

CADTH PHARMACEUTICAL ADVISORY COMMITTEE

TERMS OF REFERENCE

1.0 MANDATE

The purpose of the Pharmaceutical Advisory Committee (PAC) is to provide strategic advice to CADTH about drug policy issues. The Committee provides guidance that considers the outputs and impact of CADTH work in meeting the needs of federal, provincial, and territorial governments, and those entities working in the Canadian health care system.

2.0 ROLES AND RESPONSIBILITIES

The roles and responsibilities of PAC include:

- providing strategic advice to CADTH on drug policy issues
- facilitating consultation and information exchange among the jurisdictions and CADTH
- providing general direction to the PAC working groups
- resolving issues unable to be resolved by the CADTH working groups.

3.0 WORKING GROUPS

PAC will have two standing working groups associated with it:

- the Provincial Advisory Group (PAG) comprises cancer agency representatives and shall focus on oncology-related products and topics
- the Formulary Working Group (FWG) comprises non-oncology drug plan representatives and shall focus on products and topics not relevant to PAG (i.e., non-oncology).

The roles and responsibilities of the FWG and PAG include:

- assisting CADTH in the selection and prioritization of relevant policy topics
- advising on policy and implementation issues related to CADTH work

4.0 AUTHORITY

The Committee shall report to the CADTH President and CEO through its Chair.

5.0 MEMBERSHIP

5.1 Composition

PAC is composed of the following:

- a) voting members —
 - one voting member representing each participating provincial and territorial jurisdiction; in the jurisdictions where there are cancer agencies, the jurisdiction may have two members on the committee, one of which will have voting rights. The respective Deputy Ministers of Health, in consultation with the CEO of the jurisdictional cancer agency where applicable, will designate one of the two positions as the voting member.
 - two voting members representing the federal government:
 - one member from the Non-Insured Health Benefits Program (NIHB)

- one member from the remaining five federal drug plans (Canadian Armed Forces Drug Benefit plan; Veterans Affairs Canada Treatment Benefits program; Royal Canadian Mounted Police health benefits program; Immigration, Refugees and Citizenship Canada Interim Federal Health Program; and Correctional Service of Canada Health Services)
- b) non-voting members —
- the provincial and territorial representatives who are not appointed as voting members shall be non-voting members
 - other non-voting members shall include:
 - one member from the Health Canada Strategic Policy Branch
 - one member from the pan-Canadian Pharmaceutical Alliance (pCPA)
 - one member from L'Institut national d'excellence en santé et en services sociaux (INESSS)
 - one member from the Patented Medicine Prices Review Board (PMPRB)
 - one member from the Canadian Association of Provincial Cancer Agencies (CAPCA)
- c) ex-officio members —
- the CADTH President and CEO (or his or her delegate) shall be an ex-officio member of the committee.

5.2 Appointment

Deputy Ministers of Health may nominate members in accordance with the regional distribution described in Section 4.1.

Non-jurisdictional, non-voting members are nominated by their respective organizations.

Members are appointed by the CADTH President and CEO.

5.3 Removal

Notwithstanding anything set out in these terms of reference, the CADTH President and CEO may, in consultation with the relevant jurisdiction, remove a member before the expiry of his or her term.

5.4 Resignation

A member may resign from office by giving a written resignation to the Chair and the CADTH President and CEO, and such resignation becomes effective when received by CADTH or at the time specified in the resignation, whichever is later.

5.5 Committee Officers

The PAC officers shall be the Chair and Vice-Chair.

Initially, the Chair and Vice-Chair shall be nominated by the Committee from among the voting members and appointed by the CADTH President and CEO for a term of one year. Subsequently, the Committee will nominate a Vice-Chair annually, as the Vice-Chair is the Chair-Elect.

The Chair shall:

- preside at meetings of the Committee
- report on Committee activities to the President and CEO, and the Board of Directors.

The Vice-Chair shall, in the absence or disability of the Chair, perform the duties and exercise the powers of the Chair.

5.6 Observers

CADTH, in consultation with the Chair, may invite observer(s) to attend committee meetings from time to time.

The Committee shall have the right to exclude observers from any meeting held in camera, either in whole or in part.

6.0 TERM OF OFFICE

Members of PAC shall normally be appointed for a three-year term, and the term may be renewed at the discretion of the CADTH President and CEO.

Any member who has served two (2) consecutive terms of office shall not normally be eligible for reappointment to the Committee until a period of at least one (1) year has elapsed since the end of that member's second consecutive term in office.

The President and CEO may appoint a member who has served two consecutive terms of office for an additional term for the purpose of that member serving as Chair or if a third term is in the best interests of CADTH.

7.0 MEETINGS

PAC shall meet once monthly by teleconference and once per year in person.

7.1 Attendance

Members shall make best efforts to attend all meetings of the Committee. A member who is unable to attend a meeting in person may request permission from the Chair to participate in the meeting via teleconference or other means. Permission will be granted provided all members are in agreement.

If a member is unable to attend, an alternate may attend in their place; however, the alternate is not entitled to vote.

7.2 Quorum

A majority (50% + 1) of PAC voting members shall constitute quorum.

7.3 Agenda

Meeting agendas are prepared by CADTH in consultation with the Committee Chair.

7.4 Decision-Making

PAC decisions shall ordinarily be decided by a consensus of the members present at the meeting. Should consensus not be reached, the Chair shall refer the question to be decided by a majority vote of the members. The Chair of the meeting shall not normally vote except in the event of a tie, in which case the Chair of the meeting may exercise a casting vote. All committee members will support a committee decision once it is made.

7.5 Minutes

CADTH keeps a written record of committee meetings. A copy of the minutes will be provided to each member of the committee.

8.0 CODE OF CONDUCT

All members of the committee shall comply with the CADTH code of conduct.

9.0 CONFLICT OF INTEREST

All members of the committee shall comply with the CADTH conflict of interest policy. Conflicts of interest shall be declared at the start of each meeting.

10.0 REMUNERATION

Members shall be entitled to remuneration in accordance with the CADTH policy on remuneration. Expenses incurred in the course of performing duties as a committee member are eligible for reimbursement in accordance with the CADTH travel policy.

11.0 REPORTING

PAC shall make a report to the CADTH Board of Directors at least annually through its Chair, by verbal and/or written means.

12.0 SECRETARIAT SUPPORT

Secretariat support for PAC shall be provided by CADTH staff.

13.0 AMENDMENT TO TERMS OF REFERENCE

These terms of reference may be amended at any time at the discretion of the CADTH President and CEO.