



Call for Nominations: Frequently Asked Questions

Canada's Drug Agency (CDA-AMC) is seeking nominations for expert and patient members for its advisory and expert committees. Here are some questions and answers that may help you consider and embark on the nomination process.

What Opportunities Are Available?

CDA-AMC is seeking nominations for the following roles:

- **Canadian Drug Expert Committee (CDEC)**
 - 1 patient member
- **pan-Canadian Oncology Drug Review Expert Review Committee (pERC)**
 - 1 expert member
- **Health Technology Expert Review Panel (HTERP)**
 - 1 health technology assessment (HTA) specialist member
- **Patient and Community Advisory Committee (PCAC)**
 - 2 patient members

Are There Opportunities for Patients?

At this time, we have up to 4 vacancies to fill for patient members.

Are There Opportunities for Members of the General Public?

At this time, there are patient member vacancies on 2 different committees. Members of the general public who meet the criteria for these positions may submit a nomination.

What Is the Deadline for Nominations?

Completed online nominations must be received no later than **Monday, March 31, 2025**.

Who Can Submit a Nomination?

Individuals from federal, provincial, and territorial jurisdictions and relevant bodies that represent health and allied health professionals, and members of the general public, may submit a nomination.

Can I Nominate Myself or Does Someone Have to Put My Name Forward?

Interested candidates may nominate themselves.

Can I Be Nominated for More Than 1 Role?

Yes, you can be nominated for more than 1 role. However, you will have to complete separate nomination for each role you are interested in.



Do I Have to Complete a Conflict of Interest Disclosure Form?

All committee members are required to fully disclose any real or potential conflicts of interest. Our conflict of interest policy is intended to ensure and maintain CDA-AMC's high ethical standards, reputation, and integrity. Candidates who are selected for an interview will be required to complete a conflict of interest disclosure form.

What If I Have Previously Completed a Conflict of Interest Disclosure Form for Canada's Drug Agency?

Even if you have previously submitted a conflict of interest disclosure form, a new, updated disclosure form will be required if you are selected for an interview.

What Is Considered a Conflict of Interest?

A conflict of interest is any situation in which an individual has or is perceived to have a personal, nonpersonal, or other relevant interest sufficient to bias, influence, or appear to influence the objective exercise of that individual's CDA-AMC-related duties, responsibilities, or decision-making.

Will a Conflict of Interest Exclude Me From Consideration?

Having a conflict of interest does not automatically exclude a candidate from consideration. Understanding the nature and scope of conflicts is a component of the selection process.

What Happens After I Submit My Nomination?

Upon submission, a message will display on your screen to confirm your nomination has been submitted. Please note that candidates will not receive an email confirmation.

While we thank all candidates for their interest, only those under further consideration in the process will be contacted personally.

What Are the Selection Criteria?

For further details, please refer to the description of the role you are interested in. The role description outlines the qualities, knowledge, and skills needed to perform the role.

Using the statement of interest and qualifications template, you will need to provide written statements that demonstrate your capabilities for each criterion, including specific examples or situations in which you have demonstrated the qualities, knowledge, and skills listed in the role description.

How Will Interviews Be Conducted?

Interviews will be conducted by videoconference.

How Long Do Members Serve on Expert or Advisory Committees?

Members are generally appointed for a term of 3 years. Terms may be renewed once, at the discretion of CDA-AMC's President and CEO.



What Is the Time Commitment?

The time commitment will vary depending on the role you are interested in.

- CDEC: Up to 4 to 5 days per month, including participating in monthly meetings
- pERC: Up to 4 to 5 days per month, including participating in monthly meetings
- HTERP: Up to 1.5 days per month, including participating in monthly meetings
- PCAC: Up to 12 hours every 6 months, including participating in meetings

Members may be required to travel for meetings and are expected to come to meetings prepared. More details are available in the terms of reference or role description for each role.

Where Are the Meetings Held?

Meetings are held by videoconference or in person in Ottawa or Toronto, depending on the committee. Please refer to the details of the specific role you are interested in.

Are My Travel Costs Reimbursed?

Yes, travel expenses are reimbursed in accordance with the organization's travel policy.

What Is the Remuneration for Members of the CDA-AMC Expert or Advisory Committees?

Members may receive an honorarium in accordance with the organization's [remuneration policy](#). Remuneration will be paid to the individual and is subject to deductions for the Canada Pension Plan (CPP) and income taxes.

Accepting remuneration may impact an individual's eligibility under government-funded programs, such as the Ontario Disability Support Program.

How Do I Submit a Nomination?

You must submit your nomination through the online nomination form. All of the required materials must also be uploaded using that form.

What Documents Are Required?

The following items are required as part of each nomination:

- completed nomination form (complete online)
- completed Statement of Interest and Qualifications form (download and complete)
- candidate's curriculum vitae (upload your own document).

How Do I Provide My Documents?

Documents must be uploaded using the online nomination form. These documents may be provided in either Microsoft Word (.doc, .docx) or Adobe Acrobat (.pdf) format.



Can I Submit My Nomination By Mail or Fax?

All nominations must be received online via the online form, unless accommodations have been made in advance.

What If I Require Materials in an Accessible Format?

To request materials in an accessible format, please contact us at nominations@cda-amc.ca.

What If I Require Other Accommodations?

We provide accommodations during all phases of the recruitment process. If you require any accommodation or have any questions, please contact Arni Ahronson, Vice-President, People and Culture at arni.ahronson@cda-amc.ca.

What If I Have More Questions?

If you have additional questions after reviewing these frequently asked questions, please email them to us at nominations@cda-amc.ca. We will do our best to respond to your question within 2 business days.