

Conflicts of interest policy

1. General

- a) This policy relates to all committees and the Scientific and Medical Committee of Leukaemia & Lymphoma NI (LLNI), their chairs and other members, including trustees of the charity.
- b) The purpose of this document is to minimise the potential for conflicts of interest arising and to protect LLNI and those who work for it from any perception, real or otherwise, that the external interests and affiliations of its committee members might interfere with their ability to work towards the furtherance of LLNI's objectives.

2. Declaration of interests

- a) Any persons covered by this policy, as defined in paragraph 1a), must declare any disclosable external interest on their appointment to LLNI, and annually thereafter. A register of interests will be kept up to date by LLNI.
- b) Interests which should be disclosed by such individuals include:
 - a. Equity interests (if worth £10,000 or more, or more than 1% of the total issued capital) in enterprises with involvement in pharmaceuticals, healthcare, biotech or related areas, or in any other enterprise that may have a real or perceived interest in the work of the charity.
 - b. Third party investments (e.g. ISAs) should be held exempt from this.
 - c. Consultancies and other external appointments (paid and unpaid), together with details of any remuneration or other benefits arising from these.
- c) Committee members (including trustees who serve on committees) should also adhere to the spirit of this document and declare any other interests which they feel may be a source of conflict, or which might be perceived to conflict, with the interests of the charity. This includes interests held by the panel members' spouse or children.
- d) Trustees with a conflict of interest shall absent themselves from the room for discussions where the conflict exists. In cases where the potential for conflict is uncertain, the Chair of the Central Committee shall judge whether the individual should be excluded from the discussions.

3. Code of Conduct for Discussion of proposals

- a) Leukaemia & Lymphoma NI aims to ensure that research proposals are assessed objectively and impartially. Review by the Scientific and Medical Committee is seen as an essential element of the decision making process. The Board relies heavily on the willingness of members of the blood cancer community and other

leading NI scientists to give time to participate in review groups and appreciates their willingness to do so.

- b) Details of research applications and related correspondence, Scientific and Medical Committee papers, and the identity of external referees are strictly confidential and must be kept secure and not disseminated to or discussed with others outside the review process.
- c) Details of applications, meeting papers and related correspondence and the names of external referees are strictly confidential and should not be discussed with persons outside the review process.
- d) Discussions of a proposal between members of the Scientific and Medical Committee which occur outside a committee meeting should be declared to the chair of the committee.
- e) If a committee member (including serving trustees) is approached by an applicant for technical advice on an application, he or she may provide advice, but must report this to the committee chair and secretariat. They may subsequently be asked by the chair to absent themselves from a discussion of the application concerned.
- f) When a member of the Scientific and Medical Committee is connected with an application, he or she must declare an interest and withdraw from any consideration of that application. That member does not receive documents pertaining to the application, learn the identity of its referees or receive its referees' reports, and does not score the application. He or she must retire from the meeting when the application is assessed. Details of discussion of that application are expurgated from any papers the member receives

4. Managing conflicts of interests

- e) Where a committee member is an applicant or co-applicant on a grant application, he or she must declare an interest and withdraw from any consideration of that application. That member will not receive documents pertaining to the application, learn the identity of its referees or receive its referees' reports. He or she must retire from the meeting when the application is assessed. Details of discussion of that application will be deleted from any papers the member receives. This should also apply to trustees who serve as committee members and are applicants in the grant round.
- f) The chair of the Scientific and Medical Committee may not be an applicant or co applicant for grant funding.
- g) Committee members who could be seen as a direct competitor of the applicant (e.g. they are funded or applying for funding on a similar project to the proposal under discussion) or have collaborated or published with the proposal applicant within the past three years, or work in the same institution, should declare an interest and may be asked to withdraw from the meeting for that application, or may be allowed to stay, but not vote on the application.

5. Resolution conflicts of interest

- a) LLNI recognises that the majority of conflicts or potential conflicts will relate to a particular issue and as such will not present any long term restrictions on an individual's ability to work for the charity or to sit on its committees.
- b) In a small number of cases, major conflicts of interest may arise which compromise an individual's ability to continue in their position within the charity. Where such a situation relates to a member of the Scientific and Medical Committee, the matter will be discussed by the chair of the committee together with the Chair of LLNI. In cases where agreement cannot be reached through this means, the case will be referred to the committee as a whole, whose decision should be taken as final.
- c) Members of the Scientific and Medical Committee are expected to declare any potential conflicts of interest relating to individual funding decisions to the committee secretariat before the meeting wherein they will be discussed, or during the meeting as soon as the existence of a conflict becomes apparent.
- d) In cases where an individual is uncertain as to whether a conflict of interest exists or not, they should report this to the Scientific and Medical Committee Chair. The Chair shall discuss the matter with the individual as necessary and report to the Chair of LLNI, who will decide on a course of action.
- e) If an individual is concerned about a possible conflict of interest involving another member of a funding panel, then he or she should raise the matter with the chair of the Scientific and Medical Committee.

6. Updating the policy

- a) LLNI will endeavour to review this policy, if necessary, every two years, in consultation with the board of Trustees.

Leukaemia & Lymphoma NI

Declaration of Interests:

Personal Details:

Name: _____

Position in Leukaemia & Lymphoma NI: _____

1. Do you hold any directorships, including executive and non-executive directorships, in any public or private companies or organisations which could conflict with the ethos and aims of Leukaemia & Lymphoma NI?

Please tick:

Yes No

If yes, please provide full, relevant details in the space below:

Role	Company	Duration of Appointment

2. Are you employed by any public or private companies or organisations which could conflict with the ethos and aims of Leukaemia & Lymphoma NI?

Please tick:

Yes No

If yes, please provide full, relevant details in the space below:

3. Do you have significant shareholdings in any public or private companies or organisations which could conflict with the ethos and aims of Leukaemia & Lymphoma NI?

NB: Significant shareholdings may be considered to be 2% or more of the issued capital.

Please tick:

Yes No

If yes, please provide full, relevant details in the space below:

4. Do you own or have partial ownership in any public or private companies or organisations which could conflict with the ethos and aims of Leukaemia & Lymphoma NI?

Please tick:

Yes No

If yes, please provide full, relevant details in the space below:

5. Are you employed by any consultancies which could conflict with the ethos and aims of Leukaemia & Lymphoma NI?
Please tick:

Yes No

If yes, please provide full, relevant details in the space below:

6. Do you hold any remunerated or honorary positions and other connections with other educational institutions (including universities, further education colleges and/or schools), which may give rise to a conflict of interest with the ethos and aims of Leukaemia & Lymphoma NI?
Please tick:

Yes No

If yes, please provide full, relevant details in the space below:

7. Do you hold any public appointments (paid or unpaid) or elected office which may give rise to a conflict of interest with the ethos and aims of Leukaemia & Lymphoma NI?
Please tick:

Yes No

If yes, please provide full, relevant details in the space below:

8. Do you hold any other positions or have any other connections, including those with voluntary bodies or charities, which may give rise to a conflict of interest with the ethos and aims of Leukaemia & Lymphoma NI?
Please tick:

Yes No

If yes, please provide full, relevant details in the space below:

I confirm that I have read and understood the Leukaemia & Lymphoma NI Conflict of Interests Policy

The interests I have declared include both direct and indirect interests (i.e. those of a partner, spouse or close relative) and any specific financial interests are shown.

Signed: _____ Date: _____

Print Name: _____ Position: _____

On completion: Please return the form to Leukaemia & Lymphoma NI Administrator.

Evaluation by Leukaemia & Lymphoma NI

Please confirm the appropriate decision:

- I confirm that I have evaluated the above declaration of interests and confirm that no conflict of interest exists.

- I confirm that I have evaluated the above declaration of interests and believe that a conflict of interests exists. The following proposed action should, therefore, be implemented to effectively manage the conflict:

Action: _____

Signed: _____ Date: _____

Print Name: _____ Position: _____