2. Chairperson of the Meeting

Pending the appointment of a new chairperson of the board, **IT WAS AGREED THAT** NM be appointed chairperson of the meeting in accordance with section 13(2) of the National Cancer Registry Board (Establishment) Order 1991 (as amended).

3. Quorum

IT WAS NOTED THAT there was a quorum of board members present at the meeting.

4. Declaration of Conflicts of Interest

The board members confirmed that they had no conflict of interest in the matters to be discussed at the meeting.

5. Director's Report

5.1. The meeting noted that the director's report had been circulated to and reviewed by the board prior to the meeting.

5.2. DM reported to the meeting on the NCRI's involvement in the CancerWatch EU Joint Action which aims to improve the quality and timeliness of cancer registry data and make data-driven insights available via the European Cancer Information System ("**ECIS**") and the emerging European Health Data Space. DM noted that the NCRI co-leads Work Package 6 alongside IKNL (Netherlands) which will assess and seek to improve the quality, availability, and accessibility of cancer registry data across Europe to ensure regular, high-quality data submissions to ECIS.

5.3. There followed a discussion on the CancerWatch Joint Action including available funding and the board congratulated the NCRI on its involvement with the project.

6. Service Plan Dashboard

6.1. CMcG presented the service plan dashboard to the meeting and explained to the meeting how the dashboard measures the NCRI's progress against its strategic objectives each quarter.

6.2. The board reviewed the service plan dashboard and the status of the 2024 goals was noted by the board.

7. Introduction to Head of Research & Analysis

7.1. The newly appointed Head of Research & Analysis, TR, joined the meeting to introduce herself to the board.

7.2. TR outlined her background in cancer research and noted the NCRI's ambition to be an active collaborator in cancer research and analysis and not just a source of cancer data. In this regard, TR reported that she has been meeting with stakeholders to strengthen relationships and identify opportunities for further collaboration.

7.3. ROC offered to facilitate introductions in the research space for TR and the board wished TR every success in her new role.

8. IT Update

8.1. CMcG provided an overview of the IT Department, noting staff members and their areas of expertise.

8.2. CMcG highlighted the department's responsibilities and projects from a technical and development perspective. A SWOT analysis of the department was noted and discussed by the board.

8.3. D noted that the NCRI is regarded as having a very high level of technical expertise amongst the cancer registries participating in the CancerWatch Joint Action.

9. Corporate Services Update

9.1. COM provided the board with a profile of the staffing, organisation, responsibilities, and activity of the Corporate Services Department.

9.2. Opportunities and challenges facing the department as well as strategic plan objectives were noted and discussed.

9.3. There followed a discussion on soft skills training and continuous improvement projects to be led by the Project Manager.

10. Stakeholder Engagement Report

10.1. The board noted the stakeholder engagement report which detailed all strategic and executive level stakeholder engagements that have taken place since the last board meeting. In particular, DM highlighted the ask from our European stakeholders for participation in EU projects.

10.2. There followed a discussion on how the national cancer research strategy is embedded into the Department of Health's overall health strategy as opposed to being a standalone strategy. CE suggested that the CCI4EU European initiative may be an appropriate forum to advocate for a standalone national cancer research strategy.

11. ARC Report to the Board

11.1. EF provided a report to the board on the Audit & Risk Committee ("**ARC**") meeting held earlier that morning, during which the following points were highlighted:

Financials

11.1.1. the Comptroller & Auditor General's ("**C&AG**") external audit lead, representing DHKN, attended the ARC meeting to provide an update on the completion of the external audit of the financial statements for the year ended 31 December 2023. One low risk issue had been identified in the management letter which was accepted by NCRI management;

11.1.2. the C&AG is currently conducting a tender for the external audit of the NCRI's financial statements for the year ending 31 December 2024;

11.1.3. management accounts as at 30 September 2024 were reviewed by the ARC and expenditure for the website upgrade project was noted and discussed;

Mitigation of Audit Findings

11.1.4. the ARC considered a report on the mitigation of audit findings noting that the Governance Framework and Code of Conduct were on the agenda for the December meeting;

Data Protection

11.1.5. the internal DPO has returned from maternity leave;

11.1.6. no near-misses or personal data breaches occurred in Q3;

11.1.7. the results of a phishing simulation were noted and discussed by the ARC;

Risk

11.1.8. no risk incidents occurred in Q3;

Procurement

11.1.9. the new vendor for the website upgrade has been incorporated into the procurement register;

HR

11.1.10. staff complement expected to increase to 63;

11.1.11. Head of Research & Analysis commenced their role in September;

11.1.12. the NCRI has been awarded the IBEC KeepWell mark for another two year period;

11.1.13. the NCRI has signed up to the Great Places to Work programme for another three years;

11.1.14. annual staff summit to be held on 21 November 2024;

ARC Membership

11.1.15. the NCRI has been considering an appropriate external candidate with finance experience in the public sector for appointment to the ARC as agreed at the June board meeting;

11.1.16. the NCRI proposes to put forward the external candidate for the board's approval following the appointment of a new chairperson of the board;

Timing of ARC Meetings

11.1.17. ARC meetings to be held two weeks in advance of board meetings commencing in 2025.

12. Website Contract

IT WAS NOTED THAT, following approval at the June board meeting, EF had executed the website contract on behalf of the board on 27 August 2024. A copy of the signed website contract had been circulated to and reviewed by the board in advance of the meeting.

13. Terms of Reference of the Board

Following a review of the terms of reference of the board (the "**TOR**"), **IT WAS AGREED THAT** the TOR remain fit for purpose and that no amendments were required at this point in time.

14. Governance Framework

IT WAS NOTED THAT the NCRI is committed to operating to the highest standards of effective and efficient corporate governance. In this regard, a governance framework (the "**Framework**") is being developed to support this commitment and will be tabled to the board for approval at the next board meeting.

15. Cybersecurity

15.1. CMcG provided an update to the meeting on the Cyber Incident Response Team action plan discussed at the previous board meeting, noting that all agreed upon actions had been completed.

15.2. There followed a discussion on the contents of the "battle box" for use in an emergency situation and the processes in place to update same.

16. Close

A quorum no longer available, the Chairperson declared the meeting closed.