



CANADIAN MOUNTAIN NETWORK (CMN)

CONFLICT OF INTEREST GUIDELINES

INTRODUCTION

To maintain public and professional trust and confidence, the CMN must deal with real or perceived conflicts of interest (COIs) in a fair, open, consistent and practical way. The CMN will assess and manage COIs on an individual basis.

To that end, these Guidelines sets out a mechanism for identifying and addressing conflicts of interest, whether real or perceived, so that members of the CMN and external partners can be confident that decisions and actions are not inappropriately influenced by private interests. At the heart of these Guidelines is the duty of each Member to assess his or her own activities and to report any real or potential conflicts of interest.

Conflicts of interest are real, perceived or potential situations in which an impartial observer might reasonably question whether actions or decisions taken by an individual are influenced by considerations of private interest to the disadvantage of others. A conflict of interest includes a situation where financial or other personal considerations may compromise, or have the appearance of compromising, professional judgment.

Where a potential conflict of interest arises, it must be immediately disclosed by the Member involved. The Conflict of Interest will be assessed in a timely, fair and open manner appropriate to each situation. A conflict is to be allowed only when it can be managed in a way that protects and serves the interests, integrity and reputation of the CMN, as well as its legal and contractual obligations, and will stand the test of reasonable and independent scrutiny.

SPECIFIC APPLICATIONS

Conflict of Interest guidelines are a living document and will be updated as the CMN evolves. As summary of COI procedures will be adapted to specific activities as necessary. A formal procedures document will be available for reference.

1. FOR ALL NETWORK INVESTIGATORS AND PROJECT PARTNERS

Network Investigators and Project Partners are required to review the CMN Conflict of Interest Guidelines and complete a disclosure form on an annual basis. These will be reviewed by the CMN Administrative Centre and a summary will be provided to the Research Management Committee for review, approval and/or action. This process will take effect once the CMN is incorporated as a not-for-profit organization in Fall 2018.

2. FOR REVIEW AND ADJUDICATION OF CMN PREPARATORY PROJECT PROPOSALS (Spring 2018)

Since its inception, the CMN, has strived to ensure that its decisions are fair and objective and that they are seen as such.

The review and adjudication of the CMN Preparatory Proposals is the first time that COI Guidelines will be formally incorporated into the NCE proposal development process.

No Adjudication Committee member with a conflict of interest may participate in the review of a conflicted proposal.

Conflict of interest occurs whenever an Adjudication Committee member:

- is the Project Leader or a Co-Investigator on the proposal
- is at the same department or organizational unit as the Project Leader
- is a relative or close personal friend of the Project Leader
- is in a position to gain or lose financially from the outcome of the project
- feels, for any reason, that she/he cannot provide an objective review of the proposal.

Any member who has such a conflict in regard to a proposal must declare a COI and not participate in the discussion and decision on that proposal. The Chair of the Adjudication Committee is responsible for resolving any areas of uncertainty.

A copy of these requirements for declaration of potential COI will also be provided to any external reviewers.