

DRUG POLICY ADVISORY COMMITTEE (DPAC)

TERMS OF REFERENCE

The Drug Policy Advisory Committee (DPAC) provides strategic advice on drug policy issues and drug topics to the Canadian Agency for Drugs and Technologies in Health (CADTH). The Committee provides guidance that considers the outputs and impact of CADTH work in meeting the needs of federal, provincial and territorial governments and those working in the Canadian health care system.

DPAC is responsible to and reports to the CADTH Board of Directors.

1.0 Mandate

The mandate of the DPAC is advisory in nature and includes:

- informing and advising CADTH on emerging issues related to drugs (utilization, distribution, reimbursement, optimal use etc)
- assisting CADTH in the selection and prioritization of relevant drug topics
- advising on drug related products and services including the identification, implementation and evaluation of optimal uses of drugs

The approach reflects the needs of the jurisdictions and the Canadian health care system as a whole.

2.0 Responsibilities

The responsibilities of the DPAC are:

- a) To identify priorities and provide advice on direction for drug topics;
- b) To advise and provide feedback on activities and products related to drugs to CADTH;
- c) To facilitate consultation and information exchange between and among the jurisdictions, other stakeholders and CADTH;
- d) To create as needed and consider input from subcommittees, task groups and to consider input from other consultations;
- e) To identify linkages with organizations and individuals to support uptake and use of CADTH products and services
- f) To provide input and information to the evaluation of CADTH activities and products;

- g) To provide guidance to CADTH on other issues, where appropriate; and
- h) To provide, annually, a report of DPAC's activities to the CADTH Board of Directors.

3.0 Accountability

The DPAC is a policy advisory committee of CADTH that reports to the CADTH Board of Directors through DPAC's Chair.

4.0 Membership

4.1 Composition

The DPAC shall be composed of 17 Voting Members and 1 Observer.

(a) Voting Members:

- Jurisdictions -15
There shall be 3 Voting Members representing the participating federal jurisdiction; one (1) of these shall represent the Health Canada policy area, and the other two (2) shall represent the Federal Drugs Plans (1 – NIHB; 1 – other plans). There shall also be one (1) Voting Member representing each participating provincial (9) and territorial (3) publicly funded drug plans.
- Non-jurisdictional - 2
There shall be two (2) Voting Members (1 representing a regional health authority, and 1 representing a Canadian hospital.)

(b) Ex-officio Member:

- A senior member of CADTH staff shall be an Ex-officio Member of DPAC.

(c) Observers:

- L'Institut national d'excellence en santé et en services sociaux (INESSS)

The DPAC Chair, in consultation with CADTH, may invite observer(s) to attend DPAC meetings as deemed appropriate.

4.2 Appointment/Nomination Process

Jurisdictional members: A Voting Member shall be appointed by each of the jurisdictional regions as outlined in 4.1 (a). The appointed member shall be an

individual with senior pharmaceuticals management responsibilities and the ability to make decisions and speak on behalf of the jurisdiction. There are no alternates allowed for attendance replacement/substitution for the appointed individual.

Non-jurisdictional members: A public call will be made to solicit competency based interest for the non-jurisdictional members. A nomination process (Appendix 1) will propose suitable candidates to the CADTH Board.

Each Observer shall be appointed by the organization which has been given observer status as per the terms of reference.

4.3 Term of Appointment

Each Voting Member serves at the pleasure of the Ministry appointing him/her. The terms of appointment will be staggered.

Of the first non-jurisdictional DPAC Members appointed to DPAC, one Member shall be appointed for a term of three years and one for a term of two years. Thereafter all appointments of Members shall be for a term of two years.

Each Observer serves at the pleasure of the organization appointing him/her.

4.4 Committee Officers

The officers of the DPAC shall be the Chair and Vice-Chair.

The Voting Members shall choose a Chair and Vice-Chair from the jurisdictional members.

The term of the Chair will be three years and Vice-Chair shall be two years.

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

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

4.5 Voting Rights

Each Voting Member shall be entitled to one vote on all matters coming before the DPAC.

Appointed Observers shall be entitled to attend all DPAC meetings but shall not be entitled to vote.

The Ex-officio Member shall be entitled to attend all DPAC meetings and shall be entitled to participate in discussion but shall not be entitled to vote.

5.0 DPAC Meetings

5.1 Frequency of Meetings

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

DPAC will, each calendar year, hold at least four scheduled meetings.

5.2 Notice of Meetings

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

5.3 Quorum

The quorum at meetings of the DPAC shall be a majority of the appointed Voting Members.

5.4 Attendance

All Voting Members shall attend DPAC meetings. A DPAC Member who is unable to attend a face-to-face meeting must request permission from the Chair to participate in the meeting via other means such 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.

5.5 Attendees

In addition to Voting Members, Observers and the Ex-officio Member, only relevant CADTH staff shall be entitled to attend DPAC meetings but have neither the right to participate, except as noted below, nor the right to vote.

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

The CADTH staff attending the meeting shall serve as a resource to DPAC. They will provide administrative and secretariat support and may actively participate in the presentation of information or discussions at the request of the DPAC Chair. They shall also assist in obtaining additional information and/or expert advice at DPAC's request.

5.6 Agenda

The DPAC meeting agendas are developed by CADTH in consultation with the Chair of DPAC.

5.7 Decisions

No decision can be enacted unless there is a quorum. Decisions will typically be made by consensus. If a vote is necessary, a simple majority of the Voting Members participating in the meeting shall be required.

5.8 Records of Meetings

Minutes shall be kept of all DPAC meetings and shall be approved by DPAC.

A copy of the approved minutes of every DPAC meeting shall be sent to Voting Members, Observers, and relevant CADTH staff.

6.0 Reimbursement of Expenses

The non-jurisdictional members may be paid an honorarium in accordance with CADTH policy.

Voting Members shall be entitled to be reimbursed by CADTH reasonable expenses incurred by them in the performance of their duties (with the exception of the industry representative).

Teleconference or videoconference expenses are paid by CADTH.

The reimbursement of any additional expenses will require CADTH approval in advance.

7.0 General Provisions

7.1 Secretariat and Administrative Support

Secretariat and administrative support is provided by CADTH.

7.2 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.

7.3 Confidentiality

It is the responsibility of Committee members to know what information is confidential and to obtain clarification when in doubt. Except as he or she may be compelled by applicable legal process, a Committee member must, both while having and after ceasing to have that status, treat as confidential all information regarding the policies, internal operations, systems, business or affairs of the Committee and of CADTH obtained by reason of his or her status as a Committee member and not generally available to the public. A Committee member shall not use information obtained as a result of his or her involvement on the Committee for his or her personal benefit. Each Committee member shall avoid activities which may create appearances that he or she has benefited from confidential information received during the course of his or her duties as a Committee member.

7.4 Sub-committees

DPAC 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

DPAC NOMINATING PROCESS FOR NON-JURISDICTIONAL MEMBERS

1. DPAC Nominating Committee

1.1 Composition

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

- a) DPAC Chair [PDF Chair for establishing the initial DPAC]
- b) Three (3) jurisdictional representatives
- c) One member appointed from and by the Board of Directors
- d) Senior CADTH staff member

1.2 Roles and Responsibilities

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

- a) to receive nominations for non-jurisdictional members for appointment to DPAC
- b) to identify potential non-jurisdictional candidates for appointment to DPAC
- 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 DPAC Nominating Committee, only the following persons shall be entitled to attend meetings of the DPAC 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 DPAC Nominating Committee. They provide administrative and secretariat support. They shall also assist in obtaining additional information at DPAC Nominating Committee's request.

2.0 Nomination of Candidates

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

- a) CADTH advises the DPAC Nominating Committee of all vacancies and anticipated vacancies.
- b) CADTH shall publish a notice of vacancies.
- c) Nominations for nominees who meet the Member qualifications (Appendix A) set out in the DPAC Terms of Reference will be accepted. The DPAC Nominating Committee may 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 DPAC Nominating Committee with each nomination.
 - e) The Nominating Committee keeps a record of all nominations received.
 - f) The Nominating Committee shall put forward a slate consisting of three candidates for each vacancy, listed in order of preference.
- 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 DPAC Nominating Committee.

3.0 General Provisions

3.1 Agenda

Nominating Committee meeting agendas shall be developed by the committee Chair in consultation with the Senior CADTH staff member.

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.

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.

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.

3.7 Secretariat and Administrative Support

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

3.8 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.

APPENDIX A

Profile of Non-Jurisdictional Members of CADTH Policy Advisory Committees

Definition of Non-Jurisdictional Member

For purposes of the CADTH Policy Advisory Committees, a non-jurisdictional member serves to provide perspective that adds to that provided by jurisdictional members. Non-jurisdictional members may come from areas such as academia/research, the public, hospitals and regional health authorities. The non-jurisdictional member brings the perspective and knowledge base of the group/sector in which he/she serves but is not 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 DPAC should expect to prepare for and attend approximately monthly teleconference meetings of one to two hours. The Secretariat will endeavour to schedule calls to achieve optimal participation by all DPAC members. At least one of the monthly meetings may be a full-day, in-person meeting, likely in Ottawa.

Knowledge, Experience and Abilities

- Ability to significantly contribute to the achievement of the objectives of DPAC in the overall interests of Canadians and provide perspective in addition to that provided by jurisdictional representatives
- Experience with issues related to the delivery of pharmaceuticals and health care services in the candidate's jurisdiction
- Knowledge of, or interest in, issues relevant to CADTH's mandate and the mandate of the committee
- Knowledge of regional, provincial, territorial and international health care issues, particularly pharmaceutical-related
- Experience in committee and/or community work
- Ability to act with integrity and independence of specific interests
- Availability/commitment of time to participate fully in DPAC
- 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