



## CHARTER

### NATIONAL CANCER INSTITUTE COUNCIL OF RESEARCH ADVOCATES

#### **AUTHORITY**

Authorized by 42 U.S.C. 285a-2(b)(7), section 413(b)(7) of the Public Health Service Act, as amended. The National Cancer Institute Council of Research Advocates (Committee) is governed by the provisions of the Federal Advisory Committee Act, as amended (5 U.S.C. app.), which sets forth standards for the formation and use of advisory committees.

#### **OBJECTIVES AND SCOPE OF ACTIVITIES**

The Committee will provide advice to the Director, National Cancer Institute (NCI), with respect to promoting research outcomes that are in the best interest of cancer patients. To this end, the Committee will conduct these activities with the intent to identify new approaches, promote innovation, recognize unforeseen risks or barriers, and identify unintended consequences that could result from NCI decisions or actions. Additionally, the Committee will provide insight into enhancing input, optimizing outreach, and promoting strong collaborations, all with respect to non-scientist stakeholders.

#### **DESCRIPTION OF DUTIES**

The Committee makes recommendations on issues and challenges facing the Institute, at the request of the Director, NCI. Committee members will provide informed, non-scientific perspectives relevant to promoting research outcomes that are in the best interest of cancer patients. This includes identifying new approaches, promoting innovation, and recognizing unforeseen risks or barriers. Additionally, committee members will identify unintended consequences that could result from NCI decisions or actions as well as enhancing input, optimizing outreach, and promoting strong collaborations, all with respect to non-scientist stakeholders, in the interest of meeting common Institute and community goals.

#### **AGENCY OR OFFICIAL TO WHOM THE COMMITTEE REPORTS**

The Committee will advise, assist, consult with, and make recommendations to the Director, NCI.

#### **SUPPORT**

Management and support services will be provided by the Office of Advocacy Relations, Office of the Director, NCI.

#### **ESTIMATED ANNUAL OPERATING COSTS AND STAFF YEARS**

The estimated annual cost for operating the Committee, including compensation and travel expenses for members, but excluding staff support, is \$77,349. The estimated annual person-years of staff support required is 0.4 at an estimated annual cost of \$48,682.

### **DESIGNATED FEDERAL OFFICER**

The Director, NCI, will assign a full-time or permanent part-time NCI employee to serve as the Designated Federal Officer (DFO) of the Committee. In the event that the DFO cannot fulfill the assigned duties of the committee, one or more full-time or permanent part-time NCI employees will be assigned these duties on a temporary basis.

The DFO will approve or call all of the committee's and subcommittees' meetings, prepare and approve all meeting agendas, attend all committee and subcommittee meetings, adjourn any meeting when it is determined to be in the public interest, and chair meetings when directed to do so by the Director, NCI.

### **ESTIMATED NUMBER AND FREQUENCY OF MEETINGS**

Meetings of the full Committee will be held approximately 2-3 times within a fiscal year. Meetings will be open to the public except as determined otherwise by the Secretary of Health and Human Services (Secretary) in accordance with subsection (c) of section 552b of Title 5 U.S.C. Notice of all meetings will be given to the public. In the event a portion of a meeting is closed to the public, as determined by the Secretary, in accordance with the Government in the Sunshine Act (5 U.S.C. 552b(c)) and the Federal Advisory Committee Act, a report will be prepared which will contain, as a minimum, a list of members and their business addresses, the Committee's functions, dates and places of meetings, and a summary of the Committee's activities and recommendations made during the fiscal year. A copy of the report shall be provided to the Department Committee Management Officer.

### **DURATION**

Continuing.

### **TERMINATION**

Unless renewed by appropriate action, the National Cancer Institute Council of Research Advocates will terminate two years from the date the charter is filed.

### **MEMBERSHIP AND DESIGNATION**

The Committee will consist of up to 16 members, including the Chair appointed by the Director, NCI. The membership will consist of consumer advocates who are involved in the cancer experience and possess an expert understanding of non-scientific burdens to cancer research as well as of the perspectives and dynamics of the research, patient, policy, and advocacy communities interested in cancer research and cancer care delivery. This expert understanding will have been gained through experience working in the cancer consumer advocacy field, affiliation with a cancer related professional society, affiliation with a research foundation involved in cancer research or healthcare, experience as a health care professional focused on the study of cancer and other related diseases, or experience serving as a thought-leader in an area related to cancer research and care delivery. All non-Federal members serve as Special Government Employees. A quorum for the conduct of business by the full Committee will consist of a majority of currently appointed members. Members and the Chair will be invited to serve for overlapping four-year terms. A member may serve after the expiration of that member's term until a successor has taken office.

### **SUBCOMMITTEES**

As necessary, subcommittees and ad hoc working groups may be established by the DFO within the

Committee's jurisdiction. The advice/recommendations of a subcommittee/working group must be deliberated by the parent advisory committee. A subcommittee may not report directly to a Federal official unless there is statutory authority to do so.

Subcommittee membership may be drawn in whole or in part from the parent advisory committee. All subcommittee members may vote on subcommittee actions and all subcommittee members count towards the quorum for a subcommittee meeting. Ad hoc consultants do not count towards the quorum and may not vote. A quorum for a subcommittee will be three members. The Department Committee Management Officer will be notified upon establishment of each standing subcommittee and will be provided information on its name, membership, function, and estimated frequency of meetings.

### **RECORDKEEPING**

Meetings of the Committee and its subcommittees will be conducted according to the Federal Advisory Committee Act, other applicable laws and Departmental policies. Committee and subcommittee records will be handled in accordance with General Records Schedule 6.2, Federal Advisory Committee Records, or other approved agency records disposition schedule. These records will be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

### **FILING DATE**

August 17, 2016

### **APPROVED**

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Date

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Acting Director, NCI