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**CONTENTS • INHOUD***No.**Page  
No.      Gazette  
            No.***GOVERNMENT NOTICE****Health, Department of***Government Notice*

R. 462 National Health Act (61/2003): Call for establishment of a National Advisory Committee on the Prevention and Control of Cancer.....	3	35447
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**GOVERNMENT NOTICE**

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**DEPARTMENT OF HEALTH**

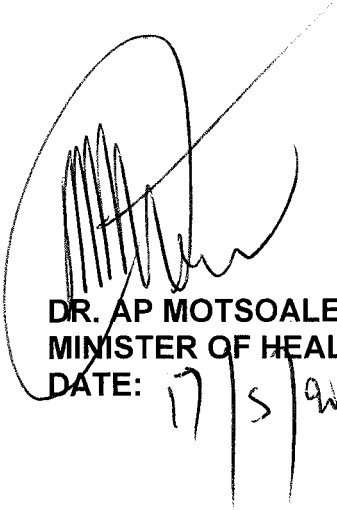
No. R. 462

15 June 2012

**NATIONAL HEALTH ACT, 2003 (ACT NO. 61 OF 2003)****CALL FOR THE ESTABLISHMENT OF A NATIONAL ADVISORY COMMITTEE ON THE  
PREVENTION AND CONTROL OF CANCER**

I, Aaron Pakishe Motsoaledi, Minister of Health, hereby, after consultation with the National Health Council, in terms of section 91(1) of National Health Act, 2003 (Act No. 61 of 2003) ("the Act), read with sections 91(2) of the Act, establish a Committee on the Prevention and Control of Cancer ("the Committee"). Attached to this notice, is the document containing the following:

- (a) terms of reference of the Committee, inclusive of;
- (b) the composition of the Committee



**DR. AP MOTSOALEDI, MP**  
**MINISTER OF HEALTH**  
DATE: 17/5/2012

**NATIONAL DEPARTMENT OF HEALTH**  
**NATIONAL ADVISORY COMMITTEE ON THE PREVENTION AND CONTROL OF CANCER**  
**TERMS OF REFERENCE**

**1. Background**

The National Advisory Committee on the Prevention and Control of Cancer will advise the Minister on all matters related to the National Prevention and Control of Cancer Programme in line with Section 91 (1) of the National Health Act.

Cancers, together with Diabetes, Cardiovascular Diseases and Chronic Respiratory Diseases are the leading global causes of preventable mortality and morbidity. These non-communicable chronic diseases (NCDs) are recognised by the World Health Organisation (WHO) as causing 60% of global deaths, 80% of which occur in developing countries. Cancers accounted for 12.5% of all deaths worldwide in 2005 and by 2020 new cases of cancer are projected to reach about 15 million every year. As applicable to NCDs generally, 70% of new cases will occur in developing countries, including one million in the African Region.

A Report on the Mortality and Causes of Death in South Africa (2008) by Statistics South Africa, ranked neoplasms 6<sup>th</sup> among the main causes of death from 2006 to 2008, accounting for 5.9% of all deaths. Cancers impact negatively on the overall health status of the population and place huge burden on the patient, families the health service and the general economy of especially developing countries.

**2. Purpose and mandate**

To establish the National Advisory Committee on the Prevention and Control of Cancer (“the Committee”) that will advise the Minister on all matters related to the National Prevention and Control of Cancer in line with Section 91(1) of the National Health Act.

### 3. **Composition of the Committee**

The Committee shall be constituted as follows:

- (a) not more than 4 medical specialists each with at least 5 years experience in oncology, each representing the subspecialties of:-
  - 1. Medical oncology
  - 2. Radiation oncology
  - 3. Clinical haematology
  - 4. Paediatric oncologyas recognized by the Health Professions Council of South Africa;
- (b) one pathologist designated by each of the National Pathology Group and the National Health Laboratory Services;
- (c) one epidemiologist with expertise in oncology;
- (d) one official in the employ of National Department of Health dealing with health information;
- (e) one official in the employ of the National Department of Health dealing with cancer related policy;
- (f) one representative of the National Health Laboratory Service representing the National Cancer Registry nominated by the CEO of the National Health Laboratory Service;
- (g) one representative representing Statistics South Africa;
- (h) one person from a non-governmental organization working in the field of cancer;  
and

(i) one cancer survivor representing cancer survivors.

#### 4. **Conditions of Appointment to the Committee**

(a) A member of the Committee holds office for a period of three (3) years.

(b) At the expiry of the term of office, a member may be reappointed for another two (2) terms after the initial appointment term.

(c) A member of the Committee or an alternate must vacate office if:

(i) the Director-General at any time terminates his or her membership;

(ii) the member can no longer perform the duties of the Committee;

(iii) the member is convicted of an offence and sentenced to prison without an option of a fine;

(iv) the member is absent from more than two consecutive meetings of the Committee without leave of the Chairperson;

(v) the member resigns by written notice to the Director-General; or

(vi) the member is withdrawn by the nominating body.

(d) The Committee may with the approval of the Director-General establish ad hoc committees and subcommittees, consisting of so many persons appointed by the Committee, for such period as the Committee considers necessary.

(e) The Committee must determine and finalize the terms of reference of an ad-hoc or sub-committee contemplated under sub-regulation 1 within one (1) month of such establishment.

(f) Chairperson and vice-chairperson:

- (i) the Committee must at its first meeting and thereafter as often as it may become necessary, elect from among its members a chairperson and a vice-chairperson;
- (ii) when the chairperson is absent or is unable to perform his or her functions as chairperson or whenever the office of chairperson is vacant, the vice-chairperson shall act as chairperson during such absence or incapacity or until a chairperson is appointed; and
- (iii) if both the chairperson and the vice-chairperson are absent or unable to perform the functions of the chairperson or whenever both the office of chairperson and the office of vice-chairperson are vacant, the Committee shall elect any other member to act as chairperson during such absence or incapacity or until a chairperson is appointed or a vice-chairperson is elected.

(g) The chairperson must:

- (i) cause meetings to be convened; and
- (ii) ensure the orderly conduct of meetings and that all resolutions are recorded.

**5. Selection Criteria of members**

The criteria for selection of members shall be as follows:

- The Minister shall appoint members in terms of their recognized knowledge and experience in the relevant area.

## **6. Meetings of the Committee**

- 6.1 The first meeting of the Committee shall be held within 30 days of its appointment at a time and place to be determined by the Department.
- 6.2 Any subsequent meetings must be held as often as may be necessary for the proper performance of the functions of the Committee, but at least once in every six months, at a time and place determined by the Chairperson.
- 6.3 The Chairperson may at any time convene a special meeting of the Committee, to be held on such a date and at such place as he or she may determine and he or she must, upon a written request by the Director-General or a written request signed by a majority of members, convene a special meeting to be held, within thirty days after the date of receipt of the request, on such a date and at such a place as he or she may determine.
- 6.4 The request must clearly state the purpose of the meeting.
- 6.5 Any member who is unable to attend a meeting of the Committee must before the meeting give notice to the chairperson.

## **7. Quorum and procedure at meetings**

- 7.1 The majority of the members of the Committee shall constitute a quorum at any meeting of the Committee.
- 7.2 A decision of the majority of the members of the Committee present at any formally constituted meeting of the Committee shall constitute a decision of the Committee, provided that in the event of an equality of votes the Chairperson or member presiding shall have a casting vote.



- 7.3 No decision taken by the Committee or act performed under the authority of the Committee shall be invalid by reason only of an interim vacancy on the Committee.

## 8. **Activities of the Committee**

- 8.1 The Committee must:

- (a) keep proper records;
- (b) disclose the receipt of gifts;
- (c) hold and attend regular meetings where recommendations are presented and binding decisions are made;
- (d) report to the Minister and give account of the activities and finances of the Committee; and
- (e) adhere to an applicable Code of Conduct.

- 8.2 The committee shall decide on the manner in which it shall conduct its business. The Committee may form task teams and working groups to perform any task or carry out a specific project. The term of office of the members of a task team or working group is linked to that specific task or project as the case may be, and shall of necessity lapse at the end of that task or project.

- 8.3 All committee members must complete a financial declaration form as prescribed by the public service. All committee members must declare any potential conflicts of interest (as outlined by the Public Service Commission) to the chairperson.

## 9. Accountability and Reporting

9.1 The Committee members are:

- (a) accountable to every decision and action the Committee takes in a duly constituted formal meeting; and
- (b) are accountable individually and collectively to all the functions of the Committee.

9.2 The Committee shall provide progress reports on a regular basis to the Minister.

## 10. Remuneration of members of the Committee

Members of the Committee shall be remunerated in accordance with Treasury Regulations.



**DR A MOTSOLEDI, MP**  
**MINISTER OF HEALTH**

DATE: 17/5/2012

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