

CADTH Post-Market Drug Evaluation Advisory Committee Terms of Reference

1.0 Mandate

The Advisory Committee provides credible, strategic, post-market drug evaluation (PMDE) advice and expertise to CADTH on queries, strategic initiatives, and key priority areas.

2.0 Roles and Responsibilities

The roles and responsibilities of the Advisory Committee include:

- providing advice and guidance on how best to address complex queries
- providing guidance to improve the query process and participating in regular evaluation of the program
- sharing knowledge and advising on current and emerging methods to address PMDE needs
- assisting CADTH in identifying experts to fill methodological or subject matter gaps in the PMDE network
- providing advice and guidance on patient, clinician, and industry engagement opportunities in the program and query projects
- advising on ways to support and promote the PMDE program and network in Canada.

3.0 Authority

The Advisory Committee reports to the CADTH president and CEO through its chair.

4.0 Membership

The Advisory Committee comprises 17 positions, allocated as follows:

1. 9 expert members:
 - 1 chair who is independent, does not represent any particular constituency, and brings expertise in PMDE
 - 2 applied researchers, methodologists, and/or data analysts with expertise in PMDE (PMDE Core Network Partners and contractors are not eligible)
 - 2 patients and/or caregivers
 - 2 clinicians
 - 2 industry and/or pharmaceutical representatives.
2. 6 senior decision-maker members:
 - 3 members representing the federal government
 - 2 from Health Canada
 - 1 from Public Health Agency of Canada (PHAC)
 - 3 members representing provincial and territorial governments
 - 1 representative of the CADTH Pharmaceutical Advisory Committee (PAC)
 - 1 representative of the CADTH Formulary Working Group Health Technology Assessment (FWG-HTA)
 - 1 representative of the CADTH Provincial Advisory Group (PAG)

3. 2 network members
 - 1 representative of the PMDE Core Network Partners
 - 1 representative of the PMDE Standing Offer Contractors

4.1 Appointment

All appointments are made by the president and CEO of CADTH.

1. Expert members will be identified through a public call for nominations, with the exception of the industry representatives who will be jointly appointed by Innovative Medicines Canada (IMC) and BIOTECCanada.
2. Decision-makers will be identified as follows:
 - the deputy minister or senior leadership of Health Canada shall nominate the 2 Health Canada representatives
 - the deputy minister or senior leadership of PHAC shall nominate the PHAC representative
 - the PAC representative will be elected through a vote of the PAC members
 - the FWG-HTA representative will be elected through a vote of the FWG-HTA members
 - the PAG representative will be elected through a vote of the PAG members.
3. Network members shall be a principal investigator and will be nominated through a vote of the PMDE network.

4.2 Removal

Notwithstanding anything set out in these terms of reference, the CADTH president and CEO shall have the right to remove a member before the expiry of their term.

4.3 Resignation

Members may resign from the Advisory Committee by giving written notice to the CADTH president and CEO and such resignation will be effective when received by CADTH or at the time specified in the notice, whichever is later.

5.0 Term of Office

Decision-makers shall serve on the Advisory Committee at the pleasure of their respective deputy ministers. For members who serve on the Advisory Committee as a function of their roles within the health system (decision-makers), their terms on the Advisory Committee will automatically end should they leave their positions with Health Canada, PHAC, PAC, FWG-HTA, and PAG.

Expert members of the Advisory Committee shall normally be appointed for a 3-year term, renewable once at the discretion of the CADTH president and CEO.

Any expert member who has served 2 consecutive terms of office shall not be eligible for re-appointment to the committee until a period of at least 1 year has elapsed since the end of that member's second consecutive term in office.

Network members shall be appointed for a 1-year term. Network members' appointments on the Advisory Committee will conclude in conjunction with the completion of their grant or contract if that date is earlier than the end of their appointed term on the committee. For network members that are awarded consecutive grants or contracts, these members will be eligible to serve an additional term on the Advisory Committee in conjunction with their new grant or contract period.

6.0 Meetings

The Advisory Committee shall meet on a quarterly basis. In addition, the committee may be asked to provide feedback, advice, or guidance on an ad hoc basis throughout the year.

6.1 Attendance

Members shall make best efforts to attend all meetings of the committee.

Alternates for decision-makers and network members are permitted to attend in place of the respective member and will have full voting privileges.

6.2 Quorum

A majority (50% + 1) of members of the Advisory Committee will constitute a quorum.

6.3 Agenda

Meeting agendas are prepared by CADTH.

6.4 Decision-Making

Decisions of the Advisory Committee will ordinarily be decided by a consensus of the members present at the meeting. Should consensus not be reached, the chair will refer the question to be decided by a majority vote of all present members. The chair of the meeting will not normally vote except in the event of a tie, in which case the chair of the meeting may exercise a casting vote. All committee members will support a decision once it is made.

6.5 Minutes

CADTH staff shall keep a record of meetings of the committee.

6.6 Attendees

In addition to the Advisory Committee members, CADTH PMDE may invite the following persons to participate in Advisory Committee meetings in an observer status unless otherwise noted ahead of the meeting:

- PMDE network standing offer and ad hoc contractors
- provincial and/or territorial decision-makers or PAC members not included in the membership
- PMDE network data partners
- CADTH staff.

6.7 Observers

Observers may be invited to attend committee meetings from time to time, at the discretion of the Chair.

The committee will have the right to exclude observers from any meeting held in camera, either in whole or in part.

7.0 Code of Conduct

All members of the committee shall comply with the CADTH Code of Conduct.

8.0 Conflict of Interest

All members of the committee shall comply with the CADTH Conflict of Interest Policy. Conflicts of interest will be declared at the start of each meeting.

9.0 Remuneration

Members will be entitled to remuneration in accordance with the CADTH policy on remuneration.

Expenses incurred in the course of performing duties as a committee member are eligible for reimbursement, in accordance with the CADTH travel policy.

10.0 Secretariat Support

Secretariat support for the Advisory Committee will be provided by CADTH staff.

11.0 Amendment to Terms of Reference

These terms of reference may be amended at any time at the discretion of the CADTH President and CEO.