



Research • Educate • Support

CHARTER FOR THE CANSA RESEARCH COMMITTEE (RESCOM)

25 April 2022

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RESEARCH COMMITTEE CHARTER

1. Preamble

1.1 Appointment:

This Committee is appointed by the Board of CANSA to adjudicate on research funding, assess research proposals and advise on research interventions.

2. The role of the Research Committee

2.1 The role of this Committee is summarised as follows:

- Assess research proposals submitted to CANSA and recommend the projects for funding in terms of CANSA`s strategic vision and agreed funding criteria for research
- Facilitate the peer review of research proposals
- Monitor the progress of projects that are funded
- Propose projects for external funding, local and abroad
- Propose research-funding partnerships
- Review research funding protocols and criteria

3. Composition of the Research Committee

- 3.1 Expertise: clinical, basic science & public health research.
- 3.2 Stakeholders: Departments of Health and Social Development; CANSA governance and management, CANSA Health Programmes department
- 3.3 Size of committee: between 5 to 10 persons

4. Criteria for selection of Research Committee

- Must not be direct recipients of research funding from CANSA
- Must be experts in their field
- Their presence must provide strategic advantage to CANSA
- Be prepared to volunteer their time and expertise
- Be prepared to work within the policies and strategies of CANSA
- Must not be associated with any other company or programme that represents a conflict of interest with CANSA, its services and programmes
- RESCOM members should be open and transparent and recuse themselves from discussions if there is a potential conflict of interest

5. Tenure

Members of RESCOM will be appointed for a period of three (3) years with the option to be re-appointed for a further two (2) terms.

6. Vacancies

6.1 A position on the Research Committee becomes vacant if a member:

- Resigns in writing to the Chairperson of the Committee or in the case of the Chairperson to the CEO of CANSA
- Is absent for three consecutive meetings; and their apology is not acceptable to the Committee
- Becomes an applicant for funding
- Is convicted of professional misconduct or crime
- Is unable to perform their functions for reasons of physical or mental incapacity
- Has reached the end of their term of office.

6.2 **Filling of vacancies:**

The CEO of CANSA shall submit the names and credentials of suitable candidates to the Research Committee for their consideration and further recommendation to the Nominations Committee who will make a final recommendation to the Board. The Board shall approve the appointment of a new Committee member.

7. Governance and Accountability

- 7.1 The Research Committee is appointed by the Board of Directors of CANSA. Its decisions would be recommendations to the Board of Directors
- 7.2 A declaration of conflict of interest must be made by all Committee members.

8. The Committee and its Operations

- 8.1 The Committee is expected to hold meetings at least twice a year. Additional ad hoc meetings may be required as need arises.
- 8.2 **Committee Cycle:**
A Committee cycle would be three years. Members may be requested to continue to serve on the Committee

8.3 Role of the Chairperson:

- Convene and conduct the meetings of the Committee
- Monitor the participation of members of the Committee and take necessary steps for compliance or filling of vacancies
- Provide strategic guidance on research to CANSA
- The chairperson has no operational powers
- In the absence of the Chairperson, a member of RESCOM shall be chosen by the meeting to chair thereat.

8.4 Filling of vacancies

If during a Committee cycle a position becomes vacant, the chairperson may fill the vacancy upon consultation with the Head of Research for ratification by the Board of Directors.

8.5 Decision-making

Decision-making of the Research Committee will be by consensus failing which matters will be put to the vote.
All Committee members have equal voting rights.

8.6 Quorum

The quorum for a meeting of the Research Committee shall be constituted by a half of the members plus one.

APPENDIX

1. MISSION STATEMENT

To be the preferred non-profit leader that enables research, educates the public and provides support to all people affected by cancer.

2. VALUES

We are committed to the following values, which will be present in everything we do.

- Accountability
- Leadership
- Passion
- Integrity
- Improvement

