

CADTH Health Technology Expert Review Panel Terms of Reference

FEBRUARY 2018

CADTH Health Technology Expert Review Panel Terms of Reference

Preamble

A CADTH Health Technology Expert Review Panel (the Panel) is an advisory body convened as needed to develop guidance and/or recommendations for CADTH projects related to health technologies. A separate Panel may be convened for each project; however, a core set of Panel Members will serve on each Panel. Guidance and/or recommendations provided by the Panel will serve to inform a range of stakeholders within the Canadian health care system.

1.0 Mandate

The mandate of the Panel is to provide advice to CADTH and its jurisdictional stakeholders that promote the optimal use of health technologies.

2.0 Responsibilities

The responsibilities of the Panel Members include the following:

- a) to participate in the development of guidance and/or recommendations related to a specific health technology, using a multi-criteria approach that considers:
 - i. the strength and quality of available clinical evidence
 - ii. the strength and quality of available economic information
 - iii. current practices and resource utilization patterns
 - iv. other factors such as, but not limited to, patient input and practical, ethical, environmental, and psychosocial considerations.
- b) to identify potential issues related to the implementation of the guidance and/or recommendations
- c) to provide guidance to CADTH on other issues related to the topic area, as requested.

3.0 Accountability

The Panel is accountable to the President and CEO of CADTH.

4.0 Membership

4.1 Composition

Core Members

Six Core Members will serve on the Panel, to foster a consistent approach to the development of guidance and/or recommendations. A Chair and Vice-Chair of the Panel will be appointed from one of the six core members.

The set of Core Members will include:

- one ethicist
- one health economist
- one Public Member

- three health care practitioners with experience in the Canadian health care system and advanced training in health services research, epidemiology, critical appraisal, or evidence-based medicine (being in active practice will be considered an additional asset) and/or HTA specialists.

The Public Member shall not represent the interests of any particular group.

Expert Members

In addition to the Core Members, the Expert Review Panel will comprise of up to five Expert Members. Expert Members will be selected based on their expertise with respect to the health technology addressed by the specific CADTH project for which the Panel was convened. Expert Members are expected to have familiarity with this health technology through their clinical activities, academic or commercial research, and/or experience in health policy, health care administration, or other health-related work.

Appointment/Nomination Process

The Core Members shall be selected through a public call for nominations. Core Members and the Chair shall be appointed by the CADTH President and CEO.

The committee will nominate and agree to a Vice-Chair of one of the Core Members. In the event of the Chair's absence (or disability of the Chair), the Vice-Chair shall perform the duties and exercise the powers of the Chair.

CADTH staff, in consultation with the Panel Chair, experts, and others, as required, shall identify the individuals to be appointed as Expert Members of the Panel. Each Expert Member shall be appointed by the CADTH Vice President, Product and Services.

Expert Members are appointed because of their expertise related to the project topic and do not represent a specific constituency. Expert Members are expected to bring views based on their range of experience.

Observers

Upon approval by the Panel Chair, observers, including CADTH staff, co-authors of CADTH reports, and others, may be present at meetings of the Panel. Requests for an observer(s) to be present can be submitted to the Panel Chair or to the Director, Rapid Response and Health Technology Assessment.

4.2 Term of Appointment

Core Members shall serve for a term of two years. Initially, three of the Core Members, including the Chair, shall serve for a term of two years and two of the Core Members shall serve for a term of three years in order to provide for continuity. Thereafter, all appointments shall be for a term of two years. Core Members are eligible to be reappointed for a maximum of one additional term.

Each Expert Member shall serve for the duration of the project for which the respective Panel was convened.

4.3 Withdrawal of Membership

Any Panel Member may resign from the Panel at any time upon written notification to CADTH.

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

5.0 Panel Meetings

5.1 Frequency of Meetings

The Panel shall hold meetings as may be required to carry out its responsibilities. Meetings may occur in person or by teleconference or by web conference. The number of meetings will be determined by CADTH in consultation with the Panel Chair.

5.2 Notice of Meetings and Location

Meetings of the Panel 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 Panel Member.

5.3 Quorum

A quorum of five of six Core Members and at least three Expert Members are required for matters related to recommendations. No decision or recommendation can be made unless there is quorum.

5.4 Decisions and Voting

Recommendations will be generated through a consensus of the Panel Members present at the meeting. A consensus will be considered to have been reached when no Panel Member wishes to, for example, abstain or formally disagree with the recommendation statement(s) as per the Gradients of Agreement Scale by Sam Kaner. Should the Chair of the meeting determine, after a reasonable effort to achieve consensus has been made, that a consensus will not be reached, the Chair will refer the matter to be decided by a majority vote of the Members present. Each Panel Member shall be entitled to one vote. The Chair has a casting vote in the case of a tie.

5.5 Attendance

All Panel Members are expected to attend all meetings of the Panel. Any Panel 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 Panel Member's request, but shall only grant permission in exceptional circumstances.

5.6 Agenda

Panel meeting agendas are prepared by the Chair in consultation with CADTH.

5.7 Conflict of Interest Disclosure

At the commencement of each meeting, the Chair shall ask Panel Members if they have any conflicts of interest to disclose. Any Panel Member with a conflict must disclose such conflict.

All Panel Members must undertake in writing to abide by the terms of the *CADTH Conflict of Interest Guidelines*.

5.8 Code of Conduct

All Panel Members attending meetings of the Expert Review Panel must abide by the *CADTH Code of Conduct*.

5.9 Records of Meetings

Recommendations and any action items will be recorded for all Panel meetings. A copy of the records of the meeting shall be sent to Panel Members, observers, and relevant CADTH staff.

6.0 Remuneration/Honorarium

A reasonable remuneration or honorarium for all Panel Members shall be fixed by CADTH. Panel Members shall be entitled to be reimbursed for reasonable expenses incurred in the performance of their duties as per CADTH policies. Teleconference expenses are paid by CADTH. The reimbursement of any additional expenses will require CADTH approval in advance.

7.0 General Provisions

7.1 Indemnity

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

- a) all costs, charges, and expenses which such Panel 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 Panel 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 is provided by CADTH.

7.3 Amendments to this Document

These terms of reference may be amended at any time, and from time to time, by CADTH upon approval by the President and CEO.

7.4 Confidentiality

It is the responsibility of each Panel Member 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 Panel 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 Panel and of CADTH obtained by reason of his or her status as a Panel Member and not generally available to the public. A Panel Member shall not use information obtained as a result of his or her involvement on the Panel for his or her personal benefit. Each Panel Member shall avoid activities that may create appearances that he or she has benefited from confidential information received during the course of his or her duties as a Panel Member.

Role of Core Members of CADTH’s Health Technology Expert Review Panel

The Core Members of the Health Technology Expert Review Panel (HTERP) will include a Chair, an ethicist, a health economist, a health care professional, and a representative of the public. The role of the Core Panel Member is:

- To establish, maintain, and apply standards and methods to evaluate the clinical value and cost-effectiveness of medical devices, diagnostic tests, and surgical, medical, or dental procedures
- To make recommendations and provide advice related to the optimal use of medical devices, diagnostic tests, and surgical, medical, or dental procedures in Canada, using a multicriteria approach that considers clinical effectiveness, cost- effectiveness, and other factors including, but not limited to, patient preferences and experiences, and ethical, environmental, and social considerations
- To provide expertise and guidance with respect to tools and strategies that will facilitate the adoption and implementation of a recommendation
- To promote consistency in the approach to developing recommendations.

Qualifications

All Members, including the Chair, shall demonstrate the following qualifications:

- Currently not employed by any pharmaceutical or medical device manufacturer or related companies
- Ability and willingness to comply with *CADTH Conflict of Interest and Confidentiality* requirements
- Availability and commitment of time to prepare for meetings and participate fully
- Knowledge and understanding of the mandate of CADTH and the mandate of HTERP, including its role in the health care system
- Willingness to work within the defined processes and parameters for reviewing medical devices, diagnostic tests, and surgical, medical, or dental procedures, using a multicriteria approach that considers clinical effectiveness, cost-effectiveness, and other considerations such as patient preferences and experiences, ethics, and legal issues
- Experience in committee work
- Ability to communicate effectively
- Ability to acquire the information and adopt the skills needed to successfully negotiate important issues
- Strong listening skills
- 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.

The following additional qualifications apply to all Core Panel Members other than the Public Member:

- Hold a degree from a recognized institution in at least one of the following disciplines: medicine, nursing, pharmacy, bioethics, philosophy, or health economics
- Health care professionals must have experience in the Canadian health care system. Being in active practice or having clinical research experience will be considered additional assets.
- Ethicists must have experience with decision-making in health care
- Have an understanding of the procurement and use of health technologies within the Canadian context.

The Public Member is not required to have a clinical or research background; however, he or she will be required to review and synthesize considerable amounts of information. The primary role of the Public Member is to represent the views and values of contemporary Canadian society. Public Members do not represent any particular group or organization.

Remuneration

On appointment, Members will receive the following:

- \$1,000 per day, pro-rated per half-day based on 7.5 hours per day
- Any reasonable travel costs for HTERP meetings, in accordance with the *CADTH Travel Policy*.

Time Commitment

The anticipated time commitment of the Panel Members is up to two days per month (excluding travel time). Approximately half of this time is expected to be spent on preparation in advance of meetings. Members will be required to travel from time to time for meetings, to take place in Ottawa.

Term of Appointment

- The initial term of appointment will be for a period of two years.
- The appointment may be renewed for one additional term at the end of the appointment period.
- The successful candidates will be required to adhere to the CADTH Code of Conduct.
- Candidates are required to declare any potential conflict of interest that might arise in the course of Panel business.

*This description is accurate as of March 9, 2016, and may be subject to change over time.

CADTH Conflict of Interest Guidelines for CADTH Expert Committee and Panel Members

1.0 Purpose of the Guidelines

1.1 These Conflict of Interest (COI) Guidelines are intended to ensure the highest ethical standards and maintenance of the integrity of the work undertaken by CADTH. The principles of transparency and disclosure are essential to achieving these objectives. By disclosing relevant personal, occupational, professional or financial relationships with, or interests in, a Party (all as defined in section 2.2), participants in CADTH activities will ensure that conflicts of interest are identified and resolved, thereby preserving the objectivity and credibility of CADTH's programs and processes.

2.0 Definitions

- 2.1 In these COI Guidelines, the word "Member" means, unless otherwise stated, a committee or panel member who is appointed in accordance with the specific Terms of Reference of a CADTH committee or panel. CADTH is not precluded from appointing experts, as Members of the Committee, who may have interactions and/or relationships with one or more Parties (as defined below).
- 2.2 In these COI Guidelines, the word "**Party**" means an individual, corporation, entity, association or organization, which has an interest in CADTH's recommendations. "**Parties**" has a corresponding meaning.
- 2.3 A Member has a "**personal interest**" where:
- a) the Member or a related person
 - i) has an affiliation or association with, or membership in, any group, organization or special interest group of relevance to the Committee's or Panel's mandate;
 - ii) has a non-arm's length relationship with any group, organization or special interest group of relevance to the Committee's or Panel's mandate;
 - b) a related person has a financial, occupational or professional relationship with, or interest in a Party.
- 2.4 "**Arm's length**" means the relationship which exists between parties who are strangers to each other, and who bear no special duty, obligation or relation to each other.
- 2.5 A "**related person**" is a spouse, a partner or an immediate family member of the Member.
- 2.6 A person has an "**occupational relationship**" with a Party where the person is an employee of, or engaged by, such Party.
- 2.7 A person has a "**professional relationship**" with a Party including, without limitation, in situations where the person is providing advice to the Party, with or without remuneration.
- 2.8 A person has a "**bias**" when he/she has an inclination or prejudice for or against someone or something.
- 2.9 A person has a "**professional opinion**" when he/she has a view, judgment, or assessment about a particular matter formed on the basis of prior academic knowledge or an objective conclusion based on a research project.

3.0 Applicability

3.1 These COI Guidelines apply to all Members.

4.0 Scope of Conflict of Interest

- 4.1 A conflict of interest refers to situations in which personal, occupational, professional or financial considerations, either direct or indirect, may affect or compromise, or appear to affect or compromise, an individual's objectivity, fairness or professional judgment in carrying out his/her duties as a Member of a CADTH committee or panel.
- 4.2 A conflict of interest may be real, potential or perceived in nature.
- a) A real conflict of interest arises where a Member has a bias, or a personal, occupational, professional or financial relationship with, or interest in, a Party, which may affect or compromise, or appear to affect or compromise, his/her work with CADTH.
 - b) A potential conflict of interest incorporates the concept of foreseeability: when a Member can foresee that a private or personal interest may someday be sufficient to influence his/her work with CADTH, but has not yet (for example, an identified future commitment with a Party).
 - c) A perceived or apparent conflict of interest may exist when there is a reasonable apprehension, which a reasonably well-informed person could properly have, that a conflict of interest exists, even if, in fact, there is neither a real nor a potential conflict.
- 4.3 It is acknowledged that individuals have varied backgrounds, ideas, biases and personal experiences and influences that may colour how they view or react to someone or something. In certain instances, it may be advisable, or even essential that individuals contribute their experience, expertise and/or knowledge to the resolution of the issues at hand. Expertise in an area, or familiarity with the relevant issues, is not of itself a disqualification on account of conflict of interest nor is the holding of tentative views on a matter of relevance to the Committee's mandate. However, a bias capable of unfairly affecting the outcome of the case will lead to a conflict of interest.
- 4.4 The following are meant to illustrate examples of conflicts of interest and are not meant to be exhaustive:
- a) A Member has a pecuniary or financial interest in a decision when he/she stands to gain or lose by that decision, either in the form of money, gift, favour or other special consideration
 - b) A Member has a private or personal interest sufficient to impair, influence or appear to influence the objective exercise of his/her official duties as a Member;
 - c) A Member is a party to a claim, application or proceeding for or against CADTH;
 - d) A member uses CADTH confidential information for his/her own purpose or benefit or the benefit of a friend or family member or knowingly divulges CADTH confidential information to any person other than another Member, unless the disclosure is required by law.

5.0 Disclosures

- 5.1 Before a Member participates in any CADTH activity, the Member must disclose any conflict of interest, as described in section 4.0, by completing and submitting a Conflict of Interest Disclosure Form in the form and manner prescribed by CADTH. All Members must complete the COI Disclosure Form at least annually. **However, the obligation to disclose conflicts of interest is ongoing and Members must inform CADTH of any conflict of interest that arises during the period of their Committee or Panel commitment as soon as it is known to them. The Member is required to forward an updated COI Disclosure form to CADTH immediately following such notification.**
- 5.2 In addition to the foregoing, Members will be required, at the commencement of every Committee or Panel meeting to disclose any conflict of interest, as described in section 4.0.

5.3 Schedule 1 Disclosures

- 5.3.1 Without limiting the generality of the foregoing, Members are required to disclose to CADTH, by completing the attached Schedule 1, all interests or activities that occurred during the past three (3) years in which they or a related person benefited. Information to be disclosed includes, but is not limited to:
- a) receipt of gifts, favours or hospitality from a Party;
 - b) receipt from a Party of funding for, or payment of, travel;
 - c) receipt of funding or honoraria from a Party for speaking engagements;
 - d) receipt of funding or honoraria from a Party for giving educational lectures;
 - e) receipt of funding or honoraria from a Party for organizing conferences;
 - f) receipt of funding or honoraria from a Party for writing articles or editorials;
 - g) receipt of any other financial support, honoraria or gift from a Party.

5.4 Schedule 2 Disclosures

- 5.4.1 In addition to other disclosures made under these Guidelines, and without limiting the generality of the foregoing, Members are also required to disclose to CADTH, by completing the attached Schedule 2, all interests or activities that occurred during the past three (3) years in which they or a related person benefited. Information to be disclosed includes, but is not limited to:
- a) employment or engagement with a Party;
 - b) receipt of payment as an advisor or consultant for a Party;
 - c) receipt of funding or honoraria from a Party for research;
 - d) receipt of payment from a Party for academic appointments (including endowed chairs);
 - e) receipt of funding or honoraria from a Party for personal education.
 - f) receipt of funding from a Party for an unrestricted grant.
 - g) other financial interests which include securities (including stocks, shares, stock options and warrants, but excluding mutual funds managed by a person or persons with whom the Member deals at arm's length) or ownership interest held in a Party.

5.5 Schedule 3 Disclosures

- 5.5.1 In addition to disclosures made under these Guidelines, and without limiting the generality of the foregoing, Members are required to disclose to CADTH, by completing the attached Schedule 3, any other activities, affiliations or interests in the past three (3) years that affect or compromise, or may appear to affect or compromise, the Member's objectivity, fairness or professional judgment in carrying out their duties as a Member of a CADTH Committee or Panel.
- 5.5.2 The interests to be listed in Schedule 3 include, but are not limited to:
- a) advice to, or close association with, a Party;
 - b) professional relationship with a Party,
 - c) the Member's participation as investigator in clinical trials of relevance to the Committee's or Panel's mandate;
 - d) professional opinions (as defined in section 2.9) expressed publicly by the Member of relevance to the Committee's or Panel's mandate;
 - e) the Member's involvement in the promotion of a product of relevance to the Committee's or Panel's mandate;
 - f) papers written by the Member of relevance to the Committee's or Panel's mandate;
 - g) the Member providing expert testimony in Court in regard to a matter of relevance to the Committee's or Panel's mandate;
 - h) the Member's affiliation with, association with, or membership in, any group, organization or special interest group of relevance to the Committee's or Panel's mandate;
 - i) lobbying activities on the part of the Member of relevance to the Committee's mandate;
- 5.5.3 In addition, Members are required to disclose in Schedule 3 all potential or pending future commitments with a Party.

6.0 Principles for Dealing with COI

- 6.1 If the Member is not certain whether he/she is in a conflict of interest position, the matter may be brought to the attention of Committee Chair or the CADTH Executive Team member responsible for the Committee or Panel for advice and guidance.
- 6.2 If there is any question or doubt about the existence of a conflict of interest, the Committee Chair in conjunction with a CADTH Executive Team member shall determine whether a conflict exists. Such determination shall be final.
- 6.3 A number of committee or panel governance models may be used to facilitate the work of a Committee or Panel. In the event that a Committee or Panel uses a Chair and Vice Chair model, section 6.3.a) shall apply. Should the Committee or Panel use a co-Chair model, 6.3.b) shall apply.
- a) **Chair and Vice Chair Model:** The Chair of committee or panel meetings should have no conflict of interest in connection with any matter relevant to the Committee's or Panel's mandate. Except as otherwise provided herein, the Committee or Panel Chair chairs all meetings of the Committee or Panel. In the absence of the Chair, the Vice Chair shall act in his/her stead. The determination of whether the Chair or Vice Chair, as applicable, has a conflict of interest shall be determined by the CADTH President and CEO. If it is determined that the Chair or Vice Chair, as applicable, has a conflict of interest on a

matter relevant to the Committee's or Panel's mandate, he/she shall not participate in any deliberation or vote in respect of such matter. In the event that both the Chair and Vice Chair have a conflict of interest, the CADTH President and CEO shall appoint the chair of the meeting.

- b) **Co-Chair Model:** The Co-chair(s) of meetings should have no conflict of interest in connection with any matter relevant to the Committee's mandate. Except as otherwise provided herein, the Co-Chairs chair all meetings of the Committee. In the absence of one Co-Chair, the other Co-Chair shall be the sole chair of the meeting. The determination of whether a Co-Chair has a conflict of interest shall be determined by the CADTH President and CEO. If it is determined that a Co-Chair has a conflict of interest on a matter relevant to the Committee's or Panel's mandate, he/she shall not participate in any deliberation or vote in respect of such matter. In the event that both Co-Chairs have a conflict of interest, the CADTH President and CEO shall appoint the chair of the meeting.

- 6.4 In determining whether a Member or the Committee Chair has a conflict of interest, the Member, Committee Chair and CADTH shall be guided by these COI Guidelines and the COI Flowchart set out in Schedule 4 (the "**COI Flowchart**"). The following terms used in the COI Flowchart have the meaning set out below.

Discussion: With proper disclosure of interest, a Member with a conflict of interest can participate in discussions with other Members of the Committee or Panel. A discussion will occur when the purpose of the meeting is to consider a matter in an open and informal setting, and where ideas are shared liberally (e.g. brainstorming, identifying options...), but where there is no deliberation or decision.

Deliberation: A deliberation will occur when the purpose of the meeting is to consider the reasons for and against certain options (e.g. evaluating the options and potential recommendations...). Refer to the COI Flowchart to determine when a Member may participate in deliberations.

Decision: A decision will occur when the purpose of the meeting is to arrive at a determination usually by way of a consensus or a vote (e.g. voting on which option will be recommended). Refer to the COI Flowchart to determine when a Member may participate in decision making or voting.

Direct Impact: When considering if a particular matter or issue could have a direct impact on the Member's financial or personal interest, one must consider what benefit may result and if it is a benefit contemplated by Section 4. If it is, then one must answer "yes" and move on to the next question in the COI Flowchart. If the interest is not one that falls within the scope of Section 4, then it is not a benefit, thus not a direct impact on the Member's financial or personal interests.

Essential: A member will become essential to the Committee or Panel when expertise is limited and, as a result, the Member is required in order for CADTH to fulfill its mandate.

- 6.5 Except as otherwise provided herein or in the COI Flowchart, the Member who has a conflict of interest must abstain from participation in any discussion on the matter, shall not attempt to personally influence the outcome, shall refrain from voting on the matter and, unless otherwise decided by the Committee Chair, must leave the meeting room for the duration of any such discussion or vote.

- 6.6 When a conflict of interest exists, the Committee Chair has the authority to exclude a Member from the Committee or Panel meeting. In circumstances where the expertise pool is limited, and a Member's participation is essential to the work of the Committee and reasonable efforts have been made without success to find a suitable replacement with no conflicts, the Chair may grant a waiver in order to allow the Member to participate, and/or to limit his/her participation in the meeting, whether this participation be his/her right to vote or his/her right to participate in discussions or deliberations.
- 6.7 The disclosure and decision as to whether a conflict exists, and the Chair's or the President and CEO's, as applicable ruling on any matter relating to a conflict of interest, shall be duly recorded in the minutes of the meeting. The time the Member left and returned to the meeting shall also be recorded.
- 6.8 It is the responsibility of every Member who is aware of a conflict of interest on the part of another Member to raise the issue for clarification, first with the Member in question and, if still unresolved, with the Committee Chair.

7.0 Publication of Conflict of Interest Declarations

- 7.1 A summary of the Member's expertise, experience, affiliations and conflict of interest declaration will be posted and publicly available on the CADTH website.
- 7.1.1 If the Member has contributed expertise or acted in an authorship role to a CADTH publication, a summary of the Member's expertise, experience, affiliations and conflict of interest declaration will be included in that publication.

8.0 Amendment to the COI Guidelines

After appropriate consultation, the COI Guidelines may be amended at any time by CADTH, subject to approval of the President and CEO.

Appendix A: Conflict of Interest Disclosure Form

CADTH Expert Committee and Panel Members

I have read and understood the Conflict of Interest (COI) Guidelines and I agree to be bound by the obligations contained therein. I understand that it is my responsibility to report to CADTH any real, potential or perceived conflicts of interest as defined in the COI Guidelines, and to disclose the information requested in the COI Guidelines.

As a member of a CADTH Committee or Panel, I also understand that a summary of my expertise, experience, affiliations and conflict of interest declaration will be publicly available on the CADTH website and in all CADTH publications to which I have contributed in an advisory (i.e. have made recommendations) or authorship role.

I understand that the information disclosed will be retained on file by CADTH.

I have reviewed my investments, affairs, affiliations, activities and interests and have accurately completed the attached Schedules 1, 2 and 3.

I hereby certify that I have disclosed all relevant information with respect to any matter involving a Party that may place me in a real, potential or perceived conflict of interest situation. Except as otherwise disclosed in the attached Schedules 1, 2 and 3, I declare that I have no conflict of interest to report, as defined in the COI Guidelines.

I undertake and promise to inform CADTH of any change in circumstances that may create a conflict of interest as soon as it is known to me.

Date

Print Name

Signature

Name of Committee/Panel

Conflict of Interest Disclosure Form – Schedule 1

(Reference: COI Guidelines Section 5.3)

Disclosures are required under Section 5.3 of the Conflict of Interest Guidelines for those activities or interests involving any Party during the past three years which benefited the Member or related person, particularly as the activities relate to the following areas (add pages as necessary):

Name of Party (see section 2.2 for definition)	Drug, technology or topic involved and year of funding	Check (✓) type of benefit as appropriate							Check (✓) type of benefit as appropriate			
		Gifts, etc.	Travel funding or payment	Funding or honoraria for:					Value of funding or benefit			
				Speaking engagements	Educational lectures	Organizing conferences	Writing articles or editorials	Other* (see below)	\$0 – \$5,000	\$5,001 – \$10,000	\$10,001 – \$50,000	Over \$50,000

*Other gifts/funding/honoraria: please provide details:

I do not have declarations for Schedule 1.

_____ Date

_____ Print Name

_____ Signature

Conflict of Interest Disclosure Form – Schedule 2

(Reference: COI Guidelines Section 5.4)

Disclosures are required under Section 5.3 of the Conflict of Interest Guidelines for those activities or interests involving any Party during the past three years which benefited the Member or related person, particularly as the activities relate to the following areas (add pages as necessary):

Name of Party (see section 2.2 for definition)	Drug, technology or topic involved and year of funding	Check (✓) type of benefit as appropriate							Check (✓) type of benefit as appropriate			
		Employment or engagement	Payment as advisor or consultant** (see below)	Funding or honoraria for:					Value of funding or benefit			
				Research funding or grants	Payment for academic appointment (endowed chairs)	Personal education funding	Unrestricted grants	Securities	\$0 – \$5,000	\$5,001 – \$10,000	\$10,001 – \$50,000	Over \$50,000

**Payments as advisor/consultant: please provide details:

I do not have declarations for Schedule 2.

_____ Date

_____ Print Name

_____ Signature

Conflict of Interest Disclosure Form – Schedule 3

(Reference: COI Guidelines Section 5.5)

List those activities, affiliations or interests involving a Party in the past three years (not already listed in Schedules 1 and 2) that may affect or compromise, or appear to affect or compromise the Member's objectivity, fairness or professional judgment (as outlined in Section 5.5.1). See list of examples in Section 5.5.2.

Name of Party (see section 2.2 for definition)	Nature or description of activities or interests (see Section 5.5.2)	Check (✓) type of benefit as appropriate				
		Financial value of benefit or internal (if any)				
		\$0 – \$5,000	\$5,001 – \$10,000	\$10,001 – \$50,000	Over \$50,000	

List those activities, affiliations or interests involving a Party with whom the Member has a potential or pending future commitment (as outlined in Section 5.5.3). Provide details on the nature of the commitment.

Name of Party (see section 2.2 for definition)	Nature and timing of the future commitment	Check (✓) type of benefit as appropriate				
		Financial value of benefit or internal (if any)				
		\$0 – \$5,000	\$5,001 – \$10,000	\$10,001 – \$50,000	Over \$50,000	

I do not have declarations for Schedule 3.

Date

Print Name

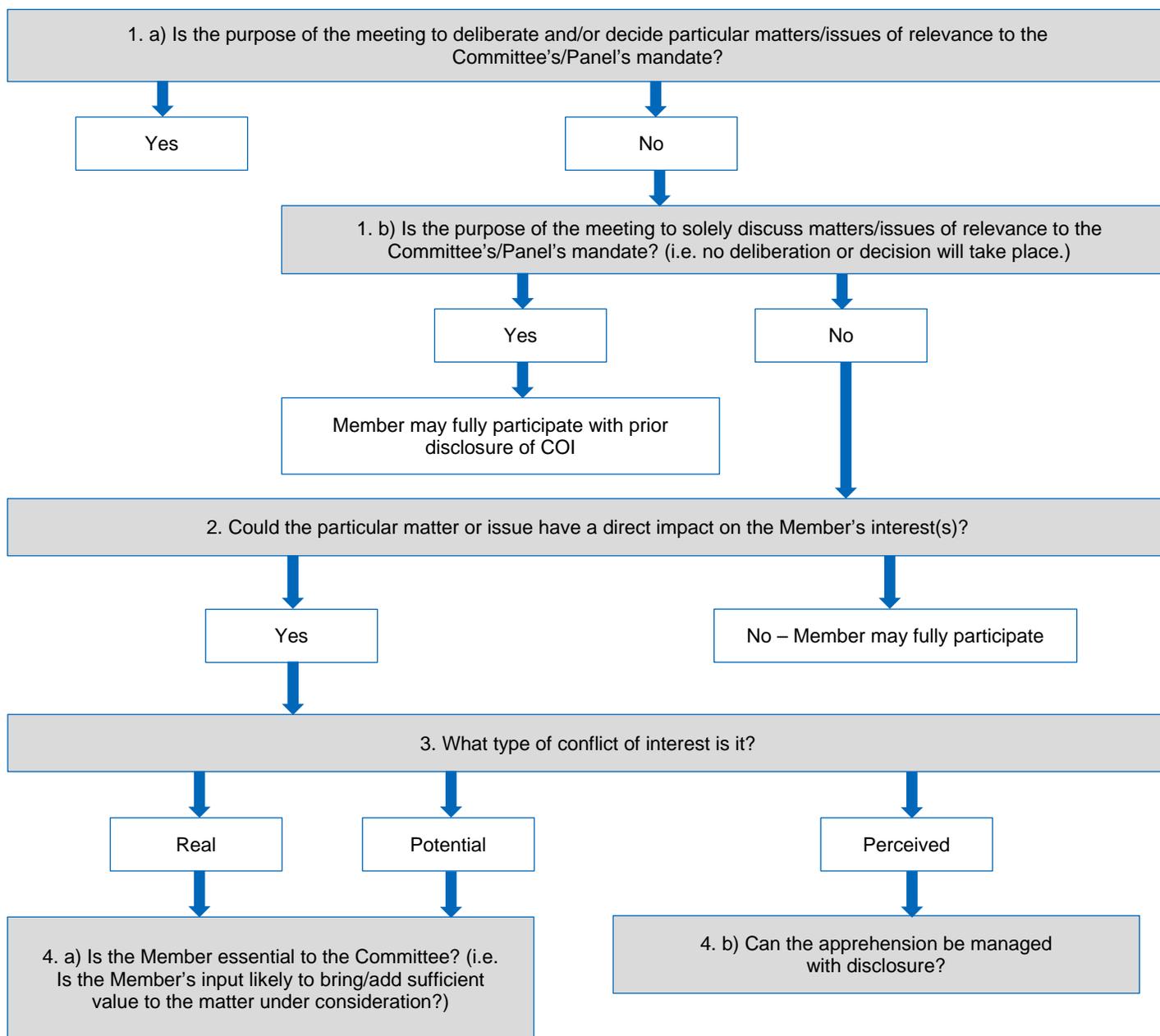
Signature

Schedule 4

(Reference: COI Guidelines Section 6.0)

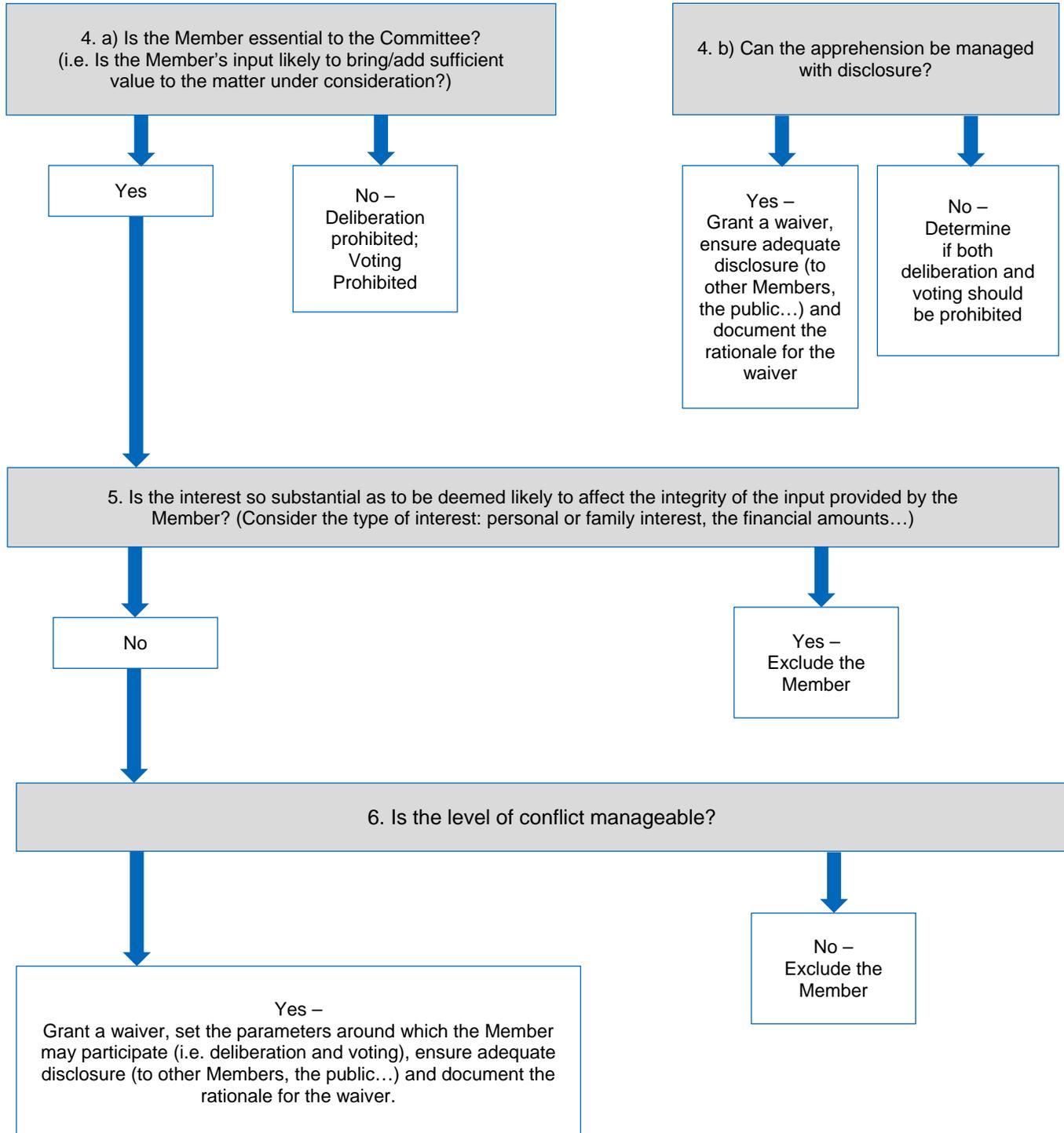
COI Flowchart

All Members are required to disclose COI's in accordance with the COI Guidelines.



Continued on next page

Schedule 4



CADTH Code of Conduct Agreement Form for Members of CADTH Committees and Expert Review Panels

I have read and understand the provisions contained in this Code of Conduct, and agree to abide by those provisions.

Print Name

Signature

Date (valid up to 5 years from date)

Preamble:

This Code of Conduct has been prepared to clearly and openly express the expectations for Members of CADTH Committees and Expert Review Panels (hereinafter “Committees/Panels”) in carrying out their duties. In order to serve as a member of a Committee/Panel, members must agree to and comply with this Code of Conduct.

The Code is designed to clearly set out principles, values and standards of behaviour that guide the decisions or deliberations that are encompassed within the responsibilities of CADTH Committees/Panels and support the effective operations of the CADTH Committees/Panels.

1. Applicability

All Members of CADTH Committees/Panels must abide by this Code of Conduct.

- 1.1. This Agreement form, once signed, will be retained on file at CADTH and will apply to any and all Committees/Panels in which the Member participates.
- 1.2. This Agreement form is valid for a maximum of 5 (five) years from date signed.

2. Conduct

2.1. Equality

Members, while representing diverse backgrounds, skills and experiences, will have an equal voice and equal representation on the Committee/Panel.

2.2. Participation

Members will actively participate in discussions.

Members will partake in active listening and provide opportunity for all members to participate in discussions.

Members shall maintain a level of professional competence and knowledge required to discharge their obligations and duties.

2.3. Respect

Members will not always agree with one another on all issues, but debates will be conducted in an atmosphere of mutual respect and courtesy.

Members have an obligation to act fairly in the conduct of their duties.

Members will support all properly authorized actions and once a decision has been made, the Committee/Panel will speak with one voice.

2.4. Focus

Members will not partake in sidebar discussions.

Members will not partake in double tasking (e.g. no blackberries).

2.5. Transparency

Members will bring forth all issues.

Members will engage in direct exchange of information, opinions, and ideas.

2.6. Confidentiality

Members will respect the confidentiality of all information (including verbal information), and materials received when carrying out their duties.

Members shall not intentionally divulge any such information to any person other than another Committee/Panel Member unless legally required to do so.

Members shall not use information obtained as a result of their involvement in Committee/Panel matters for personal benefit.

2.7. Meeting Preparedness

Members will regularly attend meetings.

Members will read meeting materials in advance of the meeting and will be prepared to fully participate in the discussion.

3. Compliance

If a Member does not comply with this Code of Conduct, CADTH reserves the right to terminate the Member's participation on the Committee/Panel.

4. Communications

All third party (media, industry, professional associations, patient groups, etc.) requests for information regarding the Committee/Panel are to be directed to CADTH Corporate Communications for response. Members are not to respond to third party requests unless directed or assigned by CADTH to do so.

Statement of Interest and Qualifications

Health Technology Expert Review Panel (HTERP) Member Role

Nominees are asked to describe why they are interested in the role (up to 250 words).

Nominees are asked to describe their relevant qualifications and experience.

Nominee is a health care practitioner with experience in the Canadian health care system, is knowledgeable about HTA, and has advanced training in a relevant field (e.g., epidemiology or health services research) (up to 150 words).

Nominee has knowledge and understanding of the mandate of CADTH and of HTERP, including their roles in the health care system (up to 150 words).

Nominee has an understanding of the procurement and use of health technologies within the Canadian context (up to 150 words).

Nominee has experience in committee work (up to 150 words).