

# *National Cancer Advisory Board*

## *Charter Summary*

### **AUTHORITY**

42 U.S.C. 284a; section 406 of the Public Health Service (PHS) Act, as amended. The National Cancer Advisory Board (Board) is governed by the provisions of the Federal Advisory Committee Act, as amended (5 U.S.C. Appendix 2), which sets forth standards for the formation and use of advisory committees.

### **MEMBERSHIP AND DESIGNATION**

The Board will consist of 18 members appointed by the President and 12 nonvoting ex officio members: the Secretary; the Director of the Office of Science and Technology Policy; the Director, NIH; the Chief Medical Director of the Department of Veterans Affairs; the Director of the National Institute for Occupational Safety and Health; the Director of the National Institute of Environmental Health Sciences; the Secretary of Labor; the Commissioner of the Food and Drug Administration; the Administrator of the Environmental Protection Agency; the Chairman of the Consumer Product Safety Commission; the Assistant Secretary of Defense for Health Affairs; and the Director of the Office of Energy Research of the Department of Energy (or their designees); and any additional officers or employees of the United States as the President determines necessary for the Board to effectively carry out its functions.

Not more than 12 of the appointed members will be selected from among the leading representatives of the health and scientific disciplines (including not less than 2 individuals who are leaders in the fields of public health and the behavioral or social sciences) relevant to the activities of NCI. Not more than six of the appointed members will be representatives from the general public, including leaders in fields of public policy, law, health policy, economics and management. Not less than five of the appointed members will be individuals knowledgeable in environmental carcinogenesis (including carcinogenesis involving occupational and dietary factors). All non-federal employees will serve as Special Government Employees. Members will be paid at rates not to exceed the daily equivalent of the annual rate in effect for Executive Level IV of the General Schedule, plus per diem and travel expenses, as authorized by section 5703, Title 5 U.S.C., as amended, for persons in the Government service employed intermittently. A quorum for the conduct of business will consist of a majority of currently appointed members. A member who has been appointed for a term of six years may not be reappointed to this Board before two years from the date of expiration of that member's term of office.

Members will be invited to serve for overlapping terms of six years. A member may serve 180 days after the expiration of that member's term if a successor has not taken office. Any member appointed to fill a vacancy occurring prior to expiration of the term for which that member's predecessor was appointed will serve for the remainder of that term; however, persons appointed to complete an unexpired term of less than four years may be reappointed immediately for a full term following completion of that term.

The President will designate one of the appointed members to serve as Chair for a term of two years. In the absence of the Chair, the Director, NCI will designate an Acting Chair from among the appointed members of the Board.

### **DESCRIPTION OF DUTIES**

The Board may recommend to the Secretary, in accordance with section 231 of the PHS Act, as amended, acceptance of conditional gifts, which support research, training, health information dissemination, and other programs with respect to the cause, diagnosis, prevention, and treatment of cancer, rehabilitation from cancer, and the continuing care of cancer patients and the families of cancer patients, for the acquisition of grounds, or for the construction, equipping, or maintenance of facilities for the Institute.

The Board may review applications for grants and cooperative agreements for research and training and recommend approval of applications for projects which show promise of making valuable contributions to human knowledge; may review any grant, contract, or cooperative agreement proposed to be made or entered into by the Institute; may collect, by correspondence or by personal investigation, information as to studies which are being carried on in the United States or any other country and, with the approval of the Director of NCI, make available such information through appropriate publications for the benefit of public and private health entities, health professions personnel and scientists, and for the information of the general public; and with the approval of the Executive Secretary, may call upon special consultants, assemble ad hoc working groups, appoint subcommittees and convene workshops and conferences.

The Board may prepare, for inclusion in the Biennial Report prepared by the Director, National Institutes of Health (NIH), under section 407 of the PHS Act, as amended (1) comments reflecting the activities of the Board in the fiscal years in which the report is prepared; (2) comments on the progress of the Institute in meeting its objectives; and (3) recommendations respecting the future directions and program and policy emphasis of the Institute. The Board may implement procedures for expediting en bloc Board concurrence of Scientific Review Group recommendations. A member or members may be selected by the Executive Secretary or Chair to provide en bloc concurrence on behalf of the Board. Only those applications that do not require individual consideration shall be included in this expedited process. A report of the en bloc recommendations will be presented at each Board meeting. The Board may prepare any additional reports as it may determine appropriate.

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

Meet-ings of the full Board will be held not less than 4 times within a fiscal year. Meetings will be open to the public except as determined otherwise by the 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 Board's functions, dates and places of meetings, and a summary of the Board's activities and recommendations made during the fiscal year. A copy of the report will be provided to the Department Committee Management Officer.

The Board's operating procedures will be reviewed annually at the January/February meeting, as a part of the standard review of operating procedures, but may be reconsidered at any time at the call of the Chair.