



INAHTA Policy on Competing & Conflicts of Interests for Board Members

UPDATED 16 February 2023

Introduction

INAHTA Board members are expected to represent the views and interests of INAHTA members, and develop and advance initiatives that benefit INAHTA members. They are also expected to regularly participate in Board meetings throughout the year and in activities of the Board by leading and/or assisting in the implementation of the strategic objectives of INAHTA.

INAHTA Board members are typically well-known leaders in HTA and their expertise is in demand. They may be involved in different business activities in areas of strategic importance to INAHTA. To ensure transparency and accountability, the INAHTA Board has implemented this policy to manage competing or conflicts of interests (CCI) among Board members

- **Competing Interests** - It may occur that Board members hold governance or leadership positions in other HTA organizations at the international or regional level while they are members of the INAHTA Board of Directors. Simultaneous governance positions can create non-financial competing interests, as the individual may be responsible for representing and/or leading a different organization(s) in the same space where INAHTA operates.
- **Conflict of interest** – INAHTA Board members may have a financial interest in an area which is also an INAHTA Board business topic or an area of strategic importance where INAHTA operates, or is planning to commence activities.

CCIs are important to declare for ensuring transparency and accountability of Board members to the INAHTA membership. When individuals hold governance or leadership positions, they have privileged access to information that may be confidential, sensitive, and/or strategically important. By declaring and managing competing or conflicting interests, the INAHTA Board aims:

- a) to minimize the risk to INAHTA that information intended for the INAHTA Board or INAHTA members only is shared outside the network;
- b) to be transparent when external priorities or actors might bring undue and/or obscured influence to bear upon INAHTA Board governance and activities; and,
- c) to appropriately manage situations where Board members or their organizations stand to financially gain.

To manage CCIs, the following INAHTA Board Policy has been developed.

Policy on Competing or Conflict of Interests of INAHTA Board Members

- At the commencement of an individual's term as a member of the INAHTA Board of Directors, they will be required to complete a *Competing or Conflict of Interest Form* (see Appendix A). Board members will be required to update this form each year after the Annual Business Meeting (ABM). It is the Board members' individual responsibility to update the form should any changes in status occur in between meetings - in such cases they are to contact the Secretariat (INAHTA@ihe.ca). The completed CCI forms will be included as an addendum to the ABM minutes. The CCI forms will be stored securely in the INAHTA Secretariat files and also posted to the members area of the INAHTA website.
- At the beginning of each meeting of the INAHTA Board or Executive Committee, the Chair will:
 - Call for declarations of CCI or changes of already existing CCI declarations. This will be a standing item on each meeting agenda. Declarations of competing interest are required when a Board member holds simultaneous governance or leadership positions in other organizations at the international or regional level in the HTA community. Such declarations are to include the name of the organization and the



position the individual holds. Conflicts of interest relating to competing financial associations with any items on the agenda must also be declared.

- If a CCI is declared, the Chair will determine the appropriate action:
 - For competing interests – Assign another Board or Committee member to monitor the discussion for competing interest influence on the discussions. This appointed individual monitors the discussion and asks the Chair to request clarifications, if required, from any Board member who has declared a competing interest so that their comments are appropriately framed as either speaking from their INAHTA role or in their role for another organization. The Chair may ask the individual with the competing interest to abstain from voting.
 - For conflicts of interest – Ask the member with the conflict of interest to abstain from voting and/or absent themselves from the discussion.
- In the event that the Chair has a CCI, the Vice Chair and Treasurer will determine the appropriate action.
- The Membership Regulations have been updated to include the role of managing CCIs as the responsibility of the Board Chair.



Appendix A. Competing or Conflict of Interest Form

Your name:	Juliana Yi
Your INAHTA member agency name:	Ontario health
Indicate your position on the INAHTA Board of Directors and the term start/end date:	Director, 2024 - 2026
Do you currently hold any position of governance or leadership in a global/international or regional HTA-related organization?	Yes.
If yes, please indicate the name of the organization, your role or position, and the term start/end dates.	<p>I am a member of the operations committee of the Pan-Canadian HTA Collaborative. The pan-Canadian Health Technology Assessment (HTA) Collaborative (the Collaborative) was formed in 2011 to share best practices, minimize duplication of effort through the sharing of information, and identify and contribute to joint initiatives in the assessment of health technologies (medical devices, procedures, and diagnostics).</p> <p>I have been a member of the operations committee since 2020.</p>
Do you have any financial interests that conflict with any activities planned or underway in INAHTA?	No.
I acknowledge that as a Board member, I cannot accept any honoraria for appearances or presentations when representing INAHTA at external events.	Yes.
I consent to have this CCI form posted publicly on the INAHTA website	Yes.



Signature

8 October 2024

Date