



# *COMMON DRUG REVIEW*

## **Canadian Expert Drug Advisory Committee**

### **Terms of Reference**

October 2008

## RECORD OF UPDATES

Update	Date	Reported in CDR Update
Original	July 2003	No. 5 – September 5, 2003
1	December 1, 2004	No. 14 – December 2, 2004
2	January 25, 2005 (Revised January 25, 2005 to reflect CDRC change to ACP)	No. 15 – February 1, 2005
3	April 2006 (Name change from Canadian Coordinating Office for Health Technology Assessment (CCOHTA) to the Canadian Agency for Drugs and Technologies in Health (CADTH))	No. 26 – April 19, 2006 (Announcement of name change)
4	June 2006 (Revised to include two public members)	No. 28 – May 12, 2006 (Announcement about public members)
5	October 2006 (Revised to allow a change in recommendation based on request for advice)	No. 31 – October 26, 2006
6	October 2008 (Revised to include public and patient perspective under “Responsibilities” and Summary of Discussion under “Record of Meetings”.)	No. 54 – November 20, 2008

# Canadian Expert Drug Advisory Committee

## TERMS OF REFERENCE

The Canadian Expert Drug Advisory Committee (“CEDAC”) is an independent advisory body that makes recommendations to each of the participating federal/provincial/territorial, publicly funded drug plans regarding the listing of drugs on their formularies. The approach is evidence-based and the advice reflects medical and scientific knowledge and current clinical practice.

**In these Terms of Reference, unless otherwise provided, the definitions set out in Appendix 1 attached hereto shall apply herein.**

### 1.0 Mandate

The mandate of CEDAC is advisory in nature and is to provide:

- a) Drug listing Recommendations, including conditions and/or criteria for coverage where appropriate, to the Drug Plans, based on Submissions; and
- b) advice and, if appropriate, a change to a previously issued Recommendation, in response to Requests for Advice.

### 2.0 Responsibilities

CEDAC’s responsibilities are:

- a) to provide advice to CADTH on the establishment of criteria to evaluate Submissions, including the periodic changes thereof;
- b) to consider Submissions made by Manufacturers, the Advisory Committee on Pharmaceuticals (ACP) and/or Drug Plans, and all related Clinical Reviews and Pharmacoeconomic Reviews prepared and submitted in accordance with CADTH’s standards;
- c) to evaluate Submissions and Requests for Advice in terms of therapeutic advantages and disadvantages, cost-effectiveness, and public and patient perspective on impact of the Drug under review, compared to accepted therapy;
- d) to provide after consideration of a Submission, such Recommendations as CEDAC considers appropriate;
- e) to provide Reasons for Recommendation in respect of every Recommendation made by CEDAC;
- f) to provide advice and, if appropriate, a change to a previously issued Recommendation, in response to every Request for Advice;
- g) to consider Requests for Reconsideration made by Manufacturers;

- h) to provide, after consideration of a Request for Reconsideration, such Recommendation on Reconsideration that CEDAC considers appropriate;
- i) to provide Reasons in respect of every Recommendation on Reconsideration made by CEDAC;
- j) to respond to inquiries and requests for clarification in regards to CEDAC's Recommendations and Reasons for Recommendation;
- k) to provide feedback to CADTH regarding the quality of the reviews; and
- l) to provide, annually, a report of CEDAC's activities to the CADTH Board of Directors.

### **3.0 Accountability**

CEDAC is an expert advisory committee of CADTH that reports to the CADTH Board of Directors through CEDAC's Chair.

## **4.0 CEDAC Membership**

### **4.1 Composition**

CEDAC shall be composed of thirteen (13) Members, the "CEDAC Members".

Two of the CEDAC Members shall be Public Members to bring a lay perspective.

The remaining CEDAC Members must hold qualifications as a physician, a pharmacist, an economist or other professional designation with expertise in one or more areas such as, but not limited to:

- a) general practice
- b) internal medicine
- c) geriatrics
- d) hospital or community pharmacy
- e) clinical pharmacology
- f) pharmacoeconomics
- g) clinical epidemiology
- h) health services research

### **4.2 Appointment/Nomination Process**

The nomination of CEDAC Members shall be as set out in the CEDAC Nominating Committee Terms of Reference, attached as Appendix 2.

Candidates for Public Member of CEDAC will be selected with reference to the Profile of Public Members of the CADTH Expert Advisory Committees attached as Appendix 3.

The CEDAC Members, including the Public Members, shall be appointed by the CADTH Board of Directors.

#### **4.3 Term of Appointment**

Of the first Public Members appointed to CEDAC, one Public Member shall be appointed for a term of two years and one for a term of three years. Thereafter all appointments of the Public Members shall be for a term of two years.

All other CEDAC Members' terms shall be for a term of two years.

The Term of any CEDAC Member, including Public Member, may be renewed at the discretion of the CADTH Board of Directors.

Notwithstanding anything set out in these terms of reference, the CADTH Board of Directors shall have the right to remove and/or replace a CEDAC member at or before the expiry of his/her term.

#### **4.4 Committee Officers**

The officers of CEDAC shall be the Chair and Vice-Chair who shall be appointed by the CADTH Board of Directors from the CEDAC Members. Their respective appointment shall be for a term of two years, and may be renewed at the discretion of the CADTH Board of Directors.

The Chair shall preside at all meetings of CEDAC. In addition, the Chair is responsible for reporting on CEDAC's activities to the CADTH Board of Directors and shall act as the key liaison between CEDAC and CADTH. The Chair shall be the sole spokesperson for CEDAC.

The Vice-Chair shall, in the absence or disability of the Chair, perform the duties and exercise the powers of the Chair.

#### **4.5 Withdrawal from Committee**

An individual may resign as CEDAC Member at any time upon written notification to the CADTH Secretariat.

CEDAC Members who are absent for more than three CEDAC meetings per year will automatically forfeit membership on CEDAC. However, the CEDAC Chair has the discretion to approve, in advance, an extended absence of any CEDAC Member.

#### **4.6 Voting Rights**

Each CEDAC Member, including each Public Member, but excluding the chairperson of the meeting, shall be entitled to one vote on all matters coming before CEDAC. However, in case of an equality of votes, the chairperson of the meeting shall have a casting or deciding vote.

### **5.0 CEDAC Meetings**

#### **5.1 Frequency of Meetings**

CEDAC shall hold meetings as required to carry out its mandate and responsibilities.

CEDAC will, each calendar year, hold at least six scheduled meetings.

#### **5.2 Notice of Meetings**

Meetings of CEDAC may be held at any time and place in Canada to be determined by the CEDAC Members, provided that reasonable notice of such meeting shall be given in advance to each CEDAC Member.

#### **5.3 Quorum**

The quorum at meetings of CEDAC shall be nine (9) CEDAC Members.

#### **5.4 Attendance**

CEDAC Members shall attend all CEDAC meetings. A CEDAC Member who is unable to attend an in-person meeting may request permission from the Chair to participate in the meeting via such means as video conference, teleconference or other communications facilities. The Chair shall have sole discretion in deciding whether to grant permission to such Member's request but shall only grant permission in exceptional circumstances.

#### **5.5 Attendees**

In addition to CEDAC Members, only the following persons shall be entitled to attend CEDAC meetings:

- a) ACP Members appointed by Drug Plans participating in CDR
- b) Experts and reviewers by invitation only (see below)
- c) CADTH staff:
  - i) (the) CADTH President and CEO
  - ii) the most senior staff member of the CDR Directorate
  - iii) CDR Directorate Staff

The ACP Members appointed by Drug Plans participating in CDR shall attend as observers but do not have the right to participate in the discussion and deliberations or to vote.

Experts and/or Reviewers may attend CEDAC meetings, by invitation only, in circumstances where CEDAC has questions or requires clarifications regarding a Submission, a Request for Reconsideration, a Request for Advice or a Reviewer's Report. Such experts and Reviewers shall not, however, participate in, or be present during, any decision on a Submission.

The CADTH staff attending the meeting shall serve as resource to CEDAC. They provide administrative and secretariat support and may actively participate in the presentation of information, Request for Advice, Submissions and Requests for Reconsideration at the request of the Chair. They shall also assist in obtaining additional information and/or expert advice at CEDAC's request. CADTH staff shall not have the right to vote.

Other individuals may be invited to attend as observers, at the discretion of the Chair and the CDR Directorate.

## **5.6 Agenda**

CEDAC's meeting agendas shall be developed by the CEDAC Chair in consultation with the CDR Directorate.

## **5.7 Conflict of Interest Disclosure**

At the commencement of every meeting, the Chair shall ask CEDAC Members if they have any conflicts of interest to disclose. Any CEDAC Member with a conflict must disclose such conflict and comply with the Conflict of Interest Guidelines.

## **5.8 Decisions**

No decision can be made unless there is a quorum.

### **5.8.1 Review Criteria**

Every Submission and Request for Reconsideration will be reviewed by CEDAC having regard to the applicable Review Criteria established by CADTH.

### **5.8.2 Recommendations**

Every CEDAC Recommendation shall be decided by a majority of votes. Every CEDAC Member participating in the Meeting (with the exception of the chairperson of the meeting) must vote (i.e., for or against) on the Motion for the adoption of a Recommendation; a Member cannot abstain from voting. However, in the event of an equality of votes, the chairperson of the meeting shall cast the deciding vote.

After considering a Submission or a Request for Advice, CEDAC shall make a Recommendation to the Drug Plans (the “Recommendation”) to the effect that:

- a) in the case of a Submission made by a Manufacturer or by ACP or one or more Drug Plans to have a Drug listed on the Drug Plans’ formularies:
  - i) that the Drug be listed on the Drug Plans’ formularies;
  - ii) that the Drug be listed with criteria/conditions on the Drug Plans’ formularies;
  - iii) that the Drug not be listed on the Drug Plans’ formularies; or
  - iv) that a Recommendation be deferred, pending further information (obtained through the CDR Directorate).
- b) in the case of a Submission made by the ACP or one or more Drug Plans regarding the status of a Drug, as listed on one or more formularies:
  - i) that the status be changed;
  - ii) that the status not be changed;
  - iii) that the Recommendation be deferred, pending further information (obtained from the CDR Directorate).
- c) in the case of a Request for Advice from the ACP or one or more Drug Plans regarding a previous CEDAC Recommendation:
  - i) that the Recommendation be changed;
  - ii) that the Recommendation not be changed;
  - iii) that the Recommendation be deferred, pending further information (obtained from the CDR Directorate).
- d) in the case of a Submission made by the ACP or one or more Drug Plans regarding a class review or to undertake any other Drug-related review(s), such Recommendation as CEDAC considers appropriate.

### 5.8.3 Reasons for Recommendation

CEDAC shall give Reasons for Recommendation in support of every Recommendation, and these Reasons for Recommendation will be distributed in accordance with the procedure established by CADTH.

### 5.8.4 Recommendation on Reconsideration

After considering a Request for Reconsideration, CEDAC shall make a Recommendation (the “Recommendation on Reconsideration”) that either upholds the original Recommendation or makes a change to the original Recommendation.

Every CEDAC Recommendation on Reconsideration shall be decided by a majority of votes. Every CEDAC Member participating in the Meeting (with the exception of the chairperson of the meeting) must vote (i.e., for or against) on the Motion for the adoption of a Recommendation on Reconsideration; a Member cannot abstain from voting. The Chair will only cast a vote in the event that their vote could influence the outcome of a

motion. However, in the event of an equality of votes, the chairperson of the meeting shall cast the deciding vote.

#### 5.8.5 Reasons for Recommendation on Reconsideration

CEDAC shall give Reasons in support of every Recommendation on Reconsideration and these Reasons will be distributed in accordance with the procedure established by the CADTH.

### 5.9 Records of Meetings

CADTH shall keep permanent records of:

- a) minutes of all CEDAC meetings
- b) records of every Recommendation made by CEDAC
- c) copies of every Reasons for Recommendation given by CEDAC
- d) records of every Recommendation on Reconsideration decided by CEDAC
- e) copies of every Reasons for Recommendation on Reconsideration given by CEDAC
- f) Summary of CEDAC Discussion regarding each Submission and Resubmission, considered by CEDAC.
- g) records of any advice given by CEDAC.

Minutes of meetings shall be prepared by CADTH staff and, after their approval by the CEDAC Members who participated, shall be sent to all CEDAC Members and relevant CADTH staff.

A Summary of Discussion of each Submission or Resubmission discussed at a CEDAC meeting shall be prepared by CADTH staff and subsequently reviewed by CEDAC Members. The Summary of Discussion is not a complete record of the proceedings of the CEDAC meeting at which the Submission or Resubmission was discussed. The Summary will be sent to the Manufacturer to identify any Confidential Information for deletion. The Summary of Discussion with Confidential Information deleted shall be posted on the CADTH website once the Final Recommendation and Reasons for Recommendation are issued.

In all circumstances in which CEDAC responds to a Request for Advice, the CEDAC advice given in reply thereto shall be given in writing (i.e., Record of Advice) and will be distributed in accordance with the procedure established by the CADTH. If CEDAC changes a previously issued Recommendation in response to a Request for Advice, the distribution of the changed Recommendation will take place in accordance with the procedure established by CADTH. A record of CEDAC's decision, including any change to the Recommendation and/or Reasons for Recommendation, shall be kept as described in this Section (i.e., Section 5.9 of this document).

## **6.0 Remuneration/Honoraria**

A reasonable remuneration or honoraria for all CEDAC Members and experts shall be fixed by CADTH.

CEDAC Members and experts shall be entitled to be paid reasonable expenses incurred by them in the performance of their duties.

## **7.0 General Provisions**

### **7.1 Indemnity**

Every CEDAC Member shall be indemnified and saved harmless by CADTH from and against:

- a) all costs, charges, and expenses which such CEDAC Member sustains or incurs in or about any action, suit or proceedings, which is brought, commenced or prosecuted against him or her, or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him or her, in or about the execution of the duties of such Member or in respect of any such liability;
- b) all such other costs, charges, and expenses which he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own willful neglect or default.

### **7.2 Secretariat and Administrative Support**

Secretariat and administrative support for CEDAC is provided by the CDR Directorate.

### **7.3 Amendment to Terms of Reference**

These Terms of Reference may be amended at any time, and from time to time, by the CADTH Board of Directors.

### **7.4 Code of Conduct**

Every person attending CEDAC meetings must abide by the Code of Conduct.

### **7.5 Conflict of Interest Guidelines**

All CEDAC Members must undertake in writing to abide by the terms of the Conflict of Interest Guidelines. A summary of the conflict of interest disclosure for each member will be publicly available on the CADTH website.

## **7.6 Sub-committees**

CEDAC may form sub-committees and/or task groups to fulfill its mandate. The reimbursement of any expenses associated with sub-committees will require CADTH approval in advance.

## APPENDIX 1

### Definitions

In the Terms of Reference of the Canadian Expert Drug Advisory Committee, the following definitions apply, unless otherwise provided.

**ACP** – Advisory Committee on Pharmaceuticals - a committee of representatives from participating F/P/T publicly funded drug plans and other health-related organizations that provides advice to the CADTH Board of Directors and Common Drug Review and Health Technology Assessment Directorates.

**ACP Member** – a member of the Advisory Committee on Pharmaceuticals.

**CADTH** – Canadian Agency for Drugs and Technologies in Health, a corporate body duly incorporated under the laws of Canada.

**CADTH Board of Directors** - the CADTH Board comprises 13 Directors appointed by the Deputy Ministers of Health of the federal government, nine provinces, and three territories. The Board is accountable to its Members, the participating federal, provincial and territorial health ministries, for the delivery of CADTH's programs.

**CDR** – Common Drug Review- provides participating federal, provincial and territorial drug benefit plans with a systematic review of the available clinical evidence and a review of the pharmaco-economic data for new drugs, and a formulary listing recommendation made by the Canadian Expert Drug Advisory Committee (CEDAC).

**CDR Directorate** – the directorate established within CADTH to support the CDR process.

**CEDAC Nominating Committee** – the nominating committee established according to the CEDAC Terms of Reference for recommending candidates for appointment to CEDAC.

**CEDAC** – Canadian Expert Drug Advisory Committee.

**CEDAC Brief** – a brief prepared by CDR Directorate staff for the members of CEDAC consisting of:

- i) An itemization of the Manufacturer's Submission to CDR
- ii) The Reviewers' Reports relating to the Submission
- iii) The Manufacturer's written comments about the Reviewers' Reports, if any, and
- iv) The Reviewers' Replies, if any.

**CEDAC Terms of Reference** – the Terms of Reference established for CEDAC by the CADTH Board of Directors.

**Clinical Review** – the critical appraisal of the published and unpublished information about the safety, efficacy, effectiveness (when available) and use of a Drug in the management of a disease or condition

**Code of Conduct** – the code of conduct for CADTH committees approved by CADTH.

**Conflict of Interest Guidelines or COI Guidelines** – the conflict of interest guidelines established by CADTH that guide CADTH’s expert committee members, reviewers and external experts.

**Confidential Information** has the meaning given to it in the Confidentiality Guidelines.

**Confidentiality Guidelines** – the guidelines respecting confidentiality adopted by CADTH in respect of CDR.

**Directive** – a written directive from CADTH amending, interpreting or clarifying any process, procedure, guidelines, terms of reference, code of conduct or document relating to the CDR.

**Drug** – a substance, considered to be a drug under the Canadian Food and Drugs Act, which is sold for human use.

**Drug Plans** – the participating, publicly-funded federal, provincial and territorial drug plans.

**Final Reasons for Recommendation** – the Reasons for Recommendation attached to the Notice of Final Recommendation.

**Final Recommendation** – the applicable Recommendation, or Recommendation on Reconsideration, attached to the Notice of Final Recommendation.

**F/P/T** – federal, provincial and territorial.

**Manufacturer** – a Drug manufacturer.

**Member** – a member of CEDAC.

**New Information** – the new clinical trial(s) or information that will significantly affect cost-effectiveness and which do not form part of the original Submission.

**Notice of Final Recommendation** – the notice issued according to Section 3.1 of the *Procedure for Common Drug Review*.

**Pharmacoeconomic Review** – the critical appraisal of the published and unpublished information about costs and consequences of Drugs and their impact on individuals, health care systems and society (i.e. value for money of Drugs).

**Public Member** – a person selected to be a Member of CEDAC in the capacity of a member of the general public and not as a representative of any specific interest, group, or organization.

**Reasons for Recommendation** – the detailed, written reasons given by CEDAC regarding Recommendations, or Recommendations on Reconsideration, made by it.

**Recommendation** – an evidence-based recommendation, made after consideration of Review Criteria, by CEDAC in response to a Submission made by a Manufacturer, the ACP or by one or more Drug Plans.

**Recommendation on Reconsideration** – the conclusion reached by CEDAC on reconsideration of the Submission as described in Section 2.4.4(a) of the *Procedure for Common Drug Review*.

**Record of Advice** – the detailed advice given by CEDAC in reply to a Request for Advice.

**Report** – a report produced by a Reviewer in accordance with Reviewer Guidelines.

**Request for Advice** – a written request made by the ACP or by one or more Drug Plans to CEDAC for advice on specific therapeutic, clinical or pharmacoeconomic issues. This can include a request to review a previously issued Recommendation.

**Request for Clarification** – a written request from a Drug Plan for clarification of a CEDAC Recommendation.

**Request for Reconsideration** – a written request from Manufacturers to have a CEDAC Recommendation reconsidered.

**Resubmission** – the request by a Manufacturer to have an original Submission reviewed again via the CDR process on the basis of New Information that was not previously provided in the original Submission.

**Review Criteria** – the following criteria are considered by CEDAC in making a listing Recommendation:

- i) Clinical studies, demonstrating the safety, efficacy and effectiveness compared to alternatives.
- ii) Therapeutic advantages and disadvantages relative to accepted therapy.
- iii) Cost-effectiveness relative to accepted therapy.

**Reviewer** – an expert selected to conduct a Clinical or Pharmacoeconomic Review in accordance with Reviewer Guidelines established by the CDR Directorate.

**Reviewer Guidelines** – the CADTH guidelines adopted by the CDR Directorate that set out how a Reviewer must conduct, and report on, a Clinical Review or a Pharmacoeconomic Review.

**Submission** – A submission to the CDR consisting of:

- i) A written application made by a Manufacturer, together with supporting documentation, to have a Drug listed on the Drug Plans' formularies; or
- ii) A written request made by the ACP or by one or more Drug Plans, together with supporting documentation, if any, to consider the listing status of Drugs already on formularies, to conduct Drug class reviews or to undertake any other Drug-related review(s) as required. Submission includes a **Resubmission**.

**Summary of CEDAC Discussion** – a summary of the relevant CEDAC discussion regarding the Submission or Resubmission. It is not a complete record of the proceedings of the CEDAC meeting at which the Submission or Resubmission was considered.

## APPENDIX 2

### CEDAC Nominating Committee

#### Terms of Reference

#### 1.0 CEDAC Nominating Committee

##### 1.1 Composition

The CEDAC Nominating Committee shall be composed of the following members who shall each have the right to vote at meetings of the CEDAC Nominating Committee:

- a) ACP Chair;
- b) Three (3) ACP representatives;
- c) One member appointed from and by the CADTH Board of Directors;
- d) CEDAC Chair; and
- e) the most senior staff member of the CDR Directorate

The CEDAC Chair shall abstain from participating in any discussion, and voting, on the nomination of any candidate to fill the vacancy, or anticipated vacancy in the office of Chair of CEDAC.

##### 1.2 Role and Responsibilities

The role and responsibilities of the CEDAC Nominating Committee shall be:

- a) to receive nominations for appointment to CEDAC;
- b) to identify potential candidates for appointment to CEDAC;
- c) to maintain a record of all nominations received;
- d) to recommend to the CADTH Board of Directors, on request, a slate of candidates to fill vacancies.

##### 1.3 Meeting Attendees

In addition to the members of the CEDAC Nominating Committee, only the following persons shall be entitled to attend meetings of the CEDAC Nominating Committee but without the right to vote:

- a) (the) CADTH President and CEO
- b) CADTH staff person acting as recording secretary

The CADTH staff attending the meeting shall serve as resource to the CEDAC Nominating Committee. They provide administrative and secretariat support. They shall

also assist in obtaining additional information at CEDAC Nominating Committee's request.

## 2.0 Nomination of Candidates

2.1 The nomination process for candidates to CEDAC's membership shall be:

- a) CADTH advises the CEDAC Nominating Committee of all vacancies and anticipated vacancies.
- b) CADTH shall publish a notice of vacancies and anticipated vacancies on CEDAC on the CADTH website and shall, through electronic means or otherwise, inform subscribers to its subscription service of the notice.
- c) Anyone in Canada, including Drug Plans, the ACP, Manufacturers and members of the general public may propose to the CEDAC Nominating Committee, from time to time, nominees that meet the Member qualifications set out in the CEDAC Terms of Reference. The CEDAC Nominating Committee may also propose nominees.
- d) The name and short *curriculum vitae* of each nominee, together with a short rationale supporting the nomination, must be submitted to the CEDAC Nominating Committee with each nomination.
- e) The Nominating Committee keeps a record of all nominations received.
- f) From time to time, at CADTH's request, the CEDAC Nominating Committee recommends to the CADTH Board of Directors a slate of candidates to fill vacancies and anticipated vacancies, having regard:
  - a. In the case of a Public Member, to the candidate's qualifications and suitability with reference to the Profile of Public Members of the CADTH Expert Advisory Committees in Appendix 3; and
  - b. In the case of other Members, to the candidate's:
    - i) qualifications;
    - ii) expertise/credentials in clinical practice and/or critical appraisal;
    - iii) experience on a Drug Plan expert drug advisory committee or other drug advisory committee. (This will be considered an asset but is not a requirement.);
    - iv) ability to comply with the COI Guidelines; and
    - v) availability/commitment of time to participate fully in CEDAC.
- g) The Nominating Committee's recommended slate of candidates shall:
  - i) in the case of CEDAC's Chair, propose one candidate only;
  - ii) in the case of CEDAC's Vice-Chair, propose one candidate only; and
  - iii) in the case of Public Members, propose a number of candidates equal to the number of vacancies to be filled, plus two; and
  - iv) in the case of other Members, propose a number of candidates equal to the number of vacancies to be filled, plus three.

2.2 The recommended slate shall be accompanied by the *curriculum vitae* and written rationale in support of each proposed candidate.

- 2.3 After due consideration, the CADTH Board of Directors may appoint as Members those candidates selected from the slate recommended by the CEDAC Nominating Committee.

### **3.0 General Provisions**

#### **3.1 Agenda**

Nominating Committee meeting agendas shall be developed by the committee Chair in consultation with the CDR Directorate.

#### **3.2 Conflict of Interest Disclosure**

At the commencement of each meeting, the Chair shall ask members if they have any conflicts of interest to disclose. Any member with a conflict must disclose such conflict and comply with the Conflict of Interest Guidelines and Code of Conduct.

#### **3.3 Quorum**

A majority of the members appointed to the Nominating Committee shall constitute a quorum at meetings of the committee

#### **3.4 Decisions**

No decision can be made unless there is a quorum. Decisions will typically be made by consensus. If a vote is necessary, a simple majority of the quorum is required.

#### **3.5 Records of Meetings**

Minutes shall be kept of all Nominating Committee meetings and shall be signed by the Chair.

A copy of the minutes of every committee meeting shall be sent to members of the committee, relevant CADTH staff and the CADTH President and CEO.

#### **3.6 Remuneration and Honoraria**

A reasonable remuneration or honoraria for all non-jurisdictional Nominating Committee members shall be fixed by CADTH.

Committee members shall be entitled to be paid reasonable expenses incurred by them in the performance of their duties.

#### **3.7 Indemnity**

Every Nominating Committee member shall be indemnified and saved harmless by CADTH from and against:

- a) all costs, charges, and expenses which such member sustains or incurs in or about any action, suit or proceedings, which is brought, commenced or prosecuted against him or her, or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him or her, in or about the execution of the duties of such member or in respect of any such liability;
- b) all such other costs, charges, and expenses which he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own wilful neglect or default.

## **7.2 Secretariat and Administrative Support**

Secretariat and administrative support for the Nominating Committee is provided by CADTH.

## **7.3 Amendment to the Terms of Reference**

These Terms of Reference may be amended at any time, and from time to time, by the CADTH Board of Directors.

## **7.4 Code of Conduct**

Every person attending the Nominating Committee meetings must abide by the Code of Conduct.

## **7.5 Conflict of Interest Guidelines**

All Nominating Committee members must undertake in writing to abide by the terms of the Conflict of Interest Guidelines.

## APPENDIX 3

### Profile of Public Members of the CADTH Expert Advisory Committees

#### Definition

For purposes of the CADTH Expert Advisory Committees, a Public Member is a person selected to be a member of a committee in the capacity of a member of the general public and not as a representative of any specific interest, group, or organization.

#### General

All members are expected to comply with the Terms of Reference of the committee, including the provisions governing conflict of interest.

#### Time Commitment

Members of the Expert Advisory Committees should expect to prepare for and attend approximately 10 meetings per year.

#### Knowledge, Experience and Abilities

- Knowledge of, or interest in, issues related to the health care system
- Knowledge of, or interest in, issues relevant to CADTH's mandate and the mandate of the committee
- Experience in committee and/or community work
- Demonstrated awareness of, and interest in, the perspectives of members of the general public on issues related to health care services and medicines
- Ability to act with integrity and independence of specific interests
- Ability to relate to and respect a diverse range of values and beliefs
- Ability to gain respect and credibility within a diverse range of stakeholders and the wider public
- Ability to work constructively as a member of a team
- Ability to form constructive working relationships
- Ability to communicate effectively
- Ability to review and synthesize considerable amounts of information