

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

1. At the Scientific Council session in 2015 (see document [SC/51/14](#), page 3), it was suggested to set up a Working Group to review the list of current standard reports submitted to the Scientific and Governing Councils and advise the Secretariat as to their possible change or termination. The Governing Council agreed and the Working Group was established in May 2015 (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 Scientific and Governing Councils, 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 Working Group 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 review of the Working Group on 18 September 2015<sup>1</sup>. The proposed recommendations drawn from the Working Group discussion are presented in Annex and are summarized in the table below.
6. The Scientific Council discussed and agreed that the proposals made by the Working Group be presented to the Governing Council. It was recognized that the Scientific Council report would include comments on the topics henceforth to be presented orally; the Scientific Council would also receive handouts of any slides used in the oral presentations.

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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*).

7. Furthermore, the Scientific Council suggested enhanced reporting on the IARC website to complement the statutory reports.

### Standard reporting and proposed changes

|  | Frequency       | GC | SC | Recommendations from WG and SC  |
|--|-----------------|----|----|---|
| IARC Interim Annual Report   | alternate years | ✓  | ✓  | Oral presentation only <sup>a</sup> and enhanced information on IARC website      |
| IARC Biennial Report   | biennial        | ✓  | ✓  |   |
| Proposed Programme and Budget                                      | biennial        | ✓  | ✓  |   |
| Biennial Report of the IARC Ethics Committee                       | biennial        | ✓  | ✓  |   |
| Requests for equipment   | annual          | ✓  | ✓  |   |
| Report of the previous Governing Council session                   | annual          |    | ✓  | Oral presentation only <sup>a</sup>   |
| Director's update from the previous Scientific Council             | annual          |    | ✓  | Oral presentation only <sup>a</sup>   |
| Biennial Report of the Education and Training Group                | biennial        |    | ✓  | Keep a GC Resolution linked to either DIR or SC's Report                          |
| Cross-cutting themes   | annual          |    | ✓  |   |
| Discussion on a special scientific project                         | annual          |    | ✓  |   |
| Actions taken as a result of the previous year's Section Reviews   | annual          |    | ✓  | Oral presentation only <sup>a</sup>   |
| Biennial Report of the Occupational Health and Safety Committee    | biennial        | ✓  |    | Written report to GC only and discontinue reporting to SC                         |
| Director's Report to the Governing Council                         | annual          | ✓  |    |   |
| Report of the previous Scientific Council session                  | annual          | ✓  |    |   |
| Director's response to recommendations of the Scientific Council   | annual          | ✓  |    |   |
| Financial Report, External Auditor Report and Financial Statements | annual          | ✓  |    |   |
| Report on publication activities, including on funding allocation  | annual          | ✓  |    | Report biennially instead of annually and provide on-going information on website |

|  | Frequency | GC | SC | Recommendations from WG and SC      |
|--|-----------|----|----|-------------------------------------|
| Acceptance of donations  | annual    | ✓  |    |                                     |
| Acceptance of grants and contracts, including report on interest | annual    | ✓  |    |                                     |
| Request for use of funds from the Governing Council Special Fund | annual    | ✓  |    |                                     |
| Statement by the IARC Staff Association                          | annual    | ✓  |    |                                     |
| Appointment of new SC members                                    | annual    | ✓  |    | To consider update of the procedure |

<sup>a</sup> The oral presentations may be supported by slides made available to the Councils; the Scientific Council report will record comments and required actions as a follow-up to the oral reports.

8. The Governing Council is invited to review the proposed recommendations from the Working Group, agreed upon by the Scientific Council, and to approve the DRAFT Resolution below on the production of standard reports:

DRAFT Resolution GC/58/R6:

**PRODUCTION OF STANDARD REPORTS INCLUDING  
IARC BIENNIAL AND INTERIM ANNUAL REPORTS**

The Governing Council,

Recalling its Resolution GC/27/R4,

Having taken note of the recommendations of the Working Group to review the production of standard reports,

1. THANKS the Scientific Council for its review of the proposals;
2. AGREES with the recommendations on the production of standard reports as outlined in Document GC/58/9, to be effective from 2017;
3. DECIDES that the current practice of making an Interim Annual report of the Agency's activities in odd-numbered years be replaced by the production of a list of publications of Agency staff and by an oral presentation by the Director of major scientific highlights; and
4. REQUESTS the Director to continue to publish, in even-numbered years, a Biennial Report reviewing the entire range of activities during the preceding two-year period.

**ANNEX – PROPOSED RECOMMENDATIONS DRAWN FROM THE WORKING GROUP DISCUSSIONS**

**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<br>IARC<br>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> |

| <b>Document</b>                          | <b>Frequency</b>   | <b>Initiated in</b>                                     | <b>Relevant Resolution/Remarks</b>   | <b>Presented to</b> | <b>Recommendation from the WG (18/09/15)</b>   |
|--|--------------------|---|--|---------------------|--|
| 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<br>2004 = DIR's response only to recommendations (not a formal report)<br>2005 – 2011 = DIR's report + update from previous SC session<br>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),<br>1. ...<br>2. ...<br>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;<br>4. RECOMMENDS that the Director keep the Council informed on ethical issues related to the conduct of its research projects;<br>5. INVITES the Director of IARC to report on the management of health and safety at IARC.<br>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<br>(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   |

| <b>Document</b>  | <b>Frequency</b>            | <b>Initiated in</b> | <b>Relevant Resolution/Remarks</b> | <b>Presented to</b> | <b>Recommendation from the WG (18/09/15)</b>  |
|--|-----------------------------|---------------------|------------------------------------|---------------------|---|
| 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<br>IARC<br>Biennial<br>Report for<br>1986-1987<br>(Document<br>GC/29/2) | See above in SC section   | <b>SC+GC</b> | No change  |
| Interim Annual Report     | odd numbered years  | 1987<br>IARC<br>Interim<br>Annual<br>Report for<br>1986 (Doc.<br>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),<br>1. ...<br>2. ...<br>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.<br>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> |