

**PROPOSED RECOMMENDATIONS FROM THE WORKING GROUP  
FOLLOWING THEIR REVIEW OF THE PRODUCTION  
OF CURRENT STANDARD REPORTS**

1. At the last Scientific Council (SC) meeting (see document [SC/51/14](#), page 3), it was suggested to set up a Working Group (WG) to review the list of current standard reports and advise the Secretariat as to their possible termination. The Governing Council (GC) agreed and the WG to review the production of standard reports was established (see Resolution GC/57/R5).
2. The International Agency for Research on Cancer (IARC), although a much smaller scale organization, follows many of the reporting styles of the World Health Organization (WHO), resulting in a rather formal style and exhaustive reporting.
3. As a research organization IARC strives to prioritize the scientific programme and to minimize the administrative demands where feasible. In this context the preparation on an annual basis of documents for SC, GC and Peer Reviews, some of which may not add value for the monitoring of the Agency's activities, is a heavy demand on the Secretariat.
4. Recognizing the requirement and value of a certain level of standard reporting the task of the WG was to ascertain whether any of the current reports are superfluous or whether those that are required are being produced at an appropriate frequency. In addition, consideration should be given as to whether some information could be presented in a different way.
5. The Secretariat prepared a list of standard reports together with their history/origins and the frequency with which IARC currently provides them for the WG meeting which was held by teleconference on 18 September 2015<sup>1</sup>. The proposed recommendations drawn from the WG discussion following its review are provided below.
6. The Scientific Council is requested to discuss these proposals in order to make recommendations to the 58<sup>th</sup> Governing Council in May 2016.

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<sup>1</sup> Composition of the Working Group: Scientific Council Chair (James Bishop, Australia); Scientific Council member (Elisabete Weiderpass-Vainio) [UNABLE TO PARTICIPATE]; Governing Council Chair (Mark Palmer, UK); Canada (Stephen Robbins) and the USA (Lisa Stevens – *Elected as Chair of the Working Group*).

**REGULAR SCIENTIFIC COUNCIL DOCUMENTS**

Document	Frequency	Initiated in	Relevant Resolution/Remarks	Presented to	Recommendation from the WG (18/09/15)
Biennial Report	even numbered years	1988 IARC Biennial Report for 1986-1987 (Document GC/29/2)	<p><b>1.3 REPORTS OF THE DIRECTOR ON THE WORK OF IARC</b></p> <p><b>1.3.1 Replacement of the annual report by a biennial report</b></p> <p><b>GC/27/R4</b> The Governing Council, Having taken note of the recommendation of the Scientific Council, as contained in Documents GC/27/3 and GC/27/Inf.Doc.1,</p> <p>1. DECIDES that the current practice of making an annual report of the Agency's activities be replaced by a biennial report;</p> <p>2. REQUESTS the Director to present two types of report in alternate years:</p> <p>(a) in even-numbered years, a full report will be published reviewing the entire range of activities during the preceding two-year period;</p> <p>(b) in programme budget years, a short report will be issued that will highlight the most important events of the preceding year.</p> <p>April 1986</p>	SC+GC	<p>No change</p> <p>The WG discussed the frequency and established that two years was optimal.</p> <p>There was also the suggestion to create a dedicated website (may be by the Communications Group) "populated" with highlights of progress on key projects, list of all publications, major achievements, press releases, etc.</p>

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Interim Annual Report	odd numbered years	1987 IARC Interim Annual Report for 1986 (Doc. GC/28/3)	Prior to this, was called "The annual Report of the Director of the Agency" (1966–1980), then "IARC Annual Report" until 1985 when Interim/Biennial Reports were introduced	<b>SC+GC</b>	To be discontinued and replaced with a list of publications and oral presentation by the Director to SC and GC
Report of GC (from previous May session)	Annually	1976		<b>SC only</b>	To be discontinued and replaced with an oral presentation by the Director to SC and recording of SC opinion in the SC Report
Director's Report & update from last SC	Annually	1995	Oral presentation with no supporting document until 2004 2004 = DIR's response only to recommendations (not a formal report) 2005 – 2011 = DIR's report + update from previous SC session 2012 – 2015 = DIR's update from previous SC session	<b>SC only</b>	To be discontinued and replaced with an oral presentation by the Director to SC and recording of SC opinion in the SC Report
Programme Budget	odd numbered years	1975	Prior to this, the budget was presented annually	<b>SC+GC</b>	No change

Document	Frequency	Initiated in	Relevant Resolution/Remarks	Presented to	Recommendation from the WG (18/09/15)
Biennial report – Occupational health and Safety Committee (OHSC)	even numbered years	2002	<b>GC/42/R2</b> The Governing Council, Having reviewed the Report presented by the Thirty-Seventh Scientific Council (Document GC/42/4), 1. ... 2. ... 3. COMMENDS the Director for having introduced a written response to the recommendations of the Thirty-Sixth and Thirty-Seventh sessions of the Scientific Council; 4. RECOMMENDS that the Director keep the Council informed on ethical issues related to the conduct of its research projects; 5. INVITES the Director of IARC to report on the management of health and safety at IARC. May 2001	<b>SC+GC</b>	To be presented to GC only
Biennial report – Ethics	odd numbered years	2002	See above	<b>SC+GC</b>	No change
Biennial report – Education and Training	even numbered years as from 2018	2015		<b>SC</b>	No change (keep a GC resolution linked to either DIR's or SC's Report)
Request(s) for equipment	Annually	1978		<b>SC+GC</b>	No change

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Cross-cutting themes	Annually except year of MTS	2014		<b>SC</b>	No change
Discussion on a special scientific project	Annually except year of MTS	2012		<b>SC</b>	No change
Details of actions taken as a result of the Peer Review of the previous year	Annually	2009		<b>SC</b>	To be discontinued and replaced with an oral presentation by the Director to SC (under specific SC Agenda item) and recording of SC response in the SC Report

**REGULAR GOVERNING COUNCIL DOCUMENTS**

Document	Frequency	Initiated in	Relevant Resolution/Remarks	Presented to	Recommendation from the WG (18/09/15)
Biennial Report	even numbered years	1988 IARC Biennial Report for 1986-1987 (Document GC/29/2)	See above in SC section	<b>SC+GC</b>	No change
Interim Annual Report	odd numbered years	1987 IARC Interim Annual Report for 1986 (Doc. GC/28/3)	Prior to this, was called "The annual Report of the Director of the Agency" (1966–1980), then "IARC Annual Report" until 1985 when Interim/Biennial Reports were introduced	<b>SC+GC</b>	To be discontinued and replaced with a list of publications and oral presentation by the Director to SC and GC
DIR's report	Annually	1995	Oral presentation with no supporting document from 2002–2009. Written document introduced in 2010.	<b>GC</b>	No change – retain comprehensive written report which covers scientific highlights as well as key performance indicators
Scientific Council report	Annually	1966	NB: should be before Budget discussions in odd numbered years	<b>GC</b>	No change

Document	Frequency	Initiated in	Relevant Resolution/Remarks	Presented to	Recommendation from the WG (18/09/15)
Director's response to recommendations of SC	Annually	2001	<b>GC/41/R2</b> The Governing Council, Having reviewed the Report presented by the Thirty-Sixth Scientific Council (Document GC/41/4), 1. ... 2. ... 3. REQUESTS the Director to report to the next session of the Governing Council in response to the recommendations of the 36 <sup>th</sup> and 37 <sup>th</sup> Scientific Council meetings. May 2000	<b>GC</b>	No change
Financial Report	Annually since 2013	1966	<b>Resolution GC/54/R7</b> (May 2012) Biennial audited financial reports + Interim (unaudited) financial report discontinued in 2012 (following adoption of IPSAS)	<b>GC</b>	No change
Proposed Programme and Budget	odd numbered years	1975	Prior to this, the budget was presented annually	<b>SC+GC</b>	No change
Biennial report – OHSC	even numbered years	2002		<b>SC+GC</b>	To be presented to GC only
Biennial report – Ethics	odd numbered years	2002		<b>SC+GC</b>	No change

Document	Frequency	Initiated in	Relevant Resolution/Remarks	Presented to	Recommendation from the WG (18/09/15)
Report on publication activities, including report on funding allocation	Annually	2010	Report on funding allocation was introduced in 2014 only	GC	To be presented biennially
Acceptance of Donations	Annually	1967		GC	No change
Acceptance of grants and Contracts, including report on interest apportionment	Annually	1969	<p><b>Post facto reporting:</b> projects over €100 000 per annum, including sums passed to third parties.</p> <p><b>Prior approval:</b> projects over €500 000 per annum, excluding sums passed on to collaborating institutions, excluding the principal investigator's staff costs, from the IARC regular budget.</p> <p>Report on interest apportionment was introduced in 2013 only (standing authorization to credit interest in Resolution <b>GC/55/R23</b>).</p>	GC	No change
Use of funds from GCSF	Annually	1978		GC	No change
Statement by the IARC Staff Association	Annually	1995		GC	No change



Document	Frequency	Initiated in	Relevant Resolution/Remarks	Presented to	Recommendation from the WG (18/09/15)
Appointment of new SC members	Annually	1965		GC	<p>Consider an update of the procedure</p> <p>SC to discuss in January 2016 the possibility to have a teleconference to bring together SC and Participating States who have to renew their nomination(s) on the Scientific Council</p> <p><i>[NB: item added to SC/52/1 (Prov.)]</i></p>