

### Planning tools for creating a country cancer picture

#### Key steps in conducting a cancer burden assessment

**Purpose** – The purpose of this checklist is to provide an overview of the key steps involved in completing a cancer burden picture for your country. Completing these steps will assure that your cancer planning team will have the best information available as it makes decisions about what should be in your country's cancer plan.

**Use** – Review all the steps in the checklist. As you go through the steps, begin to identify which ones require action to complete them, and who will be responsible for taking that action.

<b>done</b>	<b>Steps</b>	<b>Actions</b>	<b>Responsible person</b>
	Recruit major cancer experts in the country to be on the cancer burden assessment group.		
	Identify all existing sources of cancer data in the country and obtain the most recent data (see tipsheet 1).		
	Gather all existing reports that contain data/information related to cancer.		
	Compare existing data sources and reports from above steps with data elements needed.		
	Identify data elements not currently available and determine which ones must be included in the burden study.		
	Design strategies for gathering data on elements that are currently not available and collect the data.		
	Develop an outline for the burden assessment report.		
	Identify the writer/editor for the burden assessment report.		
	Assemble the existing data and newly collected data for review and analysis of quality.		
	Review the data to identify the current cancer experience in the country.		

	Compare your country results with those reported by countries that border yours and with international data.		
	Determine what the major "findings" are from your country cancer data.		
	Make recommendations to the cancer planning team regarding the cancer burden and needs for improving and/or expanding the national cancer data collection system.		
	Write a draft of the cancer burden report.		
	Have the draft of the report reviewed by the assessment group.		
	Prepare a second draft report based on the review.		
	Determine whether public comment on the burden report is necessary and, if so, how it will be obtained.		
	Prepare a final version of the report.		
	Publish the report and make it publicly available.		
	Consider a formal submission of the report to national leaders.		
	Brief the members of your country's cancer planning team on the findings of the report and how to use the report in developing cancer goals and strategies.		

## Cancer Registries:

International Association of Cancer Registries  
<http://www.iarc.fr>

Wikipedia, the free encyclopaedia Cancer Registry  
[http://wikipedia.org/wiki/cancer\\_registry](http://wikipedia.org/wiki/cancer_registry)