

## Participation & Engagement Information

### NGO & Sector Partnerships Advisory Group (NSAP)

Thank you for your interest in participating in the NGO & Sector Partnerships Advisory Group supporting the National Cancer Navigation Service. This document outlines what participation is intended to look like in practice.

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#### Purpose of the advisory group

The NGO & Sector Partnerships Advisory Group brings together practical sector and implementation perspectives to help support coordinated delivery of the National Cancer Navigation Service across the broader cancer and community support system.

The group is intended to provide:

- operational insight
- implementation feedback
- system-level perspective
- practical advice on coordination and service interfaces

Participation is advisory in nature and linked to specific delivery questions or milestones.

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#### How participation works

Participation is:

- flexible
- time-limited
- purpose-driven

There is no standing monthly meeting schedule and members are not expected to participate in every engagement activity.

Members may be invited to:

- short online meetings or workshops
- targeted implementation discussions
- review of selected materials or proposed approaches
- occasional written feedback activities



Engagements are generally scheduled in advance and supported by the Secretariat.

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### **Time commitment**

The expected time commitment is intended to be manageable and proportionate.

Most engagements are expected to involve:

- approximately 60–90-minute online discussions, and/or
- limited preparation or review time where relevant materials are provided in advance

Participation levels may vary depending on program delivery needs and member availability.

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### **Engagement approach**

The program aims to create an engagement approach that is:

- practical and focused
- respectful of members' time and expertise
- collaborative and solution-oriented
- clear in purpose and scope

Members will generally receive:

- background context
  - the purpose of the discussion
  - any relevant materials or questions in advance
  - follow-up communication where appropriate
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### **Participation arrangements**

Participation in the advisory group is voluntary.

Where applicable, the program may provide:

- sitting fees or honoraria
- reimbursement of agreed participation-related costs
- flexible participation arrangements

Participation arrangements will be communicated prior to engagement activities.

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## **Confidentiality and respectful participation**

Members are expected to:

- engage respectfully and constructively
- contribute in good faith
- respect confidentiality of shared information
- avoid using the advisory group to advance organisational or competitive interests

Advice and feedback are generally captured at a theme or insight level rather than attributed to individuals or organisations.

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## **Flexibility**

We recognise that availability and organisational priorities can change.

Members may:

- decline invitations to participate in specific activities
- step back from participation temporarily or permanently
- re-engage at a later point where appropriate

There is no expectation of ongoing participation beyond availability and interest.

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## **Questions or support**

If you have questions about participation arrangements or engagement activities, please contact: [navigationengagement@cancer.org.au](mailto:navigationengagement@cancer.org.au)