



CONFLICTS OF INTEREST GUIDELINES FOR BOARD MEMBERS OF CANCER TRIALS IRELAND

It is a core tenet of corporate governance that board members must declare any potential conflict of interest between their responsibilities as a director of an organisation and their other professional or personal interests. The Charities Regulator defines the term as “a conflict of interest is any situation in which a charity trustee’s personal interests or loyalties could, or could be seen to, prevent the charity trustee from making a decision in the best interests of the charity. This personal interest may be direct or indirect and can include interests of a person connected to the charity trustee.” (A trustee is the term used by the Charities Regulator to describe the role of a director). The advice of the Charities Regulator is straightforward: “Would a reasonable person, who was aware of the charity trustee’s personal interest, believe that the charity trustee might be influenced by that personal interest when making a decision on behalf on the charity? “

Following the agreement at the last Board meeting, the attached document is designed to help individual board members assess their own potential conflicts. It has four areas for a director to consider their involvement or potential involvement with:

- 1) Any CTI clinical trial
- 2) Any other cancer clinical trial conducted in Ireland
- 3) Any organisation that facilitates cancer clinical trials to Irish patients, or which may do so in the future
- 4) Any other potential conflict that a director wishes to raise. (It must be remembered that it remains the personal responsibility of each director to make their own valid declaration).

So, as agreed by the Board at the last meeting, board members are asked to fill out the form by the **17th January 2019** and send it to the company secretary two weeks ahead of the next board meeting. The company secretary maintains the register of the stated conflicts of interest and it is the duty of a board member to announce any potentially new conflicts at a subsequent board meeting and to inform the company secretary. (The chair will, of course, continue the policy of asking at the outset of each board meeting of any new potential conflicts that a member wishes to declare).

I propose that at the January Strategy Day we give ourselves time to discuss the conflicts policy both for the Board but also for the other decision-making parts of the organisation and then to bring the outcome of that discussion to the February board for ratification.



CONFLICTS OF INTEREST ACKNOWLEDGMENT & DISCLOSURE FORM

I have read the conflicts of interest policy set forth above and agree to comply fully with its terms and conditions at all times during my service as a Cancer Trials Ireland Board member. If at any time following the submission of this form, I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the Cancer Trials Ireland company secretary and declare it to the consequent board meeting.

Disclosure of Actual or Potential Conflicts of Interest in each of the following areas:

1. Any CTI clinical trial:

2. Any other cancer clinical trial conducted in Ireland:

3. Any organisation that facilitates cancer clinical trials to Irish patients, or which may do so in the future:

4. Any other potential conflict that a director wishes to raise. (It must be remembered that it remains the personal responsibility of each director to make their own valid declaration).

I acknowledge and agree that my selection for service on the Board and the opportunities made available to me by serving on the Board constitute good and valuable consideration for entering into this agreement, the receipt and sufficiency of which I hereby acknowledge.

Name (Block): _____

Signature: _____

Date: _____